Annual Reporting Account Update Instructions

This procedure works best for employers that have a small number of employees. Enter employees one by one. If you have questions, please call the Employer Communications Center toll free at 1-877-533-5020, Option 2.

1. Go to the ETF Web Applications for Employers page (etf.wi.gov/employers/wisconsin-retirement-system/etf-web-applications-employers) and click on "**WRS Account Update**."
   - Enter User ID and Password when prompted and click on "**Login**."
   - Enter the Employer Number when prompted and click on "**Submit**."
2. Click on "**Annual Processing"** displayed on the right side of the screen.
3. The report date will populate with 12/31/CCYY.
4. The employee information will populate.
   a. The system will retrieve the active employee list for you and display the information for the first employee on the list.
5. The action date will populate with 12/31/CCYY.
6. Select "**Action Code."** If the employee is active and had reportable earnings for the year, use P000 for the action code- Annual with Earnings and proceed to Step 7. If the employee is active, but had no reportable earnings for the year, use P040 for the action code and proceed to Step 9.
7. Enter the Hours and Earnings paid from January 1 to December 31 of the reporting year.
   a. Fiscal Year (FY) Hours and Earnings: Only judges, teachers, and educational support personnel will have FY hours and earnings.
   b. Calendar Year (CY) Hours and Earnings: All employees will have CY hours and earnings.
   c. If possible, round partial hours to the nearest hour, or list it as a decimal equivalent to the nearest one-hundredth (for example, 833.33).
   d. Please list earnings in dollars and cents.
8. Enter any employee required contributions in the Pre-Tax Employee Required Contribution field. Some Act 4 Protective County Jailers (Category 43) pay their required contributions post-tax. If you need to report post-tax EERC for a Category 43 employee, please use the Post-Tax Employee Required Contribution field.
9. Click "**Save**."
   a. Save will update the row in the active employee list for that employee and display the next record in the active employee list.
   b. After the last "pre-filled" employee entry has been saved the "Annual Reporting Review Page" will appear.
   c. This is when you can add employees not on the "pre-filled" list and review the transactions before final submission.
   d. You may select an employee from this list to review and/or update individually. Save will take you back to the review form.
10. Click "**Summary**."
    a. This will take you to the "Annual Reporting Summary Form."
    b. You can print or review again. When you are satisfied with the report, click the "**Print"** button (you do not have to actually print the report) and then click "**Final Submit**."
    c. This will submit the report to ETF, and the message "All transactions have been submitted to ETF for update" will display.