



Correction:

Links to videos in the previously sent Email below were broken. The links in the Email below should now work. If you experience problems visiting the links, please copy and paste the text of the links from this email into your web browser. If YouTube is blocked at your agency, please download the videos at <http://bit.ly/1hWjrPR> and view on your computer with a Windows Media compatible video player. If you experience difficulties with the videos, please contact Ben Tonak at 307-777-7776 or ben.tonak@wyo.gov.

Additionally, please note change to final bullet item: WRS will contact you after your May payroll template file has been uploaded successfully to inform you of the amount due. Do not send checks prior to being contacted by WRS.

WRS planning to go live with RAIN on May 20

The Wyoming Retirement System (WRS) intends to go live with the Retirement Administration and Investment Network (RAIN) on May 20. With the launch of RAIN comes the new employer portal. There are two files that are used by the employer portal to upload monthly contributions and new plan registrations to WRS.

- The **employee template** will be used to register new employees
- The **payroll contribution template** will be used to report contributions and adjustments, terminate employees or to start, continue or end service breaks

All employers will be required to use the employer portal going forward.

In preparation for the launch of RAIN, WRS is urging employers to complete any additional programming needed to generate the payroll contribution template and employee template from their payroll systems.

Key Events & Reminders for Employers

- **Employer Training on RAIN continues:** Two video tutorials about RAIN are available at <http://retirement.state.wy.us/employers/RAINtraining.html>
- **Employer Portal User Guide and Both Templates are Available for Download:** Download the Employer Portal User Guide as well as the Employee Template and the Payroll Contribution Template. They are also available at: <http://retirement.state.wy.us/employers/RAINtraining.html>

- **May 12, Cutoff for Paper Forms:** Employers should not send WRS any of the paper forms after May 12. Employers should hold this information until RAIN is launched and then submit it through the employer portal. Authorized RAIN Administrator Access: The authorized RAIN administrator for an employer (those named on a WRS-33 form submitted to WRS) will receive an email after RAIN launches with a subject line of "WRS - Portal Account Verification." The email will contain a link for registering an account with RAIN and to get the employer's RAIN ID number. The people who have been established as employer representatives will be able to add additional representatives and administrators, who will get a similar email asking them to create a login for RAIN.
- **May 20, RAIN Goes Live:** The employer portal will become available. Authorized RAIN administrators will be able to log in. The participant portal will also become available at go-live and employees can access account information.
- **Cross Reference Report:** Simultaneous with the launch of RAIN, all employees will get new RAIN IDs that will replace the current retirement numbers. The employer portal enables employers to download a cross reference file for currently registered employees with SSNs and corresponding RAIN IDs. To get the cross reference report for your organization, log into the employer portal click on the "Download Cross Reference" link and an Excel file will download with the new RAIN IDs. Once the new RAIN IDs are provided, employers will likely be putting them into their payroll systems to replace their employees' current retirement numbers.
- **New Employee Registrations:** When RAIN goes live, employers must register all new employees by uploading the employee template. New employees must be registered before their contributions can be included on the contribution template.
- **Terminations:** Employers should only terminate an employee (using the payroll contribution template) after all contributions pertaining to that employee have been submitted. The termination record can be submitted in the same file as the employee's final contribution.
- **June 12, Deadline for May Contributions to be Uploaded Using the Payroll Contribution Template:** For the first contributions sent after RAIN launches, each employer will email WRS its payroll contribution template, as they do today, and WRS staff will upload them into RAIN. WRS staff will work with employers on how to resolve errors, so each employer will understand and be able to upload payroll contribution templates going forward. **Please note: WRS will contact you after your May file has been uploaded successfully to inform you of the amount due. Do not send checks prior to being contacted by WRS.** For questions, contact Renee Winfrey at renee.winfrey@wyo.gov.

Although WRS has every intention of launching RAIN on May 20, if critical issues arise there may be a delay. WRS thanks every participating employer for contributing to this important effort!

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5/1/2014

Correction - WRS RAIN Launch Planned for May 20

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