

## Chapter ETF 20

### WISCONSIN RETIREMENT SYSTEM

ETF 20.01	Actuarial estimate charges	ETF 20.15	Computation for reestablishment of creditable service forfeited
ETF 20.015	Participating employes: one-third of full-time employment	ETF 20.16	Credit for service during qualifying period
ETF 20.016	Student employes	ETF 20.18	Purchase and crediting of other governmental service
ETF 20.02	Re-hired annuitants	ETF 20.20	Cancellation of application for retirement annuity, separation or lump sum benefit
ETF 20.03	Annuity computations	ETF 20.23	Adjusting annuities for equity after reentry into service
ETF 20.04	Optional forms of annuity	ETF 20.25	Fixed and variable annuity changes
ETF 20.05	Annuity options integrated with social security	ETF 20.30	Annuity underpayments
ETF 20.055	Spouse's signature on an annuity application		
ETF 20.06	Early retirement reduction factors		

**ETF 20.01 Actuarial estimate charges. (1)** Before submitting a resolution to become a participating employer under the Wisconsin retirement system, an employer, as defined in s. 40.02 (28), Stats., may obtain, upon written request to the department and the payment of a fee of \$50.00 if more than 10 employes or \$25.00 if 10 employes or less, an actuarial determination of its estimated prior service liability. The employer shall supply the data with respect to its employes in accordance with instructions from the department.

**(2)** The determination of the prior service liability shall be furnished without charge to any employer which has submitted a resolution for inclusion under the Wisconsin retirement system.

**(3)** The secretary of the department is authorized to set the rates for special actuarial studies or estimates requested by state agencies, local units of government, or other organizations when in the secretary's judgment it is feasible and appropriate to perform the studies.

**History:** Emerg. eff. 6-30-77; cr. Register, November, 1977, No. 263, eff. 12-1-77; renum. from ETF 4.03 and am., Register, December, 1982, No. 324, eff. 1-1-83.

**ETF 20.015 Participating employes: one-third of full-time employment. (1)** NON-TEACHERS Except as provided in sub. (2), for purposes of s. 40.22, Stats., 600 hours of employment with an employer in one year is considered one-third of full-time employment.

**(2)** TEACHERS. For an employe classified as a teacher under s. 40.02 (55), Stats., for purposes of s. 40.22, Stats., 440 hours of employment with an employer in one year is considered one-third of full-time employment.

**(3)** YEAR. For purposes of this section "year" means 365 consecutive calendar days, or 366 consecutive calendar days if the period measured includes February 29.

**History:** Cr. Register, January, 1985, No. 349, eff. 2-1-85; r. and recr. Register, September, 1992, No. 441, eff. 10-1-92.

**ETF 20.016 Student employes. (1)** As provided in s. 40.22 (2) (gm), Stats., a participating employer may not include under the provisions of the Wisconsin retirement system an employe first hired on or after April 23, 1992, if the employe is under the age of 20 and is regularly enrolled or expected to be enrolled as a full-time student in a public, private, or parochial elementary or high school as defined in s. 118.257 (1) (d), Stats.

**(2)** For purposes of this section, an employe who is not enrolled in school is expected to be regularly enrolled as a full-time student in a school included under s. 118.257 (1) (d), Stats., if all of the following apply:

(a) The employe is under age 20 and has not received a high school diploma or a general equivalency diploma;

(b) The employe was enrolled in a school included under s. 118.257 (1) (d), Stats., during the immediately prior regular semester;

(c) The employe has not notified the employer, as provided in sub. (3) (c), that he or she does not intend to enroll as a full-time student in a school included under s. 118.257 (1) (d), Stats., during the next regular semester.

**(3)** An employe who is excluded from participation in the Wisconsin retirement system by s. 40.22 (2) (gm), Stats., shall become eligible for participation, subject to s. 40.22 (2) and (2m), Stats., as if he or she had been initially hired on the earliest of the following dates:

(a) The date the employe attains age 20;

(b) The employe's first working day following the date the employe completes all requirements for a high school diploma;

(c) The employe's first working day following the date the employe notifies the employer that he or she has ceased to be enrolled, and does not expect to be enrolled during the next regular semester, as a full-time student in a school included under s. 118.257 (1) (d), Stats. The written statement of the employe or, if the employe is under age 18, of the employe's parent or guardian shall be sufficient to establish that the employe has left school and does not intend to return in the next semester. If the employe intends to continue as a part-time student only, he or she may establish this fact by submitting to the employer a written certification from the principal of the school in which the student is enrolled. The definition of full-time student shall be that of the school in which the student is enrolled.

**History:** Cr. Register, October, 1992, No. 442, eff. 11-1-92.

**ETF 20.02 Re-hired annuitants. (1)** In this section, "re-hired annuitant" means a participant to whom a retirement annuity is payable under s. 40.23, Stats., who was separated from all employment meeting the qualifications for inclusion under the Wisconsin retirement system specified in s. 40.22, Stats., on the date he or she became an annuitant, and who is employed by a participating employer after becoming an annuitant.

**(2)** A person is deemed to become an annuitant for purposes of s. 40.22 (2) (L), Stats., on the annuity effective date.

