



VOLUNTEER PLANS EMPLOYMENT GUIDE

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INTRODUCTION

This guide is for employer contacts of the Volunteer Firefighter, EMT, and Search & Rescue Pension Plan (Volunteer Plan). The state laws authorizing the Volunteer plan are 35-9-616 through 35-9-628, along with the WRS Volunteer Firefighter, EMT, and Search & Rescue Pension Board's rules.

EMPLOYER CONTACT RESPONSIBILITIES

The Wyoming Retirement System (WRS) relies heavily on partnering with each of our participating Employers to achieve sound retirement benefits administration and provide the best service to volunteers. What we do together today will significantly impact your volunteers' financial future. Thank you for partnering with us.

WRS asks each participating Employer to designate one or more contacts to WRS to enhance our partnership. Please provide WRS Employer Relations with information on any changes to your Employer contact, including their name, phone number, email address, and title.

As the Employer contact, WRS understands retirement may not be your primary focus, and we ask you to direct your Volunteers to WRS with questions or for account-related service. Contact WRS to request printed materials such as pension handbooks. We also encourage Employer contacts to work with WRS Retirement Educators to schedule their staff seminars and events.

WRS may also periodically send information to your Volunteers, and we thank you in advance for forwarding or distributing these communications.

Importance of Accurate Reporting and Compliance

Accurate reporting of volunteer information and data is of the highest importance. Only accurate reporting can result in the correct information to volunteers for years and influence the volunteer's retirement planning decisions. Also, WRS relies on Employers to comply with state statutes, preserve the plan's financial soundness, and maintain fairness to all volunteers.

WRS's internal auditor will test Employer compliance with rules and statutes. The internal auditor will contact your agency before any audit. The auditor may request documentation related to salary, attendance, or compliance. The auditor will also educate the agency personnel on compliance issues as needed. WRS intends for these interactions to be collaborative assistance in ensuring that WRS' plans are administered consistently and according to State and Federal regulations to maintain compliance and fairness to all volunteers.

It is important for Employers to keep up-to-date and accurate attendance, and proper licensing of all personnel.

GENERAL INFORMATION

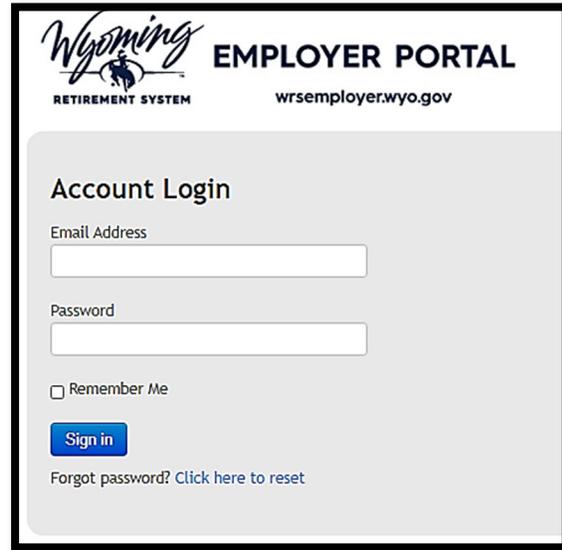
WRS Website is retirement.wyo.gov; you will find helpful information and a login link to the WRS RAIN Employer portal.

Employer Portal website:

WRSEMPLOYER.WYO.GOV

The WRS RAIN Employer portal enables Employers to

- Enroll New Volunteers
- Upload any of the following:
 - Contributions
 - Terminations
 - Service Breaks
 - Adjustments
- View Outstanding Invoices
- Track payments



The screenshot shows the 'EMPLOYER PORTAL' login page for the Wyoming Retirement System. The page includes the Wyoming logo, the text 'RETIREMENT SYSTEM' and 'EMPLOYER PORTAL', and the URL 'wrsemployer.wyo.gov'. The main section is titled 'Account Login' and contains two input fields for 'Email Address' and 'Password'. Below these fields is a checkbox for 'Remember Me' and a blue 'Sign in' button. At the bottom, there is a link for 'Forgot password? Click here to reset'.

Contributions Deadlines & Interest

The monthly contribution templates must be uploaded and payment received by WRS by the 12th of the month for the previous month's payroll.

- WRS cannot process retirements or refunds until final contributions are received; the deadline on the 12th helps prevent delays to these and other WRS functions and business processes.
- New Volunteers can be added once the previous month's contributions have been loaded on the portal.
- The interest rate of 6.8% will be applied to all contributions submitted later than the payment deadline set in statute (WS 9-3-413 for most plans).
- The deadline ensures the fiscal soundness of the System and fairness among participating employers and volunteers.
- WRS will consider legitimate extenuating circumstances and deferral of late payment interest charges on a case-by-case basis.



PORTAL ACCESS/MANAGE REPRESENTATIVES

Permission Types

There are two types of user permissions in the Employer Portal:
Administrators or Representatives.

- **Administrators** have all functionality in the Employer Portal and can add/remove Representatives.
- **Representatives** can log onto the Portal on behalf of an Employer and have similar functionality but cannot add/remove other users. In most cases, your access type is a Representative.

PORTAL FUNCTIONS	REPRESENTATIVE	ADMINISTRATOR
Ability to Upload		
Monthly Contributions	X	X
Terminations	X	X
Service Breaks	X	X
Adjustments	X	X
New Volunteers	X	X
Ability to Add/Remove Representatives		X

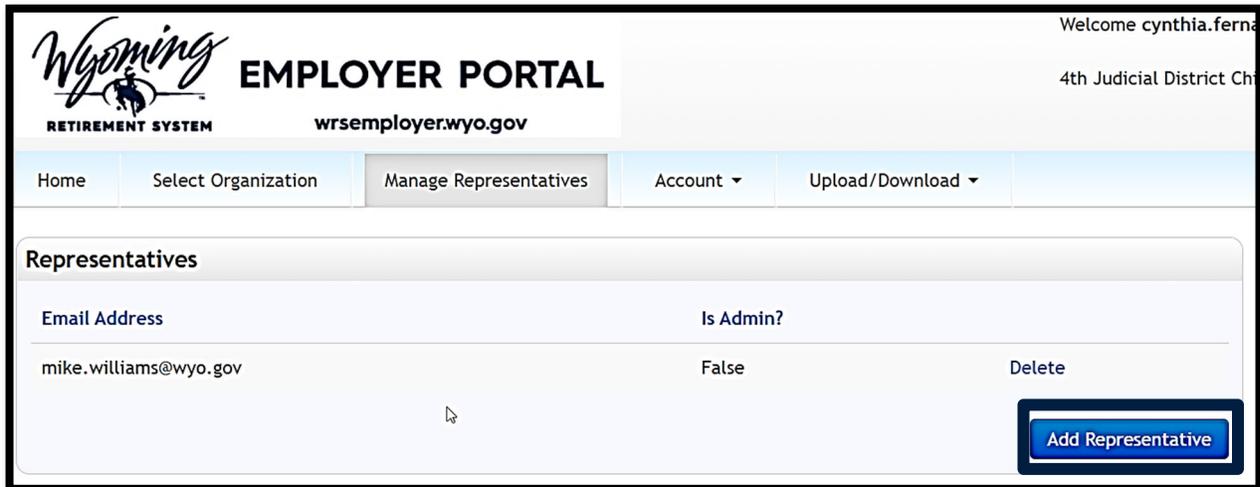
Managing Representatives

To manage your representatives, click on [Manage Representatives](#) on the menu bar.



Adding Representatives

To add a representative, click the [Add Representative](#).



