WRS EMPLOYER PORTAL

User Guide

Features and functionality of the WRS Employer Portal

Contents

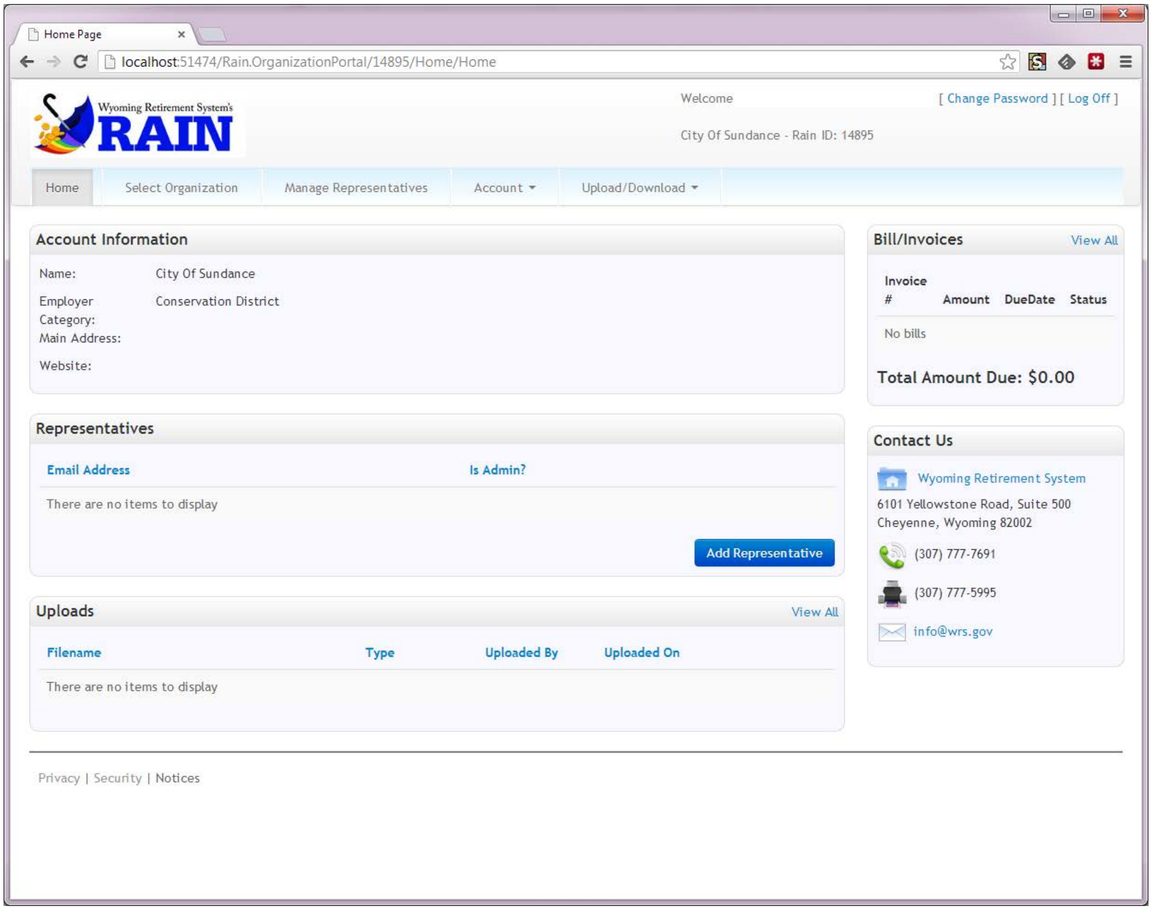
1. Overview

It is recommended to not print this document as the contents may be updated frequently.

The WRS RAIN employer portal enables employers to manage their employees, upload contributions and view and keep track of bills and payments.

Home Screen

After logging into the portal, you will be taken to your employer's home screen. From this screen you can see your account information, representatives, bills, and recent uploads.



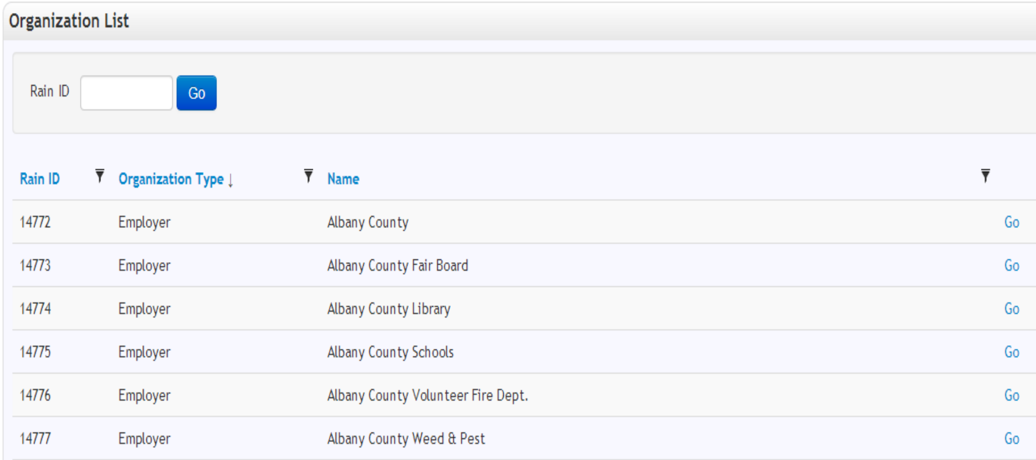
There are two types of user permissions in the Employer Portal: **Administrators** and **Representatives**.

Administrators have all functionality in the Employer Portal and can add/remove Representatives.

Representatives have similar functionality, but cannot add/remove other users. In most cases, your account is a Representative.

Select Organization

If you are a representative of more than one organization, before you get to the home screen, you will be presented with a list of organizations to choose from.



Organization List

Rain ID [ ] Go

Rain ID	Organization Type ↓	Name	
14772	Employer	Albany County	Go
14773	Employer	Albany County Fair Board	Go
14774	Employer	Albany County Library	Go
14775	Employer	Albany County Schools	Go
14776	Employer	Albany County Volunteer Fire Dept.	Go
14777	Employer	Albany County Weed & Pest	Go

If you know the RAIN Employer ID of the organization you want to manage, enter it and press the Go button. Otherwise, you can find it in your list and click its Go link.

If you need to switch between organizations, you can get back to this screen by selecting the *Select Organization* link in the menu.

2. Manage Representatives

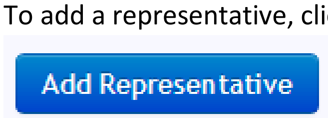
Representatives are the people who are allowed to log onto the Portal on behalf of an Employer. Only Administrators have the ability to add or remove Representatives. If an employer wants to assign a new Administrator please submit the completed RAIN User Authorization Form located on our Website. Employers should have only one Administrator unless the current Administrator is leaving the employer in the near future and has added the new Administrator; in this case the RAIN User Authorization Form is not required. For security purposes, delete any Administrators or Representatives that are no longer with your agency.

http://retirement.wyo.gov/Employers/Employer-Portal

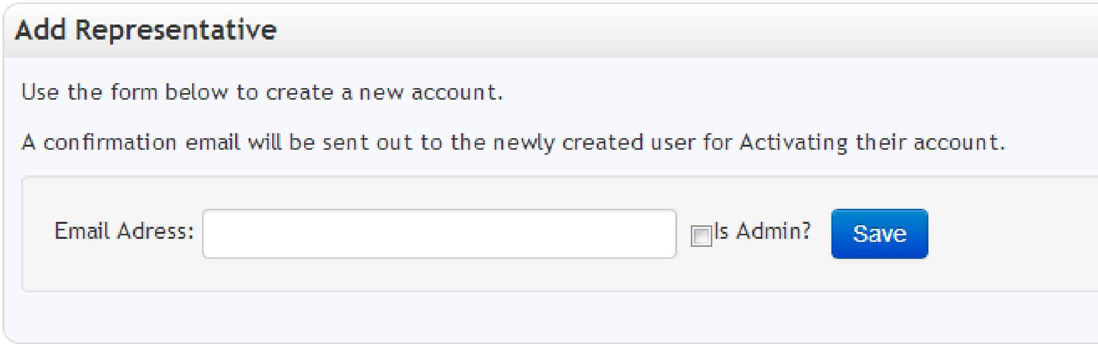
To manage your representatives, select *Manage Representatives* on the menu.

