



EMPLOYER BULLETIN

Employer Communication Center
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- **New Electronic Reporting Option Available for Annual Report Year 2006**
- **Eliminate annual *Electronic Reporter Transmittal Form***
- **Final Year for disk/FTP reporting**

The Department of Employee Trust Funds (ETF) is offering a new option to use when electronically submitting annual reports. This application, called "Transaction Upload," will be available on ETF's On-Line Network for Employers (ONE). "Transaction Upload" replaces FTP or diskettes as the preferred method for electronic reporting of annual transactions.

"Transaction Upload" is the next generation in electronic reporting of WRS annual transactions. It will make the annual reporting process more efficient and effective in that it:

- Eliminates the need to fill out and complete *Electronic Reporter Transmittal form* (ET-2536).
- Provides you the ability to validate the annual report and correct formatting errors before transmitting to ETF. This significantly reduces the time spent with ETF to resolve errors.
- Eliminates the need to mail disks back and forth between you and ETF when data corrections are needed.
- Is secure (Reports are uploaded and submitted directly to ETF through the secure "ONE" site).
- Is easy to use.
- Is faster and more reliable.

"Transaction Upload" allows you to run validation edits on your electronic annual file to ensure it meets the formatting specifications in Chapter

12 of the *WRS Administration Manual* (Rev. 07/2004). If errors exist in your file, the type of error is displayed allowing you to quickly identify and correct. After all corrections are made, the file can be uploaded directly to ETF with the click of a button.

Requesting Access to ONE's WRS Account Update

If you are currently authorized for the ONE's WRS Account Update, you will be able to access the "Transaction Upload" application. No additional authorization is required.

If you don't currently have access to ONE's WRS Account Update, you must complete an *Online Network for Employers Security Agreement* (ET-8928) and submit it to ETF. The approval process may take two to three weeks, so please submit your *Security Agreement* as soon as possible, if you wish to use this new feature for 2006 annual reporting. For your convenience, a copy is attached to this bulletin. The form is also available on-line at <http://etf.wi.gov/publications/et8928.pdf>.

Using "Transaction Upload"

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).

ONLINE NETWORK FOR EMPLOYERS SECURITY AGREEMENT

Wis. Stat. § 40.07 (1)

- I. Employee: Read the provision set forth below and complete your name, work address, work phone number, e-mail, signature and date below.

I understand that Security measures have been established to provide necessary inquiry and update abilities for the Wisconsin Retirement System (WRS). I agree to maintain the confidentiality of all information that I obtain through on-line access to WRS accounts. I understand that information in these accounts is not a public record and disclosure to any person or organization is absolutely prohibited.

I further understand that the Online Network for Employers is intended for use by employers to administer WRS and other Department of Employee Trust Funds (DETF) administered benefit programs and is not intended to provide information to members or to assist members in making retirement decisions. I also understand that the *Previous Service and Benefit Inquiry Application* is not intended to provide complete information to make important decisions regarding a member's WRS benefits.

I have read the provision set forth above. I understand that Wisconsin Statutes, § 943.70 provide criminal penalties for offenses against computer data and programs. Violation of this provision will result in termination of my on-line access to WRS active member accounts and/or termination of my Employer's on-line access to WRS active member accounts.		
Employee Name/Work Address/Work Phone Number:	DETF Security Administrator Use Only	
Employee Signature/Date:	Logon ID	DETF Security Administrator Signature/Date
Employee E-mail Address:		

- II. Employer WRS Agent: Certify that the above employee is authorized to gain access to the Online Network for Employers by completing the area below and checking those applications for which authorization is being given. Please notify DETF immediately if your authorized employee terminates or loses authorization.

WRS Previous Service & Benefit Inquiry

WRS Contribution Remittance

WRS Account Update

(Caution: Authorization for the WRS Account Update application will enable your authorized employee(s) to perform any and all WRS account updates, including those implemented in the future. Additional authorization will not be required.)

I understand that Wisconsin Statutes, § 943.395, provide criminal penalties for knowingly making false or fraudulent claims on this form and hereby certify that, to the best of my knowledge and belief, the above information is true and correct. I certify that I am responsible for reporting information to the Wisconsin Retirement System.	
Employer Name:	Employer ID Number: 69-036-
WRS Agent Name:	Phone Number:
WRS Agent Signature:	Date:

- III. DETF Security Officer: Will issue each designated employee a Logon ID, password, and PIN to gain access to the system. Please allow two to three weeks to receive authorization and instructions for access.