State of Wisconsin
Department of Administration

Wisconsin Retirement System (WRS) Remittance Reporting

Version 1.0

Version History

Version	Date	Editor	Description
1.0	6-20-18	Danielle Tesch	Initial Draft

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NOTES ON USING THIS GUIDE

- The scope of the guide covers Wisconsin Retirement System (WRS) remittance reporting. We will not address when or how you do a supplemental entry in this job aid. In addition, this does not go into payments and reconciling the payments.

WRS REPORTING INFORMATION

WRS Reporting policies are fully outlined in Chapter 8 of the WRS Administration Manual:
http://etf.wi.gov/employers/wrschap8.pdf

What is WRS Remittance Reporting?

Each employer is responsible for submitting the total WRS earnings by WRS contribution category to ETF month. The remittance report is not specific to one employee, it is reporting the total amounts by category for that agency. During WRS Annual Reconciliation hours, earnings, and contributions are reported by employee. The monthly remittance reports are essentially a pot of money that wait there until WRS Annual Reconciliation happens at which time that money is split up to the employee accounts.

Why do we report WRS?

Per the Department of Employee Trust Funds (ETF) Wisconsin Retirement System(WRS) Manual, *"Employers must submit to ETF a reporting of total WRS earnings by contribution category and remit contribution payment each month based on those earnings using the WRS Contribution Remittance Entry application of the ONE site."*

Any current year WRS deductions taken through payroll are sent to ETF after the pay period processing confirms.

Who does the WRS reporting?

Each agency should have a WRS agent as indicated in Chapter 2 of the WRS Administration Manual:
http://etf.wi.gov/employers/wrschap2.pdf

The WRS agent is responsible for all WRS related tasks for that agency and will be the main contact for any WRS related items from ETF. The form to designate/change the WRS agent is here.

Where do I do the WRS Reporting?

All WRS remittance reporting is done electronically through the ETF ONE website:
https://etfonline.wi.gov/etf/internet/employer/one.html

When do I do WRS Reporting?

WRS remittance reports are due on the 24th of each month. Failure to have remittances entered by the 24th may result in interest and penalties. If the 24th falls on a Saturday, Sunday or holiday when state offices are closed, the report is due the following work day. You will need to do monthly remittance reporting for each calendar month. By the end of the calendar year, you should have 12 remittance reports.

How do I know what the total contribution rate is?

ETF sets all contribution rates on an annual basis. The total contribution rate = Employee Required + Employer Required + Duty Disability (for Protective Categories) + Sick Leave. You can find the contribution rates for your agency by going here. You will need to select your agency from the drop down to get the amounts needed. These amounts can change year to year. Past contribution rates can be found here.

This page allows you to view current and future employer rates.

Employer Selection:

Dis	0001-170 ::: COMMUNITY DEVEL FINANCE AUTH
	0001-173 ::: CONSERVATION CORPS BOARD
	0001-167 ::: CONSERVATION WORKS PROJECT
	4903-000 ::: CONSOL KOSHKONONG SANITARY DIS
	5445-000 ::: CONTINU US
	0083-000 ::: COON VALLEY, VILLAGE OF
	0189-000 ::: CORNELL SCHOOL DISTICT
	0084-000 ::: CORNELL, CITY OF
	4482-000 ::: CORNING, TOWN OF (LINCOLN)
	0001-176 ::: CORRECTIONS, DEPT. OF
	0181-000 ::: COTTAGE GROVE, TOWN OF (DANE)
	1625-000 ::: COTTAGE GROVE, VILLAGE OF
	0001-141 ::: COUNCIL FOR HOME & FAMILY
	0001-159 ::: COUNCIL ON CRIMINAL JUSTICE
	5439-000 ::: COUNTRY ESTATES SAN DIST
	0001-142 ::: COURTS - STATE
	0772-000 ::: CRANDON SCHOOL DISTRICT

Return to Homepage

Employer Name   CORRECTIONS, DEPT. OF
Employer Number 0001-176

General

Calendar Year	Employee Required	Benefit Adjust	Employer Required	Prior Service	Duty Disability	Sick Leave	Total
2017	6.80	0.00	6.80	0.00	0.00	1.30	14.90
2018	6.70	0.00	6.70	0.00	0.00	1.20	14.60

Elected Officials, Judges, State Executive Pay Plan

Calendar Year	Employee Required	Benefit Adjust	Employer Required	Prior Service	Duty Disability	Sick Leave	Total
2017	6.80	0.00	6.80	0.00	0.00	1.30	14.90
2018	6.70	0.00	6.70	0.00	0.00	1.20	14.60

Protective with Social Security

Calendar Year	Employee Required	Benefit Adjust	Employer Required	Prior Service	Duty Disability	Sick Leave	Total
2017	6.80	0.00	10.60	0.00	0.20	1.30	18.90
2018	6.70	0.00	10.70	0.00	0.23	1.20	18.83

WRS REPORTING PROCESS

General WRS Reporting Process

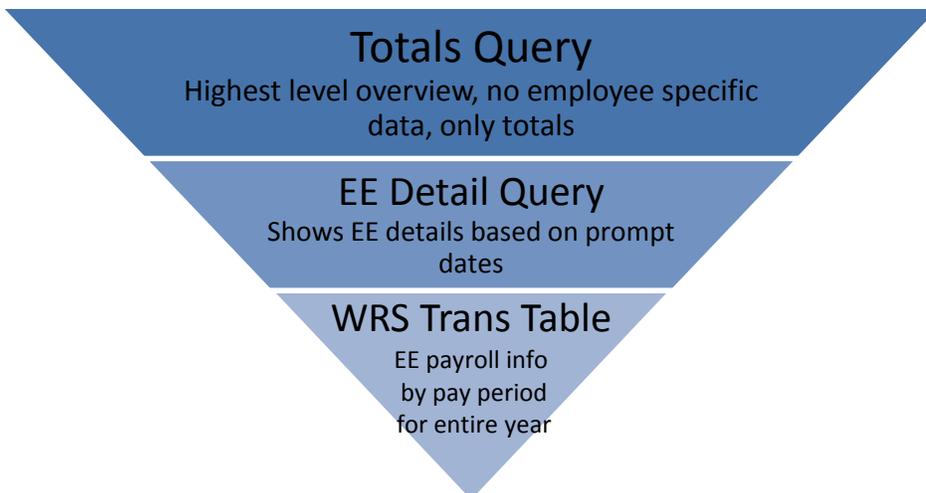| Run WRS Totals Queries | → | Do Full Contribution Rate Calculation | → | Run WRS EE Detail Queries | → | Research and Resolve Issues | → | Enter Amounts in ETFONE Remittance Screen |
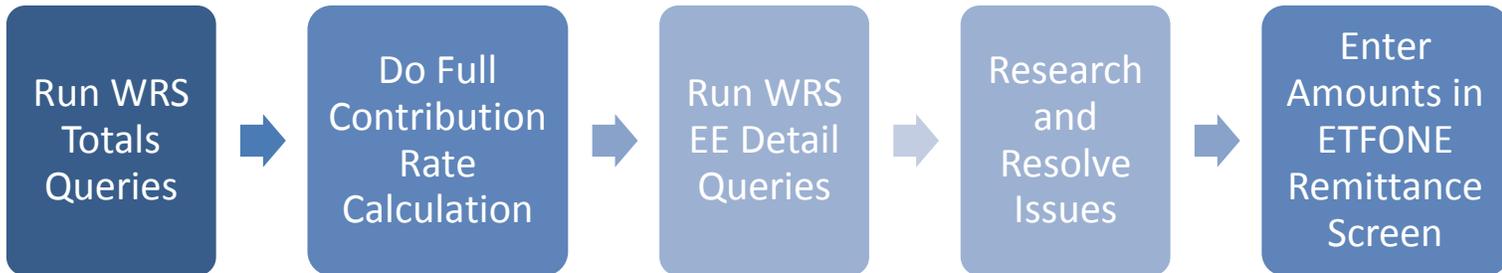
What are the WRS Reporting Queries?