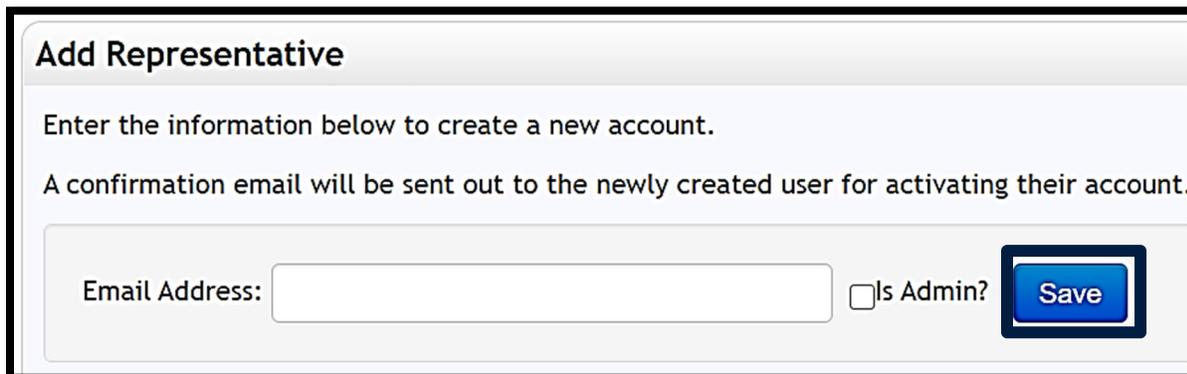
The screenshot shows the 'Manage Representatives' page in the Wyoming Employer Portal. The page header includes the Wyoming Retirement System logo and the URL 'wrsemployer.wyo.gov'. The user is logged in as 'cynthia.fernandez'. The navigation menu includes 'Home', 'Select Organization', 'Manage Representatives', 'Account', and 'Upload/Download'. The main content area is titled 'Representatives' and contains a table with the following data:

Email Address	Is Admin?	
mike.williams@wyo.gov	False	Delete

At the bottom right of the table, there is a blue button labeled 'Add Representative'.

Enter the email address of the person you want to add as a representative.

Click on [Save](#)



The screenshot shows the 'Add Representative' form. It contains the following text and fields:

Add Representative

Enter the information 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?

Note: If you want them to have the ability to add and remove representatives, select the Is Admin check box. Typically there is one administrator per Employer.

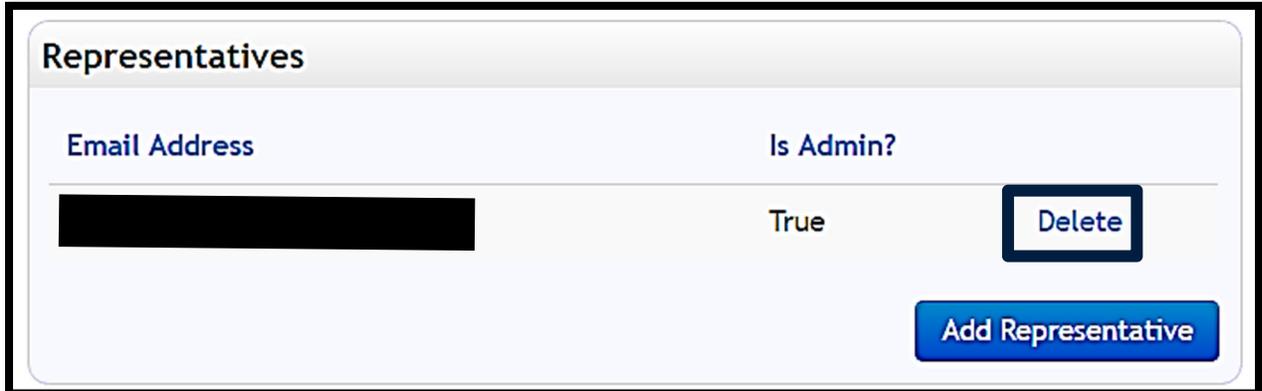
RAIN Portal Invitation Email

The RAIN Portal will automatically email the new representative and invite them to set up their RAIN portal account (check spam). See the section on Account Set-up for complete instructions. Each user should have a separate login and password.

NOTE: If the agency does not have an administrator or the administrator cannot add a user through the Employer Portal, please complete the Employer Portal User Authorization Form. The form is on our website at <https://retirement.wyo.gov/Employers/Employer-Portal>. After WRS receives the completed form, the new user will receive an email notifying them to log in.

Removing Representatives

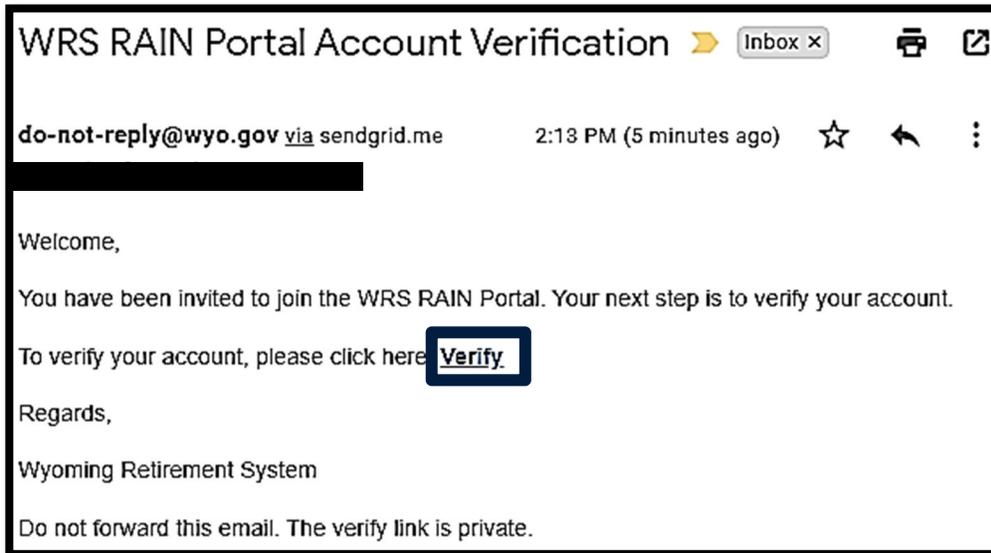
To remove a representative on the Home Screen under Representatives, click Delete next to the representative you wish to remove. The representative will no longer have permission or access to the RAIN portal for your agency.



Account Set-Up

Once a representative has been added to the RAIN portal, you will receive an email from do-not-reply@wyo.gov with the subject line of WRS RAIN Portal Account Verification (make sure to check your spam).

Once you open the email, click on [Verify](#).



Clicking on verify will take you to the WRS Employer Portal to set up your password; see the [password policy](#) for guidelines to set a password. The bar will turn green when you have established a strong password. Click on [Activate](#).

Wyoming RETIREMENT SYSTEM EMPLOYER PORTAL wrsemployer.wyo.gov

Activate Account

Great, you're almost done. Please create your account password.

User Name
cynthia.ferna

New password (Password policy)
..... Strong password!

Confirm new password
.....

[Activate](#)

Password minimum length:	9
Password Maximum length:	25
Required digits:	1
Required upper-case letters:	1
Required special characters:	1
Allowable special characters:	!@#\\\$%*()_+^&}{;?.

The screen below will appear, then click on [Log On](#).



Enter your email and password and click on [Sign in](#)



Home Screen

After you log in to the portal, you will be on your Employer's HOME screen.

Note: if you are a representative for multiple agencies, your screen will look different; see the following page for instructions on how to get to the home screen of the agency you wish to access.

On this screen, you can see the following:

- Account Information
- Representatives
- Bills/Invoices
- Uploads
- Our Contact Information

The screenshot shows the Employer's HOME screen with a navigation bar at the top containing: Home, Select Organization, Manage Representatives, Account, and Upload/Download. The main content area is divided into several sections:

- Account Information:** Fields for Name, Employer, Category, Main Address, and Website. A callout box states: "Your Agency Information will appear here."
- Outstanding Bills /Invoices:** A callout box with an arrow pointing to the Bills/Invoices section.
- Bill/Invoices:** A table with columns: Invoice #, Amount, Remaining, and Due. It shows "No bills" and "Total Amount Due: \$0.00".
- Representatives:** A callout box states: "List of current active representatives." Below the list is an "Add Representative" button.
- Uploads:** A callout box states: "Any recent uploads will appear here, the most recent upload will be listed first."
- Contact Us:** Wyoming Retirement System, 6101 Yellowstone Road, Suite 500, Cheyenne, WY 82002. Phone: (307) 777-2077, (307) 777-5995. Email: ret-employer-relations@wyo.gov. A callout box states: "Our contact information."

