



Amber Condon

WRS Unit Employer Trainer

Presenter

# Wisconsin Retirement System

## Keeping Reported Information Up-To-Date



The Department of Employee Trust Funds has made every effort to ensure that this webinar is current and accurate. However, changes in the law or processes since the last revision to this webinar may mean that some details are not current. Please contact ETF if you have any questions about a particular topic in this webinar.

<https://etf.wi.gov/resource/wisconsin-retirement-system-administration-manual>

The screenshot shows the website interface for the Wisconsin Retirement System Administration Manual. At the top, there is a dark blue navigation bar with the 'etf' logo on the left and menu items: 'Benefits', 'Retirement', 'WRS Performance', 'News', 'Member Education', and 'Employers'. Below the navigation bar, a teal banner contains the breadcrumb 'Home / Wisconsin Retirement System Administration Manual' and the main title 'Wisconsin Retirement System Administration Manual' in large white font, with the ID 'ET-1127' below it. The main content area features a thumbnail of the manual's cover on the left, with a green arrow pointing to an orange 'Open PDF' button on the right. Below the button is the heading 'Summary' and a short paragraph: 'This manual is a reference source intended to aid employer's administration of and participation in the WRS.' At the bottom of the page, there are social media icons for Twitter, Facebook, LinkedIn, and YouTube, followed by a feedback section titled 'Was this page helpful?' with radio buttons for 'Yes' and 'No', and a 'Submit' button.

<https://etf.wi.gov/employers/employers-wisconsin-retirement-system/etf-web-applications-employers>

The screenshot displays two main sections: 'Online Tools' and 'Forms and Brochures'. The 'Online Tools' section includes links for Employer Training, ETF Web Applications for Employers (formerly on the ONEsite), myETF Benefits Administrator for Employers, Employer Contact and Password Help, Order Employer Forms, Career Benefits For State Employees Page, and Employee Reimbursement Account Contributions. The 'Forms and Brochures' section includes links for New Employee Benefit Checklist (ET-2572), Termination Checklists, WRS Employer Forms, Health Insurance Employer Forms, Life Insurance Employer Forms, and Income Continuation Insurance Employer Forms. A green arrow points to the 'ETF Web Applications for Employers' link. An orange button labeled 'All Employer Forms and Brochures' is located at the bottom of the 'Forms and Brochures' section.

Section	Item	Action
Online Tools	Employer Training	>
	ETF Web Applications for Employers (formerly on the ONEsite)	>
	myETF Benefits Administrator for Employers	>
	Employer Contact and Password Help	>
	Order Employer Forms	>
	Career Benefits For State Employees Page	>
	Employee Reimbursement Account Contributions	>
Forms and Brochures	New Employee Benefit Checklist (ET-2572)	>
	Termination Checklists	>
	WRS Employer Forms	>
	Health Insurance Employer Forms	>
	Life Insurance Employer Forms	>
	Income Continuation Insurance Employer Forms	>

[All Employer Forms and Brochures](#)



## ETF Web Applications for Employers

ETF Web Applications are used for employers to perform tasks for the administration of Wisconsin Retirement System Benefits. Use the ETF Web Applications login button under each task description to complete the task.

### Previous Service and Benefit Inquiry

The Previous Service and Benefit Inquiry application allows employers to view historical information regarding their employees' WRS participation on-line. It assists in determining insurance program eligibility, WRS Eligibility Status and calculating supplemental sick leave credits (state agencies only).

[Previous Service and Benefit Inquiry Application](#)

### WRS Account Update

The WRS Account Update application provides employer with the ability to securely transmit account updates to ETF. The application includes WRS involvements, descriptive data changes, and employee transactions.

[WRS Account Update Application](#)

### WRS Contribution Remittance Entry

The WRS Contribution Remittance Entry Application allows employers to transmit WRS Monthly Remittance Reports (81-1515) to ETF and make payment through the banking ACH process.

[WRS Contribution Remittance Entry Application](#)

### WRS Transaction Upload

The WRS Transaction Upload Application allows employers to upload and submit WRS reports to ETF.

[WRS Transaction Upload Application](#)

### WRS Earnings Reports (On-going)

The WRS Earnings Reports (On-going) Application allows employers to view the WRS Transactions for open years. The application consists of eight reports including: Employee Transaction Detail, Remittance Reports by Month, Suspended Employee Transactions, Active Employee Listing Selection (Pre-Late), Listing of Over/Under Entries, Listing Of Active Employees With No Reported Earnings, Earnings/Contribution Reconciliation, Late Reported Earnings. See the Instructions for more information.