The queries you will need to run are listed in the chart below. Where you see an "XXXX", that is where you will insert the year. There are specific queries for each year because contribution rates typically change annually and there is logic built into the queries to do some calculations for you based on the contribution rate for that year.

WRS Totals Queries (Total Earnings by Category)	WRS EE Detail Queries (EE Detail by Category)
WI_WRS_XXXX_TOTALS_GENERL	WI_WRS_XXXX_EE_GENERL
WI_WRS_XXXX_TOTALS_EXEC	WI_WRS_XXXX_EE_EXEC
WI_WRS_XXXX_TOTALS_PROT	WI_WRS_XXXX_EE_PROT
WI_WRS_XXXX_TOTALS_PROTXO	WI_WRS_XXXX_EE_PROTXO
WI_WRS_XXXX_TOTALS_PROTXX	WI_WRS_XXXX_EE_PROTXX
WI_WRS_XXXX_TOTALS_DOTGR	WI_WRS_XXXX_EE_DOTGR

Pictorial Overview of WRS Queries

Totals Query
Highest level overview, no employee specific data, only totals

EE Detail Query
Shows EE details based on prompt dates

WRS Trans Table
EE payroll info by pay period for entire year

Understanding the Data Elements in the WRS Reporting Queries

Heading	Definition
Sum WRS Hours	Total WRS Reportable Hours
Sum WRS Earnings	Total WRS Reportable Earnings
Sum WRS Ded 7W B	Total WRS **Employee** Required **Before-Tax** WRS Contributions
Sum WRS Ded 7W N	Total WRS **Employer** Required WRS Contributions (includes Duty Disability contribution amount if Protective)
Sum WRS Ded 7W A	Total WRS **Employee** Required **After-Tax** WRS Contributions
Sum WRS Ded 7Y N	Total Employer Contribution to Fund Sick Leave Credit Program
Sum WRS Add 00 A	Total Additional WRS Contributions
Diff Calc'd Minus Deduct 7W ER	Difference between Employer-Required WRS Contributions Owed vs. Collected
Diff Calc'd Minus Deduct 7W EE	Difference between Employee-Required WRS Contributions Owed vs. Collected
Diff Calc'd Minus Deduct 7Y ER	Difference between Employer Contribution Towards Sick Leave Credit Program Owed vs. Collected

How do I know what dates to use when running the WRS Queries in PeopleSoft?

Each remittance report must include the WRS reportable earnings for the month based on "when paid" (not when earned). For example, earnings for the last pay period of December, if paid in January, should be included as part of the January contribution remittance entry.

The dates you will use to run the queries are the first day of the pay period for that month, and the last day of the pay period for checks paid in that month. You can find the deduction schedules here For examples:

12/10/17 -1/6/18 will give you the information for January 2018 reporting.

PAY PERIOD NUMBER	EARNINGS PERIOD	CHECK DATE	Life	HEALTH, THI, AD&D, EPIC, DENTAL, VSP, INCOME CONTINUATION, LONG TERM CARE
1A	12/10/17-12/23/17	01/04/18	FEB	JANUARY
2B	12/24/17-01/06/18	01/18/18		

2/4/18 – 3/17/18 (including the C pay period) will give you the information for March 2018 reporting.

PAY PERIOD NUMBER	EARNINGS PERIOD	CHECK DATE	Life	HEALTH, THI, AD&D, EPIC, DENTAL, VSP, INCOME CONTINUATION, LONG TERM CARE
5A	02/04/18-02/17/18	03/01/18	APR	MARCH
6B	02/18/18-03/03/18	03/15/18		
7C*	03/04/18-03/17/18	03/29/18		--

To run the queries for the Year-to-Date amounts, you would use the first day of the first pay period and the last day of the last pay period that has confirmed. For example, to run a YTD for January 2018 – March 2018, you would run the queries using the dates 12/10/17 – 3/17/18. **FOR LEG ONLY:** Date parameters for most of the LEG agencies are the first of the month to the end of the month.

WRS Reporting – Earnings Totals by Category

Run the WRS Totals Queries to determine total earnings and contributions for each WRS **contribution** category.

Note: There are multiple WRS employee categories within the General and Executive WRS contribution categories. There will be a row on the query results for every Elg Fld 1 Value that is attached to the WRS contribution category.

Elig Fld 1 Values Mapped to WRS Totals Query

WRS Totals Query Category	Elg Fld 1 Value	WRS Totals Query Category	Elg Fld 1 Value
General	30_GENERAL 31_WCSREPT 40_TEACHER 42_EDUCSUP 45_WCSSUPR 47_WCSAPPL 48_WCSCIRC	Executive	32_EXECRET 41_EXECTEA 46_EXECLEG
PROT	33_PROTECT	PROTXO	33_PRTCTXO
PROTXX	33_PRTCTXX	DOTGR	33_DOTGRDF

Example of General Contribution Category Totals Query Results with Multiple Elg Fld 1 Values

Steps to Run and Review Totals Query

1. Go to **Main Menu > Reporting Tools > Query > Query Viewer** and run each totals (WI_WRS_XXXX_TOTALS_[category]) query for the categories that your agency employs. You should run the query in Excel.

2. Enter the **Pay Period Begin and End Dates** of the reporting month

3. Enter the **5-digit Business Unit** and click **View Results**

4. Repeat the process for each WRS category that applies to your agency.

5. Initial Review of Results – the following 3 data elements should be reviewed:

a. Do you see an Elg Fld 1 Value listed multiple times? Is there a mismatch between the Group and Unit?

	A	B	C	D	E	F	
1	ET	3					
2	Co	Group	Unit	Elig Fld 1	Sum WRS Hours	Sum WRS Earnings	Su
3	WI	370	41000	30_GENERAL	0.00	0.00	
4	WI	410	41000	30_GENERAL	501988.29	13246100.72	
5	WI	410	41000	40_TEACHER	39048.79	982831.21	
6							

i. If no, go to next validation

ii. If yes, you have 1 or more employee that transferred between agencies during the reporting period and the WRS earnings are attaching to the wrong agency.

1. Solution = create a ticket so the source WRS transaction table can be updated so earnings will attach to the correct agency. Do NOT submit remittance reports for that month until this has been corrected. Once the Group and Unit mismatch is corrected, re-run the totals query.

b. Is there an amount in the Not Taken column (Column L-Sum WRS NotTkn 7W B)?

