

**Department of Employee Trust Funds**  
**WISCONSIN RETIREMENT SYSTEM ADMINISTRATION MANUAL**

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**CHAPTER 6 — EMPLOYEE’S INDIVIDUAL WRS ACCOUNT**

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**600 Creating an Individual WRS Account**

Creation or reactivation of an individual’s WRS account requires that an enrollment be completed for each eligible employee. An enrollment must be completed and submitted to ETF by the employer agent within 10 days of an employee becoming eligible. A WRS enrollment:

- creates an employee (participant) account at ETF;
- adds the employee to the employer’s Annual Employee Listing Selections;
- meets initial eligibility requirements for insurance enrollment; and
- reactivates an employee’s existing WRS account when rehired or reinstated.

A late enrollment may cause a benefit from previous WRS covered employment to be paid in error, as well as delay application processing for ETF administered insurances.

**601 Methods Available for Reporting WRS Enrollments and Correcting or Updating WRS Enrollment Information**

Several methods are available for reporting a WRS enrollment and making subsequent corrections/changes to employee descriptive data. ETF encourages employers to automate WRS enrollments along with other WRS reporting transactions. Available methods include:

**A. Online Network for Employers (ONE):**

Once authorized for ONE access, employers can use the Internet to create an eligible employee’s individual WRS account, reactivate an inactive WRS account and update or correct the account’s descriptive data fields, such as name and/or address, employment begin date, gender and/or employment category using the Account Update Application. Refer to subchapter 604 for instructions and Chapter 23 for further information regarding the ONE.

**Note:** Employers can submit the same enrollment information using the following methods; other formats will not be accepted.

B. File Transfer Protocol (FTP):

An electronic version of the *Electronic Reporter Transmittal* (ET-2536) must accompany FTP files. Refer to Appendix A for FTP data description and formatting requirements and Appendix C for file specifications and copy of the *Electronic Reporter Transmittal*.

## 602 Completing the P060 WRS Enrollment Entry Using the ONE

This section provides instructions on completing the P060 Enrollment Entry transaction using the WRS Account Update application on the ONE. A sample copy of the screen is in subchapter 603. Complete the P060 Enrollment Entry using the following instructions:

#	Item Name	When Completing WRS Enrollment Form
1	If the employee you are enrolling is receiving a WRS annuity . . .	An enrollment is not completed in this situation. A <i>Rehired Annuitant Form</i> (ET-2319) must be completed. Refer to Chapter 15 for further information.
2	Employer Indicative information	Automatically pre-filled - employer number, name, agent's name and title.
3	Report Date	The current date is automatically pre-filled with the current date.
4	Social Security Number (SSN)	Obtain the SSN directly from the employee's Social Security card. The SSN becomes the employee account number for ETF. Accuracy here is extremely important.
5	Employee First, Middle Initial and Last Name	Enter the complete name as it appears on the Social Security card or birth certificate. Enter the first name, middle initial and last name.
6	Address	Enter the employee's complete permanent home address. Upon submission the address is verified with the U.S. Postal Service and you may be asked to accept this corrected address.
7	Birth date	Enter the date as it appears on the birth certificate. Birthdates are used for benefit entitlement calculations. The member may encounter difficulty when applying for a benefit if this date is not reported accurately.
8	Gender	Enter "M" for male or "F" for female
9	WRS Participation Date (MM/DD/CCYY)	Enter the date WRS eligible employment began with you. Refer to Chapter 3 for determining eligibility. For most employees this will be their first day worked.
10	Employment Category	Determine the appropriate Employment Category from the categories listed in subchapter 401. Category determination must be based on duties performed by the employee and not licenses or certifications.
11	Submit	Select submit.
	Confirm	Review the data entered for accuracy and select confirm to complete the enrollment. Make a copy for your records.

## 603 Sample P060 WRS Enrollment Entry Screen on the ONE

The numbers coinciding with the fields on the screen refer back to subchapter 602

**Wisconsin Retirement System (WRS)**  
**P060 WRS Enrollment Entry Form**

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If the employee you are enrolling is receiving an annuity from WRS, please refer to the WRS Administration Manual Chapter 15 for specific instructions.

**1** [Click here to view the manual.](#)

**Employer Information**

Employer: **2** Report Date:

Agent Title: **3**

Agent Name:

**Employee's Indicative Data**

Social Security Number:  **4**

First Name, Middle Initial:  **5**

Last Name:

Address:

City, State, Zip:    **6**

Date of Birth: **7**  (mm/dd/ccyy)

Gender:  (M or F) **8**

**Coverage Data**

WRS Participation Begin Date:  (mm/dd/ccyy) **9**

Employment Category: **10**   
30 General Employment  
31 Court Reporter

**11**

## 604 Codes for Correcting Enrollment Information

Should it be necessary to correct or change information reported to ETF through the WRS enrollment process, use either the Online Network for Employers (ONE), File Transfer Protocol (FTP) reporting or the *Employee Identification Correction/Change* (ET-2810) (paper) form.