Navigating Multiple Agencies

If you are a representative of more than one organization, you will be presented with a list of organizations to choose from before you get to the home screen.

If you know the RAIN Employer ID of the organization you want to manage, enter it and click on Go. Otherwise, find the number on your list and click on it.

Organization List

Rain ID

Rain ID ↓	Organization Type	Name
1	Employer	AGENCY # 1
4	Employer	AGENCY #2
5	Employer	AGENCY #3

If you need to switch between organizations, go back to Select Organization link in the menu bar.



EMPLOYER PORTAL

wrsemployer.wyo.gov

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

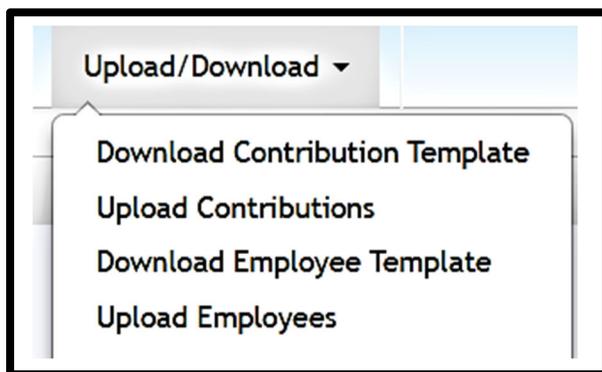
OVERVIEW OF UPLOADS

The Employer portal allows you to upload volunteers, contributions, terminations, and manage service breaks via two Excel file formats: the **Employee Template** and the **Contribution Template**.

The **Employee Template** enrolls new volunteers.

The **Contribution Template** is used to:

- Upload volunteer's monthly contributions
- Manage service breaks
- Terminate volunteers
- Upload adjustments to volunteers monthly contributions

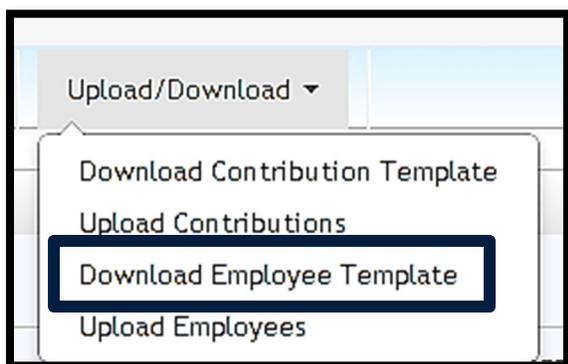


REGISTERING NEW VOLUNTEERS

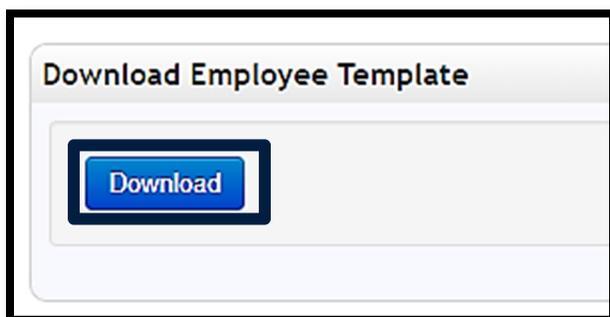
This section will detail how to use the **Employee Template** to enroll volunteers. Employers must register new volunteers using the Employee Template.

Download the Employee Template

To download the **Employee Template**, select from the Upload/Download on the menu bar and click on the Download Employee Template:



Click on Download.



An excel file will download, open it (click on enable editing if prompted)

You must complete all required columns (required columns have an asterisk* next to the column name).

When you initially download the **Employer Template**, one row is pre-populated with Employer RAIN ID and

Employer Name. If you need to upload, more than one volunteer copy the information in columns A & B down as many lines as you need. RAIN will not import rows without those values.

- Each row represents a single Volunteer.
- Employers can load new Volunteers as often as needed.

When entering new Volunteers on the Employee Template, it is essential that all information is correct. Please double-check that the email address is valid; the Volunteer will use it to activate their Online Pension Account. WRS suggests Volunteers use a personal email address, which they will still have access to should they leave your organization.

We also ask that you double check the Social Security Number is correct. An erroneous SSN results in incorrect information in the WRS database and a volunteer having two accounts if enrolled previously. If you find this has occurred, contact WRS as soon as possible.

Employee Template Columns Guide

COLUMN	HEADER	DESCRIPTION	REQUIRED
A	Employer RAIN ID	Organization RAIN ID.	X
B	Employer Name	Organization name.	X
All Columns below are the Volunteer's Information			
C	Prefix	Select an appropriate prefix from the drop-down.	
D	First Name	Legal first name	X
E	Middle Name		
F	Last Name	Legal last name *	X
G	Suffix	Select from the drop-down or leave blank	
H	SSN	Social Security Number of your Volunteer **	X
I	Date Of Birth	Date of birth in MM/DD/YYYY format	X
J	Gender	Drop-down - Select a gender.	X
K	Service Type	Select Regular from the dropdown	X
L	Employment Type	Select part-time from the drop down	X
M	Plan Name	Select Volunteer Firefighter and EMT Pension from the drop-down	X
N	Hire Date	Always 1 st of the month they are joining the plan, can differ from the date that they join the department.	X
O	Address Line 1	Volunteer's mailing address.	X
P	Address Line 2		
Q	City	Volunteer's mailing address city.	X
R	State	Drop-down Select 2-digit US state code.	X
S	Zip	Zip Code five digits	X
T	Zip+4	Enter zip +4 if you have it.	
U	Phone	Enter the volunteer's home or mobile number	X
V	Phone Type	Drop-down select home or mobile	X
W	Email	The Volunteer's email address. ****	X
X	Comments/Errors	WRS use only- If an upload fails, you will receive an error message for each row with issues.	

* If you are uploading a new Volunteer who previously served under a different name in a position covered by a WRS Pension. The Volunteer must complete an [Account Information Change Form](#). The completed form and legal documentation supporting the change must be sent to WRS as soon as possible.

Once WRS has updated the Volunteer's record, the Employer can add the Volunteer via the Employer Portal with the correct name information. If you need to register them right away, you can upload them with the name on record with RAIN, and WRS will change the name in the system when we receive the form and documentation.

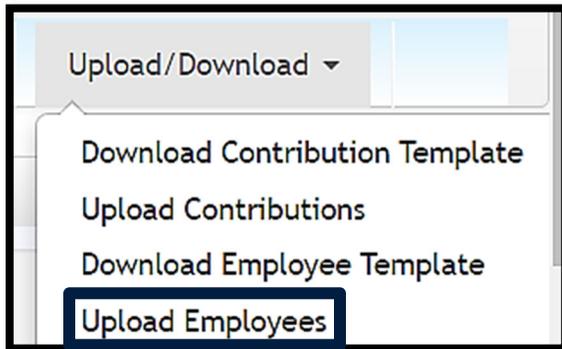
** If your Volunteer is already a volunteer of the WRS, the social security number entered will find your Volunteer in the RAIN system. If the SSN is in the RAIN system, their *Date of Birth*, *First Name*, and *Last Name* will also be validated against the one found in the RAIN system. If there is any difference, you will receive an error.

**** Once the new Volunteer is uploaded, the system will generate an email inviting the Volunteer to sign in to the Participant Portal to add their beneficiaries and manage their account. The preferred email address would be the Volunteer's personal email address, not work.

