

# WYOMING RETIREMENT SYSTEM

## RAIN Conference Call

(State employers)

An overview of the  
Employee and Payroll  
Contribution templates



Wyoming Retirement System's

**RAIN**

Retirement Administration & Investment Network

[retirement.state.wy.us/employers/raintraining.html](http://retirement.state.wy.us/employers/raintraining.html)

*Partnering to build financial security for members and their families.*

# An overview of RAIN



- **The Retirement Administration and Investment Network (RAIN) will:**
  - Modernize business practices
  - Provide clear and accurate information
  - Provide superior customer service
  - Provide secure, online account access

[retirement.state.wy.us/employers/raintraining.html](http://retirement.state.wy.us/employers/raintraining.html)



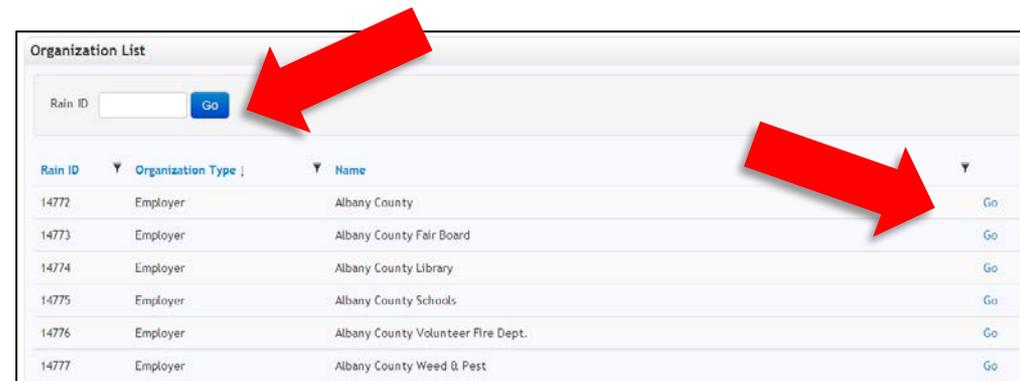
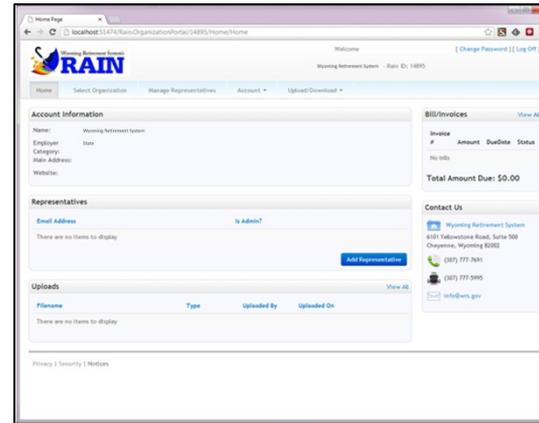
# Templates for RAIN

- **Training documents**
  - Employer Portal User Guide
  - Employee and Payroll Contribution templates
  - Download at [retirement.state.wy.us/employers/raintraining.html](http://retirement.state.wy.us/employers/raintraining.html)
- **Email to activate your account**
  - Authorized employer representatives will receive an email entitled “WRS – Portal Account Verification”
  - RAIN ID will be accessible after account established