**(3)** (a) The department shall include a re-hired annuitant under the provisions of the Wisconsin retirement system as a participating employe if all of the following conditions apply:

1. The re-hired annuitant is employed in a position which meets the requirements for participation specified in s. 40.22, Stats.;

2. The re-hired annuitant exceeds the earnings limit specified in s. 40.26 (1) (a), Stats., during his or her annual earnings period;

3. The re-hired annuitant files with the department a written election to be included under the provisions of the Wisconsin retirement system as a participating employe. The election shall be on a form provided by the department and shall include employer certification of the date on which the earnings limit was exceeded.

(b) A re-hired annuitant may not file an election earlier than the date on which the earnings limit was exceeded or later than 31

days after the last day of the annual earnings period in which the earnings limit was exceeded. A re-hired annuitant who does not file an election when eligible shall subsequently qualify to file an election by meeting the requirements of par. (a) 1. and 2. in a subsequent annual earnings period.

(c) An election filed pursuant to par. (a) shall take effect on the first day of the month following its receipt by the department. The department shall terminate the annuity on the day prior to the effective date of the election, unless the department receives the re-hired annuitant's written notice revoking the election prior to the effective date of the election.

(4) The department may not consider a re-hired annuitant as a continuing participating employe for purposes of s. 40.22 (3m), Stats., unless the employe meets the requirements to become a participating employe as provided in ss. 40.22 and 40.26 (1), Stats.

(5) A re-hired annuitant whose annuity has not been terminated as provided in s. 40.26 (1), Stats., is ineligible for inclusion as a participating employe pursuant to s. 40.22 (2) (L), Stats., and is not subject to the 30-day separation requirement in s. 40.23 (1) (a) 1., Stats.

**Note:** A re-hired annuitant or employer may secure a copy of the election form required by s. ETF 20.02 at no charge by contacting the department of employe trust funds and asking for form ET-2319.

**History:** Emerg. cr. eff. 7-1-83; cr. Register, October, 1983, No. 334, eff. 11-1-83; r. and recr. Register, October, 1992, No. 442, eff. 11-1-92.

**ETF 20.03 Annuity computations.** (1) For purposes of annuity computations, other than option conversion, an applicant's age shall be determined to the nearest month. For option conversion purposes, an applicant's age shall be determined to the nearest quarter year.

(2) For purposes of determining maximum benefits under s. 40.23 (2), Stats., and integrated benefits under s. 40.24 (4), Stats., the estimated OASDHI benefit shall be based on the following:

(a) It shall be assumed that the employe has been in a position covered under OASDHI from the year in which age 30 was attained to the year of retirement or death, except that years in which earnings are reported under s. 40.05 (1) (a) 4., Stats., shall not be counted.

(b) It shall be assumed that covered earnings increased from the year in which age 30 was attained to the year of retirement or death at a rate determined by the actuary to reflect changes in the OASDHI wage base and approximate average changes in earnings during that time.

(c) The delayed retirement credit under federal social security regulations shall be applied to each year after age 65 and up to age 72.

(d) Based upon the assumptions in pars. (a) to (c) and in accordance with the provisions of the federal social security act, the actuary shall prepare a table correlating the employe's age and final average earnings with a primary OASDHI benefit, adjusting the table as necessary to prevent, in most cases, assumed OASDHI benefits from exceeding actual OASDHI benefits.

(e) Notwithstanding pars. (a) to (d), if the applicant furnishes the official social security award certificate or a letter from the social security administration which shows that the retirement or disability benefit that is first payable from the participant's OASDHI account at the time of application for Wisconsin retirement system benefits is or will be in a different amount, the amount certified by the social security administration shall be used in the benefit computation.

(3) The actuarial factors used in computing annuities for beneficiaries shall be the same as the factors used in computing retirement annuities. For purposes of computing a beneficiary social security integrated annuity the beneficiary's estimated OASDHI

benefit shall be the primary OASDHI benefit amount determined for the deceased participant pursuant to sub. (2).

**History:** Renum. from ETF 7.01 (2), 7.03 and 7.06 and am. Register, December, 1983, No. 336, eff. 1-1-84; r. and recr. (2) (a) and (b), Register, December, 1990, No. 420, eff. 1-1-91.

**ETF 20.04 Optional forms of annuity.** Pursuant to s. 40.24, Stats., a participant may elect one of the optional annuity forms prescribed in this section in lieu of an option prescribed under s. 40.24, Stats.:

(1) A joint survivorship annuity with payments reduced 25% upon the death of the participant or the one beneficiary who was designated by the participant in the original application for an annuity.

(2) (a) A joint survivorship annuity payable for the life of the annuitant, with a guarantee period of at least 180 monthly payments, and after the death of the annuitant continued at 100% for the life of the one beneficiary who was designated by the participant as the joint survivor in the original application for the annuity.

(b) The participant may name a secondary beneficiary or beneficiaries to receive the balance of payments due in the event of the death of both the participant and named joint survivor before 180 monthly payments have been made.

(c) The participant, or in the event of the death of the participant, the named joint survivor, may at any time change the designation of the secondary beneficiary.

