

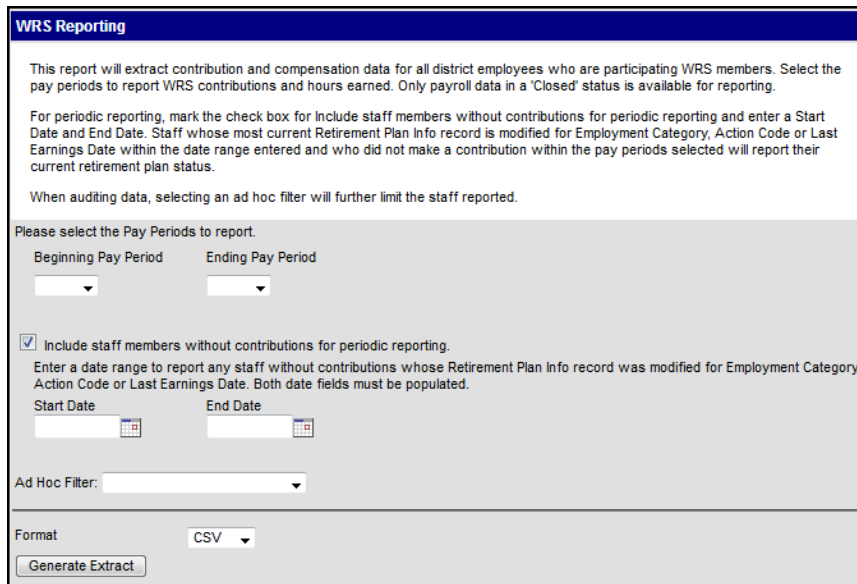
WRS Reporting (Wisconsin)

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The WRS Report extracts contribution and compensation data for all district employees who are participating WRS members. The report can be used for monthly and periodic reporting. Only payroll data in a Closed status is available for reporting.



WRS Reporting

This report will extract contribution and compensation data for all district employees who are participating WRS members. Select the pay periods to report WRS contributions and hours earned. Only payroll data in a 'Closed' status is available for reporting.

For periodic reporting, mark the check box for Include staff members without contributions for periodic reporting and enter a Start Date and End Date. Staff whose most current Retirement Plan Info record is modified for Employment Category, Action Code or Last Earnings Date within the date range entered and who did not make a contribution within the pay periods selected will report their current retirement plan status.

When auditing data, selecting an ad hoc filter will further limit the staff reported.

Please select the Pay Periods to report.

Beginning Pay Period: Ending Pay Period:

Include staff members without contributions for periodic reporting.
Enter a date range to report any staff without contributions whose Retirement Plan Info record was modified for Employment Category, Action Code or Last Earnings Date. Both date fields must be populated.

Start Date: End Date:

Ad Hoc Filter:

Format:

[WRS Reporting Editor](#)

Report Logic

- The report looks for any staff with deductions or adjustments within the Beginning Pay Period and Ending Pay Period range selected for Retirement Benefits Codes with:
 - A Summary Class = Wisconsin Retirement System (WRS)
 - A Code Type = Pension
- Only one record reports per staff member with the following exception.
 - When a staff member has deductions from more than one retirement benefit code within the pay period range selected, the staff will report in multiple Benefit Code Assigned sections based on the number of retirement benefit codes deducted from. For example, a staff member who changes Employment Category and retirement benefit codes from a Support Staff in 1901 to a teaching position as of 1902 will report on two lines when the pay period range includes 1901 and 1902:
 - One line in former support staff retirement benefit code section for the previous support staff position's earnings and hours credited.
 - The second line in the new teaching staff retirement benefit code section with the new teacher position's earnings and hours credited.

Report Editor

Field	Description
Beginning Pay Period	<p>The first Pay Period you want to include in the report.</p> <p>The Beginning Pay Period and the Ending Pay Period can be the same if you want to report for a single pay period.</p>
Ending Pay Period	<p>The last Pay Period you want to include in the report.</p> <p>The Beginning Pay Period and the Ending Pay Period can be the same if you want to report for a single pay period.</p>
Include staff members without contributions for periodic reporting	<p>If this checkbox is marked, Campus includes staff members who do not have contributions for periodic reporting. When this checkbox is marked, the Start Date and End Date fields display.</p> <p>Staff whose most current Retirement Plan Information record is newly added or modified for Employment Category, Action Code or Last Earnings Date within the date range entered and who did not make a contribution within the pay periods selected report their current retirement plan status.</p>
Ad Hoc Filter	When auditing data, use an Ad Hoc Filter to narrow report results.
Format	<ul style="list-style-type: none"> • CSV • Excel • HTML
Generate Extract	The report can be created immediately using the Generate Extract button.