[WRS Earnings Reports \(On-going\) Application](#)

### WRS Earnings Reconciliation Reports (Final)

The WRS Earnings Reconciliation Reports (Final) Application allows employers to view the WRS Annual Reconciliation Reports. The application consists of nine reports including: Employee Transaction Detail, Suspended Employee Transactions, Employer Contribution Summary, Remittance Reports by Month, Listing of Over/Under Entries, Unfunded Accruals Account Liability Statement, Earnings/Contribution Reconciliation, Contract Settlement, Late Reported Earnings. See the Instructions for more information.

[WRS Earnings Reconciliation Reports Application](#)

#### Employers

Department and Employer Names

Wisconsin Retirement System

Insurance Programs

Employer Training

Wisconsin Deferred Compensation Program

Financial Information for Employers

How to Become a Participating Employer

Employer Forms, Brochures and Publications

Subscribe to ETF E-mail Updates



## WRS Earnings Reports (On-going)

The WRS Earnings Reports (On-going) Application allows employers to view the WRS Transactions for open years. The application consists of eight reports including: Employee Transaction Detail, Remittance Reports By Month, Suspended Employee Transactions, Active Employee Listing Selection (Pre-List), Listing of Over/Under Entries, Listing Of Active Employees With No Reported Earnings, Earning/Contribution Reconciliation, Late Reported Earnings. See the [Instructions](#) for more information.

[WRS Earnings Reports \(On-going\) Application](#)





[Instructions](#) [Logout](#)

## WRS REPORTS

Select the year to view the reports:

Select the report to view:

- Employee Transaction Detail
- Remittance Reports By Month
- Suspended Employee Transactions
- Active Employee Listing Selection (Pre-List)
- Listing of Over/Under Entries
- Listing Of Active Employees With No Reported Earnings
- Earning/Contribution Reconciliation
- Late Reported Earnings

Link To:

# WRS Earnings Reports (On-going)

WASBO Presentation



## WRS Active Employee Listing Selection

Select the report type to view the report: Active Employee Listing ▼

Clear

Display

Link To:

## Active Employee Listing Selection



## Active Employee Listing

[Instructions](#) [Logout](#)

Employer No:

Employer Name:

[Export to Excel](#)

NOTE: This spreadsheet cannot be used to upload your WRS annual file.

# Active Employee Listing Selection



<https://etf.wi.gov/employers/employers-wisconsin-retirement-system/etf-web-applications-employers>

## WRS Account Update

The WRS Account Update application provides employer with the ability to securely transmit account updates to ETF. The application includes WRS enrollments, descriptive data changes, and employee transactions.

WRS Account Update Application





**WRS Enrollment/Descriptive Data Changes**

- P060 - WRS Enrollment (ETF will require documentation to change incorrect SSN or DOB)
- P031 - Name/Address Change (Does not change employee SSN, DOB or Gender, contact ETF)
- P033 - WRS Enrollment Date Change

**Current Year Transactions**

- P001 - Termination - Employment or Retirement
- P003 - Termination - Not Eligible  
(Employee worked less than 30 calendar days or rehired annuitant enrolled in error)
- P004 - Termination - Non Work-Related Illness/Injury
- P005 - Termination - Dismissal
- P006 - Termination - Death
- P007 - Termination - Waived Part Time Elected Service
- P008 - Termination - Work-Related Illness/Injury
  
- P010 - Employment Category Change with Money
  
- P050 - LOA - Military Union Leave
- P051 - LOA - Unpaid Leave of Absence
- P053 - LOA - Begin Layoff
- P054 - LOA - Non Work-Related Illness/Injury
- P058 - LOA - Work Related Illness/Injury

**Prior Year Transactions**

- P027 - Prior Year Reductions Year
- P029 - Prior Year Additions Year

**Corrections to Current Year Transactions**

- P081 - Correction to P001 Termination
  
- P084 - Correction to P004 Termination Non Work-Related Illness/Injury
- P085 - Correction to P005 Dismissal
- P086 - Correction to P006 Death
- P087 - Correction to P007 Waived Part Time Elected Service
- P088 - Correction to P008 Termination for Work-Related Illness/Injury
  