	L	
	Sum WRS NotTkn 7W B	D
0.00		0.00
40.00		169.70
54.04		0.00

i. If no, go to next validation

ii. If yes, will need to run Employee Detail query to resolve. Not Taken identifies missed employee contributions that will need to be recouped. Not Taken balances won't change the earnings reported to ETF from the totals query.

c. Is there an amount in the difference columns (Columns **M** "Diff Calc'd Minus Deduct 7W ER", **N** "Diff Calc'd Minus Deduct 7W EE", **O** "Diff Calc'd Minus Deduct 7Y ER")?

	M	N	O	
	Diff Calc'd Minus Deduct 7W ER	Diff Calc'd Minus Deduct 7W EE	Diff Calc'd Minus Deduct 7Y ER	
0	0.00	0.00	0.00	
0	-136.63	43.92	-5.42	
0	0.52	0.52	0.58	

i. If yes, will need to run the Employee Detail query to research and resolve. Amounts in the difference columns indicate missed contributions or corrections to previously missed contributions in a prior reporting month. Keep in mind, this is only a portion or a snapshot of the entire year. Balances in the difference columns won't change the earnings reported to ETF from the totals query.

How to Use Query Results to Complete WRS Remittance Report

1. The amounts in the "Sum WRS Earnings" (Column F) for each reporting category and the "Sum WRS ADD 00 A" (Column K) (total for all categories) are what you will need to report to ETF

B	C	D	E	F	G	H	I	J	K
Group	Unit	Elig Fld 1	Sum WRS Hours	Sum WRS Earnings	Sum WRS Ded 7W B	Sum WRS Ded 7W N	Sum WRS Ded 7W A	Sum WRS Ded 7Y N	Sum WRS Add 00 A
410	41000	30_GENERAL	500957.87	13204650.17	884397.14	885012.87	0.00	158440.77	3160.00
410	41000	40_TEACHER	38805.21	976725.96	65440.14	65440.14	0.00	11720.14	455.97

2. Multiply the Sum WRS Earnings (column F) by the appropriate total contribution percentage to calculate the contributions for each category. Repeat process for each contribution category. Total contribution amounts will be reported to ETF.

   Example of the above screenshot:

   o Multiply the WRS earnings for category 30_GENERAL by the total contribution rate (EE+ER+SL) = $13,204650.17 x .146 (14.6% for 2018) = $1,927,878.93. This is what you would enter in the General Contribution section of the ETF remittance.
   o Multiply the WRS earnings for category 40_TEACHER by the total contribution rate (EE+ER+SL) = $976,725.96 x .146 (14.6% for 2018) = $142,601.99.
   o Repeat this process with all applicable categories for your agency (32_EXECRET, 33_PROTECT, etc.).

3. Once queries are run for all WRS contribution categories, add all WRS Additional Contributions together. Total additional contributions for all categories combined will be reported to ETF.

C	D	E	F	G	H	I	J	K
Unit	Elig Fld 1	Sum WRS Hours	Sum WRS Earnings	Sum WRS Ded 7W B	Sum WRS Ded 7W N	Sum WRS Ded 7W A	Sum WRS Ded 7Y N	Sum WRS Add 00 A
43500	33_PROTECT	195821.50	4019436.10	269104.83	439335.18	0.00	48234.36	350.00
Unit	Elig Fld 1	Sum WRS Hours	Sum WRS Earnings	Sum WRS Ded 7W B	Sum WRS Ded 7W N	Sum WRS Ded 7W A	Sum WRS Ded 7Y N	Sum WRS Add 00 A
43500	30_GENERAL	729401.03	20228126.75	1355434.27	1355526.32	0.00	242781.02	6986.40
43500	40_TEACHER	6068.98	175820.47	11779.99	11779.99	0.00	2109.73	0.00
Unit	Elig Fld 1	Sum WRS Hours	Sum WRS Earnings	Sum WRS Ded 7W B	Sum WRS Ded 7W N	Sum WRS Ded 7W A	Sum WRS Ded 7Y N	Sum WRS Add 00 A
43500	32_EXECRET	1600.00	82761.60	5545.02	5545.02	0.00	993.16	0.00

4. Once the above steps are completed, **proceed to the WRS Reporting – Entering Data in ETFOne** section of the job aid to submit your remittance reports to ETF.

5. Use the WRS Reporting Template to determine the amounts you must enter on to the ETF Remittance screen.

WRS Reporting Process Flow
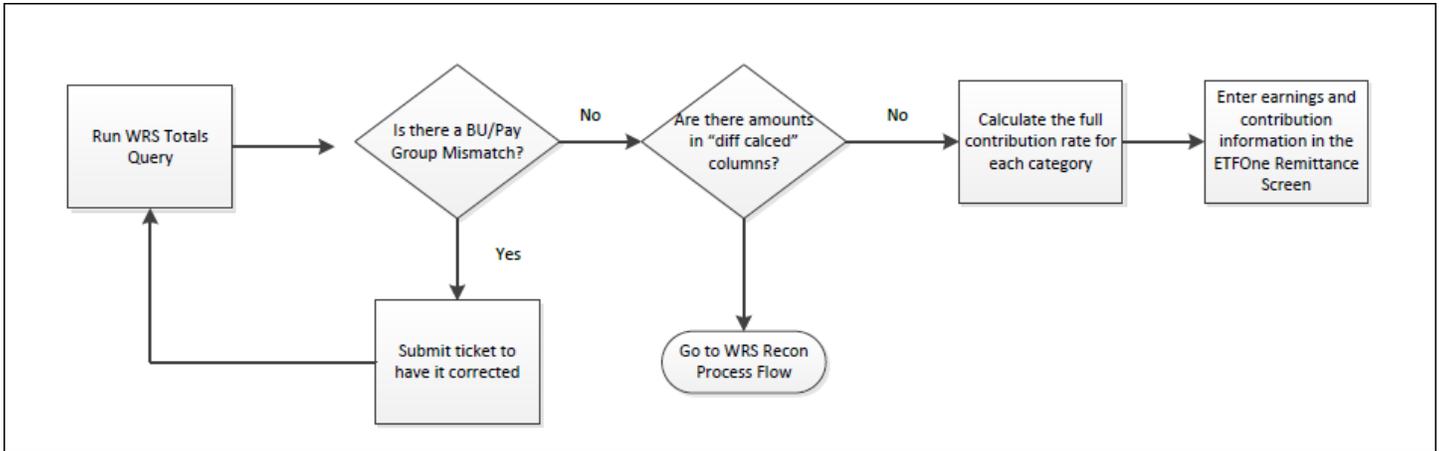
WRS Reporting – Entering Data in ETFOne

1. Navigate to ETFOne

2. Select **WRS Contribution Remittance Entry**

Applications

Previous Service and Benefit Inquiry
Description: Allows employers to view historical information regarding their employ
calculating supplemental sick leave credits (state agencies only).

WRS Account Update
Description: Provides employer with the ability to securely transmit account update

WRS Contribution Remittance Entry
Description: Allows employers to transmit WRS Monthly Retirement Remittance R

WRS Transaction Upload
Description: Allows employers to upload and submit WRS reports to ETF.

WRS Earnings Reports (On-going)
Description: Allows employers to view the WRS Transactions for open years. The
Suspended Employee Transactions, Active Employee Listing Selection (Pre-List),
Reconciliation, Late Reported Earnings.