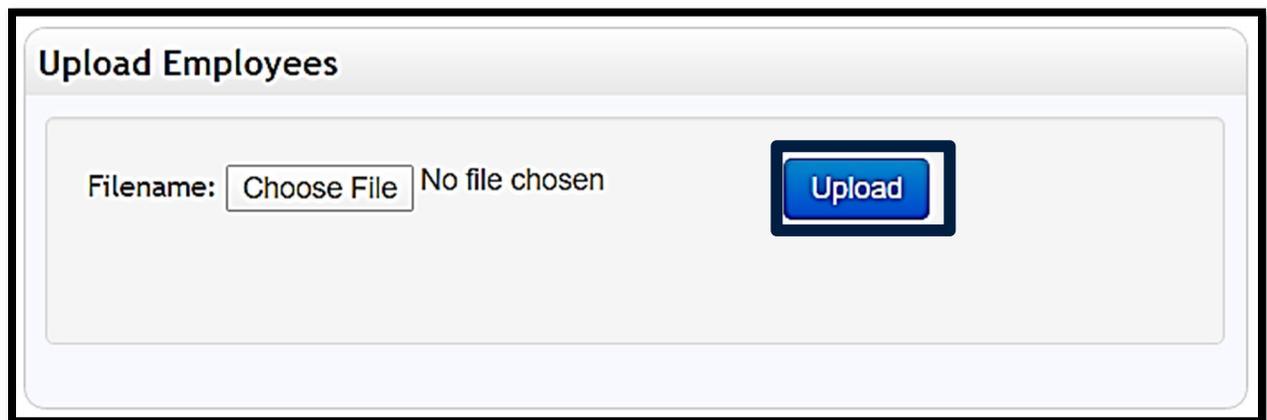
Uploading the Employee Template

Complete the Volunteer Template and save the file.

Return to the Employer Portal and select Upload/Download on the menu bar and then click on Upload Employees:



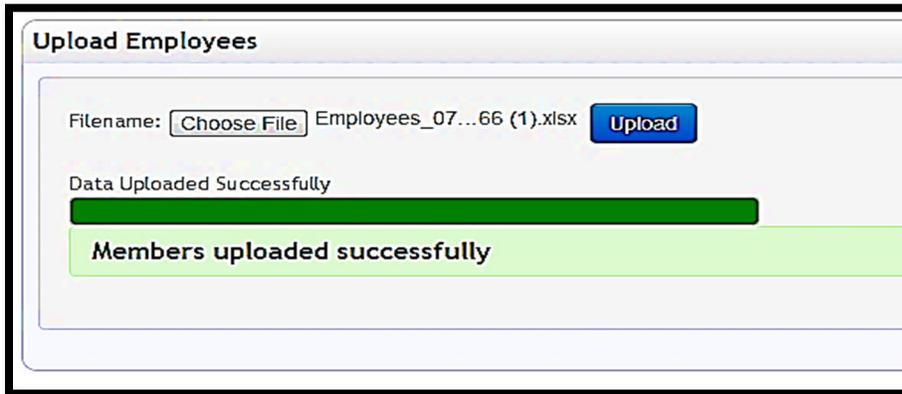
Click the Choose File, locate your saved file, and click Upload.



During the upload, you will receive updates to its status. Once the file has been processed, you will receive either Employee uploaded successfully or Oops, Upload failed...

Successful Upload

If the upload is successful, you will receive a message indicating success.



Failed Upload

If the upload fails, you will receive one of two error messages. The first is for general errors and indicates a problem with the whole file, i.e., The Employee Template has missing columns and missing information in the rows.

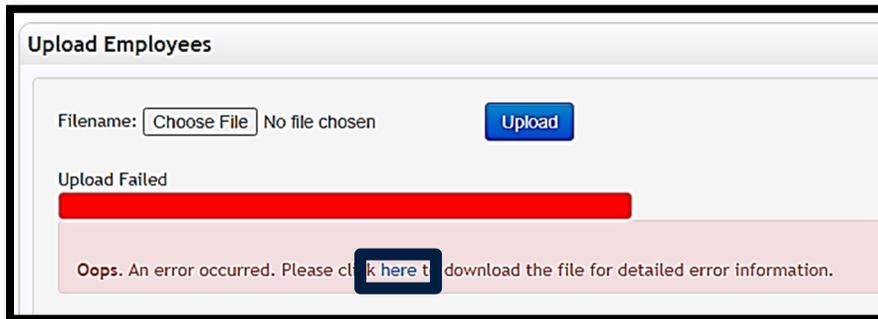
A general error indicating a problem with the whole file is below. If you get this error, review your file, make sure there are no missing columns, and try again; if you're still unsuccessful, don't hesitate to contact the WRS Employer Relations section; they can assist you further.

Problem with Whole File



Problem with Individual Records

If the file itself is correct, but there are problems with individual records within the file, an error message will appear; where you can download and review your file with error messages indicating the error in column AG [Comments/Errors] by clicking here.



Steps to take if Individual Records Fail

In the event of a data error within the **Employee Template**, RAIN will not import the file until the error is corrected.

The import is "All or Nothing."

If you receive the above error message, you will need to:

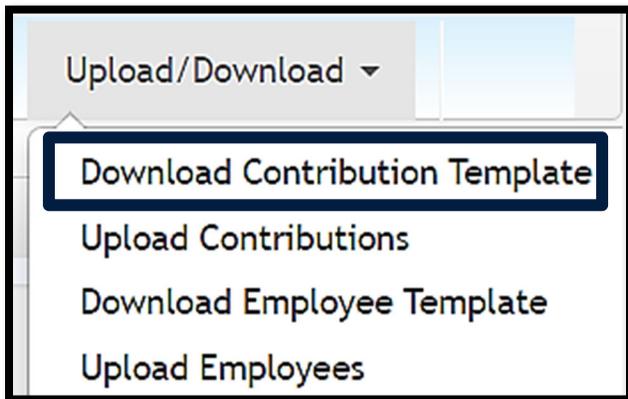
1. Click on download here and open the file
2. Check the error messages in column AG
3. Make the necessary changes to fix the records with errors
4. Re-upload the file

NOTE: There is no need to clear out the Errors/Comments column for subsequent uploads.

Volunteer RAIN ID

Once the Employee Template is uploaded successfully, you can immediately obtain the new Volunteer's RAIN ID by downloading the Contribution Template.

Click on Upload/Download and then on Download Contribution Template.



All active Volunteers within your agency are listed alphabetically by last name with their RAIN IDs.

REPORTING MONTHLY CONTRIBUTIONS

Each month, WRS Employers upload Volunteer information and send contributions for each WRS pension plan they participate in. WRS needs accurate information to update the Volunteer's records. Even minor errors can affect a Volunteer's account balance or service credit.

Monthly Contribution Templates must be uploaded and payment received by WRS no later than the 12th of the month for the previous month's payroll. WRS will charge agencies interest for contribution payments that do not meet the statutory deadline.

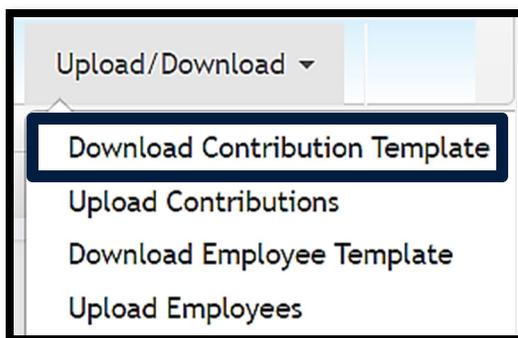
Contribution Template

Use the Contribution Template to:

- Upload Volunteer's monthly contributions
- Manage service breaks
- Terminate Volunteers
- Upload adjustments to Volunteer's monthly contributions

Download Contribution Template

To download the Contribution Template, select Upload/Download from the menu bar, and click on Download Contribution Template.



Click on Download.



NOTE: When downloading the Contribution template RAIN pre-populates the template with all your organization's enrolled Volunteers.

Completing the Contribution Template

You will need to use the **Contribution Template** to upload monthly contributions on Volunteers to WRS.

NOTE: uploads can be performed outside of the regular monthly cycle to communicate service breaks, terminations, and adjustments to previous pay periods.

Rows in the Contribution Template

- When you initially download the **Contribution Template**, it is pre-populated with a row for each Volunteer's plan enrollment within the RAIN system.

Contribution Template Column Guide

When the **Contribution Template** is downloaded, the following columns are populated automatically (for each Volunteer enrolled in a plan).