Adding Representatives

To add a representative, click the *Add Representative* button.



Add the email address of the person you want to add as a representative. If you want them to have the ability to add and remove representatives, select the *Is Admin* check box. Normally there is one administrator per Employer.



This will automatically send an email to them to confirm their address and activate their account. Once they have followed these instructions, they will be able to log into the employer portal. Each user should have a separate login, passwords should not be shared.

Removing Representatives

To remove a representative, click the Delete link on the *Manage Representatives* page.

3. Uploads Overview

The employer portal allows you to upload employees, contributions, terminations and manage service breaks via two Excel file formats: the **Employee Template** and the **Contribution Template**.

The **Employee Template** is used to enroll new employees or add existing employees to additional plans.

The **Contribution Template** is used to:

- Manage service breaks
- Terminate Employees
- Report salary
- Report hours
- Report regular or adjusted salary, hours and contributions

Please follow this link to view Pension Eligible Compensation:

http://retirement.wyo.gov/Employers/Eligible-Compensation

The WRS Board has defined what constitutes eligible compensation for retirement benefits. WRS will review the contributions and will limit the increases in an employee’s highest average salary if it is found, after consideration of all circumstances, that the contribution is not eligible compensation.

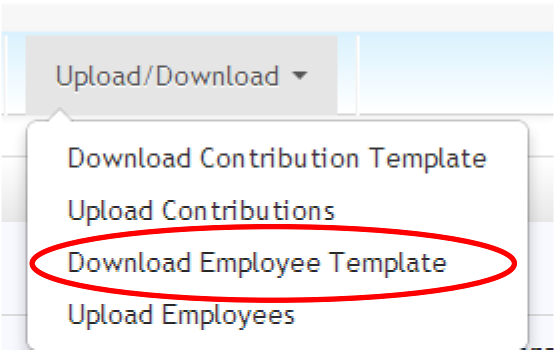
Enroll Employees into Plans

This section will detail how to use the **Employee Template** to enroll employees into plans via the Employer Portal.

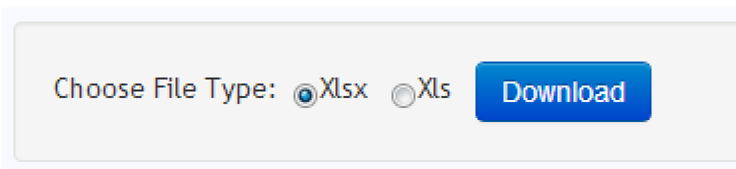
The Employee Template is used to add new employees to your agency.

Download Employee Template

To download the **Employee Template**, select from the *Upload/Download* menu ➔*Download Employee Template* link as seen below:



The next step is to choose which Excel file format you want to use and click the *Download* button.



The choices are: 1) <u>XLSX</u> - for Excel 2007 and higher or 2) <u>XLS</u> - for Excel versions earlier than 2007. The default selection is XLSX and is the <u>preferred</u> version.

Note that an add-on can be downloaded from Microsoft that will enable earlier versions of MS Office (2003 and XP) to support the preferred XLSX format. The download for that add-on can be found at the following web address: http://www.microsoft.com/en-us/download/details.aspx?id=3.

Complete the Employee Template

To add new participating employees to your organization, you need to use the **Employee Template.** You must complete all required columns (required columns are indicated with an asterisk*)**.**

How to use the rows in the Employee Template

When you originally download the ***Employee Template***, four rows are pre-populated with your Employer RAIN ID and Employer Name.

- Each row represents a single employee.
- If the employee is already enrolled in a plan and you wish to enroll them into an additional plan, fill out the information in the First Plan columns. The Second Plan, Third Plan columns are only applicable to enrollments on the same date. (See appendix A for: Simultaneous Plan Registrations and Sequential Plan Registrations)
- If you have more than 4 employees to add, copy the Employer RAIN ID and Employer Name values into the additional rows. RAIN will not import rows without those values.
- If you have fewer employees to upload than is pre-populated, ***<u>delete</u>*** the extra rows entirely. RAIN will reject the file if the extra rows are not completed.
- New employees can be uploaded as often as needed.

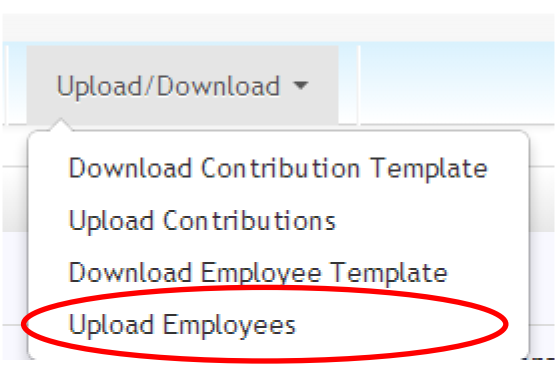
Employee Template Guide

Column	Header	Description
A	Employer RAIN ID	This is your employer RAIN ID and is pre-populated on the first 4 rows of the template download. This column is required field.
B	Employer Name	This is your employer name and is pre-populated on the first 4 rows of the template download.
C	Prefix	Select an appropriate prefix from the drop down. This column is a required field.
D	First Name	This column is a required field. Legal name to be entered.
E	Middle Name	
F	Last Name	This column is a required field. Legal name to be entered.
G	Suffix	Select an appropriate suffix from the drop down, or leave blank.
H	SSN	The social security number of your employee. <u>Do not include dashes the system will automatically include the dashes when you tab over to the next column</u>. This column is a required field. If your employee is already a member in the WRS system, the social security number entered will be to find your employee in the RAIN system. If the SSN is found in the RAIN system, their *Date of Birth*, *First Name* and *Last Name* will also be validated against the one found in the RAIN system. If any differ, you will receive an error. This column is a required field.
I	DateOfBirth	Enter the date of birth in MM/DD/YYYY format. e.g., 10/15/1980 or 1/5/1971 This column is a required field.
J	Gender	Select a gender from the drop down. This column is a required field.
K	First Plan Service Type	Select an appropriate service type for the first plan this employee participates in. • **Regular**: anyone who does not belong in the other categories (most commonly selected). • **RehiredRetireeContinuedBenefit**: employee is a retired member receiving a monthly benefit and will continue to receive their benefit • **RehiredRetireeStoppedBenefit**: employee is a retired member receiving a monthly benefit and has chosen to stop their benefit and be enrolled. • **StateOnlyAWEC**: at-will employee This column is a required field.
L	First Plan Employment Type	Select an appropriate employment type from the drop down menu This column is a required field.
M	First Plan Name	Select an appropriate plan from the drop down menu The list here is restricted to the plans your employer participates in. This column is a required field.
N	Second Plan Service Type	See description for column K. Leave blank if the employee is only participating in a single plan.
O	Second Plan Employment Type	See description for column L. Leave blank if the employee is only participating in a single plan.
P	Second Plan Name	See description for column M. Leave blank if the employee is only participating in a single plan.
Q	Third Plan Service Type	See description for column K. Leave blank if the employee is only participating in two or less plans.