3. Enter your agency EIN and select **Regular**.

Wisconsin Employee Trust Funds (ETF)
Monthly Retirement Remittance Report Access

Authorized Personnel Only

Version 1.0

Employee Trust Funds (ETF) Wisconsin Retirement System Automated Monthly Remittance Reporting System is a way to Report Earnings, Contributions and other amounts without using paper or wire transfers. You must first have both an ACH account and and logon ID set up with ETF.

To connect to the Automated Monthly Remittance Reporting System, please enter your Employer Number and select the type of report you intend to submit: 'Regular' or 'Supplemental'.

Employer Number: 0001124

[Regular]   [Supplemental]

4. Confirm the employer name and address section is correct. Enter the earnings by category, the calculated contributions, the total additional contributions on line 2 and other payments on line 4 (used for USERRA military make-up contributions).

Elig Fld 1 Values Mapped to ETF Employment Categories

WRS Employment Category	Elg Fld 1 Value	WRS Employment Category	Elg Fld 1 Value
General Educational Support Personnel	30_GENERAL 31_WCSREPT 42_EDUCSUP	Elected Officials and Executive Employees	32_EXECRET 41_EXECTEA 46_EXECLEG 45_WCSSUPR 47_WCSAPPL 48_WCSCIRC
Protective with Social Security	33_PROTECT 33_PRTCTXX 33_PROTXO 33_DOTGRDF	Teachers	40_TEACHER

If you have multiple elig fld 1 values that correspond to the same WRS Employment Category, you will need to add those together to get the grand total of earnings.

Ex: 32_EXECRET & 41_EXECTEA need to be added together and then the total entered in the earnings field in the remittance screen.

Wisconsin Employee Trust Funds (ETF)
Employer Remittances

Refer to the WRS Administration Manual Chapter 7 for detailed instructions in completing this form.
Click here to view the manual.

Please enter the information requested.
and press the 'Submit' button.

Informational Section

The following information provides your current balances. Please make payment or take credit as indicated.	
Over Or Under Amount (Enter on Line 1)	
No open invoices found for this employer.	
Please contact (608)266-3309 if you have questions.	

Entry Section

Employer Name and Address		Employer Identification Number	0001108 remittance type Regular
Agent Name:	ANGELA STUCKEY	Report Type:	Regular
Agent Title:	PAYROLL SUPERVISOR	Normal Due Date	06/25/2018
Employer Name:	ADMINISTRATION, DEPT OF	Reporting Month and Year (change for Supplemental ONLY)	05/2018
Agent Address 1:	PO BOX 7869		
Agent Address 2:		Date Entered	06/07/2018
Agent City:	MADISON	Requested Transfer Date (mmddccyy)	
Agent State/Zip:	WI 53707-7869		

Employment Category Title (Code):	Employee Earnings	Total Rate	Total Contributions
General, Educational Support Personnel (00, 01, 12, 30, 31, 42)		14.600	
Elected Officials and Executive Employees (02, 05, 06, 07, 08, 09, 11, 32, 35, 36, 37, 38, 39, 41)		14.600	
Protective with Social Security (03, 33)		19.060	
Protective without Social Security (04, 34)		0.000	
Teachers (10, 40)		0.000	
Total Earnings		Sub-total of Contribution Lines	
1. Over or Underpayment and/or Interest Due for Late Reported			
2. Additional Contributions			
3. Total Invoice Items (from "Invoice Detail Section" below)			
4. Other Payments			
5. GRAND TOTAL OF ALL LINES ABOVE (System will calculate the grand total)			

Invoice Detail Section

	Invoice Number	Amount		Invoice Number	Amount
Invoice 1			Invoice 4		
Invoice 2			Invoice 5		
Invoice 3			Invoice 6		

Submit   Clear   Logout

5. If there is an invoice to enter, it will be listed at the top of the remittance entry screen in the Informational Section. Paperwork from ETF should match what is listed in the Information Section. If paperwork has not been received, contact ETF and withhold from making the invoice entry until paperwork from ETF has been sent confirming the total charges on that invoice. Copy the invoice number from the Information Section and paste the number in the Invoice Detail Section.

Payment will need to be created and paid to ETF using an interunit payment voucher and supplier #0000105275.

Informational Section

The following information provides your current balances. Please make payment or take credit as indicated.			
Over Or Under Amount (Enter on Line 1)			
Open Employer Invoice (Enter in Invoice Detail Section)			
Invoice Number	Type	Due Date	Principal Amount
0046371	ER RECV-LATE REP SVC/ERNG	02/26/2018	154.59
Please contact (608)266-3309 if you have questions.			

Invoice Detail Section

	Invoice Number	Amount	
Invoice 1	0046371	$154.59	Invoice 4
Invoice 2		$0.00	Invoice 5
Invoice 3		$0.00	Invoice 6

6. Click "Submit", review entries then click "Confirm" and "Print".

7. The following day, the entry will be visible in ETF under **WRS Earnings Reports (On-going)**, **Remittance Reports By Month**. Each reporting month is indicated by a number between 1-12. Prior to making any other entries, review and confirm the month completed is visible in ETF. This will also help in preventing duplicate entries for one month.

Month	Category Type					
	General Earnings	Elected Earnings	Protect W/SS Earnings	Protect W/O Earnings	Teachers Earnings	Additional Contributions
1	20,429,083.17	74,539.06	3,861,523.11	0.00	175,186.51	6,636.40
1	0.00	0.00	0.00	0.00	0.00	0.00
1	0.00	0.00	0.00	0.00	0.00	0.00
2	20,347,458.75	82,761.61	3,811,444.36	0.00	178,304.11	6,526.40
2	0.00	0.00	0.00	0.00	0.00	0.00
2	0.00	0.00	0.00	0.00	0.00	0.00
3	30,449,617.26	81,348.40	5,881,346.62	0.00	269,870.39	0.00
3	0.00	0.00	0.00	0.00	0.00	0.00
3	0.00	38,554.40	0.00	0.00	0.00	0.00
3	0.00	0.00	0.00	0.00	0.00	0.00
3	0.00	0.00	0.00	0.00	0.00	0.00
4	20,228,126.75	82,761.60	4,019,436.10	0.00	175,820.47	7,336.40
4	0.00	0.00	0.00	0.00	0.00	0.00
4	0.00	0.00	0.00	0.00	0.00	0.00

WRS RECONCILIATION

WRS Reconciliation – Employee Detail by Category

If you find any issues (ex. amounts in Sum WRS NotTkn 7W B, Diff Calc'd Minus Deduct 7W ER, Diff Calc'd Minus Deduct 7W EE, Diff Calc'd Minus Deduct 7Y ER columns) when you run the Totals queries, you must run the Employee Detail query to determine the source of the problem and resolve any issues. Reconcile any issues by running the WRS EE detail queries (WI_WRS_XXXX_EE_[category]) by category. Navigation: ***Main Menu > Reporting Tools > Query > Query Viewer***

1. Enter the same Pay Period Begin and End Dates that you used when you ran the Totals Queries

2. The employee count will appear in Row 1. Delete the top row by right clicking Row 1 and select delete. This will make it easier to apply filters.


