WRS Earnings Reports (On-going)

General Information

This application provides online access to the WRS Earnings Reports via the ETF Web Applications for Employers page. These reports are used by employers to pre-reconcile their annual report and to identify and resolve variances. Eight reports are available online.

Employee Transaction Detail

- This report provides a detailed transaction listing by individual employee. It shows the earnings, service and contributions that were loaded by employment category for each employee. By clicking the "Export to Excel" button, the user can download this information to a spreadsheet. Employers with 250 or more employees must "Export to Excel" to see their transactions. The report will give employers electronic access to employee loaded information, which they can use to help identify reconciliation variances. This report will allow the employer to verify all earnings, hours, and Employee Required Contributions (EERC) amounts reported to ETF on transactions throughout the year. This report is current as of the previous night.

Remittance Reports by Month

- This is a monthly log of the earnings, reported by contribution category, and additional contributions reported to ETF for the year selected. There may be multiple remittance reports per month depending on whether supplemental remittance reports were filed with ETF throughout the year. A common mistake during reconciliation is not accounting for any supplemental remittance reports filed throughout the year. This report will allow employers to see all remittance reports and totals of earnings, by category, on file with ETF. This report is current as of the previous night.

Suspended Employee Transactions

- This report provides a list of all WRS employer transactions that have not loaded through into employee records. Transactions shown are as current as of the previous night. This report will allow employers to see the error type that caused their transaction not to load. Please contact the Employer Communication Center toll free at 1-877-533-5020, option 2 with any questions regarding suspended transactions.

- Common Suspended Transaction Error Types

  - ***"Status in category is not active"*** – The participant has already been terminated or is no longer active within this category. To become an active employee after a termination, an enrollment is needed.

  - ***"Social security number not found"*** – The SSN, as entered, is not found as enrolled in the WRS.

  - ***"Begin date is later than current date"*** – The action date cannot be in the future. Employees may not be enrolled for a future hire date but may only be enrolled on or after their actual start date.

- ***"No original transaction exists for this correction"*** – In order to correct a previously submitted transaction, there must be an original transaction. For example, in order to submit an action code PO 81 (correction to a previously submitted PO 01 termination), there must be a valid PO 01 termination loaded.

- ***"SS#/empr/category do not match to table"*** – This is common when the wrong category for an employee is submitted. If an employee works in multiple categories and those categories meet WRS eligibility on its own, an enrollment is needed for each category.

Active Employee Listing Selection (Pre-Lists) – (3 Selections)

- **Active Employee Listing**
  - This report provides a listing of all employees, by category, enrolled in the Wisconsin Retirement System (WRS) from that employer. This report is current as of the previous night. By clicking the "Export to Excel" button, the user can download this information to a spreadsheet. This report can be used to verify that all WRS eligible employees are enrolled in the WRS, to verify they are enrolled in the correct employment category, and to verify current addresses on file. Termination transactions should be submitted for any employee who should not be on the report.

- **End of the Year Active Employee List**
  - This report includes all employees actively employed according to our records. The report date, employee name, employee address, employee Social Security number, action code, and action date are all pre-filled for the annual report. This report reflects who ETF has on record as active at the end of the annual year. By clicking the "Export to Excel" button, the user can download this information to a spreadsheet. This report can be saved as a CSV and uploaded to ETF after the employer inputs the necessary information. Instructions for uploading this file can be found at: https://etf.wi.gov/resource/annual-reporting-transaction-upload.

- **Correction to the End of Year Active Employee List**
  - This report allows for corrections to made to an already submitted annual report. The report date, employee name, employee address, employee Social Security number, action code, and action date are all pre-filled for the correction to the annual report. This report can be saved as a CSV and uploaded to ETF after the employer inputs the necessary information.

Listing of Over/Under Entries

- This report provides a listing of over/under related transactions that were processed during the past year through the previous night. If the balance shown is positive, an employer owes ETF. If the balance shown is negative, an employer has a credit with ETF. Contact ETF at 1-877-533-5020, option 2 with any questions regarding over/under entries.