# Home

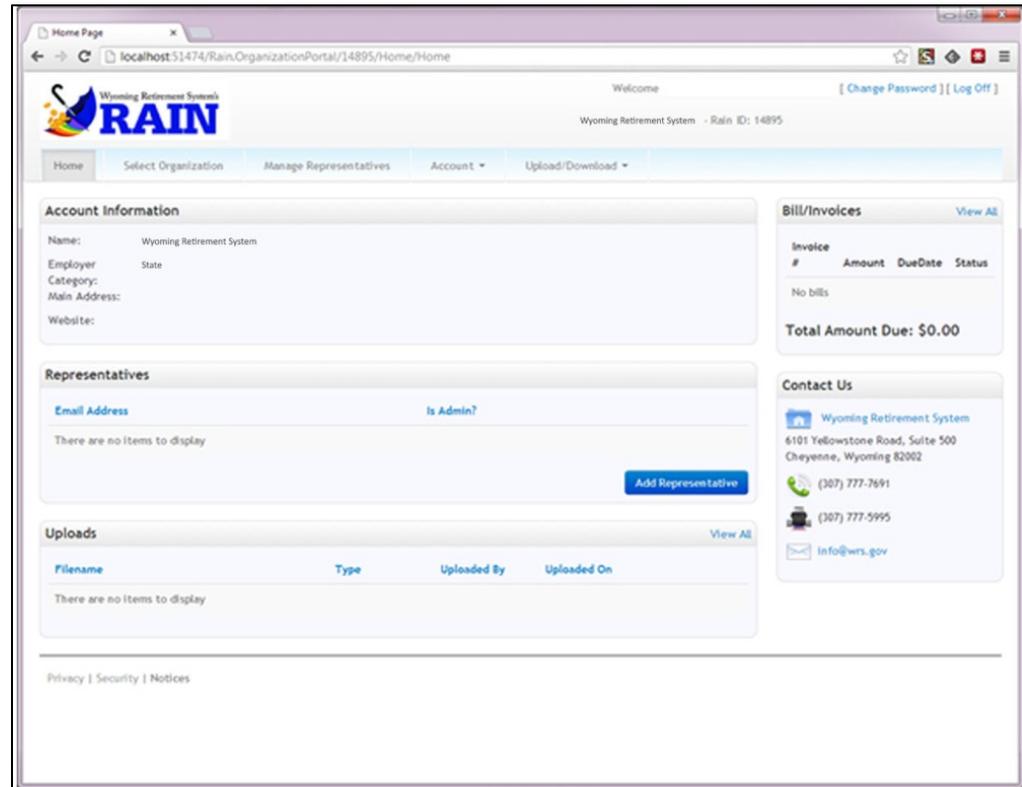
- If you represent one employer, you will be taken directly to the “Home” screen
- If you represent more than one employer, you will see a list of your employers



For a detailed explanation, see pages 1 through 4 in the Employer Portal User Guide.

# Home

- Home
- Select Organization
- Manage Representatives
- Account
- Upload/Download



For a detailed explanation, see pages 1 through 4 in the Employer Portal User Guide.

# Manage Representatives

- Can add and/or remove representatives
- Can make someone an administrator

### Add Representative

Use the form below to create a new account.

A confirmation email will be sent out to the newly created user for Activating their account.

Email address   Is Admin?

For a detailed explanation, see pages 1 through 4 in the Employer Portal User Guide.

# Account

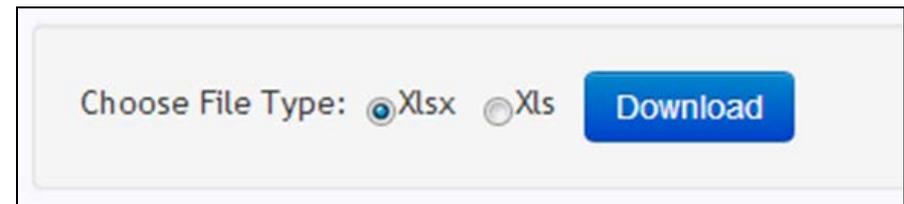
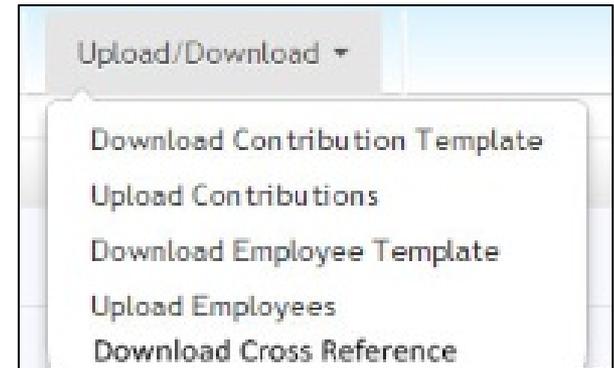
- Displays information pertaining to your employer's recent and outstanding bills
- Displays recent payments that have been made