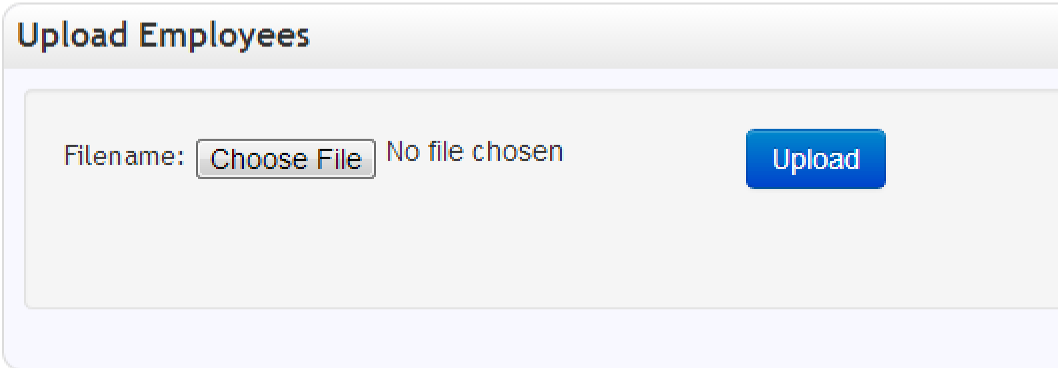
R	Third Plan Employment Type	See description for column L. Leave blank if the employee is only participating in two or less plans.
S	Third Plan Name	See description for column M. Leave blank if the employee is only participating in two or less plans.
T	HireDate	Enter the date the employee started participating in the Wyoming Retirement System. If the existing employee is moving to a different position within a new plan, enter the date the participation began with the new plan MM/DD/YYYY. This column is a required field.
U	Address Line 1	This column is a required field.
V	Address Line 2	
W	City	This column is a required field.
X	State	2-digit US state code. This column is a required field.
Y	Zip	This must be 5 digits long (do not include a +4). This column is a required field.
Z	Zip+4	If you have the +4, enter the 4 digits here.
AA	IsPhysicalAddress	Select an appropriate value from the drop down. **Yes**: this is a physical address, such as a house or apartment **No**: this is not a physical address, such as a PO box
AB	HomePhone	The home telephone number, if available.
AC	WorkPhone	The work telephone number, if available.
AD	Email	**The employee's email address. This is an important field, once the new employee is uploaded the system will generate an email inviting the employee to sign in to the Participant Portal where they can add their beneficiaries and keep track of their account balance. The preferred email address would be the employees personal email address not work.**
AE	Comments/Errors	**For WRS use only**. If an upload fails you will receive an error message for each row there an issues. Download file to see errors listed in column AE.

After the Employee Template is completed you will then:

Select the *Upload/Download menu*➔*Upload Employees*:

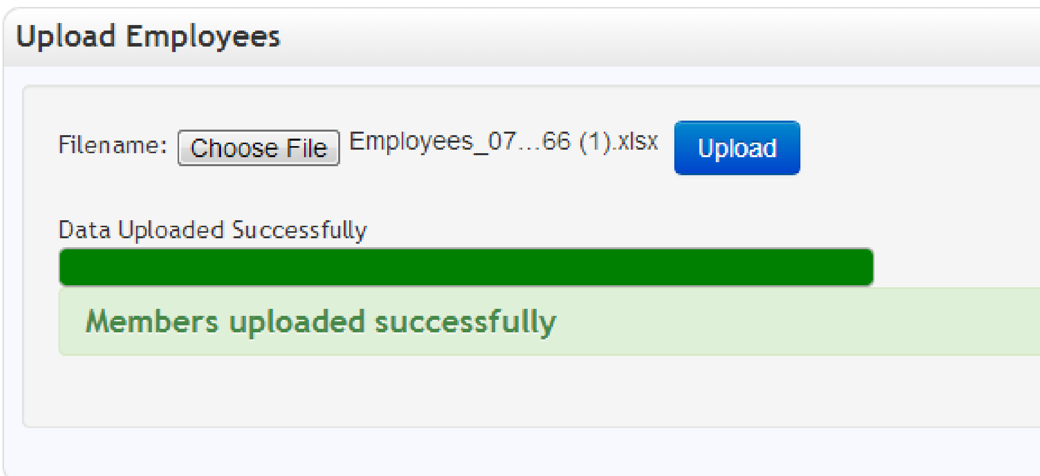


Click the *Choose File* button, browse to the completed **Employee Template** select the file and click *Upload*. During the upload, you will receive updates to its status.



Successful Upload

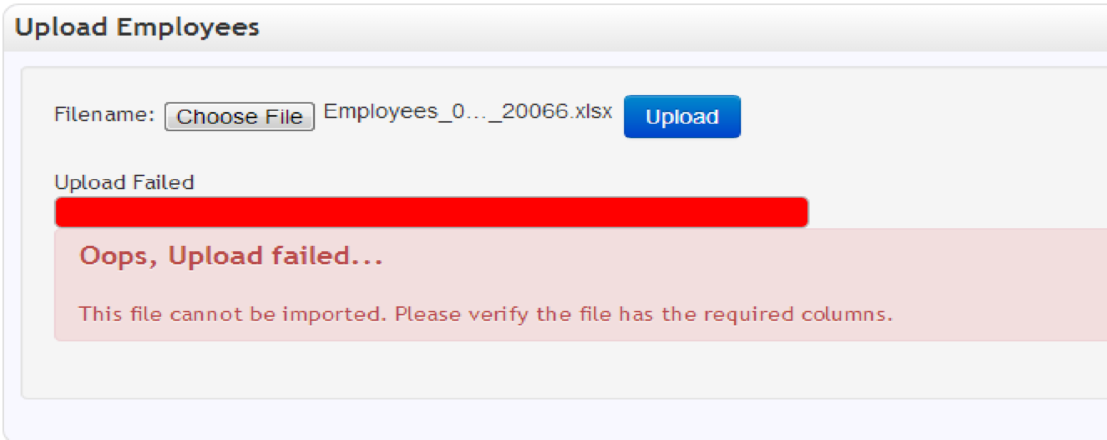
If the upload was successful, you will receive a message indicating success.



Failed Upload

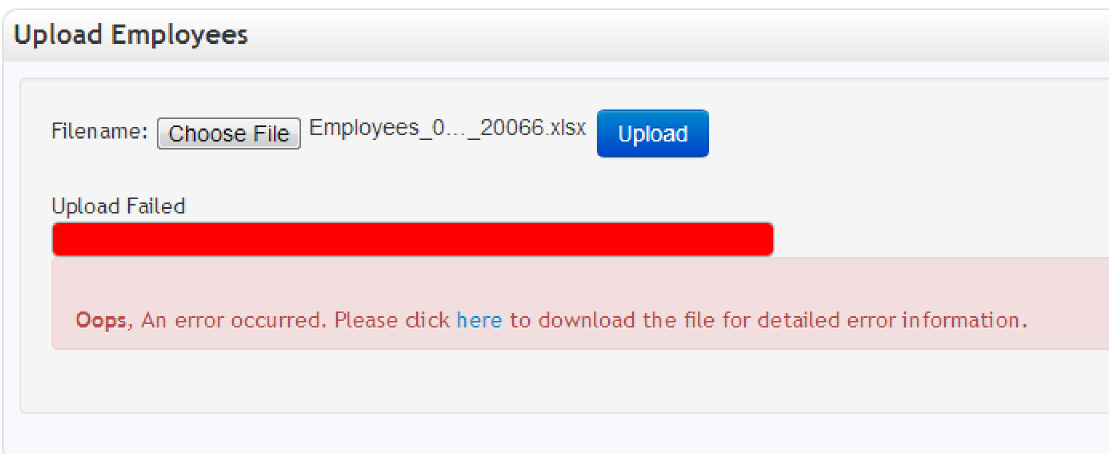
If the upload failed, you will receive one of two error messages. The first is for general errors and indicates there was a problem with the file as a whole, i.e. Employee Template has missing or hidden columns and/or rows.

A general error, indicating a problem with the whole file is demonstrated by the message below.



Problem with Individual Records

If the file itself is correct but there are problems with individual records within the file, an error message will appear where you can download and review your file with error messages indicating the error in column AG [Comments/Errors].



In the event of a data error within the **Employee Template**, RAIN will not import the file until the error is corrected. The import is "All or Nothing".

If you receive the above error message you will need to:

1. Re-download and open the file
2. Check the error messages in column AG
3. Make the necessary changes to fix the records with errors
4. Re-upload the file

Note: There is no need to clear out the Errors/Comments column for subsequent uploads. This column will be cleared and properly filled if additional errors occur. If no errors occur, the [Errors/Comments] column will be blank.

Once the Employee Template is uploaded successfully you can immediately obtain the new employees RAIN ID by downloading the Contribution Template. All active employees with in your agency will be listed by Name with their RAIN ID's.