Report Layout

Data Element	Description/Logic	Type, Format, and Length	Campus Database	Campus Location
Employee SSN#	The employee's Social Security Number.	Numeric	hrDemographics.ssn	Human Resource: Personnel Master > General Information Social Security Number
Employee Last Name	The employee's last name.	Alphanumeric	hrDemographics.lastName	Human Resource: Personnel Master > General Information Last Name

Data Element	Description/Logic	Type, Format, and Length	Campus Database	Campus Location
Employee First Name	The employee's first name.	Alphanumeric	hrDemographics.firstName	Human Resource: Personnel Personnel Master > General Informatio First Nam
Employee Middle Name Initial	The employee's middle initial.	Alphanumeric	hrDemographics.middleName	Human Resource: Personnel Personnel Master > General Informatio Middle Na Initial
Employment Category Assigned	<p>The Employment Category assigned to the employee. Employment Category Code of 00, 40, or 42 report from the most current Retirement Plan Info record. The most current Retirement Plan Info record to report is defined as follows.</p> <ul style="list-style-type: none"> • A record with the most current Start Date (latest date) and without an End Date. If none exist, THEN • The RPI record with the most current Start Date where an End Date is present is considered the most current record. • If none exist, reports blank. 	Alphanumeric	hrRetirement.retirementEmploymentCategory	Human Resource: Personnel Personnel Master > General Informatio Retireme Plan Info : Employment Category

Data Element	Description/Logic	Type, Format, and Length	Campus Database	Campus Location
Action Code	<p>The Action Code assigned to the employee's Retirement Plan information. Active employees report 00 when the most current Retirement Plan Info (RPI) record is assigned the Action Code 00 and</p> <ul style="list-style-type: none"> the Employment Dates > Hire Date is within 31 days of the day of report generation. OR an RPI record exists with a Start Date within 31 days of the day of report generation. Otherwise, this field reports blank. <p>For all remaining Action Codes, the RPI record's Action Code reports.</p>	Alphanumeric	hrRetirement.retirementActionCode	Human Resource: Personnel Master > General Information: Retirement Plan Info
Action Date	<p>The date the Action Code was assigned. When there is a single Retirement Plan Info (RPI) record and the Action Code is 00,</p> <ul style="list-style-type: none"> and the Employment Dates > Hire Date is within 31 days of the day of report generation, the Action Date reports as the RPI Start Date. OR the single RPI record has a Start Date within 31 days of the day of report generation, the 	Date Field CCYYMMDD	Calculated	Human Resource: Personnel Master > General Information: Retirement Plan Info : Last Earn Date OR Human Resource: Personnel Master > General Information: Employment Dates > Termination Date

Data Element	Description/Logic	Type, Format, and Length	Campus Database	Campus Location
	<p>Action Date reports as the RPI Start Date.</p> <ul style="list-style-type: none"> • Otherwise, the field reports blank. <p>The Action Date reports as the Start Date for the 00: Active Employee from the RPI record when the following conditions are met.</p> <ul style="list-style-type: none"> • there are multiple RPI records AND multiple retirement deductions taken within the selected pay period range AND • the most current RPI is in 00: Active Employee AND • a second consecutively End Dated RPI record exists with Action Code 10: Employment category change. <p>For the following terminated Action Codes, the most current RPI record's Action Date from the Last Earnings Date reports. If blank, the Termination Date on the most current Employment Dates record reports.</p> <ul style="list-style-type: none"> • 01: Resignation or retirement • 04: Termination due to a non-work related illness or injury • 05: Dismissed or discharged • 06: Termination due to death • 08: Termination due to a work-related illness or injury 			

Data Element	Description/Logic	Type, Format, and Length	Campus Database	Campus Location
	<p>For the following enrollment correction codes, the Action Date reports as the End Date on the RPI record, if blank, report blank.</p> <ul style="list-style-type: none"> • 03: Termination for ineligible employees • 07: Termination for local elected officials who waive part-time elected service, <p>For the Action Code 10: Employment category change, the Action Date as the End Date on the RPI record reports.</p> <p>For the following leave of absence Action Codes, the Action Date reports as blank since deductions were taken.</p> <ul style="list-style-type: none"> ◦ 40: Informal leave of absence with no annual earnings. ◦ 50: Military leave of absence at year-end. ◦ 51: Unpaid leave of absence at year-end. ◦ 53: Layoff at year-end ◦ 54: Leave of absence due to a non-work related illness or injury ◦ 58: Leave of absence due to a work-related illness or injury 			
Last Earning	The date the	Date Field	hrRetirement.lastEarningsDate	Human