(d) In the event of the death of the joint survivor who is receiving continued benefits after the death of the participant, but prior to payment of 180 monthly benefits, the remainder of the 180 monthly payments shall continue to the secondary beneficiary, or in the absence of a secondary beneficiary or the death of the secondary beneficiary prior to the death of the joint survivor, payment shall be made under the joint survivor's standard sequence as set forth in s. 40.02 (8) (a) 2., Stats.

(e) In the event of the death of the joint survivor prior to the death of the participant, the remainder of the 180 monthly payments shall continue to the secondary beneficiary, or in the absence of a secondary beneficiary designation or the death of the secondary beneficiary prior to the death of the participant, payment shall be made under the participant's standard sequence as set forth in s. 40.02 (8) (a) 2., Stats.

(f) In the event of the death of the secondary beneficiary after becoming entitled to receive monthly payments but before receipt of the remainder of the guaranteed 180 monthly payments, the then present value of the annuity shall be paid, in lieu of the continuation of monthly payments, pursuant to s. 40.73 (2) (b) 3., Stats., as a death benefit to the secondary beneficiary's named beneficiary, or in the absence of a beneficiary designation or the death of the secondary beneficiary's named beneficiary prior to the death of the secondary beneficiary, the then present value of the annuity shall be paid under the secondary beneficiary's standard sequence as set forth in s. 40.02 (8) (a) 2., Stats.

(g) In the event of the death of both the joint survivor and secondary beneficiary prior to being entitled to receive benefits, the remaining monthly payments shall continue pursuant to the participant's standard sequence as set forth under s. 40.02 (8) (a) 2., Stats., if the participant's death occurs before 180 monthly payments have been made.

(3) An annuity payable under sub. (1) or (2) plus a social security integrated annuity as determined under s. 40.24 (4), Stats.

**History:** Cr. Register, November, 1982, No. 323, eff. 12-1-82; am. (intro.), renum. (2) to be (3) and am., cr. (2), Register, May, 1987, No. 377, eff. 11-1-87.

**ETF 20.05 Annuity options integrated with social security.** (1) A participant or beneficiary shall not be eligible for the social security integrated annuity if the reduced annuity payable for life in the normal form under s. 40.24 (4), Stats., would

be equal to or less than \$25.00 per month for a benefit with an effective date in calendar year 1982 or, for a benefit with an effective date in a subsequent calendar year, the monthly amount applied under this section for the previous calendar year increased by the salary index, as defined in s. 40.02 (52), Stats., ignoring fractions of the dollar.

(2) Pursuant to s. 40.03 (2) (k), Stats., the department will assume that the primary OASDHI benefit, as defined in s. 40.02 (44), Stats., for a person eligible to receive a beneficiary annuity and selecting an option payable under s. 40.24 (4), Stats., will be based on the work record of the participant from whose account the benefit is being paid.

**History:** Cr Register, June, 1979, No. 282, eff. 1-1-80; cr. (2), (1) renum. from ETF 7.02 (1) and am., Register, November, 1982, No. 323, eff. 12-1-82; am. (1), Register, December, 1987, No. 384, eff. 1-1-88.

**ETF 20.055 Spouse's signature on an annuity application.** Documentation of inability to obtain a spouse's signature on an annuity application as required under s. 40.24 (7) (a), Stats., shall be accepted for the following reasons only:

(1) The spouse is incompetent as defined under s. 880.01 (4), Stats., and a copy of the court order appointing the spouse's guardian is submitted to the department, except guardianship papers are not required when payment is a single sum benefit payable under s. 40.25 (1), Stats. The guardian's signature shall be required on the annuity application in lieu of the spouse's signature if the participant chooses an annuity option other than an option specified under s. 40.24 (7) (a), Stats.; or

(2) The participant certifies, on a form provided by the department, that the participant does not now know and has not known the whereabouts of the spouse for at least the 90 days immediately prior to the date the application is signed.

**Note:** Section ETF 20.055 (2) requires forms which are available at no cost by contacting the Department of Employee Trust Funds, P.O. Box 7930, Madison, WI 53707.

**History:** Cr Register, September, 1986, No. 369, eff. 10-1-86.

**ETF 20.06 Early retirement reduction factors.** Pursuant to s. 40.23 (2), Stats., this section applies only to participants who are not participating employes after March 9, 1984. In computing a formula annuity in the normal form beginning prior to the normal retirement date of a participant, there shall be a .5% reduction for each month the participant's age is under 65 but at least 60 and a .4% reduction for each month the participant's age is under 60.

**History:** Cr Register, June, 1979, No. 282, eff. 1-1-80; renum. from ETF 7.02 (2), Register, November, 1982, No. 323, eff. 12-1-82; am. Register, March, 1986, No. 363, eff. 4-1-86.

**ETF 20.15 Computation for reestablishment of creditable service forfeited.** (1) For purposes of reestablishing creditable service as provided in s. 40.25 (6) (a) 3., Stats., the application received date is deemed to be the first day of the annual earnings period in which it is received. In cases where the service to be reestablished was earned in more than one employment category separate calculations shall be done for each period of service using the statutory contribution under s. 40.05 (1) (a), Stats., for each employment category.