- P090 - Correction to P010 Employment Category Change
  
- P089 - Correction to P054 or P058 Leave of Absence

**Pending Transactions**

- Pending Transactions

# WRS Account Update

# Employee's Individual WRS Account

Department of Employee Trust Funds  
Wisconsin Retirement System Administration Manual

---

## CHAPTER 6 – EMPLOYEE'S INDIVIDUAL WRS ACCOUNT

- 600 Creating a New Individual WRS Account
- 601 Methods Available for Reporting WRS Enrollments and Correcting or Updating WRS Enrollment Information
- 602 Completing the P060 WRS Enrollment Entry on the *WRS Account Update*
- 603 Sample P060 WRS Enrollment Entry Screen on the *WRS Account Update*
- 604 Codes for Correcting Enrollment Information
- 605 Vital Records and Age Verification Policy
- 606 Completing a Correction on the *WRS Account Update*
- 607 Sample P033 Employment Begin Date Change on the *WRS Account Update*

## WRS Manual Chapter 6

# WRS Manual Chapter 3



Department of Employee Trust Funds  
Wisconsin Retirement System Administration Manual

## CHAPTER 3 – WRS ELIGIBILITY DETERMINATION

- 300 Eligibility for Participation in the WRS
- 301 Current Eligibility Based on Initial Employment
- 302 History of Eligibility for Participation in the WRS
- 303 Employees Not Eligible for WRS Participation
- 304 Considerations in Determining WRS Eligibility
- 305 Employees Not WRS Eligible on Date of Hire and Expectations Change
- 306 Evaluation on the One-Year Anniversary of Employment
- 307 Evaluation on a 12-Month Rolling Look-Back
- 308 WRS Eligibility for Employees of a Joint Instrumentality
- 309 WRS Eligibility for Emergency Workers
- 310 Duration of Employment Exceeds 30 Calendar Days
- 311 Continuation of Participation
- 312 Employees Returning to Work at the Same Employer
- 313 Examples of Employment Situations and Eligibility for Participation
- 314 Employee or Contracted Personnel?
- 315 WRS Eligibility Appeals
- 316 Statute of Limitations for Corrections to Service, Earnings and Contributions that Impact WRS Disability and Retirement Benefit Payments
- 317 Maintaining Records Longer than Seven Years

## Determining WRS Eligibility

- Anyone who receives earnings for personal services rendered must be evaluated for WRS eligibility.
  - This includes those initially employed as seasonal, limited-term, project, temporary, and/or part-time employees, members of boards and commissions, and elected officials.

# “Steps” to Determining WRS Eligibility



- A WRS covered employee continues to be WRS eligible even if hours are subsequently reduced to *less than one-third* (old rules:600) or *two-thirds full time* (new rules:1200).
- Once an employee becomes eligible for the WRS, eligibility continues until:
  - The employee-employer relationship has been terminated for 12 or more consecutive months.
  - The employee terminates and receives a benefit under Wis. Stat. §§ 40.23 [retirement annuity], 40.25 (1), (2) [separation benefit or lump sum payment].

## Continuation of Participation





## WRS Employee Transaction Detail

[Instructions](#) [Logout](#)

Employer No:

Employer Name:

Please click here to export detail records to excel. [Export to Excel](#)

NOTE: This spreadsheet cannot be used to upload your WRS annual file.

Grand Totals For All Employment Categories:

Fiscal		Calendar Year		Employee Paid Contributions		Additional Contribution Employee	Additional Contribution Employer
Hours	Earnings	Hours	Earnings	Pre-tax	Post-tax		
0.00	0.00				0.00	0.00	0.00

Link To:

# Employee Transaction Detail Report



- Includes periodic employee transactions processed during the year
- Grand totals for all employment categories
- Detail by employment category

## Employee Transaction Detail Report



WRS Employee Transaction Detail

[Instructions](#) [Logout](#)

Employer No:

Employer Name:

[Export to Excel](#)

NOTE: This spreadsheet cannot be used to upload your WRS annual file.