COLUMN	HEADER	DESCRIPTION
A	Pay Period Month	This is what the system shows is due. It is determined based on your last upload. Change this value to reflect other pay periods when uploading terminations, service breaks, and adjustments for previous months (use a separate file to load adjustments of earlier months).
B	Pay Period Year	
D	Employer RAIN ID	RAIN ID of the Employer.
E	Volunteer RAIN ID	RAIN ID of the Volunteer.
F	Volunteer Last Name	Last name of the Volunteer.
G	Volunteer First Name	First name of the Volunteer.
H	Volunteer Middle Init	Middle initial of the Volunteer.
I	Employment Type	Type of employment from the Employer upload.
J	Plan	Volunteer Firefighter and EMT Pension

Regular Contribution

A *Regular* Contribution is expected each month for each Volunteer unless they are on service break or terminated.

To create a **Regular** record, populate the following columns; column A-J should already be populated for you.

For information on columns A-J see Contribution Template Guide on previous page.		
COLUMN	HEADER	DESCRIPTION
K	Record Type	Choose "Regular" from the drop-down.
L	Reportable Salary	N/A for Volunteers
O	Hours Worked	N/A for Volunteers
P	Employee Cont. Paid By Employee – Taxed	Enter the contributions here if the volunteer is paying their own contribution.
Q	Employee Cont. Paid By Employee - Untaxed	If the Volunteer is paying their contribution to the agency you will report under P.
R	Volunteer Cont. Paid By Employer Untaxed	Enter the dollar amount of contributions paid by the Employer on the Volunteer's behalf. **

Contribution Rates

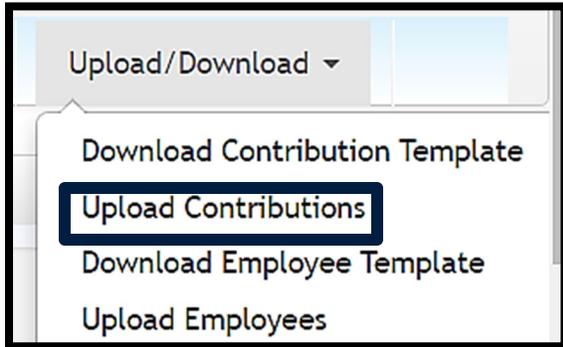
VOL PLAN FIRE & EMT	VOLUNTEER CONTRIBUTION*
7/1/2015 to 6/30/2020	\$15.00
7/1/2020 to present	\$18.75
SEARCH & RESCUE	VOLUNTEER CONTRIBUTION*
7/1/2015 to 6/30/2020	\$30.00
7/1/2020 to present	\$37.50

* Departments may "pick-up" a portion or all of the required Volunteer contributions.

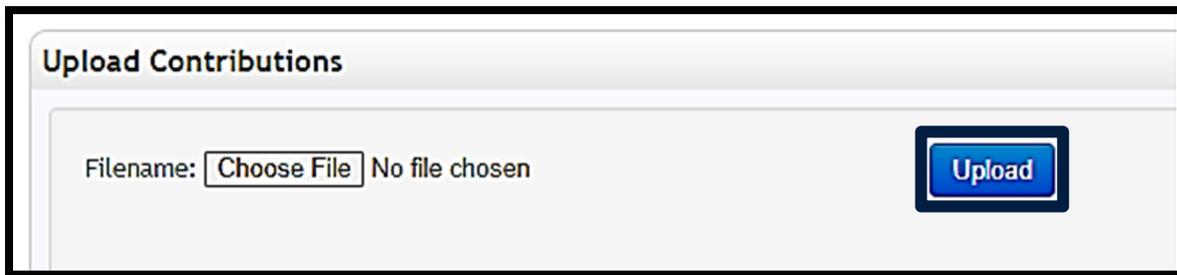
Uploading the Contribution Template

Complete or obtain the Contribution Template from your software and save the file.

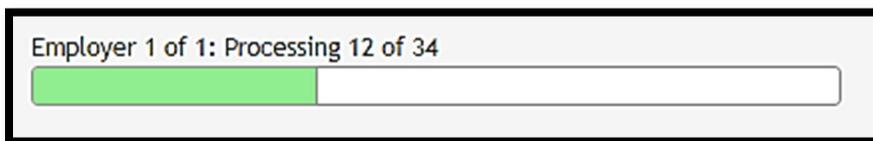
Return to the Employer Portal and select Upload/Download on the menu bar and then click on Upload Contributions:



Click the Choose File, locate your saved file, and click Upload.



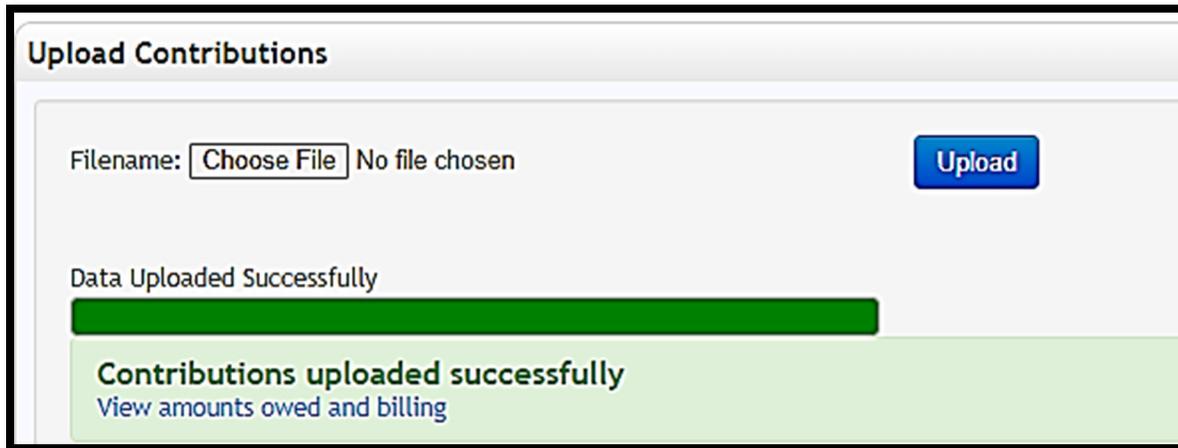
During the upload, you will receive updates to its status.



Once the file has been processed, you will receive either Contribution uploaded successfully or Oops, Upload failed...

Successful Upload

If the upload is successful, you will receive a message indicating success.



Failed Upload

If the upload fails, you will receive one of two error messages. The first is for general errors and indicates a problem with the whole file.

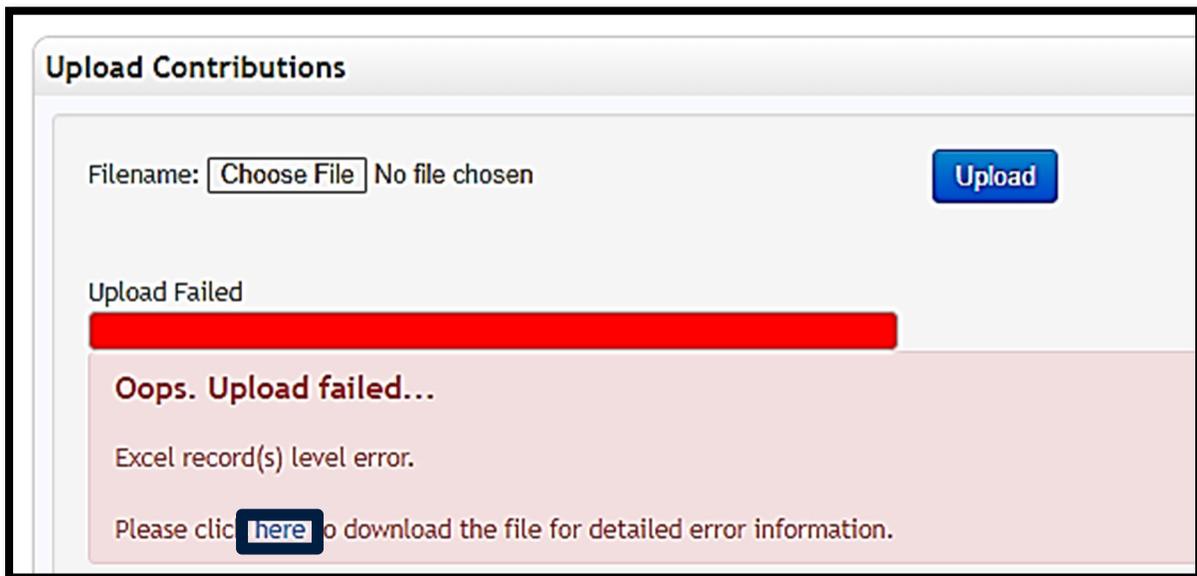
A general error indicating a problem with the whole file is below. If you get this error, review your file, make sure there are no missing columns, and try again; if you're still unsuccessful, don't hesitate to contact the WRS Employer Relations section; they can assist you further.

