

Filed October 14, 1969
1:05 P.M.

SSF 1

State of Wisconsin)
Department of Employee Trust Funds) SS
Public Employees Social Security Fund Bureau)

To All Whom These Presents Shall Come, Greetings:

I, Clyde M. Sullivan, Secretary, Department of Employee Trust Funds, and custodian of the official records of said Department, do hereby certify that the annexed rules, relating to the Public Employees Social Security Fund Bureau, were approved and adopted by the Secretary, Department of Employee Trust Funds, on October 13, 1969.

I further certify that said copy has been compared by me with the original on file in the office of the Department and that the same is a true copy thereof, and of the whole of such original.

In Testimony Whereof, I have hereunto set my hand at the Capitol, in the City of Madison, this 13th day of October, A.D., 1969.

Clyde M. Sullivan

Clyde M. Sullivan, Secretary
Department of Employee Trust Funds

Order of The Secretary, Department of Employee Trust Funds
Adopting Rules

Pursuant to authority vested in the Secretary, Department of Employee Trust Funds, by Section 40.43, Wis. Stats., the Secretary amends and adopts rules as follows:

SSF 1.01, 1.02, 1.03 (1), (2), (3) and (5), 1.04, 1.05, 1.06 and 1.07 of the Wisconsin Administrative Code are amended to read:

SSF 1.01 Authorization. Pursuant to the provisions of section 40.43, Wis. Stats., the following rules are promulgated to be applicable to each public agency as defined by section 40.40 (1), Wis. Stats., which is included under the federal OASDHI system and to each state unit having personnel included thereunder.

SSF 1.02 Designation of agents. (1) Each public agency except as provided in Wis. Adm. Code section SSF 1.02 (2), 1.02 (3) and 1.02 (4) shall designate one individual through whom all transactions with the public employes social security fund bureau shall channel, and who shall be responsible for all reports to the bureau. Such designation shall also list an alternate who shall be authorized to act in the event of the inability of the person designated to perform such duties because of absence, disability or death. Such designation shall be filed with the public employes social security fund bureau.

(2) In cities of the first class an agent shall also be appointed by the Milwaukee board of school directors for the persons under the Milwaukee teachers retirement fund.

(3) The individual designated by each participating municipality under the Wisconsin retirement fund to be responsible for all transactions with the Wisconsin retirement fund will be the individual through whom all transactions with the public employes social security fund bureau shall channel without any further designation by such participating municipality.

(4) The official designated pursuant to section 41.02 (29), Wis. Stats., to be responsible in matters pertaining to the Wisconsin retirement fund for each state unit shall be the individual through whom all transactions with the public employes social security fund bureau shall channel without any further designation or certification.

SSF 1.03 Transmittal of quarterly reports by agencies other than state units. (1) For each public agency other than the state, the original and one duplicate copy of the consolidated quarterly wage report shall be transmitted to the public employes social security fund bureau for each public agency in conformity with the requirements of the federal social security administration. If a public agency has been assigned 2 or more unit numbers, then a separate report in duplicate must be transmitted for each unit number.

(2) Each quarterly wage report, properly completed, must be received by the public employes social security fund bureau not later than its last working day of the calendar month following the end of the calendar quarter year excluding Saturdays, Sundays and holidays.

(3) Each quarterly wage report must be accompanied by a single check made payable to the public employes social security fund bureau, which shall equal the required employee and employer contributions, except as provided in subsection (5).

(5) A separate quarterly wage report shall be transmitted by a public agency for any coverage group under the state teachers retirement system or the Milwaukee teachers retirement fund. Such report shall be accompanied by a single check equal to the required employee contributions. The employer contributions for such coverage groups will be paid by the state.

SSF 1.04 Transmittal of quarterly reports by state departments. (1) Each state unit shall transmit to the public employes social security fund bureau the original and 2 carbon copies of a consolidated quarterly wage report in conformity with the requirements of the federal social security administration.

(2) Such quarterly wage report, properly completed, shall be transmitted to the public employes social security fund bureau as soon as possible after the last pay checks to be issued during the quarter have been distributed. The absolute deadline for the receipt of such quarterly wage report by the public employes social security fund bureau shall be its last working day of the calendar month following the end of the calendar quarter year excluding Saturdays, Sundays and holidays.

(3) Each state unit with covered wages paid on a state payroll shall transmit in duplicate a duly numbered and certified voucher for the payment of employe and employer contributions pursuant to detailed instructions from the department of administration and from the public employes social security fund bureau.

(4) The quarterly wage report transmitted pursuant to section SSF 1.04 (2) and the certified voucher transmitted pursuant to section SSF 1.04 (3) shall be accompanied by the quarterly OASDHI transmittal memorandum. Such transmittal memorandum must be forwarded in duplicate pursuant to detailed instructions from the public employes social security fund bureau.

SSF 1.05 Transmittal of initial wage reports. The initial quarterly reports and required remittances covering the period from the effective date of coverage to the end of the quarter in which any public agency becomes covered under the agreement between the state and the federal social security administration must be received by the public employes social security fund bureau on or before the date fixed by the public employes social security fund bureau for the filing of such initial reports. This established deadline shall be so fixed as to be not less than 70 nor more than 80 days after the approval of such coverage agreement by the social security administration. Whenever the social security administration shall extend the time for the filing of initial retroactive wage reports the public employes social security fund bureau may grant an extension of the deadline for the receipt of such reports.

SSF 1.06 Transmittal of adjustment reports.

(1) The original and one copy of any adjustment report required by the social security administration shall be dated and signed by the authorized agent for any coverage group other than state units before transmittal to the public employes social security fund bureau. The original and 2 copies of any adjustment report shall be dated and signed by the authorized agent for each state unit before transmittal to the public employes social security fund bureau.

(2) The required copies of any adjustment report which becomes necessary shall be forwarded to the public employes social security fund bureau at Madison for transmittal to the federal offices in conformity with federal regulations.

(3) When an adjustment wage report is prepared by a representative of the social security administration because of errors or omissions in the reporting of "covered wages" which are ascertained by federal authorities any required remittance shall be delivered forthwith to the public employes social security fund bureau in Madison and shall be accompanied by a statement from the public agency explaining the adjustment.

SSF 1.07 Interest penalties. (1) If any quarterly wage report is not received by the public employes social security fund bureau within the deadlines established pursuant to sections SSF 1.03, 1.04 and 1.05, a minimum late filing fee of \$3.00 for each month or part of a month after the deadline shall be charged until the completed report and proper remittance are received. On reports covering contributions in excess of \$600, interest will be charged at the rate of 1/2% on such contributions for each month or part of a month from the date due until the completed report and proper remittance are received.

(2) The covered public agency concerned shall transmit to the public employes social security fund bureau the federal interest penalty on any contributions due on any adjustment report which is determined by the federal government to be delinquent.

The rules contained herein shall take effect as provided
in Section 227.026 (1), Wis. Stats.

Dated October 13, 1969

Clyde M. Sullivan
Clyde M. Sullivan, Secretary
Department of Employee Trust Funds