Grand Totals For All Employment Categories:



Fiscal		Calendar Year		Pre-Tax Employee Paid		Additional Contribution Employee	Additional Contribution Employer
Hours	Earnings	Hours	Earnings	EERC	BAC		

Detail By Employment Category:

Social Security Number	Last Name	Emp Cat	Trans Type	Action Date	Last Day Worked	New Emp Cat	Fiscal Year		Calendar Year		Pre-Tax Employee Paid		Additional Contribution Employee	Additional Contribution Employer
							Hours	Earnings	Hours	Earnings	EERC	BAC		
999-99-9999	EMPLOYEE	30	60	03/25/2019			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

# Employee Transaction Detail Report

The screenshot shows the Microsoft Excel interface with the 'Data' tab selected on the ribbon. The 'Filter' icon is highlighted with a green box. The spreadsheet data is as follows:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	SSN	Last Name	Emp C	Act C	Trans Typ	Last Earnings	New Emp C	FY Hours	FY Earnings	CY Hours	CY Earnings	EE PD Pre-Tax EERC	EE PD Post-Tax EERC	Addl Employ	Addl Empl
2	XXX-XX-XXXX	TEST1	30	60				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
3	XXX-XX-XXXX	TEST2	30	60				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
4	XXX-XX-XXXX	TEST3	30	01				0.00	0.00	755.00	20,881.28	1,409.48	0.00	0.00	0
5	XXX-XX-XXXX	TEST4	30	01				0.00	0.00	129.20	1,938.00	130.81	0.00	0.00	0
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															

**Department of Employee Trust Funds  
Wisconsin Retirement System Administration Manual**

---

**CHAPTER 5 – EARNINGS AND REPORTABLE HOURS**

- 500 Definition of Reportable Earnings**
- 501 Earnings Reportable for WRS Purposes**
- 502 Vacation Pay and Sick Pay (Accumulated Leave)**
- 503 Compensatory Pay (Accumulated Leave)**
- 504 Accumulated Leave Payments at Termination and WRS Disability**
- 505 Retirement Credit for Worker's Compensation**
- 506 Pay During a Leave of Absence or Sabbatical**
- 507 Earnings Not WRS Reportable**
- 508 Reportable and Non-Reportable Earnings Guide**
- 509 Definition of WRS Creditable Service**
- 510 Annual Earnings Period is Basis for Reporting Hours**
- 511 Computing and Reporting Hours**
- 512 Reporting for Eight-Hour Workday**
- 513 Computing and Reporting Hours for Other Than an Eight-Hour Workday**
- 514 Earnings and Hours for On-Call, Standby, Extracurricular and Other  
Non-Standard Hours**
- 515 Reportable Hours for Part-Time Local Elected Officials**
- 516 Reportable Hours for County Agents**
- 517 Earnings That Exceed Internal Revenue Code Limit**

Vacation (including ‘personal time’ and ‘holiday pay’) and sick leave payments, *that are not due to termination*, are reportable earnings for WRS purposes when:

- **Used as leave time:** Payment and associated hours will be WRS reportable to the annual earnings period *when used* even if the leave time earned in a previous annual earnings period.
- **Unused and paid out as cash:** Only WRS reportable if the employer has a broadly applicable policy of routinely converting unused accumulated vacation or sick leave to cash. These earnings will be WRS reportable to the annual period *when paid*. When paid out annually as cash, only the earnings are WRS reportable, not hours.

## Vacation Pay and Sick Pay (Accumulated Leave)

Accumulated leave payments (vacation and sick leave) paid at termination are reportable earnings for WRS purposes when:

- **Unused and paid-out as cash** (*regardless of whether in a lump sum or as installments*): if the employer has a broadly applicable policy of routinely converting unused accumulated leave time to cash (not just at termination). When unused vacation or sick leave is paid out as cash at termination due to the employer's annual policy, only the earnings are WRS reportable, not the hours.
- **Used as leave time and termination date is extended** by the corresponding amount of leave time. Payments and hours for used accumulated leave will be WRS reportable to the annual earnings period **when used**.

## Accumulated Leave Payments at Termination



If the employee is given the option or discretion to convert vacation or sick leave to cash at termination, it is not WRS reportable earnings (Wis. Stat. § 40.02 (22) (11)).



Compensatory time payouts are always considered WRS reportable earnings as they are for services rendered:

- **Used as leave time:** Payments and hours for used compensatory time will be WRS reportable to the annual earnings period *when used* even if the compensatory leave time is earned in a previous annual earnings period.
- **Unused, and paid-out as cash:** When comp time is not used and paid out as cash, the payment and associated hours must be reported to the annual earnings period during which the comp time was *earned*.