Date Data Element	Description/Logic	Type, Format, and Length	Campus Database	Resource: Location
	<p>employee last worked. For the following terminated Action Codes, the Last Earning Date from the most current RPI record's Last Earnings Date reports. If blank, the most current Employment Dates record Termination Date reports. Otherwise, this field reports blank.</p> <ul style="list-style-type: none"> • 01: Resignation or retirement • 04: Termination due to a non-work related illness or injury • 05: Dismissed or discharged • 06: Termination due to death • 08: Termination due to a work-related illness or injury <p>For the following enrollment correction codes, the Last Earning Date reports as blank.</p> <ul style="list-style-type: none"> • 03: Termination for ineligible employees • 07: Termination for local elected officials who waive part-time elected service <p>Action Code 10: Employment category change, reports the Last Earning Date as blank.</p> <p>The following leave of absence Action Codes report the Last Earning Date from the most current RPI record's Last Earnings Date. If blank, the most current Employment Dates record Last Day Worked reports. Otherwise, this field reports blank.</p>	CCYYMMDD	hrRetirementHistory.lastEarningsDate	Personnel Personnel Master > General Informati Retireme Plan Info : Last Earn Date OR Human Resource: Personnel Personnel Master > General Informati Employm- Dates > Terminati Date OR I Day Work

Data Element	Description/Logic <ul style="list-style-type: none"> ◦ 40: Informal leave of absence with no annual earnings. ◦ 50: Military leave of absence at year-end. ◦ 51: Unpaid leave of absence at year-end. ◦ 53: Layoff at year-end ◦ 54: Leave of absence due to a non-work related illness or injury ◦ 58: Leave of absence due to a work-related illness or injury 	Type, Format, and Length	Campus Database	Campus Location

Data Element	Description/Logic	Type, Format, and Length	Campus Database	Campus Location
<p>New Employee Code</p>	<p>The New Employee Code reports as 60 when the Employment Code is in 40 or 42 AND</p> <ul style="list-style-type: none"> • There is a single Retirement Plan Info (RPI) record in Action Code = 00: <ul style="list-style-type: none"> ◦ The Employment Dates > Hire Date is within 31 days of the day of report generation OR ◦ The single RPI record has a Start Date within 31 days of the day of report generation. • There are multiple RPI records and the most current is in Active Code = 00: Active Employee <ul style="list-style-type: none"> ◦ The most current Employment Dates record > Hire Date is within 31 days of the day of report generation. <p>Otherwise, this field reports blank.</p>	<p>Numeric</p>	<p>N/A</p>	<p>N/A</p>

Data Element	Description/Logic	Type, Format, and Length	Campus Database	Campus Location
Benefit Code Assigned	<p>The retirement Benefit Code assigned to the staff member. When there are multiple retirement Benefit Codes where deductions or adjustments were taken within the pay period range, the report will list the staff member separately for each corresponding Benefit Code Assigned.</p>	Alphanumeric	N/A	Human Resource: Payroll > Benefits > Benefit Code Det: > Long Ni
Hours of Service	<p>The number of hours for which earnings are paid. When retirement deductions or adjustments are made for a staff member within the pay period range, the report sums</p> <ul style="list-style-type: none"> the Hours on Summary Grosses from User 1 for each pay period for Hourly Pay Codes AND the calculated number of hours using the Amount from Summary Grosses for each pay period divided by the WRS Hourly Service Rate Conversion on the staff member's Position Code when they are paid using a Unit of Material Pay Code. 	Numeric	N/A	<p>Human Resource: Payroll > Cycle > Payroll Employee Summary Grosses (1)</p> <p>Human Resource: Administr > Positior Codes > I Position C > WRS Hc Service R Conversic</p>

Data Element	Description/Logic	Type, Format, and Length	Campus Database	Campus Location
Earnings	Earnings reported for a staff member. Staff members without contributions report blank.	Numeric	N/A	Human Resource: Payroll > Cycle > Payroll Employee Summary Grosses (1)
Total Contribution	The report sums and report the Total Contribution for the staff member in the report's Employment Category section based on how corresponding Earnings are split.	Numeric	N/A	Human Resource: Payroll > Employee Payroll > Detailed Deduction (for the Period) > retirement Benefit Cost > Details Deduction Cost
Employer Required Contribution	The total amount of the employer's contribution.	Numeric	N/A	Human Resource: Payroll > Employee Payroll > Detailed Deduction (for the Period) > retirement Benefit Cost > Details Cost

Data Element	Description/Logic	Type, Format, and Length	Campus Database	Campus Location
WRS Benefit Contribution Percentage	The total percentage being contributed when the benefit code percentages are summed.	Numeric	N/A	Human Resource: Payroll > Employee Benefits > Benefit PI Calculatic Employee Amount > Details > Percentage PLUS Human Resource: Payroll > Employee Benefits > Benefit PI Calculatic Employer > Details Percentage
Calculated Contribution	The Calculated Contribution is the Earnings x WRS Benefit Contribution Percentage.	Numeric	N/A	N/A
Over/Under	The difference between the Calculated Contribution and the Total Contribution.	Numeric	N/A	N/A