4. Contribution Template

The **Contribution Template** is used to:

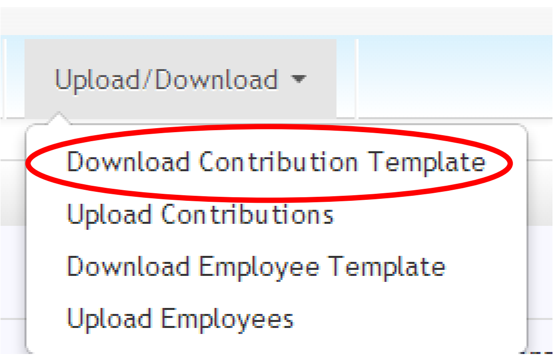
- Manage service breaks
- Terminate Employees
- Report salary
- Report hours
- Report regular or adjusted salary, hours and contributions

(please visit our website at http://retirement.wyo.gov/Employers/Eligible-Compensation for a list of Pension Eligible Compensation)

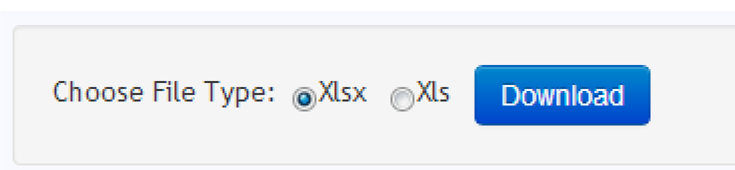
The following sections describe how to use the **Contribution Template** to perform these tasks.

Download Contribution Template

To download the **Contribution Template**, select the *Upload/Download* menu ➔*Download Contribution Template* as seen below:



The next step is to choose which Excel file format you want to use and click the *Download* button.



The choices are: 1) XLSX - for Excel 2007 and higher, or 2) XLS - for Excel versions earlier than 2007. The default selection is XLSX and is the preferred version.

Note that an add-on can be downloaded from Microsoft that will enable earlier versions of MS Office (2003 and XP) to support the preferred XLSX format. The download for that add-on can be found at the following web address: http://www.microsoft.com/en-us/download/details.aspx?id=3.

When you download the **Contribution Template**, RAIN will pre-populate the template with all your organization's employees that are enrolled.

Complete the Contribution Template

To upload contributions to WRS you will need to use the **Contribution Template**. The **Contribution Template** is used monthly for the following contribution scenarios:

- Report and Adjust contributions
- Start, Continue and End service breaks
- Terminate employees

This template will be used to upload monthly information to WRS about each employee. Alternatively, additional uploads can be performed outside of the normal monthly cycle to communicate service breaks, terminations, and adjustments to previous pay periods.

The following sections detail how to use the **Contribution Template** to report to RAIN the various contribution scenarios listed above.

How to use the rows in the Contribution Template

- When you originally download the **Contribution Template**, it is pre-populated with a row for each employee – plan enrollment within the RAIN system.
    - Each contribution needs to be correctly applied to the right employee and the right plan.
        - If the employee is enrolled in one plan, there will be one row, for that single plan enrollment.
        - If the employee is enrolled in two plans, there will be two rows, one for each plan the employee is enrolled in.

Note: If an employee is missing from the **Contribution Template**, they must be added using the **Employee Template.**

Common Columns

The following columns are populated automatically (for each employee enrolled in a plan) when the **Contribution Template** is downloaded. When describing other contribution uploads below, these columns will not be discussed for the sake of brevity.

Column	Header	Description
A	Pay Period Month	This is pre-populated with the month the system believes you should be uploading. This is determined based on your last upload. This value can be changed to reflect other pay periods when uploading termination and/or service breaks, adjustments for previous months (adjustments for previous months must be uploaded on a separate file).
B	Pay Period Year	This is pre-populated with the year the system believes you should be uploading. This is determined based on your last upload. This value can be changed to reflect other pay periods when uploading an adjustment file for previous months.
C	Payroll End Date	This value is only required when handling contribution rate transitions. See section: Contribution Rate Transitions.
D	Employer RAIN ID	This is pre-populated with the RAIN ID of the employer the contributions are being uploaded for.
E	Employee RAIN ID	This is pre-populated with the RAIN ID of the employee the contribution is being uploaded for.
F	Employee Last Name	This is pre-populated with the last name of the employee.
G	Employee First Name	This is pre-populated with the first name of the employee.
H	Employee Middle Initial	This is pre-populated with the middle initial of the employee.

I	Employment Type	This is pre-populated with the employment type selected when the employee was uploaded via the Employee Upload.
J	Plan	This is pre-populated with the plan the employee is a member of. Note that if the employee participates in more than one plan for this employer, there will be more than one row for that employee (one per plan).
AG	Comments/Errors	If an upload failed and you download your file, this column will be populated on the rows with errors.

Regular Contribution

A *Regular* Contribution is expected each Pay Period for each Part Time or Full Time employee for each plan in which they participate unless they are on service break or terminated.

To create a ***Regular*** record, populate the following columns:

	K	L	O	P	Q	R	S
1	*Record Type	*Reportable Salary	*Hours Worked	Employee Contribution Paid By Employee - Taxed	Employee Contribution Paid By Employee -Untaxed	Employee Contribution Paid By Employer Untaxed	*Employer Contribution
2	Regular	$1,000.00	160		$25.00	$50.00	$71.20

Note: The above example may vary based on how the individual employer reports contributions

Column	Header	Description
K	Record Type	Choose "Regular" from the drop down.
L	Reportable Salary	Enter the salary the employee earned during this period. (e.g., $1,000). Contributions are to be reported on the Gross Pay before any deductions.
O	Hours Worked	Enter the hours the employee worked during this period. (e.g., 160) It is important to report the employees' actual hours worked. Not doing so will be problematic for employees when they apply for pension benefits. All hours, full-time or part-time, should be reported. Exempt salaried employees who do not receive overtime hours should report 174 hours. • Salaried employees who do receive overtime should report 174 hours, plus any overtime hours when applicable. • All other employees should be reported as actual hours worked.
P	Employee Contribution Paid By Employee – Taxed	Enter the amount of contributions paid by the employee that were taxed. Note: all "Employee Contributions" totals must equal the correct percentage of salary based on the contribution rate defined by the plan.
Q	Employee Contribution Paid By Employee - Untaxed	Enter the amount of contributions paid by the employee that were untaxed. Note: all "Employee Contributions" totals must equal the correct percentage of salary based on the contribution rate defined by the plan.
R	Employee Contribution Paid By Employer Untaxed	Enter the amount of contributions paid by the employer on the employee's behalf. Note: all "Employee Contributions" totals must equal the correct percentage of salary based on the contribution rate defined by the plan.
S	Employer Contribution	Enter the amount of employer contributions that are required by the contribution rate defined by the plan. Note: all "Employee Contributions" totals must equal the correct percentage of salary based on the contribution rate defined by the plan.

Cancelling a Bill

If the contribution file that was uploaded is incorrect and it needs corrected and re-uploaded you would cancel the bill. Note: the bill can only be cancelled if the contribution payment has not been paid.

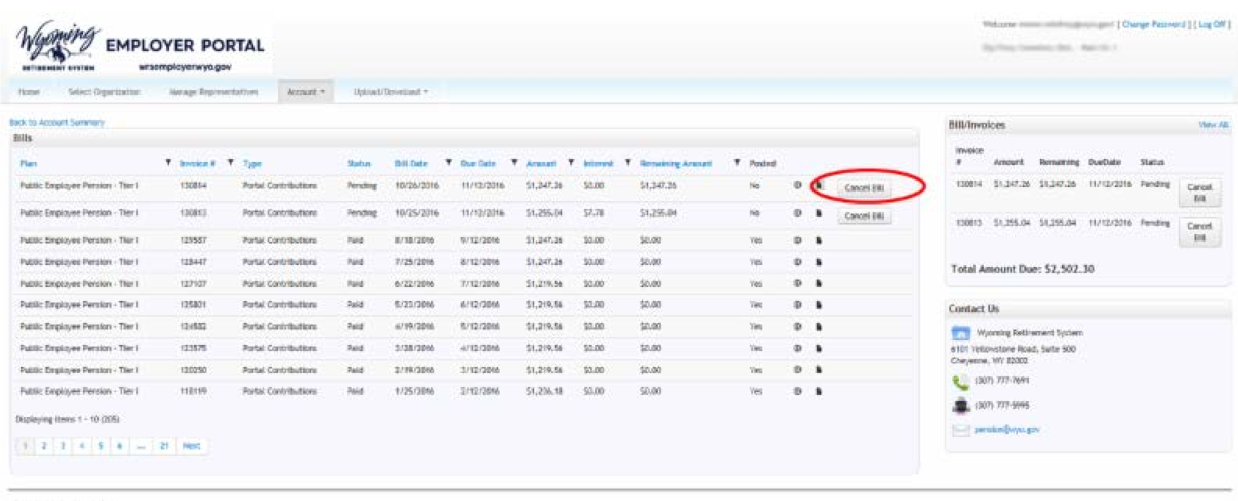
Bills that can be canceled will have a "Cancel Bill" button to the far right on the Bill/Invoices screen in the Employer Portal. When the Cancel Bill button is clicked a message will appear asking: Are you sure you want to cancel this bill? If the bill is canceled all contributions related to this bill will be deleted. If this is a regular monthly contribution file, it will need to be re-uploaded.

