



WYOMING DEPARTMENT OF EDUCATION

WDE109C – Employer Retirement Contribution Reimbursement

Data Collection Guidebook

WYOMING DEPARTMENT OF EDUCATION

WDE109C Data Collection Guidebook

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Introduction

House Enrolled Act 11 of the 2014 budget session appropriated funds for the purpose of providing reimbursement to school districts for increased contributions to the Wyoming Retirement System (WRS) required by W.S. 9-3-412(a) and 9-3-413. The WDE109C Employer Retirement Contribution Reimbursement Report is completed by school districts in order to report eligible wages to be included in the Wyoming Retirement Contribution Rate calculation. This data provides the documentation for the district to be reimbursed for their increased employer retirement contributions.

The Wyoming Department of Education (WDE) Finance Unit and the Department of Audit review the WDE109C to ensure correctness in reporting and perform a crosscheck with the other School Foundation forms in an effort to ensure consistency in the district's data. Due to the level of impact these data have on school districts, please ensure adequate time to complete the collection and review for accuracy, completeness, and sensibility. The WDE109C collection is meant to be used by WDE and district employees and is inaccessible to the general public.

This guidebook serves as the definitive instruction set for the data contained within the WDE109C data collection. District staff will be able to review and edit data before certifying the WDE109C collection. The WDE109C will be collected through the Data Collection Suite (DCS) system. Questions regarding the WDE109C should be directed to:

- Trystin Green at (307-777-6206) or trystin.green@wyo.gov

WDE109C Authority

There are several authorities that allow the WDE to collect data for the WDE109C collection. The different authorities are listed below:

[Wyoming Statute § 9-3-412\(a\)](#)

[Wyoming Statute § 9-3-413](#)

[2014, Wyo. Sess. Laws, Ch. 19, Sec. 2\(b\) and \(c\)](#)

Collection Schedule

The WDE109C is due by the 10th of every month.

Districts also have the option to submit one year-end report in lieu of monthly reporting. Final payments from June distribution must be received by August 12, 2017.

Instructions

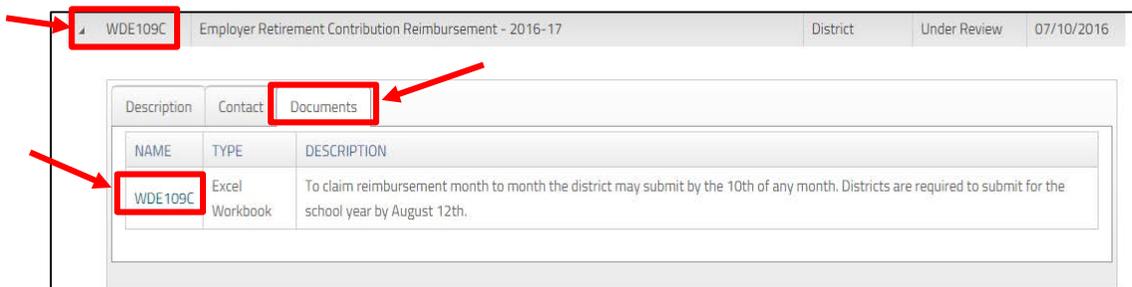
The WDE109C is submitted to WDE for reimbursement by completing and uploading the WDE109C Excel form through the WDE Data Collection Suite (DCS). To complete this process follow these steps:

A. Accessing the WDE109C Collection Excel Form

1. Go to the WDE homepage at <http://edu.wyoming.gov>.
2. Click **DATA & REPORTING** and select **Data Collection Suite-Forms Inventory**.



3. Click the carrot next to **WDE109C** to expand it allowing you to access the information.
4. Click the **Documents** tab and then **WDE109C** to retrieve your excel form.



5. Complete the required fields and save the form.

**Employer Retirement Contribution Reimbursement
School Year 2016-17**

Finance Division
Wyoming Dept. of Education
2300 Capitol Ave., 1st Floor
Cheyenne, WY 82002-0050
Contact: Trystin Green, (307) 777-6206

WDE109C
Revised: February 10, 2016
Due: Monthly or no later than
August 12, 2017
Expires: August 13, 2017

Date Range: :

District ID - Name:

Name of person entering data:

Phone:

Email:

1. House Enrolled Act 11 of the 2014 budget session appropriated \$14,600,000 for the purpose of providing each district's increased employer contribution required by W.S. 9-3-413 for the 2014-15 fiscal biennium.