## Compensatory Pay



- Earnings paid are WRS reportable.
- Follow instruction in WRS manual subchapter 506 to determine and report correct hours.

## Pay During a Leave of Absence or Sabbatical

Earnings must be reported at the rate that the employee would have received if the disability not occurred, including adjustments to the pay rate during that period.

Service hours must be reported on the same basis as were reported immediately prior to the temporary disability.

While the employee is receiving temporary disability compensation, the employer must pay all employee and employer-required WRS contributions on the earnings reported for the employee.

## Retirement Credit for Worker's Compensation

Earnings paid to a nine- or ten-month contract teachers on or after July 1, for service rendered in the preceding school year, are deemed received on June 30<sup>th</sup> and must be reported accordingly.

The earnings and associated service hours must be included in the January-June portion on the transaction so that they are allocated to the correct fiscal year.

- Applicable for routine payroll lag earnings or balance-of-contract payments.

## Reporting for Teachers with Earnings Paid on or After July 1<sup>st</sup>

- Employers track and report hours to ETF and the reported hours are subsequently converted to creditable service.
  - It is the employer's responsibility to determine hours and report them accurately.
  - Hours must be reported accurately since the resulting service credited to the participant account is a key factor in determining formula benefits.
  - Service is based on the number of hours for which earnings are paid.

## Computing and Reporting Hours



**WRS Enrollment/Descriptive Data Changes**

- P060 - WRS Enrollment (ETF will require documentation to change incorrect SSN or DOB)
- P031 - Name/Address Change (Does not change employee SSN, DOB or Gender, contact ETF)
- P033 - WRS Enrollment Date Change

**Current Year Transactions**

- P001 - Termination - Employment or Retirement
- P003 - Termination - Not Eligible  
(Employee worked less than 30 calendar days  
or rehired annuitant enrolled in error)
- P004 - Termination - Non Work-Related Illness/Injury
- P005 - Termination - Dismissal
- P006 - Termination - Death
- P007 - Termination - Waived Part Time Elected Service
- P008 - Termination - Work-Related Illness/Injury
  
- P010 - Employment Category Change with Money
  
- P050 - LOA - Military Union Leave
- P051 - LOA - Unpaid Leave of Absence
- P053 - LOA - Begin Layoff
- P054 - LOA - Non Work-Related Illness/Injury
- P058 - LOA - Work Related Illness/Injury

**Prior Year Transactions**

- P027 - Prior Year Reductions Year
- P029 - Prior Year Additions Year

**Corrections to Current Year Transactions**

- P081 - Correction to P001 Termination
  
- P084 - Correction to P004 Termination Non Work-Related Illness/Injury
- P085 - Correction to P005 Dismissal
- P086 - Correction to P006 Death
- P087 - Correction to P007 Waived Part Time Elected Service
- P088 - Correction to P008 Termination for Work-Related Illness/Injury
  
- P090 - Correction to P010 Employment Category Change
  
- P089 - Correction to P054 or P058 Leave of Absence

**Pending Transactions**

Pending Transactions

# WRS Account Update

# Periodic Employee Transaction Reporting

Department of Employee Trust Funds  
Wisconsin Retirement System Administration Manual

## CHAPTER 9 – PERIODIC EMPLOYEE TRANSACTION REPORTING

- 900 When to Use Periodic Reporting
- 901 Methods Available for Periodic Reporting
- 902 Reporting Frequency
- 903 Types of Terminations
- 904 Employer Statement (ET-5607)
- 905 Termination (P001) Transaction Screen
- 906 Completion of the Termination Transaction
- 907 Termination, Leave of Absence, Employment Category Change, Transaction Type Descriptions and Reporting Requirements
- 908 Correction Codes and Reporting Requirements for Previously Submitted Current Year Terminations

## WRS Manual Chapter 9

# Termination Rule and Reporting

Department of Employee Trust Funds  
WISCONSIN RETIREMENT SYSTEM ADMINISTRATION MANUAL

---

## CHAPTER 14 – TERMINATION RULE AND REPORTING

- 1400 Introduction
- 1401 Minimum Break in Service
- 1402 Required Conditions of a Valid Termination
- 1403 Determining the Termination Date
- 1404 Rehired Annuitants and Valid Terminations
- 1405 Frequently Asked Questions Concerning Valid Terminations
- 1406 Disability Termination Requirements