After the Cancel Bill button is selected there will be an option to either: Cancel Bill or Cancel Request. Canceling the bill will eliminate the process of uploading an adjustment file to correct the original file upload.

Make certain that all the bills that correspond back to the upload are canceled. If both Tier 1 and Tier 2 employees were included on the contribution file upload there will be two invoices that correspond with the one contribution file upload.

Once the "cancel bill" process is complete, the bill/bills will show as cancelled; however the file you uploaded will still show in the upload section at the bottom of the screen. ***If the corresponding contribution file upload for the bill/bills that are being cancelled included employee terminations and/or service breaks these will not be cancelled, therefore please contact the Employer Relations Section of WRS at 307-777-2077 and they will remove the termination and/or service breaks from the WRS system. The employee terminations and/or service breaks will need to be included on the corrected replacement file upload.***

You will not have the option to cancel a bill if that bill has been paid. Instead, upload an adjustment file to make the necessary changes. See Adjustments on page 14



Adjustments

When a prior month was reported incorrectly or otherwise needs to be corrected, an adjustment contribution file should be uploaded for the difference (negative or positive). The originally applied amount is not replaced by the adjustment, but is corrected by uploading the difference.

Adjustments cannot be included on the normal monthly contribution file uploads, all adjustments must be submitted on a separate file. When attempting to upload an adjustment on a normal monthly contribution file, an error message will be received that reads: Adjustments may not be on the same file as regular records.

In addition, the system will not allow an adjustment file to be uploaded if the original bill has not been paid (use the "Cancel Bill" feature instead). The error message received will read: There is an unpaid contribution for this pay period.

When attempting to adjust an adjustment, instead cancel the bill containing that adjustment, make the correction and re-upload. Otherwise, the adjustment file upload cannot be submitted until the bill has been paid.

Interest will be billed on all contribution adjustments, the interest billed is interest to bring contributions current and make the employees account whole. If the adjustment invoice is not paid by the due date, late payment interest will be billed.

Note the columns that need populated are only the columns that need adjusted.

Column	Header	Description
A	Pay Period Month	This value should be changed to reflect the number of the month the adjustment pertains to.
B	Pay Period Year	This value should be changed to reflect the 4 digit year the adjustment pertains to.
K	Record Type	Choose “Adjustment” from the drop down.
L	Reportable Salary	Enter the adjustment (positive or negative) to the salary the employee earned during this period. (e.g., $50, -$35)
O	Hours Worked	Enter the adjustment to the hours the employee worked (positive or negative) during this period. (e.g., 1, -15)
P	Employee Contribution Paid By Employee – Taxed	Enter the adjustment (positive or negative) to the amount of contributions paid by the employee that were reported as taxed. (e.g., $3.50) Note, all “Employee Contributions” totals must equal the correct percentage of salary based on the contribution rate defined by the plan.
Q	Employee Contribution Paid By Employee - Untaxed	Enter the adjustment (positive or negative) to the amount of contributions paid by the employee that were reported as untaxed. Note, all “Employee Contributions” totals must equal the correct percentage of salary based on the contribution rate defined by the plan.
R	Employee Contribution Paid By Employer Untaxed	Enter the adjustment (positive or negative) to the amount of contributions paid by the employer on the employee’s behalf. Note, all “Employee Contributions” totals must equal the correct percentage of salary based on the contribution rate defined by the plan.
S	Employer Contribution	Enter the adjustment (positive or negative) to the amount of employer contributions that are required by the contribution rate defined by the plan. (e.g., $3.56)

Termination

When an employee terminates their service with an employer a *Termination* record will need to be uploaded for that employee. The termination record should be uploaded on the regular contribution file for the month the employee is terminating and the employer is paying the final contribution. On the file there should be one row listed for the final contribution and one row for the termination record. A termination record can also be uploaded separately, if the termination was not reported on the same file as the final contribution.

After the termination is reported no further contributions will be allowed for the employee.

Column	Header	Description
A	Pay Period Month	Enter the month the employee is terminating.
B	Pay Period Year	Enter the year the employee is terminating.
K	Record Type	Choose "Termination" from the drop down.
AC	Service Record Termination Code	Select the appropriate value from the drop down.
AD	Last Working Date	Specify the last working date, to include any used sick and annual. For the educator group, if the employee has a different last working date then their contract end-date, WRS is unable to process retirement until all contributions are paid through their contract.
AE	Final Contribution	Choose "Yes" from the drop down.
AF	Prudential Premium	This is not applicable to Volunteer Plans. If there is a Prudential Premium amount, specify it here. This is used during retirement to determine how much to continue charging the member when retired if they opt to continue this benefit. This column only needs to be set on a member's termination record, if they are retiring.

Service Breaks

When an employee takes an unpaid break from service but remains employed, you will upload a *StartServiceBreak* record in column K to start their break, *ContinueServiceBreak* for each pay period they remain on break, and *EndServiceBreak* for the pay period in which they end their break. Service break codes include Military and Workers Comp, Suspension (used by Volunteer Plans only), FMLA, and Off Contract(used by Educators Group only). There is currently not a service break code for LWOP, use FMLA. The Service Break record should be a separate row from any regularly reported contributions.

StartServiceBreak

When you need to report the employee starting a break in service, you would use the *StartServiceBreak* record type.

A *StartServiceBreak* record should be entered as follows:

	K	Z	AA	AB
1	*Record Type	Service Break Code	Service Break Start Date	Service Break End Date
2	StartServiceBreak	Military	7/1/2013	

Column	Header	Description
K	Record Type	Choose "StartServiceBreak" from the drop down.
Z	Service Break Code	Choose the appropriate service break code from the drop down.
AA	Service Break Start Date	Enter the date the employee went on break
AB	Service Break End Date	Leave empty

ContinueServiceBreak

If an employee is still on break when uploading the monthly contribution file, a *ContinueServiceBreak* record must be uploaded for the employee on break.

A *ContinueServiceBreak* record should be entered as follows:

Column	Header	Description
K	Record Type	Choose "ContinueServiceBreak" from the drop down.
Z	Service Break Code	Leave empty (will be ignored if supplied)
AA	Service Break Start Date	Leave empty (will be ignored if supplied)
AB	Service Break End Date	Leave empty

EndSerivceBreak

When an employee's service break has ended, an *EndServiceBreak* record with the end date of the break populated must be uploaded.

An *EndServiceBreak* record should be entered as follows:

Column	Header	Description
K	Record Type	Choose "EndServiceBreak" from the drop down.
Z	Service Break Code	Leave empty (will be ignored if supplied)
AA	Service Break Start Date	Leave empty (will be ignored if supplied)
AB	Service Break End Date	Enter the date the service break ended. This should not include any working days. e.g., if the employee came back to work on 7/15, you would enter a date prior to 7/15.

Service Break Code

If an employee changes their Service Break Code while on break, the initial service break must be ended and the new Service Break Code must be created.

Special Considerations

Rehired Retirees

All rehired retirees and their employer must complete the WRS -9 Rehired Retiree Election Form which is located on our website (http://retirement.wyo.gov/Retirees/Working-After-Retirement) along with additional information regarding rehired retirees.

When a Retiree returns to work, they have two options:

Stop benefit or continue benefit.

