

# WRS Earnings Reconciliation Reports

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### **General Information**

This application provides online access to the post-annual reconciliation reports via the Online Network for Employers (ONE). These reports are used by employers to identify and resolve annual reconciliation variances. Six reports are available online.

### **Employee Transaction Detail**

- This report provides a detailed transaction listing by individual employee. It shows the earnings, service, and contributions that were loaded by employment category for each employee. By clicking the “Export to Excel” button, the user can download this information to a spreadsheet. Employers with greater than or equal to 250 employees must “Export to Excel” to see their transactions. The report will give employers electronic access to employee loaded information, which they can use to help identify reconciliation variances. The report is static and only includes transactions prior to the annual report being balanced by ETF.

### **Suspended Employee Transactions**

- This report provides a list of all WRS employer transactions that have not loaded. Transactions shown are as current as of the previous night. This report will allow employers to see the error type that caused their transaction not to load. Please contact the Employer Communication Center at (608) 264-7900 or 1 (888) 681-3952 with any questions regarding suspended transactions.
- Common Suspended Transaction Error Types
  - **“Status in category is not active”** – The participant has already been terminated or is no longer active within this category. To become an active employee after a termination, an enrollment is needed.
  - **“Social security number not found”** – The SSN, as entered, is not found as enrolled in the WRS.
  - **“Begin date is later than current date”** – The action date cannot be in the future. Employees may not be enrolled for a future hire date but may only be enrolled on or after their actual start date.
  - **“No original transaction exists for this correction”** – In order to correct a previously submitted transaction, there must be an original transaction. For example, in order to submit an action code 81 (correction to a previously submitted 01 termination), there must be a valid 01 termination loaded.
  - **“SS#/empr/category do not match to table”** – This is common when the wrong category for an employee is submitted. If an employee works in multiple categories, an enrollment is needed for each category.

## Employer Contribution Summary

- This static report provides a breakdown by employment category of what an employer reported in earnings, the associated rate components, and contributions for the year selected.

## Remittance Reports by Month

- This is a static monthly log of the earnings reported by employment category, and additional contributions reported to ETF for the year selected. There may be multiple remittance reports per month depending on whether supplemental remittance reports were filed with ETF throughout the year or in December when ETF may have submitted a remittance report on an employer's behalf to balance their annual report.

## WRS Listing of Over/Under Entries

- This report provides a listing of over/under related transactions that were processed during the past year and up through the previous night. If the balance shown is positive, an employer owes ETF contributions. If the balance shown is negative, an employer has a credit with ETF. If you have an outstanding over/under balance from 2008 or earlier, your balance due may not equal the details shown on this application. Contact ETF at (608) 266-3309 with any questions regarding over/under entries.

## Unfunded Actuarial Accrued Liability Statement

- For employers with an unfunded liability balance, this static report provides a summary of transactions that were processed during the reconciliation year for the year selected.

## Special Notes

- The individual accessing WRS Earnings Reconciliation Reports must obtain security clearance to the "WRS Account Update" by submitting the **Online Network for Employers Security Agreement**, form ET-8928. If you cannot logon or you forgot your password, contact ETF logon and password support at 1-877-533-5020 or 608-266-3285.
- The application requires your **Web browser** to have cookies enabled and JavaScript on.
- The application is best viewed by Internet Explorer version 8.0 or later or Mozilla Firefox version 3.6 or later.
- Please use the **logout** feature at the top of the screen when done working with the application, to protect confidential employee data.
- When you perform an inquiry, you are provided with raw data exactly as it exists in ETF's database. However, ETF cannot guarantee the integrity of the data after it has been manipulated by an employer in Microsoft Excel. Please use caution when sorting columns and making other changes in Microsoft Excel.
- When printing reports from this application, it is recommended to change your print orientation to landscape for best results.
- For additional assistance, please call the Employer Communication Center: (608) 264-7900 or 1 (888) 681-3952