3. Apply filters by selecting the upper left-hand box to select the entire spreadsheet.

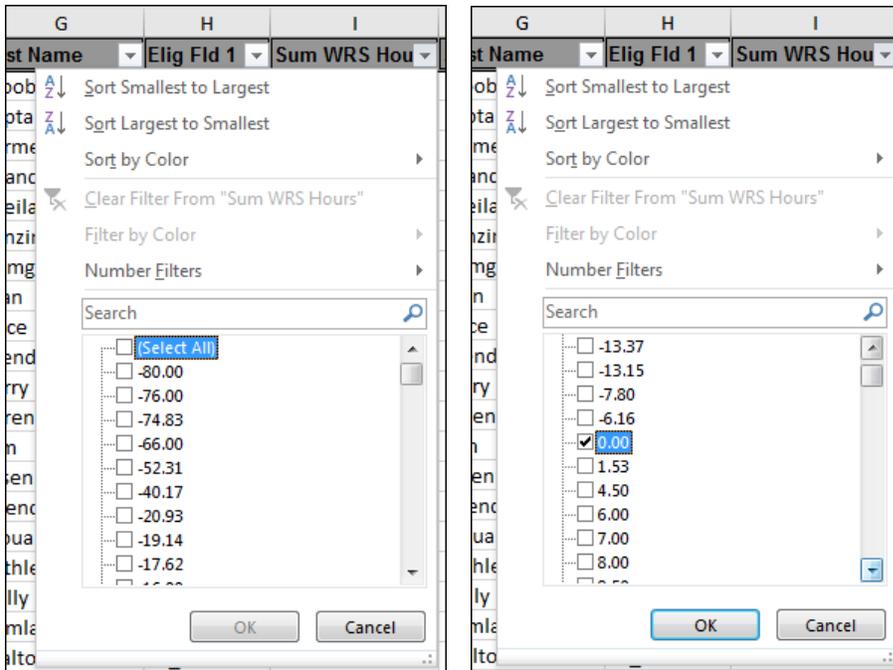|	A	B	C	D	E	F	G	H	I	J
1	Co	Group	Unit	ID	Empl Record	Last	First Name	Elig Fld 1	Sum WRS Hours	Sum WRS Earnings
2	WIS	115	43500	10000001	1 Doo		Scooby	30_GENERAL	0.00	0.00
3	WIS	410	43500	10000001	0 America		Captain	30_GENERAL	0.00	0.00
4	WIS	435	43500	10000001	0 San Diego		Carmen	30_GENERAL	169.01	3441.77
5	WIS	435	43500	10000001	0 bing		Chandler	30_GENERAL	215.00	5850.31

4. Then select the **Data** tab and select the **Filter** icon.
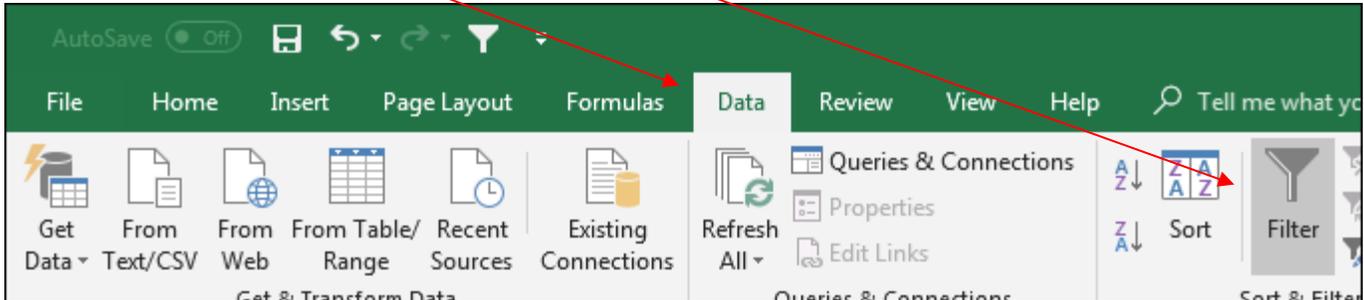
5. You will use the filters to search for possible issues within the "Sum WRS Hours", "Sum WRS Earnings", "Sum WRS Ded 7W B", "Sum WRS Ded 7W N" and "Sum WRS Ded 7Y N" columns.

6. Filter column I "Sum WRS Hours" for $0.00 and remove all other dollar amounts.

    a. This will identify any employee with zero hours for that reporting month.

    b. Possible issue with Benefit Records which requires a ticket to resolve.

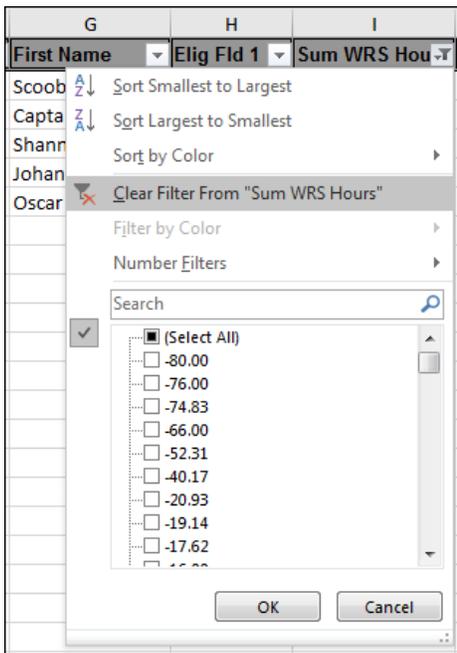   c. Potential earnings or contribution adjustment without WRS reportable hours (typically, not an issue).

7. Highlight the empl ID's of the employees who are left after you filter.


8. Remove the filter you just created on column I "Sum WRS Hours" by clicking on the down arrow and selecting **Clear Filter From "Sum WRS Hours"**.

9. Repeat steps 4 – 6 on columns J "Sum WRS Earnings", K "Sum WRS Ded 7W B", L "Sum WRS Ded 7W N", and N "Sum WRS Ded 7Y N".

10. Confirm filters have been cleared on all columns. Then filter by color column D and choose the highlighted cells. **The EE's listed are the issues that require research.**
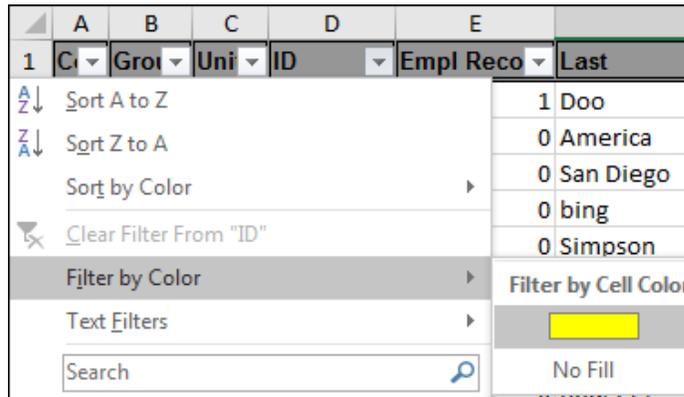
Co	Group	Unit	ID	Empl Record	Last	First Name	Elig Fld 1	Sum WRS Hours	Sum WRS Earnings	Sum WRS Ded 7W B	Sum WRS Ded 7W N
WIS	410	43500	100000001	4	Doe 1	John	30_GENERAL	0.00	0.00	175.88	175.88
WIS	410	43500	100000001	0	Doe 2	John	30_GENERAL	0.00	0.00	0.00	0.00
WIS	435	43500	100000001	0	Doe 1657	John	30_GENERAL	0.00	0.00	0.00	0.00
WIS	435	43500	100000001	0	Doe 1957	John	30_GENERAL	0.00	0.00	0.00	0.00
WIS	435	43500	100000001	0	Doe 2745	John	30_GENERAL	-240.00	0.00	0.00	0.00
WIS	435	43500	100000001	1	Doe 3496	John	30_GENERAL	0.00	44.25	2.96	2.96
WIS	435	43500	100000001	0	Doe 3716	John	30_GENERAL	-33.75	-388.80	0.00	0.00
WIS	435	43500	100000001	0	Doe 4104	John	30_GENERAL	80.00	1134.40	0.00	76.00
WIS	435	43500	100000001	0	Doe 4429	John	30_GENERAL	252.79	3880.32	202.71	259.98

a. Below are common issues you might find. This list is not exhaustive.

   i. Sum WRS Earnings are zero.