Stop Benefit Example:

If a Rehired Retiree chooses to stop their retirement benefit when they are re-employed, the employer will add them via the employee template as a Rehired Retiree Stop Benefit under column K. When downloading the contribution template column T, U, and V will be prefilled based on what was uploaded on the employee template.

	K	L	O	P	Q	R	S	T	U	V	W
1	*Record Type	*Reportable Salary	*Hours Worked	Employee Contribution Paid By Employee - Taxed	Employee Contribution Paid By Employee -Untaxed	Employee Contribution Paid By Employer Untaxed	*Employer Contribution	Rehired Retiree Status Code (Informational)	Rehired Retire Hire Date (Informational)	Rehired Retiree Payment Required (Informational)	Rehired Retiree Payment (Untaxed)
2	Regular	$1,000.00	160	$75.00			$71.12	Stop Benefit	4/1/2009	No	

Continue Benefit Example:

If a Rehired Retiree chooses to continue receiving their retirement benefit when they are re-employed , the employer will add them via the employee template as a Rehired Retiree Continue Benefit in column K. The Rehired Retiree payment is paid by the employer to WRS for both employee and employer contribution percentages and must be listed in column W as shown below.

Contribution Template

	K	L	O	P	Q	R	S	T	U	V	W
1	*Record Type	*Reportable Salary	*Hours Worked	Employee Contribution Paid By Employee - Taxed	Employee Contribution Paid By Employee -Untaxed	Employee Contribution Paid By Employer Untaxed	*Employer Contribution	Rehired Retiree Status Code (Informational)	Rehired Retire Hire Date (Informational)	Rehired Retiree Payment Required (Informational)	Rehired Retiree Payment (Untaxed)
2	Regular	$1,000.00	160					Receive Benefit	4/1/2009	Yes	$146.20

Column	Header	Description
K	Record Type	Choose the appropriate type of record being created (Regular, Adjustment, etc.)
L	Reportable Salary	Enter the salary the employee earned during this period. (e.g., $1,000)
O	Hours Worked	Enter the hours the employee worked during this period. (e.g., 160)
T	Rehired Retiree Status Code (Informational)	This column will be automatically populated by the download and indicates which type of rehired retiree the employee is.
U	Rehired Retiree Hire Date (Informational)	This column will be automatically populated by the download and indicates when the employee rehired.
V	Rehired Retiree Payment Required (Informational)	This column will be automatically populated by the download and indicates whether a Rehired Retiree Payment is required to be entered.
W	Rehired Retiree Payment (Untaxed)	Enter the amount of the payment required for the rehired retiree. This amount will be the equivalent of both employer and employee contribution percentages. e.g., ($146.20)

Educational group

Employers in the educators' group have special considerations. To accommodate these, the **Contribution Template** has columns specifically for the educator group.

Educational Contracts

For teachers who are on contracts, you must specify their contract length (9, 10, 12, or NA) in the contribution upload file, as well as differentiate between total pay and what portion of that pay was contracted salary.

L	M	N
*Reportable Salary	Educator Contract Length	Educator Contract Salary
$1,000	12	$900

Column	Header	Description
L	Reportable Salary	Enter the gross salary the employee earned during this period. e.g., $1,000 If the employee was paid for other retirement eligible salary during this period, enter it here in addition to the regular salary.
M	Educator Contract Length	If the employee is on a contract, enter the length of that contract (9/10/12/NA) meaning the number of months in which the contract is paid over. This is used to smooth employee pay in the Highest Average Salary calculation when on shortened contracts.
N	Educator Contract Salary	Enter the amount the employee *was paid this month* under their primary contract . This amount should not include other earning, such as extra duty pay, the extra duty pay would be included in column L the reportable gross salary. If the employee is not on contract, do not enter a value.

Educator Group Termination and Retirement

12 Month Contracts

A contribution should be uploaded each month (including the summer) for employees paid over 12 months. The termination record should not be uploaded until all payments have been reported. When the *Termination* record is uploaded, the Last Working Date supplied on the upload should be the employee's actual last working day for the district.

When an educator chooses to retire, they have the option to back-date their retirement to the day after the last actual working day for the district. In that case, they would not receive service credits for the summer but their summer pay would go into determining their Highest Average Salary.

<u>If an employee is paid over 12 months but only works 9 months, report the summer hours as 0 unless they actually worked</u>.

Partial contribution uploads are to be uploaded only when paying a group of employees in advance that are leaving the district. Partial file uploads are not accepted for employees that work summer school, these employees should be reported on the normal monthly contribution file.

9 and 10 Month Contracts (Shortened Contracts)

If the employee is paid over 9 or 10 months, and they have signed another contract for the same employer for the following school year, put them on service break because there will not be any contributions reported for the time period. When the new school year starts they will need to be taken off service break, with an *EndServiceBreak* record in the contribution file on one row and in another row the reportable salary, hours and contributions. RAIN will ensure that summer service credit will be received.

If the educator is paid over 9 or 10 months, and they have not signed another contract for the same employer for the following school year, terminate them on their last working day. RAIN will ensure that summer service credit will be received.

Educator Group Paying Payroll for Specific Employees in Advance

In some cases, an employer may pay for one or more employees in advance of the actual pay periods being paid.

To report contributions when employees are paid in advance:

1. Download the template and specify a Pay Period Month and Pay Period Year in the future
    a. When you upload a contribution file, the RAIN employer portal determines what the expected pay period month and year is by adding one month to the previous contribution upload (not counting partial uploads).
    b. Any pay period after the expected pay period is considered "future"
2. Delete the entire row of the employees from the file that you are not paying in advance
3. Report *Regular* contributions for all employees left in the file that you are paying in advance
4. **Upload the file, selecting the option "This is a partial upload and only contains a portion of my employees" checkbox.**

When reporting the remainder of your employees on months that were paid in advance for the contracted employees, the employees you already reported will appear in the downloaded contribution file highlighted in yellow. You do not need to fill anything out for these employees, but will need to provide the required information for the remainder of the employees who were not paid in advance.

Paying an Employee that was Missed Due to Adding them after Monthly Upload

If an employer's regular contributions for a given month have already been uploaded, and then a new employee is added who should have been included on the monthly upload, you can still upload a contribution for that member.

To upload the employee who was missed:

1. Make sure the employee is added via the Employee Template
2. Download the contribution template
3. Delete everyone except the employee who was missed
4. Choose Adjustment from the drop down in column K
5. Populate the record as you normally would for the missing month
6. Upload the contribution file

If more than one employee was missed, you may combine them on a single file.

Contribution Rate Changes/Transitional File Uploads

When a plan's contribution rate changes, there are some employers who report payroll that spans two months i.e. August 16th to September 15th. To support paying contributions at both the old rate and the new rate, you would use column (C) ***Payroll End Date*** meaning last day of the month. **This column is only used for contribution rate transitional file uploads when contributions need to be split between two rates.** Column C tells the system which rate to apply, so if the contributions apply to the prior period, they will be charged at the old rate, and otherwise, they will be charged at the new rate. This consideration is especially important for employers who pay employees two weeks behind, as their monthly contribution file always contains pay split between two months.

If your pay periods are calendar month periods or if you choose to report at the higher rate instead of splitting it out then this section does not apply to you.

The example below assumes the employee pays 100% of their contributions; in real circumstances the contributions could be split between "Paid by Employer" or "Paid by Employee" "Taxed" or "Untaxed". The examples also show changes to the ***employee portion only***, but if the ***employer portion*** increases the same behavior applies.

Note: Some columns have been removed for the sake of this example.

Example below shows on row one the new contribution rate: 8.50% for the **employee**, 8.62% for the **employer**, effective 9-1-2018. This record is entered as a ***Regular*** Record Type in column K.

Example below shows on row two the previous contribution rate: 8.25% for the **employee**, 8.37% for the **employer**, these rates end 8/31/2018. This record is entered as an ***Adjustment*** Record Type in column K.