## **Step-by-Step Instructions (Text Only)**

- 1) Enter the Online Network for Employers (ONE) Portal
  - a) <http://etfonline.wi.gov/etf/internet/employer/one.html>
- 2) Scroll down and select the “WRS Earnings Reconciliation Reports” link.
- 3) The “ETF Web Application Logon” screen will appear.
- 4) Type your User ID.
- 5) Press the “Tab” key.
- 6) Type your password.
- 7) Click “Login”
  - a) If you cannot logon or you forgot your password, contact ETF logon and password support at (608)264-9181 / (866)843-9724 or email at [ETFOnLineHelp@etf.state.wi.us](mailto:ETFOnLineHelp@etf.state.wi.us)
- 8) Type your seven-digit employer number. (No dashes or spaces)
- 9) Click the “Submit” button.
- 10) Select the year to view using the drop down menu.
- 11) Select the report you wish to view from the options shown while using the drop down menu.
- 12) Click “Display”
  - a) **Employee Transaction Detail**
    - i) Click “Export to Excel” to put in an Excel spreadsheet.
      - (1) Employers with greater than or equal to 250 employees must click “Export to Excel” to retrieve data.
  - b) **Suspended Employee Transactions**
    - i) Click “plus sign” to expand a selected suspended transaction.
    - ii) Click “minus sign” to minimize a selected suspended transaction.
  - c) **Employer Contribution Summary**
  - d) **Remittance Reports by Month**
  - e) **Listing of Over/Under Entries**
  - f) **Unfunded Actuarial Accrued Liability Statement**
- 13) Select the report you wish to link to from the options shown while using the “Link to” drop down menu.
- 14) When finished, click the “Logout” link directly below the ETF logo in the upper left hand corner of the screen.
- 15) When printing reports from this application, it is recommended to change your print orientation to landscape.

## Step-by-Step Instructions with Visuals

Employee Trust Funds On-line Network for Employers - Windows Internet Explorer

<http://etfonline.wi.gov/etf/internet/employer/one.html>



[home](#)

### Employee Trust Funds (ETF) On-line Network for Employers (ONE)

Welcome to the Department of Employee Trust Funds On-line Network for Employers (ONE). This is a new and innovative way to retrieve historical data, keep employee information contributions and payment. ONE is an interactive Internet application that is easy and convenient to use.

Logon and Password Support (608) 264-9181 / 866-843-9724 or email us at [ETFOnLineHelp@etf.state.wi.us](mailto:ETFOnLineHelp@etf.state.wi.us)  
Employer Communications Center (608) 264-7900

#### Account Maintenance

[WRS Employers - Reset Password](#)

\*It is no longer necessary to contact ETF to reset your password.

[Email Contact Information Update](#)

Description: Provides employers a secure view of current employer contact information and the ability to update information to ensure proper administration of ETF benefit programs.

[Security Agreement, ET-8928](#), Fax Number: (608) 266-5801

#### Applications

[Previous Service and Benefit Inquiry](#)

Description: Allows employers to view historical information regarding their employees' WRS participation on-line. Assists in determining Insurance program eligibility, WRS Eligibility Status and calculate agencies only).

[WRS Account Update](#)

Description: Provides employer with the ability to securely transmit account updates to ETF. The application includes WRS enrollments, descriptive data changes, and employee transactions.

Enter Online Network for Employers (ONE)  
at link above

## Account Maintenance

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## Applications

### [Previous Service and Benefit Inquiry](#)

Description: Allows employers to view historical information regarding their employees' WRS participation on-line. Assists in determining Insurance program eligibility, agencies only).

### [WRS Account Update](#)

Description: Provides employer with the ability to securely transmit account updates to ETF. The application includes WRS enrollments, descriptive data changes, and

### [WRS Contribution Remittance Entry](#)

Description: Allows employers to transmit WRS Monthly Retirement Remittance Reports (ET-1515) to ETF and make payment through the banking ACH process.

### [WRS Transaction Upload](#)

Description: Allows employers to upload and submit WRS **annual** reports to ETF.

### [WRS Earnings Reconciliation Reports](#)

Description: Allows employers to view WRS **annual** reports .


### [Health Insurance Dependent Inquiry](#) [Instructions](#)

Description: Provides employers with the ability to verify the dependent health insurance coverage of their employees.

### [Health Insurance Enrollment Inquiry](#) [Instructions](#) [Instructional Webcast](#)

Description: Provides employers a secure view of employee health insurance enrollment information by coverage month.

