



# EMPLOYER BULLETIN

Employer Communication Center  
(608) 264-7900

Vol. 23, No. 2  
February 3, 2006

- **Bulletin Contains WRS Monthly Retirement Remittance Reports for 2006**
- **WRS Contribution Remittance Application Available**
- **ETF's Extranet Applications**

Enclosed is your 12-month supply of Wisconsin Retirement System (WRS) *Monthly Retirement Remittance Reports* (ET-1515) for 2006. Use these forms each month to report WRS earnings paid in 2006 and the corresponding WRS contributions remitted for calendar year 2006. Do not mail these forms if you report using the Department of Employee Trust Fund's (ETF) Employer Interactive Voice Response (IVR) System or the online WRS Contribution Remittance Application. (Refer below for information on using the Employer IVR System or the WRS Contribution Remittance Application.)

## **Helpful Hints For Completing WRS Remittance Reports**

Submit each month's remittance report with your payment to ETF by the due date printed on each report. You must submit a report for each month of the calendar year even when there are no earnings to report.

NOTE: Wisconsin Administrative Code § ETF 10.64 requires ETF to assess an interest charge on all late reports based on received date, not the date mailed.

The charts on pages two and three of this *Bulletin* provide guidelines for submitting timely payments based on the remittance type.

| Type of Payment                                   | Employer Type                         | Requirement   |
|---|---------------------------------------|---|
| Check   | State Agencies and/or Local Employers | Date received at DRAWER 901, Milwaukee WI 53293-0001 (USBank Milwaukee, N.A.) determines timeliness, not the postmark date.<br><br>Remember to mail your reports and payments as early as possible to ensure they are received by ETF's bank on or before the due date. |
| WiSMART   | State Agencies                        | List of payment vouchers, evidence of payment, and the report must be in the ETF mail room, 801 W. Badger Rd., by 4:30 p.m. on the report due date. Department of Administration approval of the payment vouchers must also occur on or before the report due date.     |
| WRS Extranet: Contribution Remittance Application | Local Employers Only                  | Complete the online transaction at least four business days before the report due date. You may key the report up to 30 days in advance of the due date for payment on the due date.  |
| IVR   | Local Employers Only                  | Complete the transaction at least four business days before the report due date. You may key the report up to 30 days in advance of the due date for payment on the due date.   |

**Keep the following points in mind when processing a WRS *Monthly Retirement Remittance Report* (ET-1515):**

|                   |   |
|-------------------|---|
| Remittance Report | <p><u>Employers making payment by check:</u> Send the original copy of the remittance report with the check to Drawer 901, Milwaukee, WI 53293-0001 after making a copy for your records.</p> <p><u>IVR reporters and employers using the WRS Contribution Remittance Application:</u> Do not send a copy to ETF. IVR reporters should request a fax copy of the report when making the IVR entry.</p>  |
| Reporting Month   | Verify that the information on the report corresponds with the preprinted "Reporting Month."  |
| Earnings          | <ol style="list-style-type: none"> <li>Verify that the earnings amounts entered are correct and posted to the proper employment category. ETF's processing system verifies the contribution amount based on the employment category's contribution rate.</li> <li>Add the earnings for all employment categories listed on your report and enter the total in the "Total Earnings" block. Enter a total earnings amount even if reporting earnings in only one category. Insert zero (0) in the "Total Earnings" block if reporting "no Earnings."</li> </ol> |

|   |  |
|---|--|
| Over or Underpayment and/or Interest Due for Late Reporting | <p>Use this box only when you receive a notice from ETF instructing you to do so. Some employers are unnecessarily using this box to force the contribution report total to equal the payment amount.</p> <p>Example: When WRS contributions are calculated for each employee and the contributions totaled for a given category, the total usually varies a few cents from the answer derived by multiplying the total employee earnings in a given category by the contribution rate. It is acceptable to use the total of the actual contributions. ETF's processing system allows for small variances.</p> |
| Invoiced Items  | <ol style="list-style-type: none"> <li>1. The complete invoice number, all seven digits (for example, 0001234), must be written on the WRS <i>Monthly Retirement Remittance Report</i> (ET-1515) in the "Invoice Detail" block. The amount of all invoiced items must equal the amount entered on Line 3 of the WRS <i>Monthly Remittance Report</i> (ET-1515).</li> <li>2. Use a minus sign (-) if the invoice is a credit.</li> </ol>  |