      1. Potential WRS hours only adjustment with no impact on WRS earnings.

      2. Potential WRS contributions only adjustment with no impact on WRS earnings.

   ii. Contribution columns are zero (Sum WRS Ded 7W B, Sum WRS Ded 7W N and/or Sum WRS Ded 7Y N).

      1. Potential current month missed contributions for employee, employer or sick leave.

      2. Potential correction to employee, employer and/or sick leave from a prior reporting month.

11. For column P "Sum WRS NotTkn 7W B", you will be filtering and highlighting anyone with a number other than $0.00. This will identify current month missed employee contributions.

    a. Not Taken balances are the result of missed contributions (ex. workers compensation or low earnings).

    b. Not Taken balances will need to be recouped, preferably within that reporting year.

    c. Once collected, create a ticket to zero out the Not Taken balance. This will prevent over reporting the employee contributions on the WRS Annual.

    d. If the Not Taken balance is outstanding, there should be a similar balance in the Diff Calc'd Minus Deduct 7W EE column. In the example below, the Not Taken balance is still outstanding. Confirm the cause of the Not Taken (workers compensation, low earnings, etc.). Communicate to the employee and collect missed contributions or refunds via POTT. A chart to identify what code to use when is listed in the **WRS Recon – Recouping Missed Deductions** section of this job aid.

P	Q	R	S
Sum WRS NotTkn 7W B	Diff Calc'd Minus Deduct 7W ER	Diff Calc'd Minus Deduct 7W EE	Diff Calc'd Minus Deduct 7Y ER
0.00	-175.88	-175.88	-31.50
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	-26.04	-26.04	-4.66
0.00	0.00	76.00	0.00
57.27	0.00	57.27	0.00

12. For columns Q "Diff Calc'd Minus Deduct 7W ER", R "Diff Calc'd Minus Deduct 7W EE", and S "Diff Calc'd Minus Deduct 7Y ER", you will be filtering and highlighting anyone with a number other than zero or +/- 12 cents.

    a. For the "Diff Calc'd" columns (Q, R and S), rounding variance of +/- 12 cents are acceptable per person and **does not** require additional research. Any other amounts other than +/- 12 cents in the difference columns indicate missed contributions or corrections to previously missed contributions in a prior reporting month.

    b. If there is a balance in the difference columns, researching the WRS Transaction Table (WI_WRS_XXXX_TRANS; where XXXX is the year), Base Benefits (*Main Menu>Benefits>Enroll in Benefits>Retirement Plans*) for WRS enrollment and paychecks will be required.
        i. The WRS Transaction Table will help identify which pay period the error occurred.
        ii. Review the paycheck to confirm.
    c. Confirm 7W and 7Y enrollments are active in Base Benefits.
    d. Enter a POTT to correct any discrepancies using the correct codes.
    e. If term rows have populated in Base Benefits, create a ticket to correct.

WRS Recon – Employee Specific WRS Transaction Table Extract (WRS Trans Table)

A STAR table has been created to store all the WRS and Sick Leave data needed for WRS reporting. This table is called the WRS Transaction Table – or WRS Trans table for short. Only information from the pay calculation relative to WRS and Sick Leave Conversion are contained on the WRS Transaction Table. Personnel-related actions, such as hires, terminations, or other similar information are not stored on the table. You can query the WRS trans table by employee only. This will return all WRS hours, earnings, and contributions for the reporting year that you are running the query for.

Running the WRS Trans Table

1. Go to **Main Menu – Reporting Tools – Query – Query Viewer** and run WI_WRS_XXXX_TRANS (where XXXX is the year). Run query to Excel.

2. Enter the Empl ID and click **View Results**.

3. Delete the top line of the query. (Instructions on how to do are located [here])

4. Select the entire spreadsheet by click the upper left-hand box. (Instructions on how to do are located [here])

5. Click on **Data** and then **Sort**. In the **Sort by** box, click on **Pay Period End.** This will sort your data with the oldest pay period end date on top and newest on the bottom.
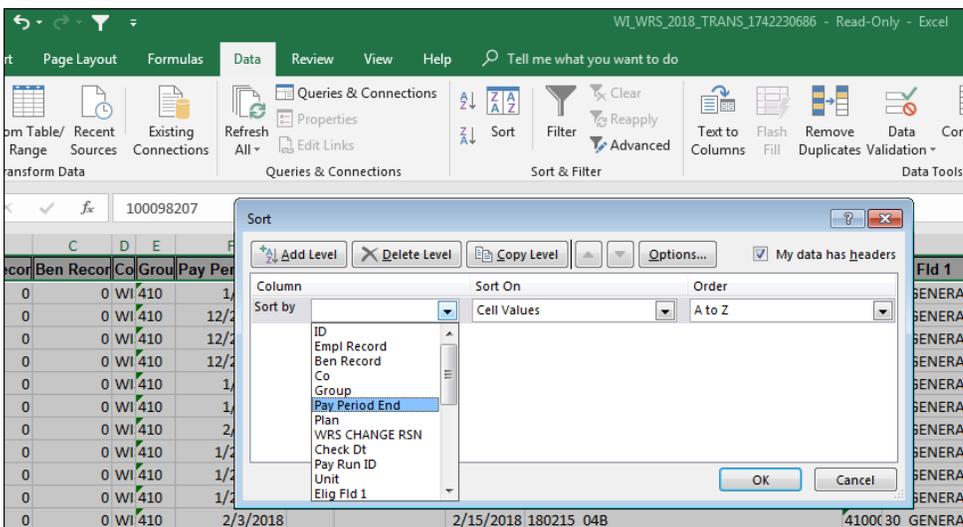
6. Back on the **Home** tab, click a blank cell under column M (WRS hours) and click on **AutoSum**. Hit **Enter**. This will add everything in Column M.

