



## June RAIN Contribution Procedures

June is the first month for which Employers will be responsible for uploading their own Contribution Files to RAIN. Please review the training documents and videos on our [website](#) regarding RAIN procedures.

WRS can no longer accept out-of-balance contributions. Any contribution payments must match the invoice totals generated by RAIN. Please do not mail payments without completing the upload process.

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Here are some helpful tips to ensure your contribution file uploads to RAIN properly:

- Use Employee RAIN ID numbers and not the old retirement numbers
- Use a separate line for contributions and terminations. (This includes rehired retirees)
- Make sure the headers and explanation fields are in the exact format as the original template. If you need to, copy and paste from the template to make sure the formatting is the same. The drop-down menus for several columns such as Plan, Record Type, Service Break Code, etc. contain specific formatting that must match the template selections.
- Remove any blank lines at the end of the file or blank columns to the right of the file
- Double Check
  - All Employee RAIN ID numbers are entered
  - All required columns are completed
  - Rehired retiree payments are in the Rehired Retiree Payment (Untaxed) column, not in the regular contribution columns
- The RAIN Portal works best on screen sizes of at least 1200 pixels in horizontal resolution. Some Internet Explorer users have reported issues using certain functions, and WRS therefore recommends the use of Chrome, Firefox, or Safari browsers.

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For employers who emailed their May contribution files and have not heard from us regarding your May invoice:

- The process of getting May files into the system has taken longer than we hoped. We will be contacting you as soon as we have successfully processed your file and uploaded it into RAIN. You will then be asked to print your invoice via the RAIN Employer Portal and mail your payment. There will be no late fees for May contributions. Please do not send a payment before hearing from us.

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## Contribution Rate Increases and Transitional Payrolls

Employers will pay June contributions at the current contribution rate. For most employers, [rate increases](#) will go into effect on the July payroll contribution

files.

- If an employer would normally report June hours on the July payroll contribution file, 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 may elect to pay all hours on the July file at the new rates, even those for hours worked in June. However, WRS will require a written statement from those employers electing to do this. In this case, use one line per employee (at the new rates) on the entire July payroll contribution file. Please Email your written statement to [courtney.lewis@wyo.gov](mailto:courtney.lewis@wyo.gov).

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Thank you for your continued partnership with the Wyoming Retirement System.



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