## WRS Manual Chapter 14

**WRS Remittance Reports By Month**

etf  
WISCONSIN DEPARTMENT OF EMPLOYEE TRUST FUNDS

Instructions Logout

Employer No: \_\_\_\_\_ Employer Name: \_\_\_\_\_

Month	Category Type					
	General Earnings (30,31,42)	Elected Earnings (32,41,45, 46,47,48,49)	Protect W/SS Earnings (33)	Protect W/O Earnings (34)	Teachers Earnings (40)	Additional Contributions
1	100,000.00	0.00	0.00	0.00	250,000.00	0.00
1	0.00	0.00	0.00	0.00	0.00	0.00
2	150,000.00	0.00	0.00	0.00	225,000.00	0.00
2	0.00	0.00	0.00	0.00	0.00	0.00
3	135,000.00	0.00	0.00	0.00	305,000.00	0.00
<b>Totals</b>	<b>385,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>780,000.00</b>	<b>0.00</b>

Grand Total Earnings: 1,165,000.00

\*\*\* This report is current as of the previous night \*\*\*

Link To: \_\_\_\_\_

Total earnings by employment category (including additional contributions if applicable) reported to ETF through the WRS Contribution Remittance Entry Application

# Remittance Reports By Month



# Monthly Retirement Remittance Report

Department of Employee Trust Funds  
WISCONSIN RETIREMENT SYSTEM ADMINISTRATION MANUAL

---

## CHAPTER 8 – MONTHLY RETIREMENT REMITTANCE REPORT

- 800 Introduction
- 801 Access for the ETF Web Applications for Employers
- 802 WRS Contribution Remittance Entry
- 803 Late Reporting Interest Due Charge
- 804 Annual Reconciliation/December Remittance Reporting