Detailed instructions on completing the WRS *Monthly Retirement Remittance Report* (ET-1515) are found in Chapter 7 of the *WRS Administration Manual* (ET-1127, Rev. 07/2004).

#### **Prompt Payment of Over/Under Balances or Interest Due Notices**

ETF contacts employers having outstanding WRS over/under balances. Upon receipt of an *Over/Underpayment and/or Interest Due Notice* (ET-1517), follow the instructions on the second page of the notice. Payment should be made promptly on your next remittance report if you have underpaid. If you have overpaid, the notice will explain how to take a credit on your next remittance payment.

#### **WRS Remittance Processing Contact Person**

For questions related to WRS *Remittance Reports*, or *Over/Underpayment and/or Late Interest Due Notices*, contact Jim Krawczyk at (608) 266-3309; FAX (608) 266-5801 or TTY (608) 267-0676. You may also e-mail jim.krawczyk@etf.state.wi.us. Include your employer number (EIN 69-036-XXXX-XXX) and your phone number on all correspondence.

#### **IVR System Reporting for Local Government Employers**

Local WRS employers can use the IVR system to submit WRS contributions. This system reports earnings and pays contributions, over/under payments, and invoices to the WRS. The Employer IVR system serves as an alternative to the process of completing and mailing *Monthly Retirement Remittance Reports* and mailing payments to the State Bank.

You must have an established IVR account to use the IVR system. Employers wishing to use the IVR system will need their Employer Identification Number, employer PIN number, and employer bank routing number. Contact Jim Krawczyk at (608) 266-3309; FAX (608) 266-5801 or TTY (608) 267-0676 or e-mail jim.krawczyk@etf.state.wi.us to set up your account.

#### **WRS Contribution Remittance Application Available**

Note: This application is NOT available to State agencies that make payments via WiSMART.

The WRS Contribution Remittance Application gives you the ability to securely transmit WRS *Monthly Retirement Remittance Report* data to ETF via the Internet and allows you to:

- Select a payment date or default to the statutory due date.
- Make the contribution payment to ETF via an Automated Clearing House (ACH) Direct Withdrawal.
- Print confirmation reports of the online monthly remittance report.
- Reduce or eliminate reporting and/or calculation errors.
- Increase efficiency through more accurate data transmission and faster processing time.
- Eliminate late payment charges due to mailing delays.

**ETF strongly encourages all local employers, including those employers currently using the telephone IVR System, to migrate to the online WRS Contribution Remittance Application.** The two systems are similar in function, though the online application is faster and easier to use.

To use the WRS Contribution Remittance Application, you must submit an *Automated Clearing House Direct Withdrawal Authorization (ACH)* (ET-1734) along with the *Employer Extranet Application Security Agreement* (ET-8928). Both forms may be obtained from the Employer Section of ETF's Internet site at <http://etf.wi.gov>. Please attach your ACH authorization directly to the security agreement when submitting to ETF for authorization.

Note: If you are a current user of the telephone IVR system, ETF already has an ACH authorization on file. You do not need to submit a new ACH form. Send only the *Employer Extranet Application Security Agreement* (ET-8928).

For questions specific to the WRS Contribution Remittance Application and/or the ACH form, you may contact either Jim Krawczyk at (608) 266-3309 or Nancy Kittleson at (608) 267-9034.

