



Employer *Bulletin*

Employer Communication Center (608) 264-7900 Toll free: 1-888-681-3952 <http://etf.wi.gov>

WRS Regional Employer Training Sessions – Spring 2011

The Department of Employee Trust Funds (ETF) is conducting free Wisconsin Retirement System (WRS) employer training sessions for local government employers, state agencies and school districts. This training is for staff who are new to the administration of the WRS as well as for more experienced staff who want to focus on more complex WRS issues.

Sessions are set for various Wisconsin cities beginning in March. Please note that some sessions are scheduled specifically for either local and state government employers OR school districts, while others are general sessions any WRS employer can attend. Registration for these sessions must be done online. In general, the morning session will cover more introductory WRS topics, while the afternoon session will cover more advanced WRS topics.

Topics covered include:

- How to determine WRS eligibility
- Reportable earnings in terms of the WRS
- Employer reporting requirements for the WRS
- How to utilize the Online Network for Employers (ONE) applications to make the administration of the WRS easier
- How to handle rehired employees or rehired annuitants

Training will include presentations and small group activities, with a focus on active learning through interaction with other WRS employers. Registered employers will also be given the opportunity to submit questions regarding the administration of the WRS prior to the training. These questions/topics will be incorporated into the training as much as possible.

Session details:

- Please bring your *WRS Administration Manual* (ET-1127, Rev 11/2010).
- Room temperatures fluctuate – a light sweater or jacket is recommended.
- There is no charge to attend.
- You are responsible for your own lunch.
- Register early – classroom size is limited.

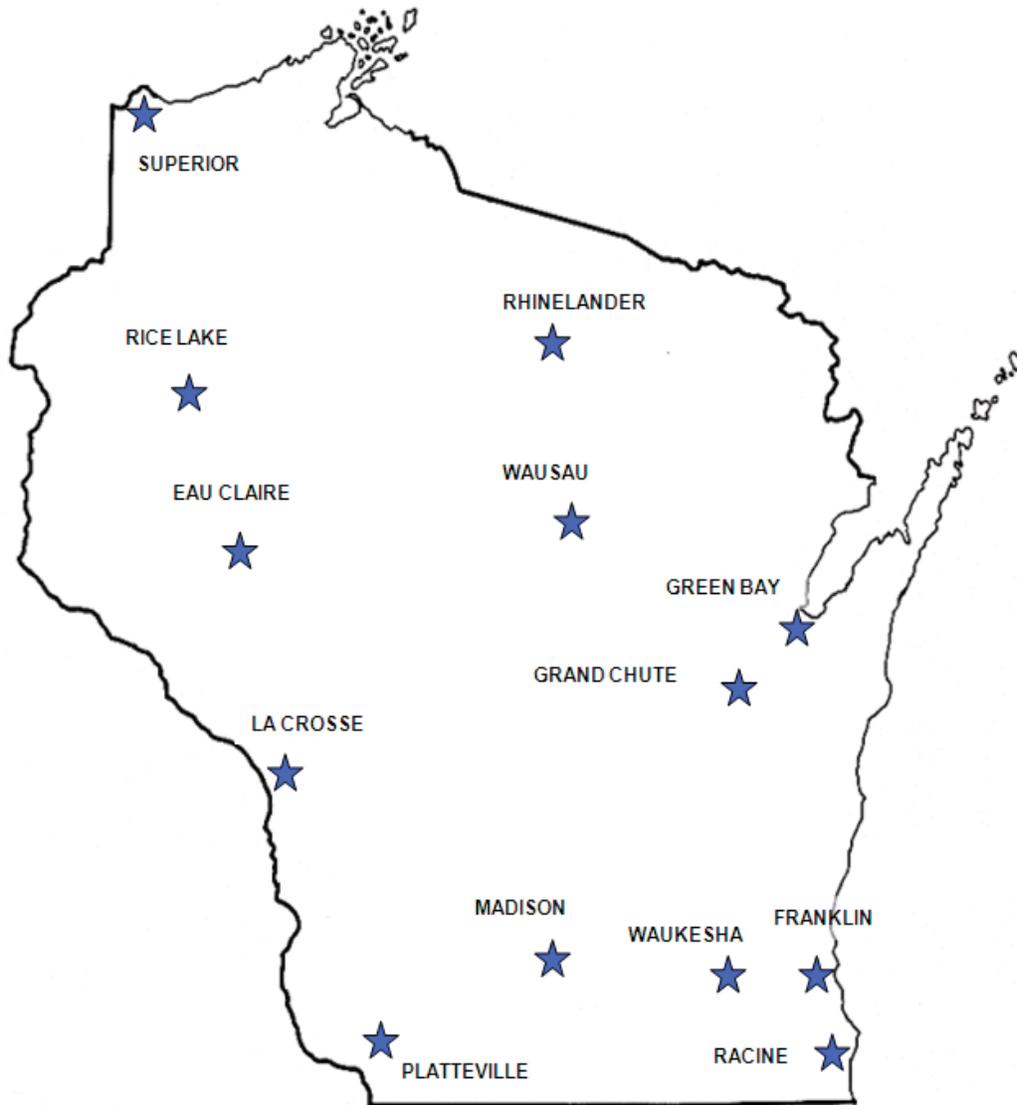
Online Self-Registration

Please register online. See the link below or go to the Employer menu of our public Internet site, etf.wi.gov, and select Employer Training. Select your preferred session and fill in your personal information. Registrants will immediately receive either a confirmation of registration or, if the session is full, be asked if they would like to be placed on a waiting list.