(2) Upon making application, the amount payable shall be due as follows:

(a) If the creditable service being reestablished is 2 or less years the amount payable shall accompany the application. The application and amount payable shall be deemed to be received within the preceding annual earnings period if received within the first month after the end of an annual earnings period.

(b) If the creditable service being reestablished exceeds 2 years, the amount payable may be divided into 5 equal annual installments. The first installment shall accompany the application. Subsequent installments shall be received by the department on or before the last day of the annual earnings period, June 30 for teachers applying to reestablish creditable service on or after

November 1, 1985 and December 31 for non-teachers, or 30 days from the date of the billing by the department, whichever is later. Payment received within 30 days of the date of billing, but later than the last day of the annual earnings period, shall be deemed received within the preceding annual earnings period.

(c) Interest shall be added to each installment after the first installment and shall be paid in full each year. The interest shall be calculated at the most recently established fixed effective rate as defined in s. 40.02 (23) (a), Stats., on the unpaid principal balance outstanding on the prior January 1 for non-teachers or the prior July 1 for teachers. The participant may prepay any or all installments at the time the regular annual installment payment is made. Paying more than the required installment shall reduce the amount of the last installment due. Interest at the most recently established effective rate shall be prorated monthly on the balance remaining after payments made prior to the month of December for non-teachers or the month of June for teachers.

(d) Failure to pay the installments as due shall result in notification by the department of the past due installment. If within 30 days from the date of the notification the past due amount is not received or the department is not advised in writing by the employe of eligibility under sub. (4), and eligibility under sub. (4) is subsequently certified by the employer, all amounts previously paid plus any interest credited to the amounts shall be refunded as provided in s. 40.08 (6), Stats., and the application to reestablish the forfeited service shall be canceled.

(e) If the department notifies the applicant that the payment or first installment accompanying the application is insufficient, the additional amount payable, except as provided in par. (em), shall be due no later than 30 days from the date of the department's notice.

(em) Any amount due as a result of the actual amount of repurchase being greater than the estimate provided shall be deducted from the applicant's annuity, if an annuity is being paid, when the final repurchase calculation is complete. Notification of such deduction shall be provided to the applicant and the option of withdrawal provided under sub. (4) (b) shall still be available.

(f) If a benefit application is received by the department, any unpaid balance, including prorated interest on that balance from the last regular installment date, shall be due within 30 days after the benefit application is effective. Failure to pay the amount due within 30 days after the benefit application is effective shall result in the department refunding any amounts previously received as provided in s. 40.08 (6), Stats., and the application to reestablish the forfeited service shall be canceled.

(g) If the participant dies prior to repayment of all installments due under this subsection, and the department determines that after deducting the unpaid balance the benefit available under s. 40.25 (6), Stats., would be greater if the previously forfeited creditable service had been fully reestablished than the value of the benefit without reestablishing the creditable service previously forfeited, the department shall deduct any unpaid balance due under this subsection from the benefit payable under s. 40.25 (6), Stats., prior to approval of the benefit application; otherwise the installments already received shall be refunded with the death benefit as provided in s. 40.08 (6), Stats.

(3) Application to reestablish credits under s. 40.25 (6), Stats., shall be accepted only once for a participant unless:

(a) The previous application has been canceled or withdrawn as provided in sub. (4);

(b) The participant receives a subsequent separation benefit, a retirement annuity under s. 40.23 or 40.24, Stats., or a lump sum payment under s. 40.25 (1), Stats., and reapplies under the provisions of s. 40.25 (6), Stats; or

(c) The participant, after re-establishing forfeited service, becomes newly eligible to purchase additional forfeited service under a statute which became effective after the last application was provided by the department. However, only the newly autho-

alized service shall be available for purchase, and the total service re-established by all purchases shall not exceed the limits specified in s. 40.25 (6) (a) 2., Stats.

(4) (a) If a participant fails to pay an installment, as required by sub. (2) (b) to (d), to reestablish credits under s. 40.25 (6), Stats., the application shall not be canceled if failure to pay is due to an involuntary leave of absence or is due to a discharge or removal from the employee's covered employment and the employee exercises a right to appeal within 30 days of the discharge or removal. The involuntary leave of absence, discharge, or removal must have had a duration of at least 90 calendar days at the time the installment is first due. The past due installment plus interest shall be deferred until the following June 30 for teachers who applied to reestablish creditable service on or after November 1, 1985 or December 31 for non-teachers at which time both the deferred installment and any other installment regularly due on that date shall be payable. Failure to pay the deferred installment shall result in cancellation of the application to reestablish forfeited service and all amounts previously paid plus interest credited to the account shall be refunded as provided in s. 40.08 (6), Stats.

(b) If the actual amount due under sub. (2) (e) is greater than the estimate provided the applicant by the department, the applicant shall have the option of withdrawing the application without prejudice. If withdrawal of the application is desired, the applicant shall notify the department no later than 30 days from the date of the department's notice of the actual amount due, and any amounts previously received by the department shall be refunded as provided in s. 40.08 (6), Stats.