Scroll down and click link  
to begin





## ETF Web Applications Logon

User ID:   
Password:

Enter User ID and Password  
and click **Login**

→

Logon and Password Support (608) 264-9181 / 866-843-9724 or email us at [ETFOnLineHelp@etf.state.wi.us](mailto:ETFOnLineHelp@etf.state.wi.us)



## WRS ANNUAL RECONCILIATION REPORTS

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

This Internet application is intended for use by employers to verify their annual reconciliation reports.

Please enter your Employer Number and press Submit.

Employer No:

Enter seven-digit employer number and click **Submit**

Local XXXX000  
State 0001XXX

**Logout** button located in top left corner of screen



## WRS ANNUAL RECONCILIATION REPORTS

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

Select the year to view the reports:

Select the report to view:

- Employee Transaction Detail
- Suspended Employee Transactions
- Employer Contribution Summary
- Remittance Reports By Month
- Listing of Over/Under Entries
- Unfunded Actuarial Accrued Liability Statement

Select year and report to view and click **Display**



Less Than 250 Employees



# WRS Employee Transaction Detail (Final 2009)

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

Employer No:

Employer Name:

[Export to Excel](#)

Grand Totals For All Employment Categories:

Fiscal		Calendar Year		Employee Paid		Additional Contribution Employee		Additional Contribution Employer	
Hours	Earnings	Hours	Earnings	EERC	BAC	Core	Var	Core	Var
0.00	0.00	5224.00	72,538.84	0.00	0.00	0.00	0.00	0.00	0.00

Detail By Employment Category:

Emp Cat	Social Security Number	Last Name	Act CD	Action Date	Last Earning Date	Fiscal Year		Calendar Year		Employee Paid		Additional Contribution Employee		Additional Contribution Employer	
						Hours	Earnings	Hours	Earnings	EERC	BAC	Core	Var	Core	Var
00			00	2009-12-31		0.00	0.00	2226.00	32,093.65	0.00	0.00	0.00	0.00	0.00	0.00
00			00	2009-12-31		0.00	0.00	2218.00	32,445.15	0.00	0.00	0.00	0.00	0.00	0.00
<b>SubTotals:</b>						0.00	0.00	4444.00	64,538.80	0.00	0.00	0.00	0.00	0.00	0.00
09			00	2009-12-31		0.00	0.00	780.00	8,000.04	0.00	0.00	0.00	0.00	0.00	0.00
<b>SubTotals:</b>						0.00	0.00	780.00	8,000.04	0.00	0.00	0.00	0.00	0.00	0.00

**\*\* This report is static and does not include employee transactions submitted after your annual was balanced.\*\***

Link To:

Click **Export to Excel** to put in spreadsheet format

Greater than or equal to 250 employees **must** export to Excel



## WRS Employee Transaction Detail (Final 2009)

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

Employer No:

Employer Name:

Please click here to export detail records to excel.

Export to Excel

Grand Totals For All Employment Categories:

Fiscal		Calendar Year		Employee Paid		Additional Contribution Employee		Additional Contribution Employer	
Hours	Earnings	Hours	Earnings	EERC	BAC	Core	Var	Core	Var
394430.57	14,724,694.88	685137.51	23,309,799.56	1,120,089.80	201,616.15	0.00	0.00	0.00	0.00

Link To:

Select report to **Link To** from drop down menu

Link To:

- Reconciliation Year Menu
- Employee Transaction Detail
- Suspended Employee Transactions
- Employer Contribution Summary
- Remittance Reports By Month
- Listing of Over/Under Entries
- Unfunded Actuarial Accrued Liability Statement



# WRS Suspended Employee Transactions

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

Employer No:

Employer Name:

Employment Category Number	Social Security Number	Name	Action Code	Action Date	Last Earn Date
<input type="checkbox"/> 12			00	2009-12-31	

Employment Category Number	Social Security Number	Name	Action Code	Action Date	Last Earn Date				
<input type="checkbox"/> 12			00	2009-12-31					
Fiscal Year		Calendar Year		Employee Paid		Additional Contribution Employee		Additional Contribution Employer	
Hours	Earnings	Hours	Earnings	EERC	BAC	Core	Var	Core	Var
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>ERROR TYPE : STATUS IN CATEGORY IS NOT ACTIVE</b>									
INCORRECT CALENDAR YEAR HOURS									
INCORRECT CALENDAR YEAR EARNINGS									
STATUS AT EMPLOYER IS NOT ACTIVE									

Click  to maximize selected suspended transaction