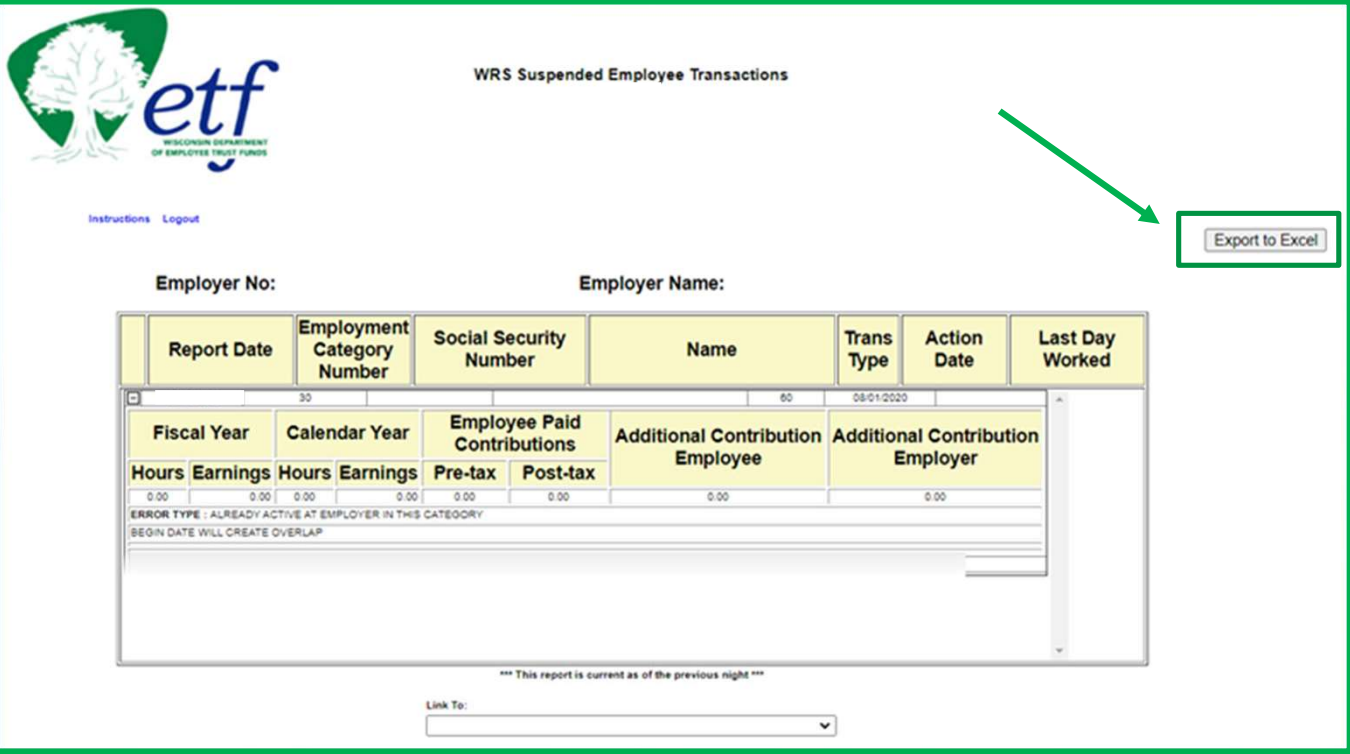
## WRS Manual Chapter 8

- Submit your December monthly remittance report after all annual employee transactions have been submitted (recommended best practice)
- The report and payment still must be received on or *before* the due date

## Monthly Remittance Reporting

The screenshot shows the 'WRS Suspended Employee Transactions' page. At the top left is the logo for the Wisconsin Department of Employee Trust Funds (ETF), featuring a tree and the text 'etf WISCONSIN DEPARTMENT OF EMPLOYEE TRUST FUNDS'. To the right of the logo is the title 'WRS Suspended Employee Transactions'. Below the logo are links for 'Instructions' and 'Logout', and a 'New EIN' button. There are input fields for 'Employer No:' and 'Employer Name:'. A green arrow points from the 'Employer No:' field to the message '• No suspended transactions found'. At the bottom, there is a 'Link To:' dropdown menu.

## Suspended Employee Transactions



The screenshot shows a web application interface for "WRS Suspended Employee Transactions". At the top left is the logo for "etf" (Wisconsin Department of Employee Trust Funds). The title "WRS Suspended Employee Transactions" is centered at the top. Below the title are links for "Instructions" and "Logout". A green arrow points to a button labeled "Export to Excel".

Below the navigation links are input fields for "Employer No:" and "Employer Name:". The main data area contains a table with the following structure:

Report Date	Employment Category Number	Social Security Number	Name	Trans Type	Action Date	Last Day Worked			
30				60	08-01-2020				
Fiscal Year		Calendar Year		Employee Paid Contributions		Additional Contribution Employee		Additional Contribution Employer	
Hours	Earnings	Hours	Earnings	Pre-tax	Post-tax				
0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	

Below the table, there is an error message: "ERROR TYPE : ALREADY ACTIVE AT EMPLOYER IN THIS CATEGORY" and "BEGIN DATE WILL CREATE OVERLAP". At the bottom, there is a "Link To:" dropdown menu and a note: "\*\*\* This report is current as of the previous night \*\*\*".

# Suspended Employee Transactions

- Status in category is not active
- No original transaction exists for this correction
- SS#/empr/category do not match to table

## Common Suspended Transaction Error Types



## WRS Annual Earning/Contribution Reconciliation

[Instructions](#) [Logout](#)

Employer No:

Employer Name:


**\*\*\* YOUR ACCOUNT IS IN BALANCE \*\*\***

Contribution Category	Employee Transaction Earnings	Monthly Contribution Earnings
GENERAL, EDUC SUPPORT PERS (30 31 42)	1,164,092.94	1,164,092.94
TEACHERS (40)	4,716,534.41	4,716,534.41
<b>Totals</b>	<b>5,880,627.35</b>	<b>5,880,627.35</b>
	Employee Trans Reported	Monthly Contr Reported Addl
Additional Contribution:	0.00	0.00
Total Pre Tax Employee Required:	394,000.69	
Total Pre Tax BAC:	0.00	

