



Wisconsin Retirement System (WRS) Single Payroll Transition Program Application

The Wisconsin Retirement System (WRS)-Single Payroll Transition Program is available to faculty, academic staff, and limited appointees who had an active appointment and were paid on the monthly pay date of June 30, 2021; who separate service from the Universities of Wisconsin between June 15, 2022, and February 15, 2025; perform compensable work between June 15 and June 30 in the fiscal year in which the application is being submitted; and submit a completed application on or before May 1 of the year in which the payment will be accelerated.

Applications to participate in the program are due on or before May 1 of the year in which the payment will be accelerated. A chart is provided on the last page of this application that outlines when applications are due for various separation dates. Review the chart prior to completing your application.

Applying for the WRS-Single Payroll Transition Program is a one-time election. Once the wages have been accelerated, changes will not be made. Multiple years cannot be accelerated.

This program applies to separation dates that occur between June 15, 2022, and February 15, 2025. The program will not be extended and is not available after February 15, 2025.

Complete and submit this form to apply for the Wisconsin Retirement System (WRS)-Single Payroll Transition Program. A copy of your WRS Retirement Benefit Estimate dated within 12 months of your separation date is required to be submitted along with your application (remove/redact your Social Security number from any information you submit). Keep a copy of your completed form and retirement benefit estimate for your records.

Failure to submit this form by the deadline will disqualify you for the WRS-Single Payroll Transition Program.

Section A: Personal Information

Name (First Name, Middle Initial, Last Name):

Employee ID:

Institution:

Section B: Retirement Date

If allowed by your institution you may use your banked vacation to extend your time as an active employee. Work with your [human resource representative](#) to determine the amount of banked vacation that can be used before selecting the date you will be separating from service (last day on payroll).

I am voluntarily electing to separate service from the Universities of Wisconsin on: _____
(mm/dd/yyyy)

Section C: Benefit Insurance Premiums and Retirement Plan Deduction Notice

Benefit Insurance Premiums may be deducted from your regular wages and accelerated wages depending on your elected separation date.

Retirement plan contributions **will be** deducted from regular wages and accelerated wages:

- WRS contribution: Current year contribution rates can be found on the [WRS web page](#).
- Supplemental Retirement Contributions:
 - UW 403(b) Supplemental Retirement Program (SRP) – Review the [403\(b\) SRP web page](#) for information on how to make contribution changes.
 - Wisconsin Deferred Compensation (WDC) 457 Program – Review the [WDC web page](#) for information on how to make contribution changes.
 - WRS Additional Contributions – Complete a [WRS Voluntary Additional Retirement Contribution Election Form](#) and submit completed form to your institution benefits contact.

Your supplemental retirement contribution(s) will be deducted as you have elected, either as a percent of pay or a flat dollar amount. If you have elected a flat dollar amount there will be no adjustments made (for example,



Wisconsin Retirement System (WRS) Single Payroll Transition Program Application

doubling contribution election). You may start, stop, increase, or decrease your contribution as long as you follow the established procedures, plan rules, and pre-determined time frames. This application cannot be used make a contribution election change.

Retirement plan contribution deductions will be the election you have on file with the Universities of Wisconsin at the time of the payroll processing.

Section D: Employee Signature

By completing this form, I am applying for the WRS-Single Payroll Transition Program and understand the information outlined in the WRS-Single Payroll Transition Program Frequently Asked Questions and the chart below. I also understand the WRS-Single Payroll Transition program is not a termination or retirement incentive plan.

Employee Signature: _____ Date: _____

Type or print name: _____

You will receive a notification upon approval or denial of your application.

For questions on the program reach out to your [benefits contact](#).

Employee: Submit completed form to your [human resource representative](#).

Section E: Institution Human Resource Representative

Review the employees selected separation date and work with the employee if needed to change the date, considering if using banked vacation to extend time on payroll is an option.

Institution HR Representative Signature: _____ Date: _____

Type or print name: _____

Institution HR Representative: Submit completed form to serviceoperations@support.wisconsin.edu.

The chart below outlines when applications are due for the separation dates listed and wages for days worked that will be accelerated.

Applications to participate in the program are due on or before May 1 of the year in which the payment will be accelerated.

Last Day of Employment	Last Full Fiscal Year of Employment	Application Due Date	Wages for Days Worked that will be Accelerated	Paycheck Date Wages will be Accelerated To	Paycheck Date Wages were Moved From
June 15, 2022 – February 15, 2023	FY 2022*	May 1, 2022	6/19/2022 – 6/30/2022	6/30/2022	7/14/2022
February 16, 2023 – June 14, 2023	FY 2022*	Not eligible separation dates for participation in the program.			
June 15, 2023 – February 15, 2024	FY 2023*	May 1, 2023	6/18/2023 – 6/30/2023	6/29/2023	7/13/2023
February 16, 2024 – June 14, 2024	FY 2023*	Not eligible separation dates for participation in the program.			
June 15, 2024 – February 15, 2025	FY 2024	May 1, 2024	6/16/2024 – 6/29/2024 6/30/2024	6/27/2024	7/11/2024 7/25/2024
February 16, 2025	The program is not available after February 15, 2025.				

*The deadline to accelerate wages for FY 2022 and FY 2023 has passed.