(5) Payment by installments for reestablished credits shall not be available to any participant whose application is actually received by the department on or after October 1, 1992, notwithstanding the deemed application receipt date specified in sub. (1). The provisions of this section regarding installment payments shall continue to apply to those repurchases for which an installment payment was made prior to October 1, 1992, until that repurchase is completed or terminated pursuant to sub. (4).

Note: Section ETF 20.15 requires a form which is available at no charge by contacting the department of employee trust funds.

History: Emerg. cr. eff. 1-1-82; cr. Register, June, 1982, No. 318, eff. 7-1-82; renun. from ETF 9.01 and am. (2) and (3), cr. (4), Register, March, 1983, No. 327, eff. 4-1-83; am. (1) and (4), r. and recr. (2), cr. (4) (b), Register, October, 1985, No. 358, eff. 11-1-85; am. (2) (e) and (4) (b), cr. (2) (em), Register, March, 1987, No. 375, eff. 4-1-87; am. (3), cr. (5), Register, October, 1992, No. 442, eff. 11-1-92.

#### ETF 20.16 Credit for service during qualifying period.

(1) If a participating employe has previously received a separation benefit, and the employe has reestablished the maximum possible forfeited creditable service under s. 40.25 (6), Stats., the employe may receive credit for service during any qualifying period if otherwise eligible under s. 40.02 (17) (b), Stats.

(2) The payment to purchase qualifying service as provided in s. 40.02 (17) (b), Stats., shall be based on the applicant's highest earnings in a single annual earnings period at the time the application is received. The earnings shall be annualized prior to calculating the amount due from an applicant who worked less than full-time as defined in s. ETF 10.03 (3) or had less than a full year of service reported. For purposes of this section, the application received date is deemed to be the first day of the annual earnings period in which it is received. In cases where the applicant has service credited in more than one employment category, the service shall be credited to the employment category in effect at the time the service originally would have been credited.

(3) The amount payable shall accompany the application and shall be deemed to be received within the preceding annual earnings period if received within the first month after the end of an annual earnings period.

(4) If the department notifies the applicant that the payment accompanying the application is insufficient, the additional amount payable, except as provided in sub. (4m), shall be due no

later than 30 days from the date of the department's notice. If the actual amount due is greater than the estimate provided the applicant by the department, the applicant shall have the option of withdrawing the application without prejudice. If withdrawal of the application is desired, the applicant shall notify the department no later than 30 days from the date of the department's notice of the actual amount due, and any amounts previously received by the department shall be refunded as provided in s. 40.08 (6), Stats.

(4m) Any amount due as a result of the actual cost being greater than the estimate provided shall be deducted from the applicant's annuity, if an annuity is being paid, when the final calculation is complete. Notification of such deduction shall be provided to the applicant and the option of the withdrawal provided under sub. (4) shall still be available.

(5) Except as provided in sub. (4), application to purchase qualifying service as provided under s. 40.02 (17) (b), Stats., shall be accepted only once from a participant.

Note: Section ETF 20.16 requires a form which is available at no charge by contacting the Department of Employee Trust Funds, P.O. Box 7930, Madison, WI 53707.

History: Emerg. cr. eff. 2-19-82; cr. Register, June, 1982, No. 318, eff. 7-1-82; renun. from ETF 9.02 and am., Register, March, 1983, No. 327, eff. 4-1-83; renun. to be (1), cr. (2) to (5), Register, October, 1985, No. 358, eff. 11-1-85; am. (4), cr. (4m), Register, March, 1987, No. 375, eff. 4-1-87.

**ETF 20.18 Purchase and crediting of other governmental service.** (1) PURPOSE. The purpose of this section is to interpret s. 40.25 (7), Stats., to establish procedures to implement this statute, and to establish the method of determining the purchase cost of other governmental service.

(2) DEFINITIONS. In this section:

(a) "Current earnings" means the participant's earnings in the most recent complete annual earnings period provided the participant was a participating employe for the full annual earnings period, or the product of the participant's hourly pay rate on the date of application multiplied by the number of hours the participant is expected to be employed as a participating employe during a full annual earnings period.

(b) "Date of application" means the date the department receives the participant's application to purchase other governmental service in a form approved by the department.

(c) "Military service" means active military service and active service as defined in s. ETF 10.01 (1g), active duty for training, and service in the national guard and the reserves.

(d) "Money purchase balance" means the sum of the participant's employe required contributions and accrued interest, including accumulations resulting from purchases under this section, and an amount from the employer reserve equal to the employe required accumulation less any amount resulting from purchases under this section.

(e) "Other governmental service" means one of the following:

1. Service, other than military service, performed as an employe of the federal government or of a state or local governmental entity in the United States which does not participate in the Wisconsin retirement system.

2. Service as an employe for a participating employer in the Wisconsin retirement system that was performed before the employer began to participate with respect to the employe's employment category, and that has not been recognized by the employer as creditable prior service.

(3) APPLICATION REQUIREMENTS. The department shall grant creditable service for other governmental service to participants who meet all of the following requirements:

(a) The participant has at least 3 continuous years of creditable service on the date of application.

