

## Chapter Ret 3

### REPORTING

Ret 3.01	Agents	Ret 3.41	Reports
Ret 3.11	Administration	Ret 3.42	Quarterly reporting procedure
Ret 3.31	Contributions		
Ret 3.32	Adjustments due to erroneous classification		

**Ret 3.01 Agents.** Each participating employer shall designate one individual through whom all transactions with the Fund shall channel. For state departments such shall be the respective head thereof, or the departmental employe named by him in a written designation filed with the board to act for him in all matters pertaining to the Fund.

**History:** 1-2-56; am. Register, November, 1957, No. 23, eff. 12-31-57; am. Register, February, 1970, No. 170, eff. 3-1-70; am. Register, May, 1972, No. 197, eff. 6-1-72.

**Ret 3.11 Administration.** The director shall prepare and issue instructions to participating employers, together with all forms needed for the operation of the system, an annual statement and a handbook of information, and shall revise and supplement them whenever necessary. He shall arrange to procure such information from any participant, annuitant or beneficiary, or from any participating employer as shall be necessary for the proper administration of the fund.

**History:** 1-2-56; am. Register, January, 1962, No. 73, eff. 2-1-62; am. Register, February, 1970, No. 170, eff. 3-1-70; am. Register, May, 1972, No. 197, eff. 6-1-72.

**Ret 3.31 Contributions.** All employer contributions shall be computed upon the basis of the rates in effect for the period covered by the payroll report on which the earnings were included, regardless of the actual due date for reporting such earnings. All contributions which have been omitted from reports submitted for other periods shall be treated as current in the calendar quarter year actually reported, and no interest shall be charged or collected because of such deferred payment if the cumulative aggregate number of omitted participating employes shall not exceed 10% of the total participating employes of that employer for that calendar year.

**History:** 1-2-56; am. Register, October, 1961, No. 70, eff. 11-1-61; am. Register, May, 1972, No. 197, eff. 6-1-72.

**Ret 3.32 Adjustments due to erroneous classification.** Whenever the board acts in accordance with s. 41.02 (11) (d), Stats., and determines that an employe was erroneously classified with respect to protective occupation participation under the fund, an adjustment of employe and employer contributions shall be made for the period of service during which the employe was incorrectly classified. The amount to be paid shall be determined on the basis of the employe and the employer contribution rates in effect when the contributions should have been made, increased by the interest at the effective rates which would have been credited if the amounts had been deposited in the employe and employer accumulation reserves at the time the contributions were due; the amount to be paid shall be adjusted by any amounts actually paid during such time and the interest accumulated thereon. Any overpayment

Register, December, 1981, No. 312

## Ret 3

or underpayment of employe and employer contributions, including interest, shall be adjusted on the coverage report for the quarter next following the date of the board's decision.

**History:** Cr. Register, April, 1978, No. 268, eff. 5-1-78.

**Ret 3.41 Reports.** A single payroll report shall be submitted for each participating employer, or for each state department as determined pursuant to s. 41.02 (29), Stats., except that for each state department a separate report shall be submitted for each fund in addition to the general fund.

**History:** 1-2-56; am. Register, October, 1961, No. 70, eff. 11-1-61; am. Register, February, 1970, No. 170, eff. 3-1-70; am. Register, May, 1972, No. 197, eff. 6-1-72.

**Ret. 3.42 Quarterly reporting procedure.** The monthly payroll report for each of the first 2 months of every calendar quarter year shall be preliminary only and shall show only the total required normal contributions, total variable and additional contributions, total computed participating earnings, total employer contributions, and the aggregate total remittance. The monthly payroll report for the third month of each calendar quarter year shall list each participating employe, and show for him for the entire calendar quarter year the participating earnings, including cash and the value of other compensation including maintenance, the normal and the additional contributions, with the variable portion of each indicated. The names of participating employes shall be listed alphabetically by surname, provided that separate alphabetical arrangement may be made by departments or for those at different geographical locations. The quarterly report shall summarize all payroll reports for that quarter calendar year in conformity with the summary form provided by the fund, and the quarterly remittance record. All reports shall be due at the same time as the accompanying remittance, pursuant to s. Ret 3.21 and ss. 41.10 (4) and 41.19 (2), Stats.

**History:** Cr. Register, October, 1958, No. 10, eff. 12-31-58; am. Register, October, 1961, No. 70, eff. 11-1-61; am. Register, February, 1970, No. 170, eff. 3-1-70; am. Register, May, 1972, No. 197, eff. 6-1-72.