



WRS provides instructions for upcoming contribution increase

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

WRS is providing an overview of how employers can pay their contributions and what to do if they have a transitional payroll. In both cases, employers will be using the 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.

For employers with payrolls that coincide exactly with the monthly calendar, no special action will be needed. No special actions are required from State of Wyoming agencies, as all are on this payroll calendar.

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 rate information, please visit:

<http://retirement.state.wy.us/Media.aspx?mediaId=1113>

Transitional Payrolls

- For employers with a transitional payroll, i.e., a single 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 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 as a regular contribution.
- Employers should read the [RAIN Employer Portal User Guide](#) (p.14) for more information about submitting transitional payrolls as adjustments.

If you have any questions about payroll, please contact Renee Winfrey at renee.winfrey@wyo.gov.

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Wyoming Retirement System



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