<http://etfonline.wi.gov/ETFEmprTrainingPublicWeb/emprregistration.do>

An email confirmation with detailed information and coordinating instructions will be sent 1-2 weeks prior to the training. If you have any questions regarding the registration process, please contact Rory McGarry, Employer Trainer, at rory.mcgarry@etf.state.wi.us or (608) 264-8324

WRS EMPLOYER TRAINING SESSIONS – SPRING 2011



2011 Spring Training Sessions (13 Cities – 20 Sessions)

WRS Regional Employer Training Sessions – Spring 2011

Training 9:00 a.m. – 4:00 p.m.

Registration 8:30 A.M. – 9:00 A.M.

| City | Type | Date |
|---------------------------|------------------|---------------------|
| La Crosse | General | Wednesday, March 9 |
| Franklin (Milwaukee) | School Districts | Tuesday, March 15 |
| Franklin (Milwaukee) | Local/State | Wednesday, March 16 |
| Racine | General | Thursday, March 17 |
| Superior | General | Tuesday, March 22 |
| Rice Lake | School Districts | Wednesday, March 23 |
| Rice Lake | Local/State | Thursday, March 24 |
| Eau Claire | School Districts | Wednesday, April 6 |
| Eau Claire | Local/State | Thursday, April 7 |
| Rhineland | General | Wednesday, April 13 |
| Wausau | General | Thursday, April 14 |
| Madison | School Districts | Wednesday, April 20 |
| Madison | Local/State | Thursday, April 21 |
| Grand Chute (Appleton) | General | Tuesday, April 26 |
| Grand Chute (Appleton) | School Districts | Wednesday, April 27 |
| Grand Chute (Appleton) | Local/State | Thursday, April 28 |
| Waukesha | School Districts | Tuesday, May 3 |
| Waukesha | Local/State | Wednesday, May 4 |
| Platteville | General | Tuesday, May 10 |
| Green Bay | General | Wednesday, May 18 |

WRS Webinar Training – New Topics!

The Department of Employee Trust Funds (ETF) is also pleased to announce additional employer training via Webinar. A Webinar is an interactive presentation that is transmitted over the internet while attendees listen to the audio via teleconference. This online web conferencing tool will allow ETF to simultaneously deliver employer training throughout the State of Wisconsin. Employers will connect directly to ETF by calling a toll-free telephone number and viewing an interactive online presentation. Employers must register for training sessions.

Please view our online course catalog to register for training:

<https://student.gototraining.com/1360y/catalog/109678767>

Once registered for a session, you will receive a confirmation email with a *Join Training Link* and coordinating instructions.

ETF is currently offering one hour employer training sessions regarding:

Wisconsin Retirement System – Employer Orientation

Provide employers with an overview of their responsibilities relating to the administration of the WRS and to ensure they are aware of all resources available.

Wisconsin Retirement System – Rehired Annuitants

Enable Wisconsin Retirement System employers to meet all federal and state requirements necessary for the rehire of WRS annuitants.

Sign up early, as space for these training sessions is limited. If unable to attend, please cancel your registration to allow space for other employers. Be aware that training dates and times are subject to change. **Please view our online course catalog for the most current information.**

Webinar Technical Requirements:

| PC-Based Attendees | Mac-Based Attendees |
|---|---|
| <ul style="list-style-type: none"> • Required: Windows® 7, Vista, XP or 2003 Server (Linux is not supported) • Required: Internet Explorer® 7.0 or newer, Mozilla® Firefox® 3.0 or newer, or Google® Chrome® 5.0 or newer (JavaScript™ and Java™ enabled) • Internet Connection Required: Cable modem, DSL or better recommended | <ul style="list-style-type: none"> • Required: Mac OS® X 10.4.11 (Tiger®) or newer • Required: Safari™ 3.0 or newer, or Firefox 3.0 or newer; (JavaScript and Java enabled; Chrome™ is not supported) • Internet Connection Required: Cable modem, DSL or better recommended |

Survey - Employer Training Priorities and Tools

Your assistance is needed as ETF expands outreach and training to better serve WRS employers throughout Wisconsin. It would greatly help our planning efforts if you gave your opinions about which topics and training tools you think would be most valuable for you as a WRS participating employer. Please follow the link below to complete this short electronic survey by March 31, 2011

<https://www.surveymonkey.com/s/XF7TBKQ>

Contact

For questions regarding this Employer Bulletin, please contact the Employer Communication Center toll-free at (888) 681-3952 or (608) 264-7900.

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 the Wisconsin Relay Service at 7-1-1 or 1-800-947-3529 (English) 1-800-833-7813 (Español). We will try to find another way to get the information to you in a usable form.

This Employer Bulletin is published by the Wisconsin Department of Employee Trust Funds. Questions should be directed to contact persons listed in the Bulletin, or to the Division of Retirement Services (DRS). Call Jean Gilding, DRS administrator, at (608) 266-1210. 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 the following URL:
<http://etf.wi.gov/employers.htm>

Wisconsin Department of Employee Trust Funds, P.O. Box 7931, Madison, WI 53707-7931; <http://etf.wi.gov>.
