



WRS provides instructions for upcoming contribution increase

With contributions increasing on July 1, the Wyoming Retirement System (WRS) wants to ensure school district employers know how to report their contributions accurately.

WRS is providing an overview of how school district employers can pay their contributions in advance for the summer months and what to do if they have a transitional payroll. In both cases, employers will be using the RAIN payroll contribution template.

The template is part of the Retirement Administration & Investment Network (RAIN), WRS' new pension administration system. Most employers have already been using the new template.

Paying in Advance

- Some employers may decide to pay contributions for their employees in advance during the summer months. If employers decide to pay in advance, they must complete separate payroll contribution templates for June, July and August. WRS can't take one lump sum payment for the summer months.
- Even if an employer decides to pay the July and August contributions before July 1, they must pay those months at the new rate (8.25 percent employee, 7.62 percent employer). Employers will pay the June contributions at the current rate (7.5 percent for employee, 7.12 percent for employer).
- Employers can read the [RAIN Employer Portal User Guide](#) for more information about paying in advance.

Transitional Payrolls

- For employers with payrolls that coincide exactly with the monthly calendar, no special action will be needed as the current contribution rate will be used for the entire month of June and the new contribution rate will be used for the entire month of July.
- For employers with a transitional payroll, i.e., payroll covering hours

worked in both June and July, special handling will be needed for those contribution reports.

- If an employer would normally report June hours on the July payroll contribution template, they would create two lines for each employee on the July template. The employer would separate the hours for June and pay those at the old contribution rate as an adjustment and would separate the hours for July and pay those at the new contribution rate.
- Employers can read the [RAIN Employer Portal User Guide](#) for more information about transitional payrolls.

If you have any questions about paying in advance or transitional payrolls, please contact Renee Winfrey at renee.winfrey@wyo.gov.

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Wyoming Retirement System



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