



**AFFIDAVIT OF EMPLOYMENT WITH A WISCONSIN RETIREMENT SYSTEM (WRS) PARTICIPATING EMPLOYER PRIOR TO JULY 1, 2011**

Employee Name (last, first, middle, previous)		
Street Address	City, State, Zip	
Social Security Number or Employee ID	Daytime Telephone Number	Date of Birth

Wisconsin state statute requires that an employee who begins employment on or after July 1, 2011 must be expected to work at least two-thirds of what is considered full-time for the appointment (1200 hours for classified employees and 880 hours for unclassified employees) for a period of at least 12 months to qualify for participation in the Wisconsin Retirement System (WRS).

If a person was employed by a WRS-participating employer *at any time* prior to July 1, 2011 (the person did not have to be covered by the WRS prior to July 1, 2011), the employee must be expected to work at least one-third of what is considered full-time (600 hours for classified employees and 440 hours for unclassified employees) for a period of at least 12 months to qualify for participation in the WRS. Some examples of public employers that participate in the WRS are state agencies (DNR, DOT...), the UW, cities (except Milwaukee), counties (except Milwaukee), school districts, villages, towns, etc.

To ensure that your WRS eligibility is correctly determined, please complete this form and return it to your UW institution **within five business days of your employment start date**:

- I did not work for a WRS -participating employer prior to July 1, 2011.
- I worked for a WRS-participating employer(s) prior to July 1, 2011 but was not covered by the WRS (enter employment information below).
- I was covered by the WRS prior to July 1, 2011 (enter employment information below).

If you indicated above that you worked for a WRS-participating employer prior to July 1, 2011, please enter the information below:

Name of most recent prior WRS-participating employer: \_\_\_\_\_

Dates that you most recently worked for a WRS-participating employer (prior to July 1, 2011): \_\_\_\_\_

*Attach documentation that you worked for a WRS-participating employer prior to July 1, 2011 (ex. paystub, letter from the former employer, W-2...).*

*To the best of my knowledge, all statements and answers on this form are complete and true.*

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employer Section			
Employer Representative	Date of Hire	Date Received	Employed with WRS Employer Prior to 7-1-11 <input type="checkbox"/> Yes <input type="checkbox"/> No
Documentation of Prior Employment Received <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		Contacted Service Center to Override Current WRS Eligibility Rules <input type="checkbox"/> Yes, Date: _____ <input type="checkbox"/> No <input type="checkbox"/> N/A	

## Employee Information and Instructions

This form is used to determine what WRS eligibility rules to apply to you. Your benefit eligibility and benefit enrollment periods are based on WRS eligibility. Most benefit plans have 30 day enrollment periods that begin with your employment begin date. *If you do not return this form in a timely manner, you may miss your enrollment periods and have limited opportunities to enroll in the future.*

**If you did not work for a WRS-participating employer prior to July 1, 2011**, check the appropriate box on the front of the form and return it to your UW institution. You will become eligible for the WRS once you work or are expected to work at least 1,200 hours (classified permanent, project, LTE) or 880 hours (unclassified faculty, academic staff, limited) for at least one calendar year.

**If you did work for a WRS-participating employer prior to July 1, 2011**, check the appropriate box on the front of the form and provide some type of supporting documentation of your employment to your UW institution. You will be eligible for the WRS once you work or are expected to work at least 600 hours (classified permanent, project, LTE) or 440 hours (unclassified faculty, academic staff, limited) for at least one calendar year.

Return this form and applicable supporting documentation to your UW institution **within five business days of your employment start date**. If you do not return this form within 30 days of your employment start date, your WRS eligibility will be determined under current state statute.

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## Employer Instructions

Review the ETF ONE System and UW job history to see if employee has WRS service or any UW employment prior to July 1, 2011 to determine applicable WRS eligibility rules.

If no WRS service or UW employment prior to July 1, 2011, this form should be given to any employee who meets the following criteria:

- The employee was hired for the first time by the UW on or after July 1, 2011
- The employee works in a position that could be WRS-eligible (unclassified faculty, academic staff or limited or classified permanent, project or LTE)
- The employee is expected to work at least one calendar year or is expected to work for one academic year and return the following academic year.
- The employee is expected to work:
  - Classified employees: at least 29% (600 hours/year) but less than 58% (1,200 hours/year)
  - Unclassified 12 month employees: at least 21% (440 hours/year) but less than 42% (880 hours/year)
  - Unclassified 9 month employees: at least 28% (440 hours/year) but less than 56% (880 hours/year)

If the employee satisfies the requirements listed above and he or she worked for a WRS-participating employer prior to July 1, 2011, contact the UW Service Center to override the current WRS eligibility rules in HRS by sending an email with the subject line "WRS Eligibility Override Needed" to [servicecenter@sc.wisc.edu](mailto:servicecenter@sc.wisc.edu). You do not have to send this affidavit to the Service Center – it should be maintained in the employee's benefits file.