Problem with Whole File



Problem with Individual Records

If the file itself is correct, but there are problems with individual records within the file, an error message will appear; where you can download and review your file with error



messages indicating the error in column AG [Comments/Errors] by clicking here.

Steps to take if Individual Records Fail

In the event of a data error within the **Contribution Template**, RAIN will not import the file until the error is corrected.

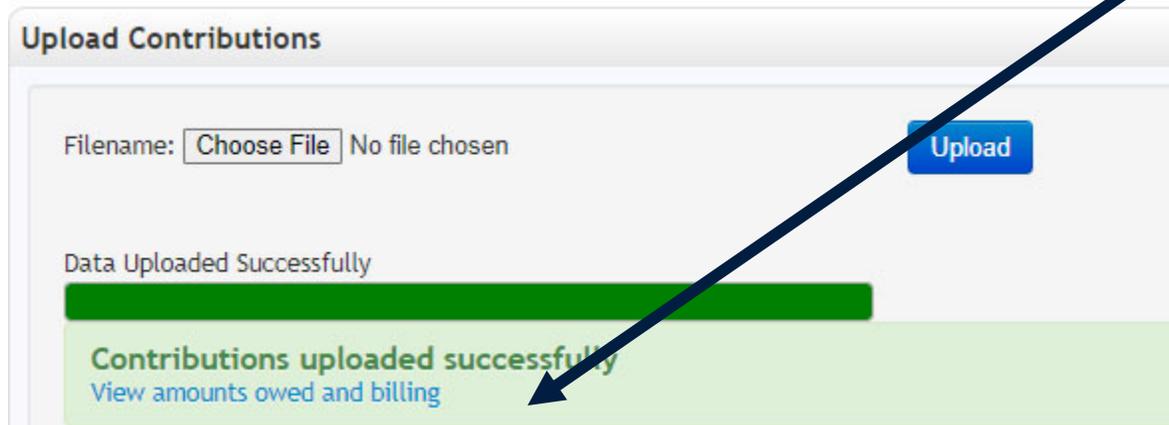
The import is "All or Nothing."

If you receive the above error message, you will need to:

1. Click on download here and open the file
2. Check the error messages in column AG
3. Make the necessary changes to fix the records with errors
4. Re-upload the file

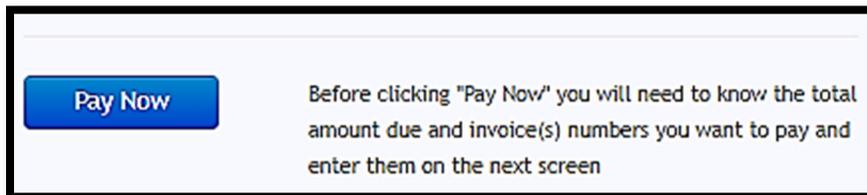
NOTE: There is no need to clear out the Errors/Comments column for subsequent uploads. This column will be cleared and filled adequately if additional errors occur.

Once upload is successful an invoice will be generated. You can click on the [view amounts owed and billing](#)



Electronic Payments

Once an invoice is outstanding on the Employer Portal, the option will appear to [Pay Now](#). You will be linked to the WRS E-Bill site powered by Wells Fargo. For complete instructions on these payments see guide found on website <https://retirement.wyo.gov/-/media/Files/Employers/Employer-Instructions-for-E-Bill-Site-2.ashx>



Check Payments

If you wish to pay by check you will need to print all pending invoice and submit with a check.

There will be a list of invoices under Bill/Invoices

Click on the [View All](#)



This will take you to a list of outstanding invoice, you can click on the paper icon to open the invoice.

If you open the invoice print the invoice and click on the back arrow and return to the Billing screen. If you need to print multiple invoice complete the above steps until all invoices are printed.

Recent and Outstanding Bills

Volunteer Firefighter and EMT Pension

Invoice #	Type	Date	Due Date	Amount	Interest	Total	Posted	Amount Paid	Amount Outstanding	
240086	Portal Contributions	9/14/2023	9/30/2023	\$637.50	\$0.00	\$637.50	No	\$0.00	\$637.50	Cancel Bill
240085	Portal Contributions	9/14/2023	9/30/2023	\$637.50	\$0.00	\$637.50	No	\$0.00	\$637.50	Cancel Bill
Total:									\$1,275.00	

WRS cannot accept out-of-balance contributions; contribution payments must match the **Total Amount Due** shown in the Employer Portal (see screenshot above).

Please do not submit payments without completing the upload process.

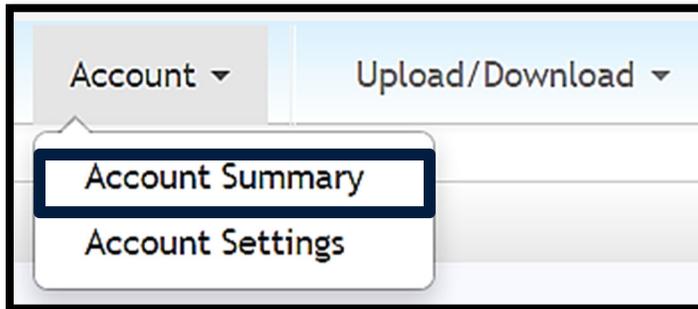
Please submit payment to WRS for the total amount of contributions your organization is sending and reference invoices you are paying of your invoice.

Pre-Payment of Contributions

WRS cannot accept pre-payment of contributions for volunteers who are terminating or retiring. All retirement contributions must be on the Contribution File for the month in which they volunteered.

BILLS

Selecting Account from the menu bar and clicking on Account Summary allows you to see invoices and payments that WRS has received from you.



If you have a payment applied to a bill, you will be able to expand to see the details of the amount:

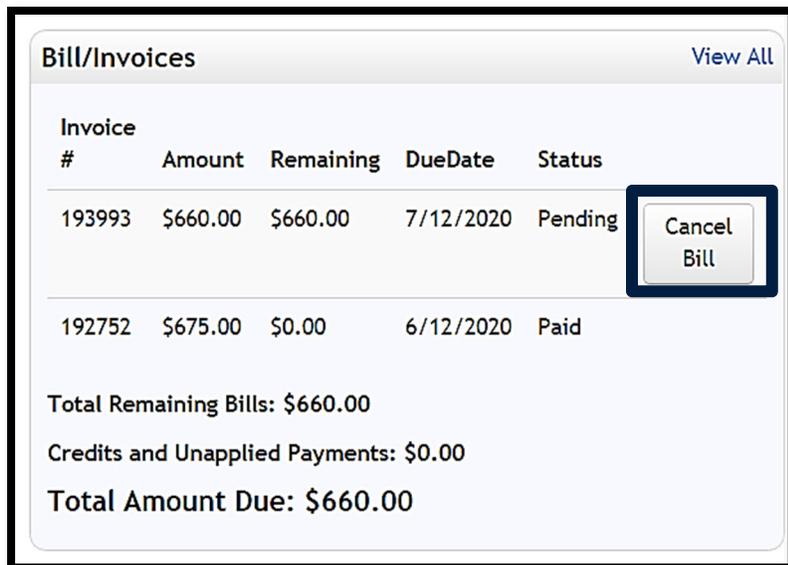
Public Employee										
Invoice #	Type	Date	Due Date	Amount	Interest	Total	Posted	Amount Paid	Amount Outstanding	
174	Employer Upload Contributions	7/8/2013	8/12/2013	\$448.47	\$0.00	\$448.47	No	\$10.00	\$438.47	
Received On Check/Wire Number Payment Amount										
7/17/2013 asdf \$10.00										
Total:								\$438.47		

Late Payment Interest Bill

Regular contributions uploaded after the due date of the 12th of the month could be subject to late payment interest applied to their bills for every month it is late. The bills will show additional line items indicating the late interest when downloaded.