2. The WDE109C is due by the 10th of each month for the preceding month. If the WDE109C is not received by the due date, the payment of the claim may be delayed. Should this occur, simply submit a new form containing a claim for both months. Districts also have the option to submit a one year-end report in lieu of monthly reporting. Final payments from June distribution must be received by August 12, 2017.

3. Include eligible wages for Special Education and Transportation personnel on this form. Do NOT claim the 0.375% on the employee side or the 1.25% on the employer side for reimbursement on the WDE103 or WDE401.

4. Note: Total claims for reimbursement may not tie to the Wyoming Retirement Report.

5. When complete, have the individual with upload rights in your district office upload the form to the Department. By uploading the WDE109C, you are certifying that the data is correct and all proper documentation has been retained for audit purposes.

[INSTRUCTIONS](#) Employee Rate Increase **0.375%** Employer Rate Increase **1.250%**

Total District Wages				Reimbursement		
1	2	3	4	5	6	7
Gross Wages	Adjustments	Non-eligible Wages	Net Acceptable Salary	Employee Portion of Reimbursement	Employer Portion of Reimbursement	Total Reimbursement Claim
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

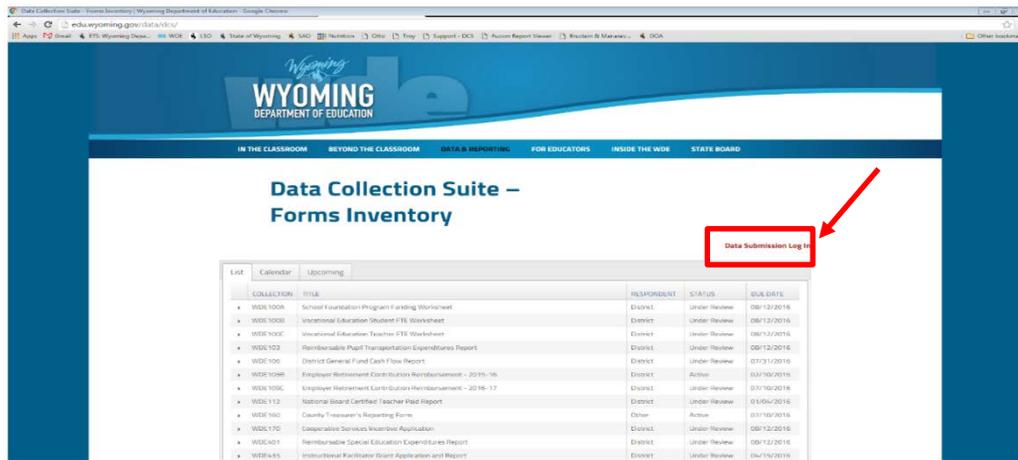
B. Completing the WDE109C Excel Form

- Date Range – Select the date range from the dropdown lists that capture the time you are reporting wages for.
- District ID – Select your district from the dropdown list.
- Name, Phone, Email – Enter the name, phone number and email address for the person completing the report.
- Gross Wages – Enter the district's gross wages or amount paid to both permanent and temporary school district employees, including personnel substituting for those in permanent positions. This includes gross salary for personal services rendered while on the payroll of the school district.
- Adjustments – Enter payroll adjustments made to employee wages for the purpose of reallocating state or federal funds. Adjustments may also include corrections for previously submitted salary figures.
- Non-Eligible Wages – Enter wages that are included in the Gross Wages amount but not eligible for reimbursement. Examples include but are not limited to non-general fund employees, food service, and federal wages.
 - Wages that qualify are state funded positions that participate in WRS or positions generated by the funding model. Mostly these would be general fund, Summer School/Bridges and Instructional Facilitators.
- Net Acceptable Salary - **Do not enter data in this cell.** This is a calculated field = (Gross Wages + Adjustments - Non-eligible Wages).
- Employee Portion of Reimbursement - **Do not enter data in this cell.** This is a calculated field = Net Acceptable Salary * Employee Rate Increase Percent.
- Employer Portion of Reimbursement - **Do not enter data in this cell.** This is a calculated field = Net Acceptable Salary * Employer Rate Increase Percent.