**Table 6.1 – Employee Identification Correction/Change Codes**

Code	Corrects	Description
P030	Social Security Number* (Verification Required)	Social Security Numbers (SSN) are used by ETF as the major identifier for participant records. Ensure it is correct on all forms. Only the <i>Employee ID Correction/Change</i> (ET-2810) form can be used to correct the SSN by completing the required fields as listed in Table 6.2. A copy of the employee's Social Security card must be attached.* Used for paper reporting only.
P031	Name/ Address	To correct or change a name or address, use the WRS Account Update application on the ONE system, filling in the required fields as listed in Table 6.2.
P032	Birth date** (Verification Required, Certified Copy of Birth Certificate)	Date of birth is crucial in computing benefits and is used by ETF as the second identifier (in addition to the SSN) to further identify a participant's record. You must complete an <i>Employee ID Correction/Change</i> (ET-2810) form, filling in the required fields as listed in Table 6.2. A certified copy of their birth certificate must be attached, which will be returned to the employee upon request. ** Used for paper reporting only.
P033	Employment Begin Date	It is critical that WRS records reflect the participant's correct employment begin date. To correct a begin date, use the WRS Account Update application on the ONE system, filling in the required fields as listed in Table 6.2. Attach an explanation for the change.
P034	Statement of Benefits Distribution Code	To correct/change or add a Statement of Benefit distribution code, using the WRS Account Updated application on the ONE system, filling in the required fields as listed in Table 6.2. Used for paper reporting only.
P035	ETF Employer Identification Number (EIN)	<b>Used to correct the ETF Employer Identification Number reported on an employee's account using the <i>Employee ID Correction/Change</i> (ET-2810) form. Complete the required fields 6.2.</b> Used for paper reporting only.
P036	Gender	To correct the employee's Gender Indicator, using the WRS Account Update application on the ONE system 6.2
P063	Employment Category (no money) ***	To correct the employee's employment category, use the WRS Account Update application on the ONE system. 6.2 This correction code can <b>only</b> be used if an incorrect employment category was indicated when enrolling the employee in WRS.***

\* P030 (Social Security Number Correction): Under federal regulations individuals requested to furnish their Social Security numbers are to be informed that disclosure of such number is required under policies established pursuant to the authority of Wis. Stat. § 40.03 (2) (h). The number is used to maintain a record of contributions and other data needed for providing retirement benefits as well as for required reports to the Federal Internal Revenue Service.

\*\* P032 (Birth date Correction): In the event an employer indicates they made an error in reporting the date of birth during the enrollment process, the date of birth can be corrected without birth evidence if:

1. the error is discovered before a second WRS Annual Statement of Benefits is issued to the participant after the error was made, **and**
2. the employer submits a signed and dated statement indicating the correct date of birth and that they made an error in the participant's date of birth when they previously reported the WRS enrollment.

\*\*\* P063 (Employment Category Change): This transaction is not used if earnings and hours have already been reported to an incorrect category. Contact the Employer Communication Center for assistance. [To report current year category changes, use the P010 Employment Category Change with Money transaction in WRS Account Update on the ONE as instructed in Chapter 9.]

## 605 Completing a Correction on the ONE

Subchapter 606 provides a sample of a P033 Employment Begin Date Change on the ONE. Please note that the boxed numbers on the sample form correspond to the numbers in the table below. Required fields for each correction type are indicated in Table 6.2, with the letter R.

**Table 6.2 – Employee Identification Correction/Change - Field Requirements**

This section provides required fields (indicated with an R) for transactions on the ONE and on the *Employee ID Correction/Change* (ET-2810) form.

Fields	Account Correction Codes							
	P030*	P031	P032*	P033	P034*	P035*	P036	P063
1. Report Date*	R	R	R	R	R	R	R	R
2. Social Security Number (Correct)	R	R	R	R	R	R	R	R
3. Social Security Number (Incorrect)*	R							
4. Employee Name (First, Middle, Last)	R	R	R	R	R	R	R	R
5. Former Name*		R						
6. Address								
7. Date of Birth (Correct)	R	R	R	R	R	R	R	R
8. Gender	R	R	R	R	R	R	R	R
9. Employment Begin Date				R		R		R
10. SOB Code*					R			
11. ETF Employer No. (Incorrect)*								
12. RETF Employer No. (Correct)*	R	R	R	R	R	R	R	R
13. Employer Name*								
14. Employment Category (Incorrect)						R		R
15. Employment Category (Correct)	R	R	R	R	R		R	R
16. Account Correction (Check Box)*	R	R	R	R	R		R	R
17. Signature & Title of Agent/Date*	R	R	R	R	R		R	R

R = Required Field

\* Used in paper reporting only

## 606 Sample P033 Employment Begin Date Change Entry on the ONE

The numbers coinciding with the fields on the screen refer back to subchapter 605.



**Wisconsin Retirement System (WRS)**  
**P033 Employment Begin Date Change**  
**Entry Form**

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Please refer to the WRS Administration Manual for specific instructions.  
[Click here to view the manual.](#)

**Employer Information** 1

Employer: \_\_\_\_\_ Report Date:

Agent Title: \_\_\_\_\_

Agent Name: \_\_\_\_\_

**Employee's Indicative Data**

Social Security Number:  2

First Name, Middle Initial: , 4

Last Name:

Date of Birth: 7  (mm/dd/ccyy)

Gender:  (M or F) 8

**Coverage Data** 9

WRS Participation Begin Date:  (mm/dd/ccyy)

Employment Category: 15   
30 General Employment  
31 Court Reporter