



# Employer *Bulletin*

Employer Communication Center 608-266-3285

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etf.wi.gov

## WRS Annual *Statement of Benefits*

The Wisconsin Retirement System annual *Statement of Benefits* (dated January 1, 2016) will soon be delivered for employer distribution to active employees with WRS contribution balances as of December 31, 2015. Please distribute these according to the instructions and guidelines below.

## Instructions and Guidelines for Statement Distribution

Employers are responsible for distributing the *Statement of Benefits* to their active, WRS-covered employees. You may send the statements to your employees via U.S. mail in the envelopes provided. You must add postage. Please be sure to send statements to employees on leaves of absence.

The *Statement of Benefits* are **confidential**; they should not be opened by anyone but the participant.

If a statement is included for an employee who recently terminated or for whom a termination report has not yet been sent to ETF:

- Mail the statement to the participant.
- Send a termination report to ETF immediately (if one has not already been submitted). Please refer to Chapter 9 “Periodic Employee Transaction Reporting” in the [WRS Administration Manual \(ET-1127\)](#) for methods available for reporting terminations. Your report should include the employee’s employment termination date, applicable WRS earnings and hours of service, and last known address. ETF will then update the employee’s WRS account information.

**Note:** *Statement of Benefits* for employees working for more than one WRS employer are sent to the employer with the employee’s **most recent WRS begin date or employment category change date**. This is not necessarily the primary employer.

January 1, 2016 *Statement of Benefits* will not be sent to you for:

- Employees who terminated employment. In these cases, ETF will send statements directly to the employee’s mailing address.
- New WRS participants who enrolled in late December 2015 whose first wages were paid in January 2016. These employees will not receive statements because no WRS contributions were paid in 2015.
- Employees who have applied for a retirement benefit.
- Some rehired annuitants who took their initial retirement benefit after January 1, 2015.

## Employees Should Carefully Review Statements

The annual *Statement of Benefits* provides WRS participants the opportunity to review important WRS account information that will eventually be used in benefit calculations. Therefore, we ask that you encourage employees to carefully review their statements and the enclosed supporting explanation.

Your employees should contact you for clarification of the WRS information that you have reported to ETF: employment category, earnings and hours worked (ETF converted the hours worked to WRS-creditable service). It is critical that you immediately correct any reporting errors. Please refer to Chapter 11 of the [WRS Administration Manual \(ET-1127\)](#) for instructions and guidance on making prior year account adjustments.

Please notify your employees that **after** terminating all WRS-covered employment, they must notify ETF of any address changes so they will continue to receive their annual *Statement of Benefits* (until a benefit is taken) and other communications from ETF.

## Employer Feedback on Statement of Benefits Format

ETF continually seeks to improve the annual *Statement of Benefits* format and we welcome your feedback. Please contact the Division of Trust Finance at [StatementInfo@etf.wi.gov](mailto:StatementInfo@etf.wi.gov) with any comments or questions.

## Questions

Employees *and* employers having questions after reviewing the information supplied with the *Statement of Benefits* may contact ETF toll free at 1-877-533-5020 or by calling 608-266-3285 (local Madison).

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 or hearing impaired and need assistance, call the Wisconsin Relay Service toll free at 7-1-1 or 1-800-947-3529 (English) 1-800-833-7813 (Español). If you are visually or cognitively impaired, call 1-877-533-5020 or 608-266-3285 locally. We will try to find another way to get the information to you in a usable form.

This *Employer Bulletin* is published by ETF. If you have any questions, please contact the Employer Communications Center toll free at 1-877-533-5020 or locally at 608 266-3285. Employer agents may copy this *Bulletin* 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 [etf.wi.gov/employers.htm](http://etf.wi.gov/employers.htm).

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