Recent and Outstanding Bills <a href="#">See more</a>									
Invoice #	Type	Date	Due Date	Amount	Interest	Total	Posted	Amount Paid	Amount Outstanding
186	Employer Upload Contributions	7/23/2013	10/12/2013	\$2,609.20	\$0.00	\$2,609.20	No	\$0.00	\$2,609.20
183	Employer Upload Contributions	7/18/2013	9/12/2013	\$2,609.20	\$0.00	\$2,609.20	No	\$0.00	\$2,609.20
180	Employer Upload Contributions	7/18/2013	8/12/2013	\$2,609.20	\$0.00	\$2,609.20	No	\$0.00	\$2,609.20
109	Contributions	4/19/2013	5/29/2013	\$250.00	\$4.86	\$254.86	No	\$0.00	\$254.86
108	Contributions	4/17/2013	5/29/2013	\$500.00	\$9.71	\$509.71	No	\$0.00	\$509.71
<b>Total:</b>								<b>\$8,992.17</b>	

For a detailed explanation, see page 25 in the Employer Portal User Guide.

# Upload/Download

- **Displays dropdown menu of choices:**
  - Download Contribution Template
  - Upload Contributions
  - Download Employee Template
  - Upload Employees
- **Select .xlsx or .xls Excel file type**
  - .xlsx, which is for Excel 2007 and newer, is optimal



For a detailed explanation, see pages 1 through 4 in the Employer Portal User Guide.

# HRM Payroll System



- **Payroll procedures**
  - Employers will still enter payroll information on HRM payroll system
- **RAIN ID**
  - All members will get a new RAIN ID.
  - SAO will automate process for current employees
  - New employees will automatically get a RAIN ID
  - Employers will need to input the RAIN ID into the HRM payroll system



# Questions on overview

- Questions?