7. Once you have the total in column M, hover your mouse over the cell until you get the cross on your cursor

K	L	M	N	O	P	Q	R	S
nit	Elig Fld 1	WRS Hours	WRS Earnings	WRS Ded 7W B	WRS Ded 7W N	WRS Ded 7W A	WRS Ded 7Y N	WRS Add 00 A
1000	30_GENERAL	56.00	2460.55	0.00	0.00	0.00	0.00	0.00
1000	30_GENERAL	0.00	0.00	164.86	164.86	0.00	0.00	0.00
1000	30_GENERAL	0.00	0.00	0.00	0.00	0.00	29.53	0.00
1000	30_GENERAL	0.00	0.00	0.00	0.00	0.00	38.78	0.00
1000	30_GENERAL	70.00	3231.35	0.00	0.00	0.00	0.00	0.00
1000	30_GENERAL	0.00	0.00	216.50	216.50	0.00	0.00	0.00
1000	30_GENERAL	72.00	4155.99	0.00	0.00	0.00	0.00	0.00
1000	30_GENERAL	0.00	0.00	278.45	278.45	0.00	0.00	0.00
1000	30_GENERAL	0.00	0.00	0.00	0.00	0.00	49.87	0.00
1000	30_GENERAL	0.00	0.00	0.00	0.00	0.00	18.71	0.00
1000	30_GENERAL	48.00	1559.52	0.00	0.00	0.00	0.00	0.00
1000	30_GENERAL	0.00	0.00	104.49	104.49	0.00	0.00	0.00
1000	30_GENERAL	48.00	1559.52	0.00	0.00	0.00	0.00	0.00
1000	30_GENERAL	0.00	0.00	104.49	104.49	0.00	0.00	0.00
1000	30_GENERAL	0.00	0.00	0.00	0.00	0.00	18.71	0.00
1000	30_GENERAL	0.00	0.00	0.00	0.00	0.00	4.53	0.00
1000	30_GENERAL	12.00	377.88	0.00	0.00	0.00	0.00	0.00
1000	30_GENERAL	0.00	0.00	25.32	25.32	0.00	0.00	0.00
1000	30_GENERAL	0.00	1405.00	0.00	0.00	0.00	0.00	0.00
		306.00						

8. Click and hold your mouse down and drag it to column T. This will sum the information from each column.

Unit	Elig Fld 1	WRS Hours	WRS Earnings	WRS Ded 7W B	WRS Ded 7W N	WRS Ded 7W A	WRS Ded 7Y N	WRS Add 00 A	WRS NotTkn 7W B	WRS
41000	30_GENERAL	56.00	2460.55	0.00	0.00	0.00	0.00	0.00	0.00	SENT
41000	30_GENERAL	0.00	0.00	164.86	164.86	0.00	0.00	0.00	0.00	SENT
41000	30_GENERAL	0.00	0.00	0.00	0.00	0.00	29.53	0.00	0.00	SENT
41000	30_GENERAL	0.00	0.00	0.00	0.00	0.00	38.78	0.00	0.00	SENT
41000	30_GENERAL	70.00	3231.35	0.00	0.00	0.00	0.00	0.00	0.00	SENT
41000	30_GENERAL	0.00	0.00	216.50	216.50	0.00	0.00	0.00	0.00	SENT
41000	30_GENERAL	72.00	4155.99	0.00	0.00	0.00	0.00	0.00	0.00	SENT
41000	30_GENERAL	0.00	0.00	278.45	278.45	0.00	0.00	0.00	0.00	SENT
41000	30_GENERAL	0.00	0.00	0.00	0.00	0.00	49.87	0.00	0.00	SENT
41000	30_GENERAL	0.00	0.00	0.00	0.00	0.00	18.71	0.00	0.00	SENT
41000	30_GENERAL	48.00	1559.52	0.00	0.00	0.00	0.00	0.00	0.00	SENT
41000	30_GENERAL	0.00	0.00	104.49	104.49	0.00	0.00	0.00	0.00	SENT
41000	30_GENERAL	48.00	1559.52	0.00	0.00	0.00	0.00	0.00	0.00	SENT
41000	30_GENERAL	0.00	0.00	104.49	104.49	0.00	0.00	0.00	0.00	SENT
41000	30_GENERAL	0.00	0.00	0.00	0.00	0.00	18.71	0.00	0.00	SENT
41000	30_GENERAL	0.00	0.00	0.00	0.00	0.00	4.53	0.00	0.00	SENT
41000	30_GENERAL	12.00	377.88	0.00	0.00	0.00	0.00	0.00	0.00	SENT
41000	30_GENERAL	0.00	0.00	25.32	25.32	0.00	0.00	0.00	0.00	SENT
41000	30_GENERAL	0.00	1405.00	0.00	0.00	0.00	0.00	0.00	0.00	NOT
		306.00	14749.81	894.11	894.11	0.00	160.13	0.00	0.00	

9. If there is a value in column T (WRS NotTkn 7W B), that means that the employee didn't have enough pay to have their WRS employee contributions taken. You will want to collect the missed contributions from the employee in the year it was missed if possible. Please reference WRS Recon – Recouping Missed Deductions for how to recoup the missed contributions.
   a. Reasons there would be a value in column T other than 0.00
      i. The employee is on workers compensation and is getting a $0.00 check.
      ii. The employee has too small of a check due to taxes or garnishments, so no employee contributions were deducted.

10. Now that we have the sum of all WRS hours, earnings, and contributions for the employee, we are going to manually calculate out if the contributions taken match the expected (calculated) contributions based on the WRS reportable earning. To do this, click on a blank cell under column O and put in the formula below (Please note: this is for the 2018 contribution rates. If you are running a trans table for a different year, you will need to use those rates in the formula). Then hit **enter**. Do this for the employee, employer, and sick leave columns (O "WRS Ded 7W B", P "WRS Ded 7W N", and R "WRS Ded 7Y N"), using the established contribution rates.

|		
NERAL	12.00	377.88	0.00
NERAL	0.00	0.00	25.32
NERAL	0.00	1405.00	0.00
	306.00	14749.81	894.11
			=N22*.067

11. Click on a blank cell under column O "WRS Ded 7W B" again and put in the formula below. Do this for the employee, employer, and sick leave columns (O "WRS Ded 7W B", P "WRS Ded 7W N", and R "WRS Ded 7Y N").

M	N	O	P	Q	R	
WRS Hours	WRS Earnings	WRS Ded 7W B	WRS Ded 7W N	WRS Ded 7W A	WRS Ded 7Y N	WR
56.00	2460.55	0.00	0.00	0.00	0.00	
0.00	0.00	164.86	164.86	0.00	0.00	
0.00	0.00	0.00	0.00	0.00	29.53	
0.00	0.00	0.00	0.00	0.00	38.78	
70.00	3231.35	0.00	0.00	0.00	0.00	
0.00	0.00	216.50	216.50	0.00	0.00	
72.00	4155.99	0.00	0.00	0.00	0.00	
0.00	0.00	278.45	278.45	0.00	0.00	
0.00	0.00	0.00	0.00	0.00	49.87	
0.00	0.00	0.00	0.00	0.00	18.71	
48.00	1559.52	0.00	0.00	0.00	0.00	
0.00	0.00	104.49	104.49	0.00	0.00	
48.00	1559.52	0.00	0.00	0.00	0.00	
0.00	0.00	104.49	104.49	0.00	0.00	
0.00	0.00	0.00	0.00	0.00	18.71	
0.00	0.00	0.00	0.00	0.00	4.53	
12.00	377.88	0.00	0.00	0.00	0.00	
0.00	0.00	25.32	25.32	0.00	0.00	
0.00	1405.00	0.00	0.00	0.00	0.00	
306.00	14749.81	894.11	894.11	0.00	160.13	
		988.24	988.24		177.00	
		=O22-O23				

12. This will give you the difference between the actual and the expected contribution amounts. That is the amount that you need to address. If the number is negative, you need to collect money. If the number is positive, you need to refund money. You may need to run a WRS Trans Table on the employee, look at review paycheck, check any previous POTTS, and check Job Data in order to get to the bottom of why the employee is not reconciled.