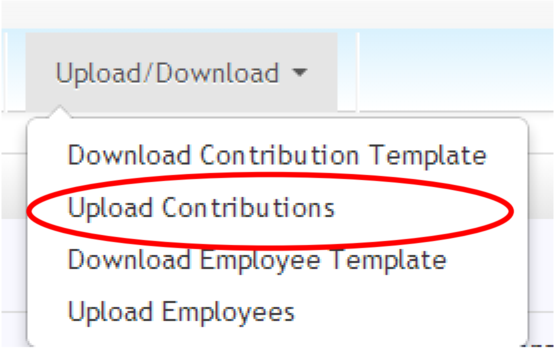
Pay Period Month	Pay Period Year	Payroll End Date	Record Type	Reportable Salary	Employee Contribution Paid By Employee - Taxed	Employer Contribution
9	2018	**09/30/2018 (last day of the month)**	Regular	$700	$59.50	$60.34
9	2018	**08/31/2018 (last day of the month)**	Adjustment	$700	$57.75	$58.59

Make sure you put the same Pay Period Month in Column A and the same Pay Period Year in Column B for both rows, which is the month you are currently uploading.

If you have any questions on the above process contact the Employer Relations Department at 307-777-2077.

Upload Contributions

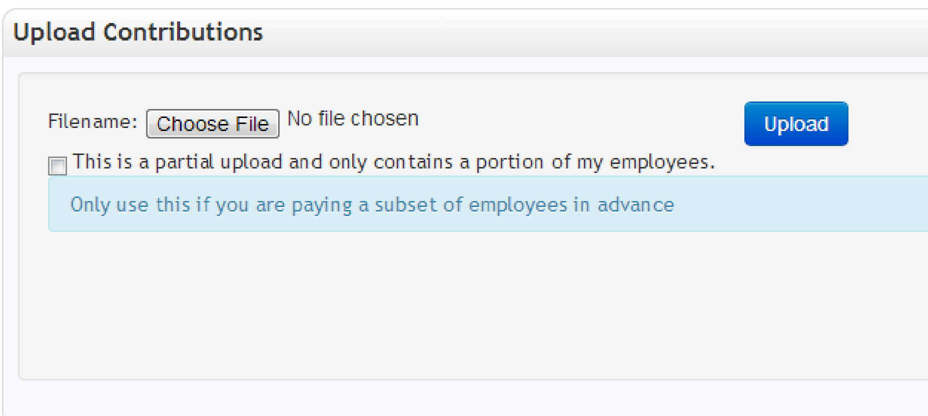
To perform a monthly contribution upload, select *Upload/Download*➔*Upload Contributions*:



Browse to the saved completed Excel file and select Upload. RAIN will begin the upload, displaying status updates as it progresses.

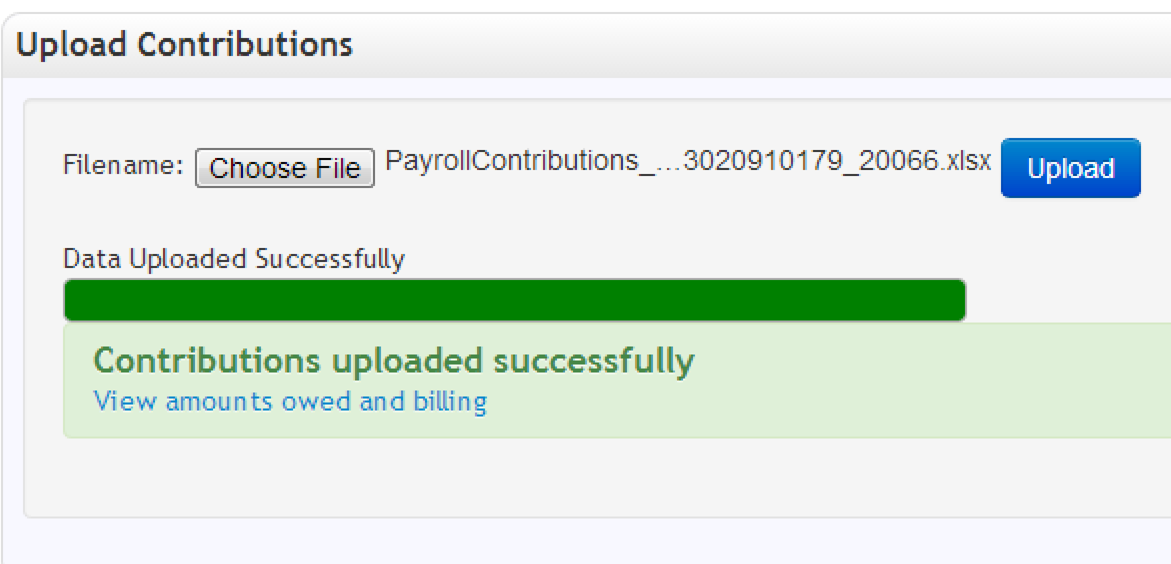
Employers who are in the Educator Group (Schools Districts or University/Colleges, etc.) have an option to upload a partial file.

See section: Educator Group Employers Paying Payroll for Specific Employees in Advance



Successful Upload

If the upload was successful you will receive a message indicating success.



Click the "View amounts owed and billing" link to see the amounts owed and bills created for this contribution upload. For further details on billing, see the **Bills** section. Print a copy of the bill/bills that are due and any credit invoices if applicable and submit them with your payment.

Your payment must match what the **Total Amount Due** shown on the employer portal. Do not send payments to WRS that are out of balance, if your payment does not match what the employer portal shows is owed contact WRS Employer Relations section prior to submitting your payment at 307-777-2077.

It is important to remember that if a payment is short then any employees listed on that invoice will not be able to refund or retire until the remaining balance due is paid.