Listing of Active Employees with No Reported Earnings

- This report will display this listing only after you have submitted your annual report to ETF. It will show all active employees with no reported earnings as submitted on the annual report.

Earning/Contribution Reconciliation

- This report will display the totals and difference between the earnings from all employee transactions by contribution category and earnings from your monthly remittance reports by contribution category for the selected year. This report will assist during the reconciliation process. Please use the Annual Reporting & Reconciliation web page when reviewing for possible reconciliation errors: https://etf.wi.gov/employers/wisconsin-retirement-system/annual-reporting-reconciliation

Late Reported Earnings

- This report displays all late reported earnings transactions reported for the year.

Special Notes

- The individual accessing WRS Earnings Reconciliation Reports must obtain security clearance to the "WRS Account Update" by submitting the **Online Access Security Agreement** (ET-8928). If you have been granted access, but cannot login or you forgot your password, please review the Employer Contact and Password Help page on ETF's website (https://etf.wi.gov/employer-contact-and-password-help) or call the Employer Communication Center toll free at 1-877-533-5020, Option 2.

- The application requires your **Web browser** to have cookies enabled and JavaScript enabled.

- Please use the **logout** feature at the top of the screen to protect confidential employee data when done working with the application.

- When you perform an inquiry, you are provided with raw data exactly as it exists in ETF's database. However, ETF cannot guarantee the integrity of the data after it has been manipulated by an employer in Microsoft Excel. Please use caution when sorting columns and making other changes in Microsoft Excel.

- When printing reports from this application, we recommended changing your print orientation to landscape for best results.

- When navigating between reports, utilize the "Link To" dropdown box. Clicking the "Back" button on your browser will cause the application to time out.

- If you cannot access these reports for any reason or for additional assistance, please call the Employer Communication Center toll free at at 1-877-533-5020, Option 2.

Step-by-Step Instructions (Text Only)

1) Navigate to the ETF Web Applications for Employers page.
   a) https://etf.wi.gov/employers/wisconsin-retirement-system/etf-web-applications-employers
2) Scroll down and select the “WRS Earnings Reports (On-going)” link.
3) The “ETF Web Application Logon” screen will appear.
4) Type your User ID.
5) Press the “Tab” key.
6) Type your password.
7) Click “Login”
   a) If you cannot logon or you forgot your password, contact ETF logon and password support at 1-877-533-5020.
8) Type your seven-digit employer number. (No dashes or spaces)
9) Click the “Submit” button.
10) Select the year to view using the drop down menu.
11) Select the report you wish to view from the options shown while using the drop down menu.
12) Click “Display.”
   a) **Employee Transaction Detail**
      i) Click “Export to Excel” to put in an Excel spreadsheet. Employers with greater than or equal to 250 employees must click “Export to Excel” to retrieve data.
   b) **Remittance Reports by Month**
   c) **Suspended Employee Transactions**
      i) Click “plus sign” to expand a selected suspended transaction.
      ii) Click “minus sign” to minimize a selected suspended transaction.
   d) **Active Employee Listing Selection (Pre-List)**
      i) Choose one of three listings and click “Display.”
         (1) **Active Employee Listing**
            (a) Click “Export to Excel” to put in an Excel spreadsheet. Employers with greater than or equal to 250 employees must click “Export to Excel” to retrieve data.
         (2) **Annual End of the Year Active Employee Listing**
            (a) Click “Export to Excel” to put in an Excel spreadsheet.
         (3) **Late-Reported Contact Settlement**
            (a) Select the employment category and the action year and click “Display”
               (i) Click “Export to Excel” to put in an Excel spreadsheet. Employers with greater than or equal to 250 employees must click “Export to Excel” to retrieve data.
   e) **Listing of Over/Under Entries**

f) **Listing of Active Employees With No Reported Earnings**

g) **Earning/Contribution Reconciliation**

13) Select the report you wish to link to from the options shown while using the “Link to” drop down menu.
14) When finished, click the “Logout” link directly below the ETF logo in the upper left hand corner of the screen.
15) When printing reports from this application, it is recommended to change your print orientation to landscape.