Canceling a Bill

If you find that the contribution file you uploaded is incorrect, you can cancel the bill. You can cancel the bill as long as the contribution payment has not been received and applied by the Wyoming Retirement System and the bill has a "Cancel Bill" option to the right of it.

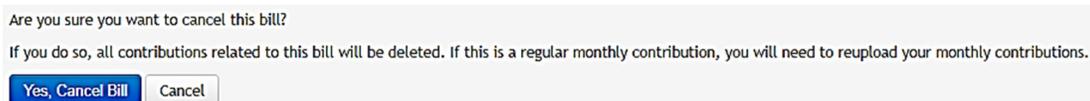


Invoice #	Amount	Remaining	DueDate	Status	
193993	\$660.00	\$660.00	7/12/2020	Pending	Cancel Bill
192752	\$675.00	\$0.00	6/12/2020	Paid	

Total Remaining Bills: \$660.00
Credits and Unapplied Payments: \$0.00
Total Amount Due: \$660.00

Things to be aware of when you Cancel a Bill:

- When you use the Cancel Bill feature in the RAIN portal, it will cancel ALL bills generated by the upload.
- When you select the button to cancel the bill, you will receive a message stating:



Are you sure you want to cancel this bill?
If you do so, all contributions related to this bill will be deleted. If this is a regular monthly contribution, you will need to reupload your monthly contributions.

- If any terminations or service breaks are on the file, they will not be canceled, only the contributions. Therefore, you must contact the WRS Employer Relations section (307-777-2077) to remove the termination dates and the service break information before re-uploading the file.
- Once the "cancel bill" process is complete, the bill will show that it has been canceled; however, the related file will still show in the upload section at the bottom of the screen.
- You will not have the option to cancel a bill if that bill has been paid. Instead, upload an adjustment file to make the necessary changes. See the section in this guide on Adjustments.

ADJUSTMENTS

- When a prior month's contributions were missed and regular contributions have already been reported, an adjustment must be uploaded.
- Employers of members in the Volunteer plans are limited to positive contribution corrections within the last 12 months.
- If contributions need to be returned on a member, because they didn't meet the plan requirements to be a member, please contact WRS Employer Relations team for assistance.
- Adjustments cannot be on the regular monthly contribution file uploads.
- The system will not allow an adjustment file to be uploaded if the original bill is outstanding (use the "Cancel Bill" feature instead).
- If you need to adjust contributions that WRS has not received payment for, you should cancel the bill containing the record, make corrections, and upload it again. Otherwise, you must wait for the payment to be received and posted, and then an adjustment can be made.
- The interest charge is to bring contributions current and make the Volunteer's account whole. Interest will be due on contribution adjustments file uploads. Late payment interest can incur if the contribution interest invoice is outstanding by the date due. For information on late payment interest, visit this guide's Contribution Deadlines & Interest page.

Column	Header	Description
A	Pay Period Month	Month the adjustment needs to be made too.
B	Pay Period Year	The four-digit year the adjustment pertains to.
K	Record Type	Choose "Adjustment" from the drop-down.
P	Volunteer Contribution Paid By Volunteer – Taxed	Enter the adjustment (positive or negative) to the dollar amount of contributions paid by the Volunteer as taxed. *
Q	Volunteer Contribution Paid By Volunteer - Untaxed	Enter the adjustment (positive or negative) to the dollar amount of contributions paid by the Volunteer as un-taxed.*
R	Volunteer Contribution Paid By Employer Untaxed	Enter the adjustment (positive or negative) to the Volunteer's contributions paid by the Employer.*

* All Volunteer & Employer Contributions totals must equal the correct Amount of the contribution rate defined by the plan.

DETERMINING VOLUNTEER ELIGIBILITY

Below are the requirements for volunteers in the Volunteer Firefighter, EMT, and Volunteer Search and Rescue plans. If you have questions on eligibility after reading the requirements, please get in touch with the WRS Employer Relations Team.

Volunteer Firefighter Eligibility is an individual who may or may not receive compensation for services rendered as a volunteer firefighter and who is carried on the regular rolls of, but devotes less than his entire time of employment to, activities of a volunteer fire department, all or a portion of the members of which are volunteer; and during the course of any one (1) year, attends not less than fifty percent (50%) of the monthly volunteer fire department meetings.

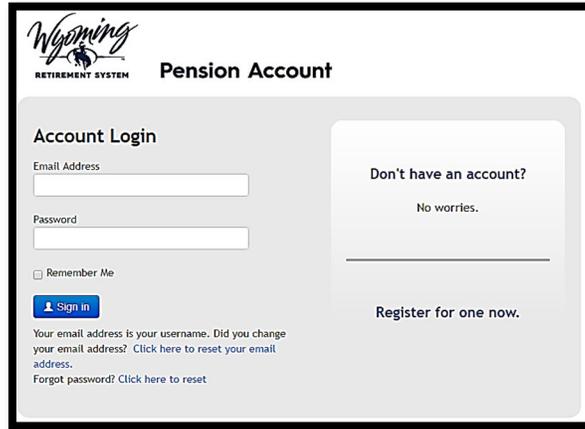
Volunteer EMT Eligibility is any individual who performs EMT services as an attendant with a state licensed ambulance service and who devotes less than his entire time of employment to, but is carried on the rolls of, a regularly constituted Wyoming ambulance service, the members of which may be partly paid and partly volunteer. Payment of compensation for services actually rendered by enrolled volunteers does not take them out of this classification.

Volunteer Search and Rescue Eligibility is any individual who is engaged in search and rescue operations with a county search and rescue organization; is carried on the regular rolls of, but devotes less than the individual's entire time of employment to, activities of a county search and rescue organization; and may or may not receive compensation for services rendered as a member of a county search and rescue organization. During the course of any one (1) month, attend not less than fifty percent (50%) of the monthly volunteer search and rescue meetings.

VOLUNTEER PORTAL ACCOUNT ACCESS

An activation email message will send to the new Volunteer at the email address provided on the Volunteer template. New Volunteers should activate their Online Pension Account and add their beneficiaries.

Please inform new Volunteers to expect the activation email and emphasize the importance of using the Online Pension Account to add beneficiaries and verify account information. The activation link in the email will expire four days after successfully uploading the Volunteer Template. Volunteers who need to activate their Online Pension Account after that timeframe should contact WRS and ask for a new activation email.

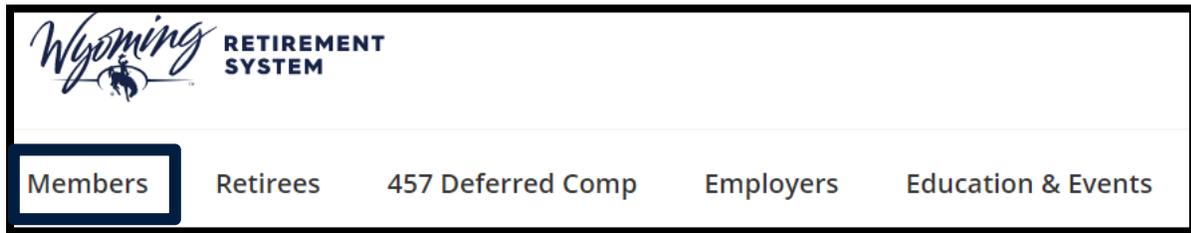


The screenshot shows the 'Pension Account' login page for the Wyoming Retirement System. The page features a logo for the Wyoming Retirement System and the title 'Pension Account'. Below the logo, there is an 'Account Login' section with two input fields for 'Email Address' and 'Password'. A 'Remember Me' checkbox is located below the password field. A blue 'Sign in' button is positioned below the 'Remember Me' checkbox. To the right of the login fields, there is a section titled 'Don't have an account?' with the text 'No worries.' and a 'Register for one now.' link. At the bottom of the login section, there are two links: 'Your email address is your username. Did you change your email address? Click here to reset your email address.' and 'Forgot password? Click here to reset'.

