Wyoming RETIREMENT SYSTEM

PARTNERING TO BUILD FINANCIAL SECURITY FOR MEMBERS AND THEIR FAMILIES

Employer Update - September 2014

The Wyoming Retirement System would like to thank all of our partner employers for their patience and partnership throughout the past several months of transition to the RAIN System.

Paper Forms No Longer Needed

Now that new employee registrations, employee terminations, and service breaks occur through the RAIN Employer Portal, paper forms for these are no longer required. Please do not send WRS paper forms for employee registrations, terminations, or leaves-of-absence.

- **When entering new employees**, it is important that all information is correct and that an email address for the new employee is included on the template. Please note that for many employees, it may be beneficial for them to use a personal email address which they will still have access to should they leave employment with your organization.
- **When terminating an employee**, it is important that the last day of employment be accurate in order to avoid the need for adjustments to the participant's account. Employers cannot terminate an employee until all contributions have been paid. The termination info can be on the same contribution template file as the last contribution, but must be on a separate row.

Beneficiaries Are Important

Participants, including new employees, should now use the RAIN Participant Portal to add or update their beneficiary information. As we all know, this information is very important in cases where a member passes away.

New employees will automatically receive email notification to use the RAIN Participant Portal to add their own beneficiaries. The email will go to the email address provided on the Employee Template uploaded by employers. The employee will have the option to change the email address they want to use in RAIN after logging in for the first time using the address employers put on the Employee Template.

Please let new employees know to expect this email and emphasize how important it is that they use the RAIN Participant Portal to add beneficiaries. The activation link in the email will expire 4 days after a successful upload of the Employee Template to RAIN. If the employee does not activate their RAIN account within that timeframe, they should

Managing Beneficiaries in the RAIN Participant Portal

Once the participant is logged in to the RAIN Participant Portal at http://wrsrain.wyo.gov, they should select "Your Account" and then "Beneficiaries." Participants will see their current beneficiary information and can use the "Update Beneficiary Information" button to make updates. Additionally, the "Fast Tasks" button "Manage Beneficiaries" will take the user directly to the beneficiary screen.

contact WRS and ask us to send a new activation email.

If an employee does not have an email address, WRS will need to add beneficiaries for them. In that case, please send only the completed and notarized WRS-2 Change of Beneficiary Form with the new employee's RAIN ID listed on the top.

The RAIN portal makes adding or updating beneficiaries easy, but employees don't always take the time. Anything we can do as employers, HR professionals and payroll administrators to make it happen is greatly appreciated. The biggest appreciation will be from families in the event of an untimely loss of a loved one.

Stay in touch with Wyoming Retirement System on Facebook for updates on our retirement educators' schedule, Wyoming Retirement System news, and general information about retirement-related topics.

News and Information is also available at our website:
retirement.state.wy.us

Wyoming Retirement System | 6101 Yellowstone RD STE 500 | Cheyenne | WY | 82002