# Earning/Contribution Reconciliation

Employer No:		Employer Name:			
Contribution Category	Employee Transaction Earnings	Monthly Contribution Earnings	Over/Under Reported Earnings	Rate	Contribution Over/Under Payment
GENERAL, EDUC SUPPORT PERS (30 31 42)	12,588.39	1,455,429.97	-1,442,841.58	13.50%	-189,012.25
TEACHERS (40)	26,206.86	6,266,740.60	-6,240,533.74	13.50%	-817,509.92
<b>Totals</b>	<b>38,795.25</b>	<b>7,722,170.57</b>	<b>-7,683,375.32</b>		<b>-1,006,522.17</b>
	<b>Employee Trans Reported</b>	<b>Monthly Contr Reported Addl</b>			<b>Addl Over/Under</b>
<b>Additional Contribution:</b>	0.00	0.00			0.00
<b>Total Pre Tax Employee Required:</b>	2,541.08				
<b>Total Pre Tax BAC:</b>	0.00				
					<b>Total Over/Under</b>
					-1,006,522.17

# Earning/Contribution Reconciliation

 **etf**  
WISCONSIN DEPARTMENT  
OF EMPLOYEE TRUST FUNDS

[Instructions](#) [Logout](#)

Employer No: \_\_\_\_\_

Employer Name: \_\_\_\_\_

**WRS Listing Of Active Employee With No Reported Earnings**

- No Listing Of Active Employees With No Reported Earnings found

## Listing of Active Employees With No Reported Earnings





### WRS Listing Of Over/Under entries

[Instructions](#) [Logout](#)

Employer No:

Employer Name:

Deposit Date	Over/Under/Interest	System Updated Date	Transaction Code	Transaction Description
	1956.00		E837	SYSTEM CALCULATED VARIANCE
	156.00		E870	LATE INTEREST CHARGE
	-2112.74		E821	PAYMENT MADE/CREDIT TAKEN



Balance as of 0.00

# Listing of Over/Under Entries





## WRS Employee Late Reported Earnings Transactions

[Instructions](#) [Logout](#)

Employer No:

Employer Name:

[Export to Excel](#)

NOTE: This spreadsheet cannot be used to upload your WRS annual file.

Emp Cat	Social Security No	Last Name	Trans Type	Action Date	Last Day Worked	Fiscal Year		Calendar Year		Employee Paid Pre-Tax		Additional Contribution Employee	Additional Contribution Employer
						Hours	Earnings	Hours	Earnings	EERC	BAC		
40	XXX-XX-XXXX	EMPLOYEE A	29	12/31/2018		0.00	0.00	0.00	0.00	21.44	0.00	0.00	0.00
40	XXX-XX-XXXX	EMPLOYEE B	29	12/31/2018		0.00	0.00	0.00	0.00	10.45	0.00	0.00	0.00
40	XXX-XX-XXXX	EMPLOYEE C	29	12/31/2018		0.00	0.00	0.00	0.00	41.81	0.00	0.00	0.00
40	XXX-XX-XXXX	EMPLOYEE D	29	12/31/2018		0.00	0.00	0.00	0.00	141.10	0.00	0.00	0.00
42	XXX-XX-XXXX	EMPLOYEE D	29	12/31/2017		0.00	0.00	200.00	4,400.00	0.00	0.00	0.00	0.00
42	XXX-XX-XXXX	EMPLOYEE E	27	12/31/2017		0.00	0.00	-27.00	-1,080.00	-73.44	0.00	0.00	0.00
42	XXX-XX-XXXX	EMPLOYEE F	29	12/31/2016		536.75	11,808.50	1153.25	25,371.50	0.00	0.00	0.00	0.00
42	XXX-XX-XXXX	EMPLOYEE F	29	12/31/2017		594.00	13,068.00	1181.50	25,993.00	0.00	0.00	0.00	0.00
42	XXX-XX-XXXX	EMPLOYEE G	29	12/31/2017		0.00	0.00	132.50	1,590.00	0.00	0.00	0.00	0.00

# Late Reported Earnings



# Resources for Employers

**WRS case managers  
Employer Communications Center  
Toll-Free (877) 533-5020 option 2**

**Employer Trainer  
[ETFSMBEmployerTraining@etf.wi.gov](mailto:ETFSMBEmployerTraining@etf.wi.gov)**



The background is a dark blue gradient with numerous bokeh light effects in shades of blue and purple, scattered across the upper and middle portions of the frame.

**Questions?**

# Thank you



wi\_etf



etf.wi.gov



ETF E-mail Updates



608-266-3285

1-877-533-5020

The Department of Employee Trust Funds has made every effort to ensure that this webinar is current and accurate. However, changes in the law or processes since the last revision to this webinar may mean that some details are not current. Please contact ETF if you have any questions about a particular topic in this webinar.