All Volunteers must have an email address as that is their way to access their pension account with WRS. If a volunteer states they do not have an email, we recommend they set one up through a free provider such as Gmail.

VOLUNTEER HANDBOOKS

For current information on the WRS plans, please refer to the Pension Handbooks on our website under the Volunteers tab.



Pension Handbooks

Pension Plan Overview (PDF)

Guard Firefighter Handbook (PDF)

Judicial Handbook (PDF)

Law Enforcement Handbook (PDF)

Paid Fire B Handbook (PDF)

Public Employee Handbook (PDF)

Vol Fire, EMT, & SAR Handbook (PDF)

Warden, Patrol, DCI Handbook (PDF)



SERVICE BREAKS

Review chart below to determine when to use Service Breaks

Plan	Meeting Requirements	When to use Service Breaks
Volunteer Firefighters	During the course of any one (1) year, attends not less than fifty percent (50%) of the monthly volunteer fire department meetings.	Yearly Service Break /Suspensions can happen if the department notifies WRS that a volunteer has not met the meeting requirements in a calendar year. Volunteer Fire Departments will not upload service breaks. Please notify WRS for assistance.
Search & Rescue	During the course of any one (1) month, attend not less than fifty percent (50%) of the monthly volunteer search and rescue meetings.	S&R Departments can place members on Monthly Service Breaks/Suspensions if a volunteer does not meet the monthly meeting requirements.
EMT	Performs EMT services as an attendant with a state licensed ambulance service Must hold State of Wyoming Issued EMT License.	If a member fails to meet this requirement they can be place on a Service Break – Suspension until they meet this requirement.

Upload a Start Service Break record in column K to start their break
Continue Service Break for each pay period they remain on break
End Service Break for the pay period in which they end their break.

START SERVICE BREAK

K	Z	AA	AB
*Record Type	Service Break Code	Service Break Start Date	Service Break End Date
StartServiceBreak	Military	MM/DD/YYYY	

COLUMN	HEADER	DESCRIPTION
K	Record Type	Choose "StartServiceBreak" from the drop-down.
Z	Service Break Code	Choose the suspension from the drop-down.
AA	Service Break Start Date	Enter the 1 st of the month
AB	Service Break End Date	Leave empty

Continue Service Break

If a Volunteer is still on break when uploading the monthly contribution file, a Continue Service Break record must be uploaded for the Volunteer on break.

A Continue Service Break record should be entered as follows:

K	Z	AA	AB
*Record Type	Service Break Code	Service Break Start Date	Service Break End Date
ContinueServiceBreak			

COLUMN	HEADER	DESCRIPTION
K	Record Type	Choose "ContinueServiceBreak" from the drop-down.
Z	Service Break Code	Leave empty (will be ignored if supplied)
AA	Service Break Start Date	Leave empty (will be ignored if supplied)
AB	Service Break End Date	Leave empty

End Service Break

When a Volunteer's service break has ended, an End Service Break record with the end date of the break populated must be uploaded.

An End Service Break record should be entered as follows:

K	Z	AA	AB
*Record Type	Service Break Code	Service Break Start Date	Service Break End Date
EndServiceBreak	Military		MM/DD/YYYY

COLUMN	HEADER	DESCRIPTION
K	Record Type	Choose "EndServiceBreak" from the drop-down.
Z	Service Break Code	Leave empty (will be ignored if supplied)
AA	Service Break Start Date	Leave empty (will be ignored if supplied)
AB	Service Break End Date	Always last day of the month the service break is ending.

Service Break Followed by Termination

If a Volunteer is on a service break and does not return to work, you will need to end the service break on one row and the termination on a second row. The termination date should be the Volunteer's resignation date, not their actual last working day.

K
*Record Type
EndServiceBreak
Termination

TERMINATING A VOLUNTEER

When a Volunteer terminates employment for any reason, you will upload a *Termination* record for that Volunteer on the Contribution Template.

When terminating a Volunteer, the last day of employment is the last day of the month you are reporting a contribution to the Volunteer's account. Employers should not terminate a Volunteer until all contributions are reported to WRS. The termination info can be on the same Contribution Template as the last contribution but must be on a separate row. A *Regular* contribution should still be made for that Volunteer's contributions for the month (this applies even if the Volunteer terminates during the month).

A Termination record cannot be provided for a Volunteer until you are reporting, or have reported, their final contribution. If you report a termination, *no further regular contributions will be allowed* for the Volunteer.

Caution when Terminating Volunteers

Please do not terminate a Volunteer until you are confident that all retirement contributions are uploaded. Incorrectly terminating a Volunteer before all contributions are submitted can cause delayed processing and a miscalculation of a retiree's benefit payment. Once terminated, *no further regular contributions will be allowed* for the Volunteer.

No-Shows or Volunteers who work only a few days

If a new volunteer has been uploaded on the Volunteer Template but does not end up meeting requirements, terminate them using the Contribution Template with a termination date the same as their hire date.

Deceased Volunteers

Please submit regular and final contributions and a termination record on the Contribution Template. Select deceased on the Service Record Termination Code. Please have beneficiaries contact WRS Volunteer Benefits.

Information for Terminating Volunteers

Volunteers who are terminating employment with WRS Employers have several options, depending on their situation.

Please direct terminating Volunteers to the Leaving Employment page on our website or the appropriate Pension Plan Handbook for more information about their options or contact WRS Volunteer Benefit Section.

Uploading a Termination

Upload the termination on the regular contribution file for the month the Employer is paying the Volunteer's final contribution. There should be one row for the final contribution and one row for the file's termination record. You could load a termination record separately if the termination were not reported on the same file as the final contribution.

After the termination is reported, no further contributions will be allowed for the Volunteer.

COLUMN	HEADER	DESCRIPTION
A	Pay Period Month	Enter the month the Volunteer is terminating.
B	Pay Period Year	Enter the year the Volunteer is terminating.
K	Record Type	Choose "Termination" from the drop-down.
AC	Service Record Termination Code	Select the appropriate value from the drop-down. Options are Left Employer, Left Plan, Retirement or Death
AD	Last Working Date	Is the last day of the month you are reporting a contribution to the Volunteer's account.
AE	Final Contribution	Choose "Yes" from the drop-down.
AF	Prudential Premium	This is not applicable to Volunteer Plans. If there is a Prudential Premium amount, specify it here. This is used during retirement to determine how much to continue charging the volunteer when retired if they opt to continue this benefit. This column only needs to be set on a volunteer's termination record, if they are retiring.

Volunteer Information Update

Volunteers can update their contact information, beneficiaries, and more in their Online Pension Account or send printed pension forms directly to WRS.

Pension: <https://pension.wyo.gov/>

Or by sending printed pension forms directly to WRS.

Wyoming Retirement System Contact Information

Wyoming Retirement System Operations consists of 4 teams to assist with the Volunteer Pension plan questions and concerns. Please refer to the information below for the best team to help you, your Volunteers, and your retirees.

Wyoming Retirement System

2515 Warren Ave, STE 450
Cheyenne, WY 82002
Main Phone 307-777-7691

EMPLOYER RELATIONS TEAM

Assist the Employers with any questions or concerns they have with their monthly contributions uploads.

Section Phone Number307-777-2077

Section Email wrsemployer@wyo.gov

Employers will contact for any of the following:

- Monthly Contributions
- Suspensions
- New Volunteers
- Termination

MEMBER BENEFITS TEAM

Helps counsel and educate Volunteers and their families for retirement as well as processes benefit payments.

Section Phone Number307-777-1977

Section Email wrschange@wyo.gov

Volunteers will contact for any of the following:

- Account Change
- Estimate
- Retirement
- Service Purchase/Redeposit

RETIREE PAYROLL TEAM

Process the monthly payroll for all Retired volunteers.

Section Phone Number307-777-1988

Section Email retirementchange@wyo.gov

Retirees will contact for any of the following:

- Retiree Account Change
- Tax Forms 1099-R

EDUCATION TEAM

Travel the State of Wyoming presenting on relevant topics to volunteers of the Wyoming Retirement System.

Section Phone Number307-777-3314

Section Email wrs-educators@wyo.gov