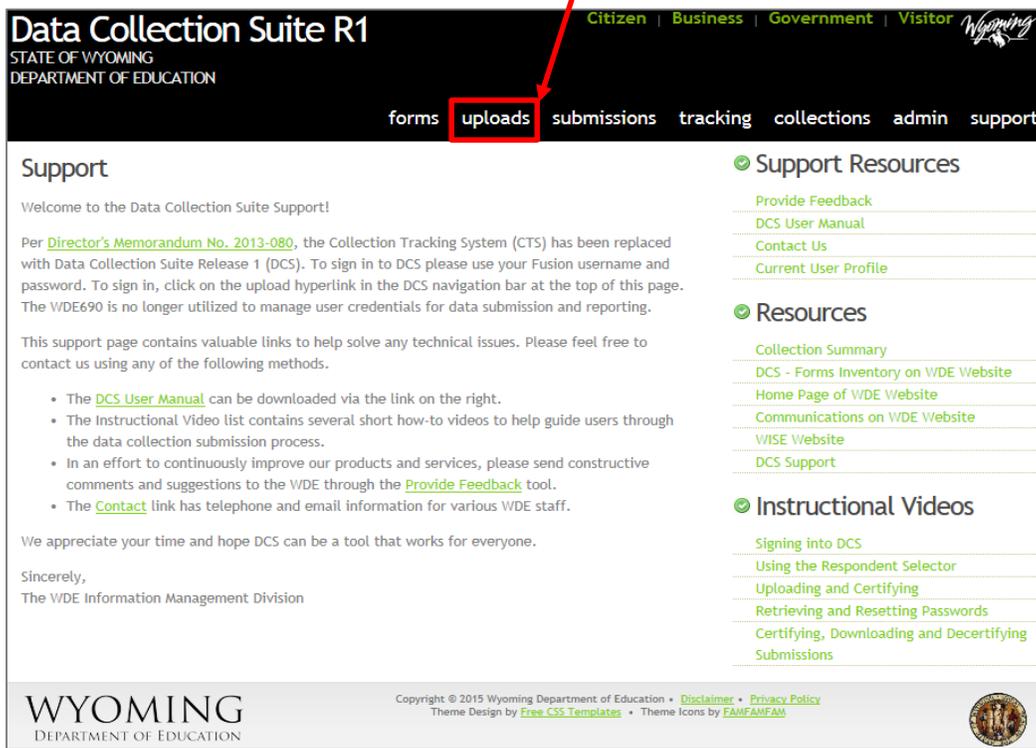
- Total Reimbursement Claim - **Do not enter data in this cell.** This is a calculated field = (Employee Portion of Reimbursement + Employer Portion of Reimbursement).

C. Accessing DCS to Upload the WDE109C

1. Go to the WDE homepage at <http://edu.wyoming.gov>.
2. Click **DATA & REPORTING** and select **Data Collection Suite-Forms Inventory**.
3. Click the **Data Submission Log In** button.

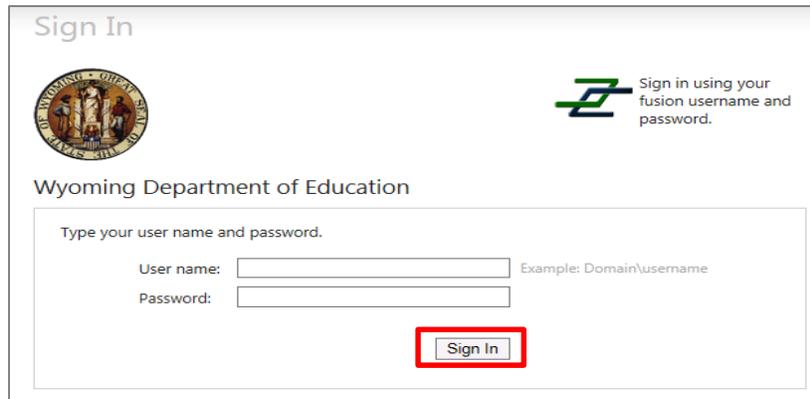


4. Click the **Uploads** button. After clicking the uploads button you will be prompted to sign in using your **Fusion** username and password.



5. Enter your Fusion **User name** and **Password** in dialog box that pops up and click **Sign In**.

Note: If you do not have access to Fusion, please see your Fusion Administrator.