(b) The participant submits a complete application to the department within 90 days after terminating participating employment. An application is complete on the date the department receives all of the following:

1. An application to purchase the service, in a form approved by the department, signed and dated by the participant or the participant's authorized representative.

Note: An Estimate/Application to Purchase Other Governmental Service, form ET-2205, is available from the Department of Employee Trust Funds at no charge.

2. Evidence of the service which meets the requirements of sub. (4).

3. Payment of the cost of the other governmental service either in a lump sum or by transfer from the participant's additional contributions under s. 40.05 (1) (a) 5., Stats. Pursuant to sub. (9), the department may reject payments received after the end of the calendar year in which employment terminates, notwithstanding the 90-day time-limit in s. 40.25 (7) (a) 1., Stats.

4. Certification by the employer for which the service was rendered that the service will not be used to establish entitlement to, or the amount of, any other benefit from a plan regulated by ss. 401 or 403 of the internal revenue code as defined in s. 71.01 (6), Stats., to be paid by or on behalf of any federal, state, or local government entity, except for a disability or OASDHI benefit or a benefit paid for service in the national guard. If the employer's certification cannot be obtained, the department may accept the employee's affidavit.

Note: An Employer Certification Regarding Other Governmental Service, form ET-2206, is available from the Department of Employee Trust Funds at no charge.

(4) REQUIRED EVIDENCE OF SERVICE A participant who proposes to purchase other governmental service shall provide to the department all of the following:

(a) The correct name and current or latest address, and telephone number, if any, of the employer for which the service was rendered.

(b) The dates of service for the other governmental employer, including the beginning and ending dates of each period of employment.

(c) Evidence that the employment was full-time as defined in s. ETF 10.03 (2), or, if part-time, evidence of the number of hours worked in each calendar year sufficient to establish the amount of service which the participant is eligible to purchase. The department's determination as to the sufficiency of the documentation shall be conclusive.

Note: Examples of relevant documentation include: employer payroll records, the affidavit of the employer's authorized representative, the employee's pay stubs, records of the social security administration or the internal revenue service.

(d) Evidence that the employer was a federal, state, or local governmental entity in the United States. The department may rely on the determination of the social security administration as to whether an employer is a governmental entity.

(e) Evidence that the participant was an employee, as defined in s. 40.02 (26), Stats., of the governmental entity. Employment by a private or non-profit entity which received government moneys or which was under contract to provide services to or on behalf of a governmental entity does not constitute employment by the governmental entity.

(f) Evidence that the service required, or was expected to require, at least 600 hours of employment. If the employer's expectation cannot be established, the department may accept the employee's certification.

(g) The employee's certification that the service was not of a type that would be excluded under s. 40.22 (2) (e), (g), (gm), or (L), Stats., if the employer were a participating employer.

(5) COST TO PURCHASE OTHER GOVERNMENTAL SERVICE (a) The cost to purchase other governmental service shall be sufficient to fund the increased benefit anticipated based on the law in effect on the date the department receives a complete application.

(b) The actuary shall recommend a method for calculating the purchase cost expressed as a percentage of the participant's current earnings. The calculation shall reflect the current benefit provisions of the Wisconsin retirement system and shall use the following factors:

1. Factors determined as of the date of application:

a. The participant's current employment category as determined under s. 40.23 (2m) (b), Stats. If the participant is employed in 2 or more categories, the computation shall be based on the current employment category in which the participant has accrued the most creditable service.

b. The participant's current earnings.

c. The number of years, in hundredths of a year, of other governmental service which the participant proposes to purchase.

2. Factors determined as of the January 1 preceding the date of application:

a. The participant's attained age.

b. The participant's money-purchase balance.

c. The interest crediting for which the participant is eligible under s. 40.04 (4) (a), Stats.

d. The participant's final average earnings multiplied by 12.

e. The participant's years of creditable service accrued under the Wisconsin retirement system.

f. Economic assumptions used by the actuary to value Wisconsin retirement system liabilities.

g. Assumptions regarding rates of mortality and withdrawal used by the actuary to value Wisconsin retirement system liabilities, modified to remove distinctions based on gender and occupation within the general employee category.

3. If the participant has terminated participating employment, the date of such termination, or otherwise the participant's assumed retirement date as determined by the actuary.

(c) The calculation may not be used as a basis for purchase of other governmental service until approved by the department.

(d) The actuary may at any time recommend changes in the factors or method of calculating the price of other governmental service if warranted by changes in the benefit structure or valuation assumptions of the Wisconsin retirement system. The calculation based on the new method or factors shall be applied in the manner and at the time prescribed by the department. However, complete applications already received by the department shall not be amended to reflect the new method or factors.

(6) CREDITABLE SERVICE BASED ON PURCHASE OF OTHER GOVERNMENTAL SERVICE; LIMITATIONS (a) The amount of other governmental service purchased through all purchases made under this section may not exceed the lesser of ten years or the amount of the participant's creditable service earned under the Wisconsin retirement system and credited as of the date of the last application.

(b) Other governmental service shall be credited in the general employment category regardless of the employee's current employment category or the nature of the service.