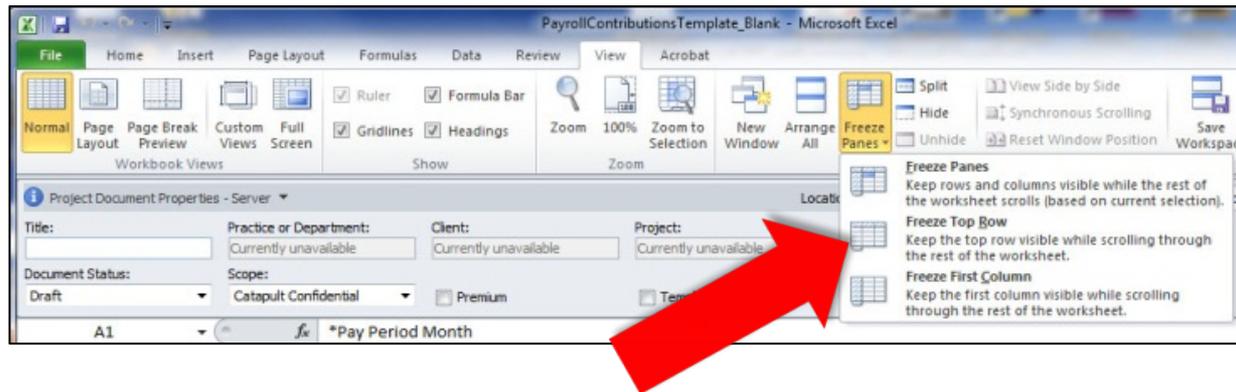


# Freeze Panes

Click on row in Excel Spreadsheet



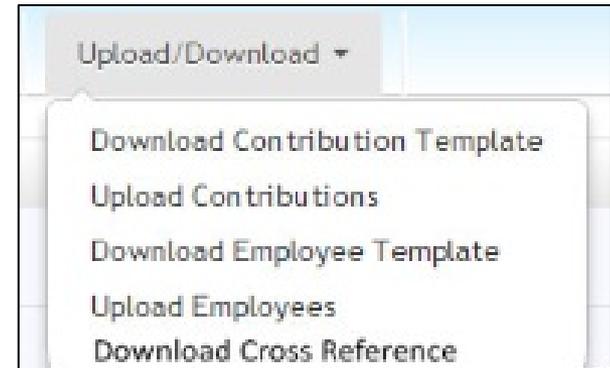
Click on “Freeze Top Row”



# Employee Template

- **Employee Template:**

- Download Employee Template
- Upload Employees
- Used to register new employees
- Add existing employees to additional plans
- Complete columns marked with an asterisk



- **Select .xlsx or .xls Excel file type**

- .xlsx, which is for Excel 2007 and newer, is optimal



For a detailed explanation, see pages 5 through 10 in the Employer Portal User Guide.

# Employee Template



A	B	C	D	E	F	G	H
Employer RAIN ID *	EmployerName	Prefix *	FirstName *	MiddleName	LastName *	Suffix	SSN *
52557	Employer X						
52557	Employer X						
52557	Employer X						
52557	Employer X						

I	J	K	L	M	N
DateOfBirth *	Gender *	First Plan Service Type *	First Plan Employment Type *	First Plan Name *	Second Plan Service Type

O	P	Q	R	S	T	U
Second Plan Employment Type	Second Plan Name	Third Plan Service Type	Third Plan Employment Type	Third Plan Name	HireDate *	Address Line 1 *

V	W	X	Y	Z	AA	AB	AC
Address Line 2	City *	State *	Zip *	Zip+4	IsPhysicalAddress	HomePhone	WorkPhone

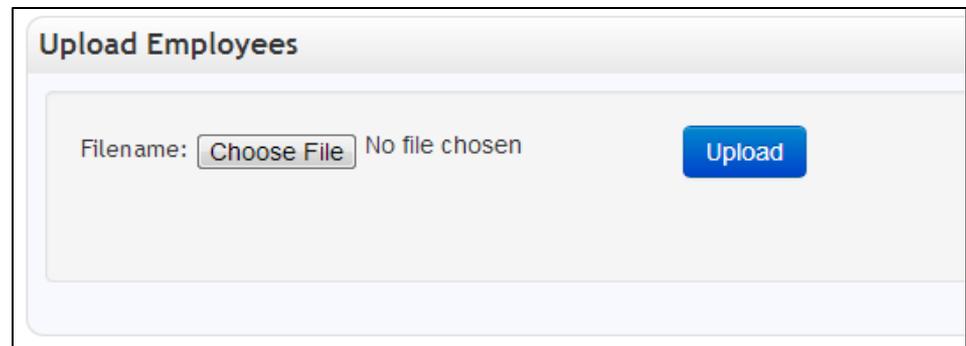
AD	AE
Email	Comments/Errors

**Note: The data in the rows is for illustrative purposes only.**



# Uploading the Employee Template

- Go to employer portal
- Click on “Upload/Download” tab
- Select “Upload Employees”
- Choose your file
- Click the “Upload” button

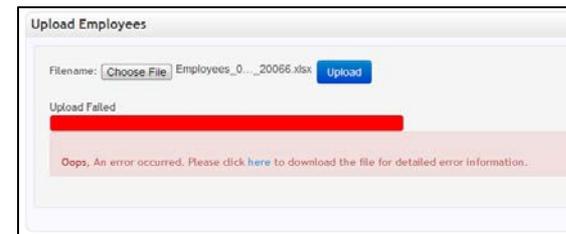
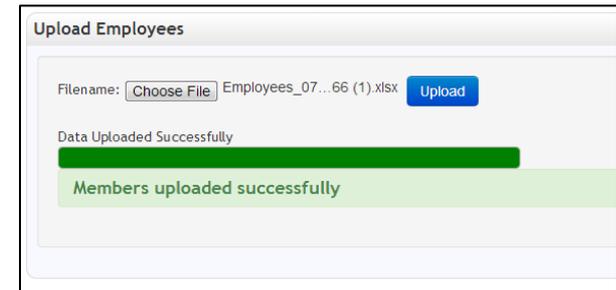