Sign In

Wyoming Department of Education

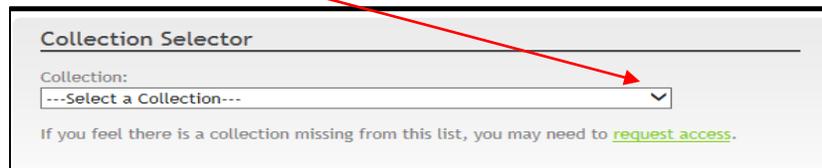
Type your user name and password.

User name: Example: Domain\username

Password:

Sign In

6. Select **WDE109C-Employer Retirement Contribution Reimbursement Report** from the collection dropdown list.

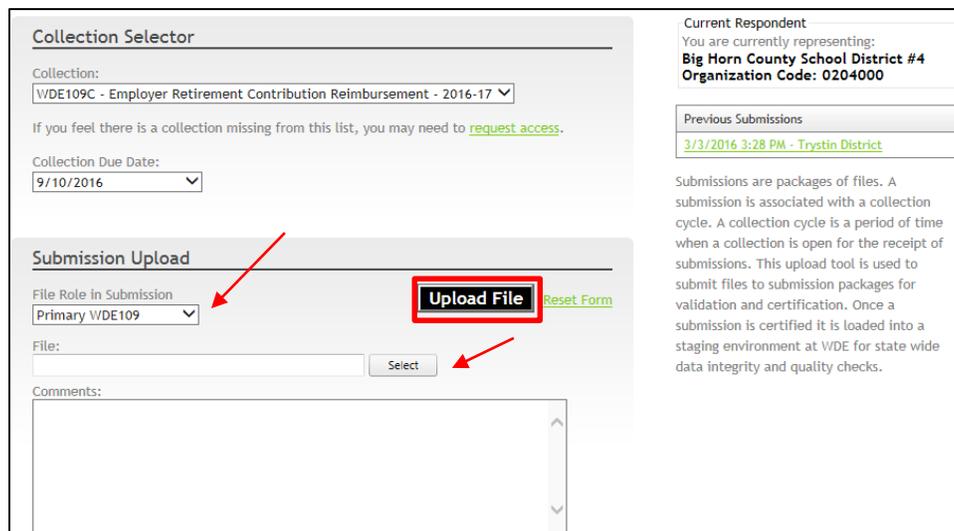


Collection Selector

Collection:
---Select a Collection---

If you feel there is a collection missing from this list, you may need to [request access](#).

7. For **File Role in Submission**, select **Primary WDE109**.
8. Click the **Select** button to find your saved excel file.
9. Click **Upload File**.



Collection Selector

Collection:
WDE109C - Employer Retirement Contribution Reimbursement - 2016-17

If you feel there is a collection missing from this list, you may need to [request access](#).

Collection Due Date:
9/10/2016

Submission Upload

File Role in Submission
Primary WDE109

File:

Upload File [Reset Form](#)

Comments:

Current Respondent
You are currently representing:
Big Horn County School District #4
Organization Code: 0204000

Previous Submissions
3/3/2016 3:28 PM - Trystin District

Submissions are packages of files. A submission is associated with a collection cycle. A collection cycle is a period of time when a collection is open for the receipt of submissions. This upload tool is used to submit files to submission packages for validation and certification. Once a submission is certified it is loaded into a staging environment at WDE for state wide data integrity and quality checks.

Note: Under Previous Submissions, on the right hand side of the screen, you will see all submissions for your district. You can download any submission from this tab by clicking on that submission.

10. Click the **Validation Report** button to see your errors.

Collection Selector

Collection: WDE109C - Employer Retirement Contribution Reimbursement - 2016-17

If you feel there is a collection missing from this list, you may need to [request access](#).

Collection Due Date: 9/10/2016

Submission Upload

Your file has been uploaded. Would you like to upload another file?

Validation Results Summary

The submission package has not passed validation (error count: 1). Please review the validation report to review data validation errors.

Current Respondent
You are currently representing:
Big Horn County School District #4
Organization Code: 0204000

Previous Submissions
3/3/2016 3:28 PM - Trystin District

Submissions are packages of files. A submission is associated with a collection cycle. A collection cycle is a period of time when a collection is open for the receipt of submissions. This upload tool is used to submit files to submission packages for validation and certification. Once a submission is certified it is loaded into a staging environment at WDE for state wide data integrity and quality checks.

11. Review and correct errors until submission is valid and no errors are shown.

- a. To do this you will need to make your corrections to your excel form and go through the upload process again.