(c) Service, including teaching service, shall be granted in hundredths of a year, at the rate of one year for 1,904 hours worked in one calendar year.

(d) A participant's total creditable service in any annual earnings period from all sources may not exceed one year.

(e) Creditable service purchased under this section shall be used solely to determine a benefit amount under ss. 40.23, 40.25, 40.63, and 40.73, Stats. The department may not consider other governmental service when determining any of the following:

1. Whether the participant has met the vesting requirement under s. 40.23 (1) (a) 3., Stats.

2. Whether the participant has met the service requirements for disability benefits under s. 40.63, Stats., or s. ETF 50.50 (2) (b).

3. Whether the participant has met the service requirements to continue insurance after termination of employment under ss. 40.02 (25) (b) 6. a., 6m. b., 6r., or 40.72 (4) (b), Stats.

4. The amount of creditable service which the participant is eligible to re-establish under s. 40.25 (6) (a) 2., Stats., or to purchase under this section.

5. The amount of creditable military service for which the participant is eligible under s. 40.02 (15) (c), Stats.

(f) If service for a Wisconsin employer which has been credited under this section is subsequently recognized as creditable prior service under s. 40.21 (6), Stats., the participant's other governmental service credits shall be reduced accordingly and the associated contributions and interest shall be transferred to the employe's additional account.

(g) When the date of application precedes the decree date, service purchased under this section and the associated account value shall be included in account divisions pursuant to s. 40.08 (1m), Stats.

**(7) APPLICATION PROCESS.** (a) Upon the participant's request, the department shall issue an application to purchase a specified amount of other governmental service, including an estimate of the cost based on an estimated date of application.

(b) The participant may elect to make a payment which is greater or lesser than the amount estimated by the department.

(c) Upon receipt of a complete and timely application, the department shall grant creditable service in an amount based on the amount of the payment received and the calculation described in sub. (5), but not more than the department determines to be eligible for purchase. If otherwise eligible, the participant may subsequently apply to purchase all or any part of the eligible service which has not yet been purchased.

(d) If for any reason the department determines that the participant is ineligible to purchase other governmental service, it shall reject the application and return the payment.

(e) If the department determines that the payment is not sufficient to purchase all of the service applied for, or that some or all of the service is ineligible for purchase, it shall notify the participant. The participant may remit an additional payment or provide additional evidence of service within 30 days of the notification. At the end of this 30-day period, the department shall grant service up to the maximum which is eligible and has been paid for, and refund any balance remaining.

(f) The department may reject any application which is incomplete 6 months after the date of application, and refund any associated payment.

(g) Except as provided in sub. (8) (b), interest on refunds is limited to the amount provided under s. 40.08 (6), Stats.

**(8) CREDITING OF PURCHASE PRICE.** (a) The department shall deposit the payment in the participant's required contribution account under s. 40.04 (4) (a) 1., Stats. If the participant participates in the variable trust the payment shall be divided between the fixed and variable accounts in the same proportion as the participant's current contributions.

(b) The participant may request on the application form that a specific dollar amount of the payment be transferred from the participant's employe additional account under s. 40.05 (1) (a) 5., Stats. All additional contributions paid by the participant shall be applied to the payment before any interest accumulations are applied. For interest crediting purposes, the transfer shall be deemed to occur on the January 1 preceeding the date of application. If the department refunds any payment taken from additional contributions, it shall restore the refunded amount to the additional account as if the transfer had not occurred.

(c) The participant may not revoke or withdraw an application to purchase other governmental service once payment has been received by the department.

(d) The department shall notify the participant of the final disposition of the application, including the amount of the payment accepted, the amount of creditable service granted, and any portion of the purchase which was found to be ineligible. Any appeal

regarding the purchase, including but not limited to the amount of service granted, the eligibility of the service proposed for purchase, the cost, or the participant's eligibility to make the purchase, must be received by the department within 90 days after the date of this notification. The fact that the purchase is less beneficial to the participant at retirement than anticipated is not grounds for appeal.

**(9) LIMITATION ON CONTRIBUTIONS.** Nothing in this section shall prohibit the department from refunding payments which are in excess of the limits on contributions to qualified retirement plans established under section 415 of the internal revenue code, as defined in s. 71.01 (6), Stats., and reducing the creditable service granted accordingly.

**History:** Cr. Register, June, 1995, No. 474, eff. 7-1-95.

**ETF 20.20 Cancellation of application for retirement annuity, separation or lump sum benefit.**

**(1)** Any separation, retirement or lump sum benefit payment application canceled pursuant to this section shall have no force or effect, and any subsequent application shall be treated as a new application. Repayment in full of any sum paid under the application for which cancellation is sought shall be required. The employer may not make this payment on behalf of the recipient of the benefit.

**(2)** A request to cancel an application under this section shall be in writing. The request to cancel shall be rejected unless received by the department by the close of regular office hours on the last working day prior to the applicable deadline under sub. (3) or (4). If the deadline specified under sub. (3) or (4) falls on a Saturday, Sunday or holiday under s. 230.35 (4) (a), Stats., the request to cancel shall be timely only if received in the department by the close of regular office hours on the last working day preceding the Saturday, Sunday or holiday.