The screenshot shows a web interface titled "Upload Employees". It features a "Filename:" label followed by a "Choose File" button and the text "No file chosen". To the right of this is a blue "Upload" button.

For a detailed explanation, see pages 5 through 10 in the Employer Portal User Guide.

# Uploading the Employee Template

- **Successful upload**
  - Green bar that indicates members uploaded successfully
- **Failed upload**
  - Red bar that indicates upload failed
    - Two possible error messages
    - Problem with the overall file
    - Problem with a particular row



For a detailed explanation, see pages 5 through 10 in the Employer Portal User Guide.

# Questions on overview



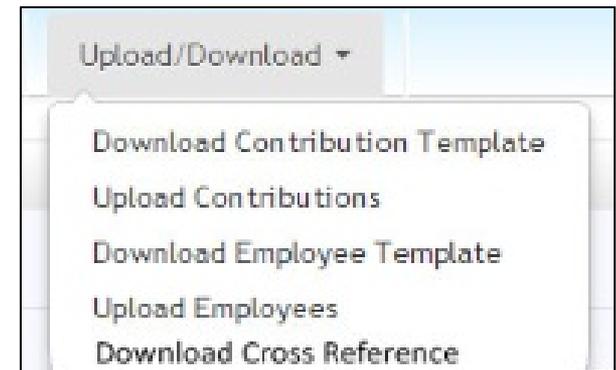
- Questions?



# Payroll Contribution Template

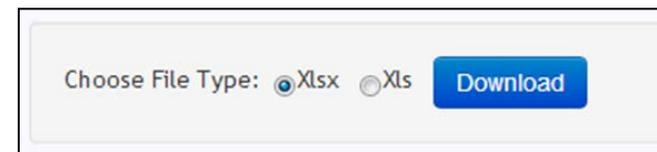
- **Payroll Contributions Template:**

- Input terminations or start, continue and end service breaks
- SAO will submit payroll contributions for state agencies
- Download Contributions Template
- Upload Contributions
- Visit [retirement.state.wy.us](http://retirement.state.wy.us) to view files



- **Select .xlsx or .xls Excel file type**

- .xlsx, which is for Excel 2007 and newer, is optimal



For a detailed explanation, see page 11 in the Employer Portal User Guide.



# Payroll Contribution Template



A	B	C	D	E	F	G	H	I	J	K	L
*Pay Period Month	*Pay Period Year	*Payroll End Date	*Employer RAIN ID	*Employee RAIN ID	Employee Last Name (Informational)	Employee First Name (Informational)	Employee Middle Initial (Informational)	Employment Type (Informational)	*Plan	*Record Type	*Reportable Salary
7	2013		94628	94629	James	John		FullTime	Public Employee Pension		
7	2013		94628	94630	Bennett	Cindy		FullTime	Public Employee Pension		
7	2013		94628	95063	Smith	Fred		FullTime	Public Employee Pension		
7	2013		94628	95938	Jacobs	Jason		FullTime	Public Employee Pension		

M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
Educator Contract Length	Educator Contract Salary	*Hours Worked	Employee Contribution Paid By Employee - Taxed	Employee Contribution Paid By Employee -Untaxed	Employee Contribution Paid By Employer Untaxed	*Employer Contribution	Rehired Retiree Status Code (Informational)	Rehired Retire Hire Date (Informational)	Rehired Retiree Payment Required (Informational)	Rehired Retiree Payment (Untaxed)	State Only AWEC Contribution Required (Informational)	State Only AWEC Contribution Untaxed	Service Break Code
									No		No		
									No		No		
									No		No		
									No		No		

