Employer Agent Responsibilities

On-Going Yearly **Monthly** WRS Eligibility and Periodic **Earnings and Employment** Other On-going Contribution Annual **Transaction** Contributions Category Duties Rates Reconciliation Reporting Reporting Determination Determine WRS Report WRS Submit annual **Understand WRS** enrollments within eligibility and Respond to Review contribution hours, earnings, reportable hours, inquiries from ETF rate changes for and contributions employment 14 days and earnings, and category for all terminations within the upcoming year for all enrolled staff contributions 7 days of event employees employees Report name. Reconcile Submit monthly address, and other Continuous WRS Submit late Notify employees of remittance reports remittance report evaluation for reported account employee rate changes against employee by the 24th of each information ineligible employees corrections transactions month changes as needed Report unpaid Distribute materials Update rate by first Monitor and report leave of absence to all WRS-enrolled payroll paid in rehired annuitants (LOA) and military employees January **USERRA** Maintain employee

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For a full list of responsibilities, see Chapter 2, Subchapter 201: Employer Agent Responsibilities in the WRS Administration Manual.

records for WRS

purposes

Report employment

category changes

Track hours worked

for all employees