### Requesting Access Authority to Extranet

In addition to the WRS Contribution Remittance Application, ETF's Extranet site allows online inquiry and updates to WRS participant and employer data and consists of the following online applications:

- WRS Previous Service & Benefit Inquiry Application
- WRS Contribution Remittance Application
- WRS Account Update Application

If you are interested in obtaining access to one or more of the above online applications you must complete an *Employer Extranet Application Security Agreement* (ET-8928, Rev. 11/2003) prior to receiving authorization for designated staff.

The WRS Account Update Application includes the ability to process the following transactions, eliminating the need to complete and submit the paper *Employee Transaction Report* (ET-2533):

- Terminations – allows for periodic online transmission of termination information for WRS covered employees.
- Leave of Absence (LOA) – allows for periodic online transmission of LOA information for WRS covered employees.
- Corrections to Current Year – allows for periodic online transmission of corrections to previously submitted terminations or LOA transactions for WRS covered employees.
- Annual Report – Employers who receive annual pre-lists can transmit year-end annual detail online for WRS covered employees.

In addition, the WRS Account Update Application also allows you to complete the following previously introduced transactions, eliminating the need to complete and submit the paper reports:

- WRS Enrollment – allows for online transmission of enrollment information for new employees in the WRS immediately following your determination of eligibility.
- Employment Category Change – allows for online transmission of corrections to the employment category of WRS covered employees originally enrolled under an incorrect category.

- Gender Change – allows for online transmission of corrections to the gender of employees whose original WRS enrollment contained misinformation.
- Name/Address Change – allows for online transmission of name and/or address corrections for WRS covered employees.
- Employment Begin Date Change – allows for online transmission changing the employment begin date of WRS covered employees.

Employer personnel requesting access to ETF's Employer Extranet site can be authorized for any or all of the Extranet site applications. The person requesting access must complete an *Employer Extranet Application Security Agreement* (ET-8928).

Note: Staff authorized for the WRS Account Update Application will automatically be authorized if any additional update function is implemented in the future; additional security agreements will not be required as future functions are made available to employers.

The *Employer Extranet Application Security Agreement* (ET-8928) can be printed from the Employer Forms section of ETF's Internet site at <http://etf.wi.gov>. All fields on the agreement must be completed. Incomplete applications will be returned to the employer. Each employer's designated WRS agent must approve all requests for authorization by signing the security agreements.

By so doing, the WRS agent is certifying the requester's administrative need for access to the ETF application(s) requested.

Upon receipt, ETF will forward the agreement to the Wisconsin Department of Administration's (DOA) Security Officer. Once the request for authorization has been approved, the security officer will mail the logon identification numbers, passwords, and identifier codes to the authorized employee's home address. The process takes two to three weeks to complete. To ensure proper security for all online applications, you must have a browser that supports the capabilities of Netscape Navigator (version 7.1 or higher) or Microsoft Internet Explorer (version 5.x or higher).

As provided in state law, WRS participant account data is confidential and can be released only for WRS program administration purposes. In addition, creation of an individual WRS account must be undertaken only for an employee meeting WRS eligibility criteria as set forth in Wisconsin Statute § 40.22.

For more information about the Employer Extranet site, or if you have questions regarding obtaining access to the site, please contact the Employer Communication Center at (608) 264-7900.

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 • The Department of Employee Trust Funds does not discriminate on the basis of disability in the provision of programs, services or employment. If you are speech, hearing or visually impaired and need assistance, call (608) 266-0728 or TTY (608) 267-0676. We will try to find another way to get the information to you in a usable form.  
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The ETF EMPLOYER BULLETIN is published by the Wisconsin Department of Employee Trust Funds. There are three editions: one for all employers, one for local employers with items just for their interest, and one for state agencies. Questions should be directed to contact persons listed, or to the Division of Trust Finance & Employer Services. Call John Vincent at (608) 261-7942.

EMPLOYER AGENTS: This Bulletin may be copied for further distribution to other payroll offices, subunits or individuals who may need the information. Copies of the most recent Employer Bulletins are available on our internet site at <http://etf.wi.gov>.