	L	M	N	O	P	Q	R	S	T
	Elig Fld 1	WRS Hours	WRS Earnings	WRS Ded 7W B	WRS Ded 7W N	WRS Ded 7W A	WRS Ded 7Y N	WRS Add 00 A	WRS NotTkn 7W B
Actual		306.00	14749.81	894.11	894.11	0.00	160.13	0.00	0.00
Expected				988.24	988.24		177.00		
Difference				-94.13	-94.13	0.00	-16.87		

WRS Recon Process Flow
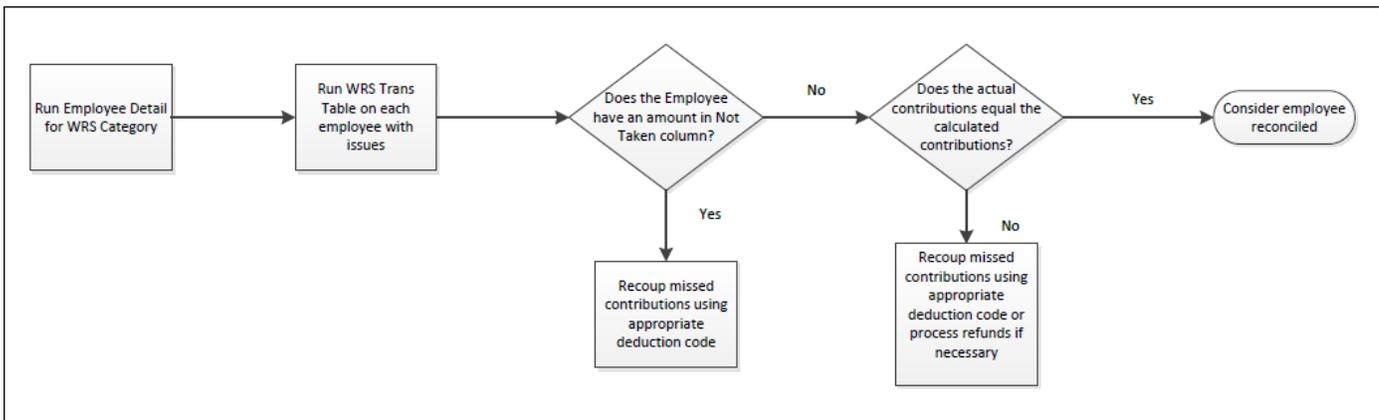
WRS Recon – Recouping Missed Deductions

Current Year: Blue

Prior Year: Green

Code	Current Year or Prior Year	Adds to WRS Accumulator?	Recoups Contributions Current Year	Recoups Contributions Prior Year	Manual ETF Entry Needed?	Vendor	Account	Notes
WAA	Current Year	Y	Yes- contributions are calculated from the hours and earnings entered on the WAA transaction	N	N	ETF	N/A	Adjusts current year WRS hours, earnings and contributions; typically used for mid pay period and retroactive lookback
7W Before Tax	Current Year	N	Y - Employee	N	N	ETF	2105000	Ideal Use: current year workers compensation; current year missed deduction
7W Nontaxable	Current Year	N	Y - Employer	N	N	ETF	2052000	Contribution adjustment only
7Y Nontaxable (Sick Leave Conversion)	Current Year	N	Y – Employer	N	N	ETF	2052000	Contribution adjustment only
WXXXE*	Prior Year	N	N	Y - Employee	Y	Agency	2105000	Used for Prior Year Deductions
WXXXR*	Prior Year	N	N	Y - Employer	Y	Agency	2052000	Used for Prior Year Deductions
WXXXS*	Prior Year	N	N	Y – Sick Leave conversion	Y	Agency	2052000	Used for Prior Year Deductions

Note: If using prior year deduction codes WXXXE/R/S and paying prior year wages, use earnings codes WXX where XX is the applicable year.

*** Note: WAH and WAE earnings codes are sometimes used for overdrawn leave (ODL) that involved a market parity. If you think you need to use these codes outside of ODL recoupment., please contact Central Benefits.***

WRS REPORTING CHECKLIST

☐ Run the WI_WRS_XXXX_TOTALS_(category) queries on the Monday after payroll confirm for that reporting month.

    ☐ Multiply the Sum WRS Earnings (column F) by the appropriate total contribution percentage to calculate the contributions for each category

        ☐ Check if there is a Business Unit/Pay Group Mismatch

            ☐ Submit a ticket to have it corrected

                ☐ Once corrected, re-run the totals query

        ☐ Check if there is an amount in the Not Taken column (Column L – Sum WRS NotTkn 7WB)

            ☐ If there is, proceed to the WRS Recon Checklist after reporting to ETF

        ☐ Check if there are any amounts in the "Diff Calc'd" columns (M-O)

            ☐ If there are, proceed to the WRS Recon Checklist after reporting to ETF

☐ Add up all of the additional WRS contributions across all WRS categories.

☐ Log into ETFONE and select the **WRS Contribution Remittance Entry** screen

☐ Enter your EIN, select **regular.**

☐ Enter the total employee earnings for that reporting month, the total contributions that you calculated previously, and any additional WRS contributions (if you have them)

WRS RECON CHECKLIST

☐ Run the WI_WRS_XXXX_EE_(category) queries to get a breakdown by employee

☐ Filter column I "Sum WRS Hours" for $0.00 and remove all other dollar amounts.

    ☐ Highlight the empl ID of any employees who show up

    ☐ Remove the filter on column I

☐ Repeat the above process for columns J "Sum WRS Earnings", K "Sum WRS Ded 7W B", L "Sum WRS Ded 7W N", and N "Sum WRS Ded 7Y N".

☐ Filter column P "Sum WRS NotTkn 7W B" for anyone with a number that is **NOT** equal to $0.00.

☐ Filter columns Q "Diff Calc'd Minus Deduct 7W ER", R "Diff Calc'd Minus Deduct 7W EE", and S "Diff Calc'd Minus Deduct 7Y ER", you will be highlighting anyone with a number other than zero or +/- 12 cents.

☐ Filter column D "Empl ID" for the highlighted color

☐ Repeat the above steps for each category in your agency.

This will leave you with employees with potential issues

☐ Run WI_WRS_XXXX_TRANS on each employee that was highlighted on the EE detail queries

    ☐ Sum column M "WRS Hours"

    ☐ Pull the sum across all columns (M-R)

    ☐ If there is a value other than $0.00 in column T "WRS NotTkn 7W B", that will need to be recouped

    ☐ Calculate the expected WRS contributions based off of the WRS reportable earnings

    ☐ Subtract the actual contributions taken from the expected contributions

        ☐ If the number is 0, you can consider that employee reconciled.

        ☐ If the number is not 0, you may need to recoup or refund contributions.

*** *If unable to determine the resolution of any issues, please submit a ticket* ***