AA	AB	AC	AD	AE	AF	AG
Service Break Start Date	Service Break End Date	Service Record Termination Code	Last Working Date	Final Contribution	Prudential Premium	Errors/Comments

**Note: The data in the rows is for illustrative purposes only.**

# Completing the Payroll Contribution Template

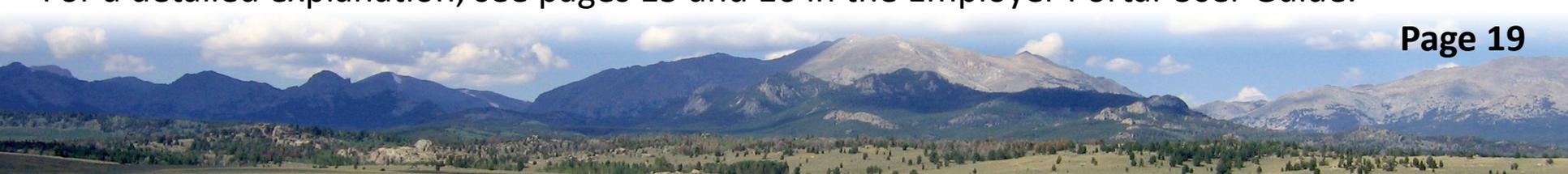


- **Terminations**

- The terminated employee will have one row for the termination
- You will complete columns K, AC, AD, AE and AF when applicable for the termination row

	A	B	K	AC	AD	AE	AF
1	*Pay Period Month	*Pay Period Year	*Record Type	Service Record Termination Code	Last Working Date	Final Contribution	Prudential Premium
2	7	2013	Termination	LeftEmployer	7/20/2013	Yes	\$16.00

For a detailed explanation, see pages 15 and 16 in the Employer Portal User Guide.



# Completing the Payroll Contribution Template



- **Service breaks**

- Used when employees have an unpaid break in service but remain employed
- Start a service break, complete columns K, Z and AA
- If they have contributions for that month, you will have another row with regular contributions

	K	Z	AA	AB
	*Record Type	Service Break Code	Service Break Start Date	Service Break End Date
1				
2	StartServiceBreak	Military	7/1/2013	

**Make sure you keep track of the information for service breaks so you can input the same information for continuing a service break or ending a service break.**

For a detailed explanation, see page 16 in the Employer Portal User Guide.

# Completing the Payroll Contribution Template

- **Continue a service break**
  - Employers must indicate continued service breaks on the template
  - Also complete columns K, Z and AA
  - Leave Column AB, Service Break End Date blank

	K	Z	AA	AB
	*Record Type	Service Break Code	Service Break Start Date	Service Break End Date
1				
2	ContinueServiceBreak	Military	7/1/2013	

**Make sure you keep track of the information for service breaks so you can input the same information for continuing a service break or ending a service break.**

# Completing the Payroll Contribution Template



- **End a service break**

- Employers must indicate when a service break ends
- Also complete columns K, Z, AA and AB
- Enter the date in Column AB, Service Break End Date, with the date the service break ended

	K	Z	AA	AB
	*Record Type	Service Break Code	Service Break Start Date	Service Break End Date
1				
2	EndServiceBreak	Military	7/1/2013	8/15/2013

**Make sure you keep track of the information for service breaks so you can input the same information for continuing a service break or ending a service break.**

For a detailed explanation, see page 17 in the Employer Portal User Guide.

# Questions on overview



## Questions?

- Also refer to your employer portal user guide
- View training videos online at [retirement.state.wy.us](http://retirement.state.wy.us)
- Call us at (307) 777-7691
- Email us at [pension@wyo.gov](mailto:pension@wyo.gov)