Total Remaining Bills: $23,865.17

Credits and Unapplied Payments: $634.80

Total Amount Due: $23,230.37

Contact Us

Wyoming Retirement System
6101 Yellowstone Road, Suite 500
Cheyenne, WY 82002

(307) 777-2077

(307) 777-5995

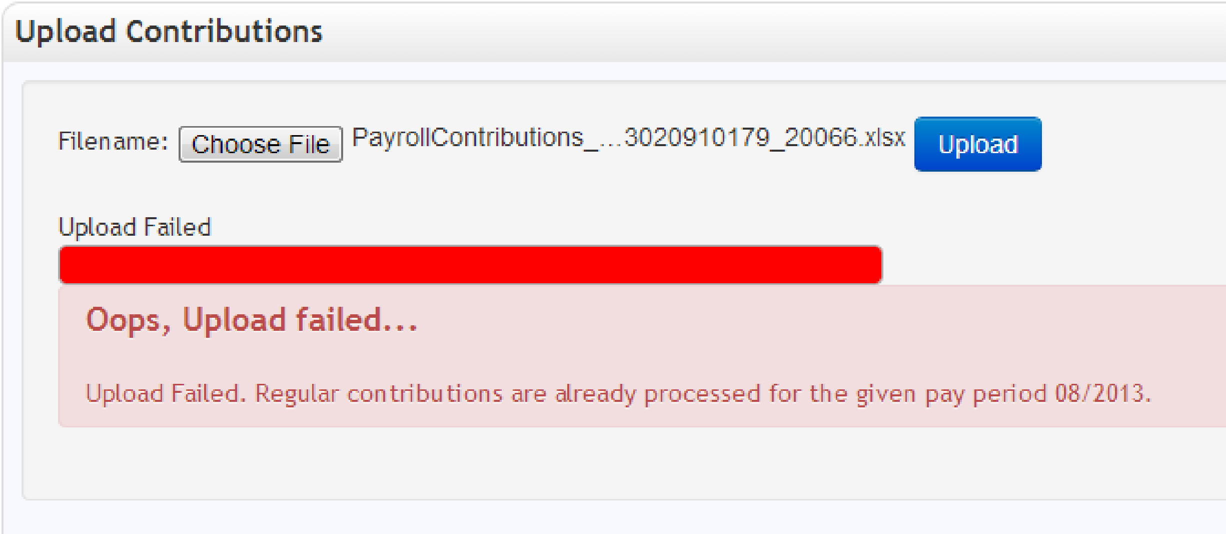
ret-employer-relations@wyo.gov

Failed Upload

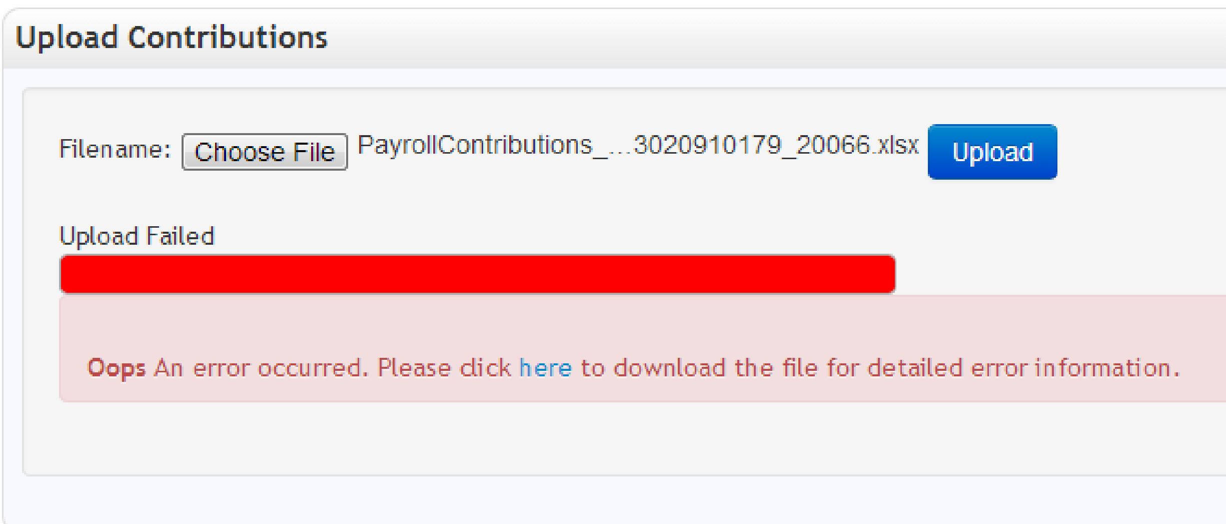
If the upload failed, you will receive one of two error messages. The first is for general errors and indicates there was a problem with the file as a whole; the second is for errors within the file itself, see examples listed below.

The general error, indicating a problem with the whole file is demonstrated by the message below.

(Contributions have already been processed for the pay period in the uploaded file).



If the file itself is correct but there are problems with individual records in it, an error message will appear that gives you a chance to download your file with error messages in it.



https://wrsemployer.wyo.gov/389/Home/Home

The last column (AG) in the contribution file download is “Errors/Comments” and all problems with individual records will be recorded in this column. Once the errors are fixed, re-save the file and upload again.

5. Bills

Selecting *Account*➔*Account Summary* from the menu allows you to see bills for contributions as well as checks or wire transfers that WRS has received from you.

Recent and Outstanding Bills

This section allows you to see recent and outstanding bills. It will show bills that have not been paid as well as bills to which payments have been applied within the past 2 weeks. Bills are broken out by plan and this screen allows you to see how much is owed per plan.

Print a copy of your billing details to submit with your payment.

Recent and Outstanding Bills — See more

Judicial

Invoice #	Type	Date	Due Date	Amount	Interest	Total	Posted	Amount Paid	Amount Outstanding
186	Employer Upload Contributions	7/23/2013	10/12/2013	$2,609.20	$0.00	$2,609.20	No	$0.00	$2,609.20
183	Employer Upload Contributions	7/18/2013	9/12/2013	$2,609.20	$0.00	$2,609.20	No	$0.00	$2,609.20
180	Employer Upload Contributions	7/18/2013	8/12/2013	$2,609.20	$0.00	$2,609.20	No	$0.00	$2,609.20
109	Contributions	4/19/2013	5/29/2013	$250.00	$4.86	$254.86	No	$0.00	$254.86
108	Contributions	4/17/2013	5/29/2013	$500.00	$9.71	$509.71	No	$0.00	$509.71
							Total:	$8,592.17	

Click "See more" to get a detailed view that allows you to filter and sort.

If you have a payment applied to a bill, you will be able to expand the bill to see the details of the payment:

Public Employee

Invoice #	Type	Date	Due Date	Amount	Interest	Total	Posted	Amount Paid	Amount Outstanding
174	Employer Upload Contributions	7/8/2013	8/12/2013	$448.47	$0.00	$448.47	No	$10.00	$438.47
							Total:	$438.47	

Received On	Check/Wire Number	Payment Amount
7/17/2013	asdf	$10.00

Recent and Unapplied Payments

This section allows you to see checks and wire transfers that have been received. It will show all checks that have a remaining balance on them, as well as checks that have been received within the past 2 weeks.

Recent and Unapplied Payments — See more

Received On	Check/Wire Number	Amount	Amount Applied	Amount Remaining
3/12/2013	432423	$200.00	$103.77	$96.23
			Total:	$96.23

Click "See more" to get a detailed view that allows you to filter and sort.

Late Payment Interest Bill

If a regular contribution upload is uploaded after the due date (12th of the month), the bill(s) it generates will automatically have late payment interest applied to it for every month it is late. The factor for determining whether an upload is late is based on any Regular contributions pay period date. Contributions for March are due on April 12th, with a leeway of April 25th given, and are considered late after April 25th. If March contributions are uploaded on May 13th, they will be considered late for two months (once for passing April 25th, and one for passing May 12th). When downloaded, the bills will show additional line items indicating the late interest.

6. Appendix

Employee File Examples

The **Employee Template** can accommodate concurrent plan registrations (up to 3), in addition to being able to register an employee into an additional plan if they are already registered in a different plan. The following examples show how these scenarios can be accomplished.

Simultaneous Plan Registration

In this example, Mr. James Smith has been hired by Laramie County as a Sherriff's Officer, and a County Commissioner. The County can register him simultaneously in both relevant plans with the one record, as seen below:

Employer RAIN ID *	EmployerName	Prefix *	FirstName *	LastName *	SSN *	DateOfBirth *	Gender *	First Plan Service Type *	First Plan Employment Type *	First Plan Name *	Second Plan Service Type	Second Plan Employment Type	Second Plan Name	HireDate *	Address Line 1 *	City *	State *	Zip *
123456	Laramie County	Mr	James	Smith	541-25-4684	1/1/1970	Male	Regular	FullTime	Law Enforcement	Regular	PartTime	Public Employee Pension	1/1/2001	123 Main Street	Cheyenne	WY	82001

- The [First plan…] fields are used to contain his registration into the Law Enforcement Plan
- The [Second plan…] fields are used to contain his simultaneous registration into the Public Employee Pension Plan

Sequential Plan Registration

In this example, Mr. Samuel Jones is a police officer for the University of Wyoming. He starts as a police officer on 5/1/1999, and is registered in the Law enforcement plan with the following record:

Employer RAIN ID *	EmployerName	Prefix *	FirstName *	LastName *	SSN *	DateOfBirth *	Gender *	First Plan Service Type *	First Plan Employment Type *	First Plan Name *	HireDate *	Address Line 1 *	City *	State *	Zip *
222222	University of Wy	Mr	Samuel	Jones	555-11-2233	3/2/1968	Male	Regular	FullTime	Law Enforcement	5/1/1999	456 Second Stree	Cheyenne	WY	82001

- The [First Plan…] fields contain his registration into the Law Enforcement Plan on 5/1/1999

A few years later, the university hires him as a teacher to teach a class on forensics. He continues as a police officer, but starts as a part time teacher on 6/15/2001, and is registered in the Public employee pension plan with the following record:

Employer RAIN ID *	EmployerName	Prefix *	FirstName *	LastName *	SSN *	DateOfBirth *	Gender *	First Plan Service Type *	First Plan Employment Type *	First Plan Name *	HireDate *	Address Line 1 *	City *	State *	Zip *
222222	University of Wy	Mr	Samuel	Jones	555-11-2233	3/2/1968	Male	Regular	PartTime	Public Employee Pension	6/15/2001	456 Second Street	Cheyenne	WY	82001

- The [First Plan…] fields contain his registration into the Public Employee Pension plan on 6/15/2001.
- He is now registered in two plans.

Changing Employee Service Type

If an employee changes from one service type (e.g., Part Time) to another (e.g., Full Time), to convert the employee from one type to another please contact WRS Employer Relations section 1-307-777-2077 and they will make the change in the system to reflect the correct service type.