

WRS Employer Annual Reconciliation and Reporting Reference Sheet

Employee Periodic Transactions + Annual Report (A + B)	=	Monthly Retirement Remittance Reports (C + D)	Annual Action Code Descriptions	
<p>Includes Transactions:</p> <p>A. Reported to the WRS</p> <ul style="list-style-type: none"> ◆ Earnings (by employment category) for periodic transactions as shown on the Employee Transaction Report ◆ Earnings (by employment category) on the Employee Suspended Transaction Report <p style="text-align: center;">+</p> <p>B. Not Reported to the WRS</p> <ul style="list-style-type: none"> ◆ Earnings (by employment category) on the Annual Transaction Report ◆ Earnings (by employment category) from any terminations not yet reported to the WRS 	=	<p>Includes Remittance Reports:</p> <p>C. Reported to the WRS</p> <ul style="list-style-type: none"> ◆ Earnings (by employment category) as shown on the Remittance Reports by Month Report <p style="text-align: center;">+</p> <p>D. Not Reported to the WRS</p> <ul style="list-style-type: none"> ◆ Earnings (by employment category) on the December WRS Monthly Retirement Remittance Report 	=	<p>00 Used to report annual hours, earnings, and/or employee paid contributions (if applicable) for employees not terminated or not on leave of absence. The Action Date must be 12/31 of the year being reported (12/31/CCYY). *Also used for deemed earnings for employee on military leave*</p> <p>40 Used to report employees on an informal leave of absence with no annual earnings. The Action Date must be left blank and Last Earnings Date must be 12/31/CCYY. No hours and earnings are reported with this action code.</p> <p>50 Used to report employees on a military leave of absence at year-end and employer plans to report hours and earnings. The Action Date must be left blank and Last Earnings Date listed. Any hours and earnings for the year must be indicated.</p> <p>51 Used to report employees on an unpaid leave of absence at year-end. The Action Date must be left blank and Last Earnings Date listed. Any hours and earnings for the year must be indicated.</p> <p>53 Used to report employees on layoff at year-end. The Action Date must be left blank and Last Earnings Date listed. Any hours and earnings for the year must be indicated.</p> <p>80 Used to correct or adjust an incorrect action code 00 transaction on the annual report. Report only the amount of hours, earnings, and/or employee-paid contributions to be added or subtracted (only report the difference between what should have been reported and what was previously reported).</p>
<ul style="list-style-type: none"> • Employers report employee earnings (transactions) to ETF throughout the year. Add each individual's earnings – this should equal your transaction totals. • Monthly remittance reports show earnings (by category) at each employer. They do not show individual earnings. • At year-end, individual earnings are reconciled to earnings reported on the 12 monthly remittance reports. These totals must be the same. 				
<u>Potential Reconciliation Errors</u>				

Monthly Remittance (ET-1515) Review:

- Are all 12 months of remittances submitted to ETF? Review for consistency and reasonability.
- Is there a difference in two or more employment categories that offset each other?
- Is there a debit amount for earnings from any Monthly Remittance and no corresponding credit amount for the same month?
- Were contributions on earnings calculated and paid for all eligible employees including new employees?
- Were contributions made in error for ineligible employees? Example: Employees initially eligible who end up working fewer than 30 calendar days. Did the employer take a credit?
- Were contribution amounts made in the appropriate category if an employee is eligible in multiple categories?
- Were non-reportable lump sum payments included in the calculations for contributions?
- Were contributions for employees on temporary or total disability (worker's compensation) included in the monthly remittance reports?
- Were there terminated employees in the beginning of the year? Were contributions made on their behalf?

Employee Transactions Review:

- Has earnings data been verified for accuracy?
- Have all enrollments and transactions for newly eligible employees been submitted to ETF? Were earnings reported?
- Have earnings for employees receiving temporary or total disability (worker's compensation) been reported? Were actual earnings used, not disability payments?
- Were terminated employee earnings reported at the time of termination?
- Have there been terminations and rehires in the same year? If so, were the previously reported termination hours and earnings included in the annual earnings?
- Have there been hours and earnings reported as a result of a leave of absence periodic transaction being previously submitted and you have also included them on the annual report?
- Are terminations reported in the correct year (payroll lag)?
- Were there employees enrolled and contributing in more than one category and you reported all or part of the hours and earnings to both categories?
- Were previous year's retroactive contract settlements reported in the correct year?
- Are there duplicate entries?

Reference: Chapter 10 – WRS Administration Manual ET-1127

Online Network for Employers - <http://etfonline.wi.gov/etf/internet/employer/one.html>