**Example:** If the date the account will be debited in response to the application falls on a Monday which is not a holiday, then the request to cancel must be received by the department no later than 4:30 p.m. on the preceding Friday, the last working day prior to the debiting date. If that Monday were a holiday, the debiting date would be Tuesday, the next working day as provided by s. ETF 10.633 (3), but the deadline for cancelling the application would remain Friday, the last working day preceding the debiting date.

**(3)** An application for a separation benefit under s. 40.25 (2) or (2m), Stats., shall be canceled if:

(a) The applicant's written request for cancellation is received by the department no later than the close of the department's regular office hours on the last working day before the participant's account in the employe accumulation reserve is debited for funding the benefit as provided by s.ETF 10.633 (1) (c).

(b) The applicant becomes a participating employe within 30 days after the application was received by the department.

(c) The applicant dies prior to the date of the separation benefit check.

**(4)** An application for a retirement annuity under s. 40.23 or 40.24, Stats., or s. ETF 20.04, or a lump sum payment under s. 40.25 (1) or (4), Stats., shall be canceled if the participant's written request for cancellation is received by the department no later than the close of the department's regular office hours on the last day before the participant's account in the employe accumulation reserve is debited for funding the benefit as provided by s. ETF 10.633 (1) (a) or (c) for retirement annuities or lump sum payments, respectively.

**History:** Cr. Register, April, 1983, No. 328, eff. 5-1-83; am. (3) (intro.), Register, October, 1992, No. 442, eff. 11-1-92; am. (1), (2), (3) (intro.) and (a) and (4), Register, January, 1996, No. 481, eff. 2-1-96.

**ETF 20.23 Adjusting annuities for equity after reentry into service.**

**(1)** Pursuant to s. 40.03 (1) (a), Stats., in determining the monthly amount of a recomputed annuity in the normal form under s. 40.26 (3), Stats., the applicant's estimated social security benefit shall not be greater than the amount determined by:

(a) Dividing the creditable service earned prior to the effective date of the prior annuity by the participant's total creditable service.

(b) Dividing the final average earnings determined for the new annuity computation by the final average earnings determined in computing the prior annuity.

(c) Multiplying the result in par. (a) times the result in par. (b) times the social security benefit amount used in determining the amount of the prior annuity.

(d) Dividing the creditable service earned since the effective date of the prior annuity by the participant's total creditable service.

(e) Multiplying the result in par. (d) times the social security benefit amount determined under s. ETF 20.03 (2) based on the participant's total service and earnings.

(f) Adding the amounts determined in pars. (c) and (e).

(2) Pursuant to s. 40.03 (1) (a), Stats., the monthly amount of a recomputed annuity in the normal form under s. 40.26 (3), Stats., excluding any portion which on either the original or recomputed annuity was a variable annuity, shall not be less than the monthly amount of the original fixed annuity in the normal form increased by any dividends granted prior to termination of the original annuity.

(3) The board may review adjustments made under this section and may make other adjustments as necessary to prevent any inequity.

**History:** Cr. Register, February, 1984, No. 338, eff. 3-1-84.

**ETF 20.25 Fixed and variable annuity changes.** Annuity changes shall be made as follows:

(1) A fixed annuity dividend, as recommended by the actuary and approved by the chair of the employee trust funds board and the

department's secretary, shall be distributed based on each December 31 valuation as specified in s. 40.27 (2), Stats. The dividend shall be effective on the April 1 following the valuation date and shall apply to fixed annuities effective on or prior to the date of the valuation. As authorized under s. 40.27 (2) (b), Stats., different percentages shall be determined for annuities effective for less than a full year on the valuation date. The percentages shall be determined by multiplying the number of full months the annuity was in force times the percentage change applicable to annuities effective for the full year, dividing the result by 12 and rounding the answer to the nearest tenth of a percent. No increase shall be applied to any annuity for which the resulting increase would be less than one percent.

(2) Variable annuity changes, as recommended by the actuary and approved by the secretary, shall be made based on each December 31 valuation as specified in s. 40.28 (2), Stats. The changes shall be effective on the April 1 following the valuation and shall apply to variable annuities effective on or prior to the date of the valuation, regardless of whether the annuity becomes a fixed annuity in the following year.

**History:** Cr. Register, November, 1957, No. 23, eff. 12-31-57; r. and recr. Register, December, 1976, No. 252, eff. 1-1-77; renum. from Ret 8.05 (2) and am., Register, January, 1983, No. 325, eff. 2-1-83; emerg. r. and recr. eff. 1-1-84; r. and recr. Register, April, 1984, No. 340, eff. 5-1-84.

**ETF 20.30 Annuity underpayments.** Pursuant to s. 40.08 (7) (c), Stats., if an annuity under s. 40.23, 40.24, 40.63, or 40.73, Stats., is underpaid by more than \$2 per month, and if the underpayment continues for 12 or more monthly payments, the payment to the annuitant to correct the underpayment shall include interest equal to 0.4% of the cumulative underpayment amount multiplied by the number of monthly payments in which the annuity was underpaid.

**History:** Cr. Register, October, 1992, No. 442, eff. 11-1-92.