



RAIN Go-Live and Access Details

Wyoming Retirement System is pleased to be going live with the RAIN System on May 20.

WRS will begin activating the primary RAIN Administrator for each participating employer one-by-one beginning the morning of May 20 in order to maintain an orderly rollout. The activation email will contain details on how to access the RAIN Employer Portal.

Administrators will not be able to access the RAIN Employer Portal prior to receiving an activation email. If you have not received an activation email by the end of the week, please call 307-777-3325.

- **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. 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.
- **RAIN Training:** Video tutorials, the Employer Portal User Guide and Employer templates are available at <http://retirement.state.wy.us/employers/RAINtraining.html>. Please review these materials before calling WRS for assistance.
- **Login Issues:** If you experience problems with logging in, or you have questions about using RAIN after reviewing the video tutorials and user guide, please call us at 307-777-3325. WRS is anticipating high call volumes, so please review the training materials prior to giving us a call, and thanks for your patience as WRS gets everyone up to speed.

Next Steps:

In order to implement the RAIN System, employers should review and utilize the following processes:

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.

Monthly Processes: 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. New employees must be registered before their contributions can be included on the contribution template.
- **The Payroll Contribution Template** will be used to report contributions and adjustments, terminate employees or to start, continue or end service breaks.
 - **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.
- **For the first contributions sent after RAIN launches, each employer will email WRS its payroll contribution template.** 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. 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.

Finally, **THANK YOU to all of our employers** for working through this process with us, as we update our system and work toward a more efficient process that provides time-saving and user-friendly features to all WRS Employers and Employees.

Wyoming Retirement System



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