12. Once your submission is valid, the **Certify** button will appear, click it to start the submission of your report to WDE.

Validation Report:
Loading Results for Submission Package: 3/3/2016 3:34 PM - Trystin District
Collection:
WDE109C-Employer Retirement Contribution Reimbursement - 2016-17
Is the submission valid? **Yes**
Validation Engine Start: **Thursday, March 03, 2016 at 3:34:13 PM**
Validation Engine End: **Thursday, March 03, 2016 at 3:34:13 PM**
Submitter: **tdistrict, trystin.green@wyo.gov, 307-777-7777**
Number of Errors: **0**
Number of Warnings: **0**

WDE109C - Employer Retirement Contribution Reimbursement - 2016-17

- This collection cycle is **officially open**.
- Due Date: **9/10/2016**
- Window Opening: **8/13/2016**
- Window Closing: **9/10/2016**
- Expected Number Of Respondents: **48**
- Start: **7/1/2016**
- End: **6/30/2017**

Set	Is Valid
No records to display.	

13. Click **Certify** again to complete the submission of your report.

Certify Submission Package

- Collection: **WDE109C - Employer Retirement Contribution Reimbursement - 2016-17**
- Due Date: **9/10/2016**
- Creation Date: **3/3/2016**
- Last Modified: **3/3/2016 3:34 PM**
- Last Modified By: **tdistrict**
- Submitter Name: **Trystin District**
- Submitter Phone: **307-777-7777**
- Submitter Email: **trystin.green@wyo.gov**
- Current Status: **Editing**

File name	Data Submit Date	Modified	Modified By
109C Test upload .xlsx	3/3/2016 3:34:12 PM	3/3/2016 3:34:00 PM	tdistrict

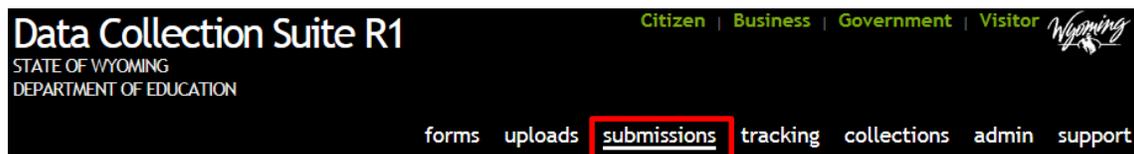
I certify that to the best of my knowledge and belief all of the information in this submission package is correct.

Downloading, Saving and Printing the WDE109C

You should keep paper or electronic copies of the certified reports on file for future reference and audit purposes. Through the DCS submissions tab, you will see all submissions for the WDE109C. There are two types of statuses: **Editing**, and **Certified**. The **Editing** submission is the one you are working on. The **Certified** submission is highlighted in green and is the final report submitted to WDE. The **Certified** submission is the one you should download and save. You can download any report in this list and save or print it at any time.

A. Accessing the Submissions Log

1. Click the **Submissions** tab.



2. Select the **Collection: WDE109C – Employer Retirement Contribution Reimbursement**.
3. Click the **Download** button by the submission you wish to download.

The screenshot shows the 'Submission Administration' interface. It includes a 'Collection Selector' with a dropdown menu set to 'WDE106 - District General Fund Cash Flow Report'. Below this is a 'Collection Due Date' dropdown set to '7/31/2016'. A table of submissions is displayed with columns for 'Submission', 'Submitter', 'Status', 'Last Modified By', and 'Last Modified'. The table contains four rows, with the third row highlighted in green. A red box highlights the 'Download' button for the highlighted row. To the right of the table is a 'Current Respondent' section with the text 'You are currently representing: Big Horn County School District #4 Organization Code: 0204000'. Below this is a 'Submission Actions' section with a 'Notes' section and a 'Download' section.

	Submission	Submitter	Status	Last Modified By	Last Modified
Download	3/28/2016 - Trystin District	Trystin District	Editing	tdistrict	3/28/2016 2:58 PM
Download	2/12/2016 - Trystin District	Trystin District	Editing	tdistrict	2/12/2016 3:55 PM
Download	2/12/2016 - Trystin District	Trystin District	Certified	tdistrict	2/12/2016 2:10 PM
Download	2/12/2016 - Trystin District	Trystin District	Editing	tdistrict	2/12/2016 2:02 PM

4. The following notification will be displayed on the bottom of the screen. Select to either Open or Save the form.



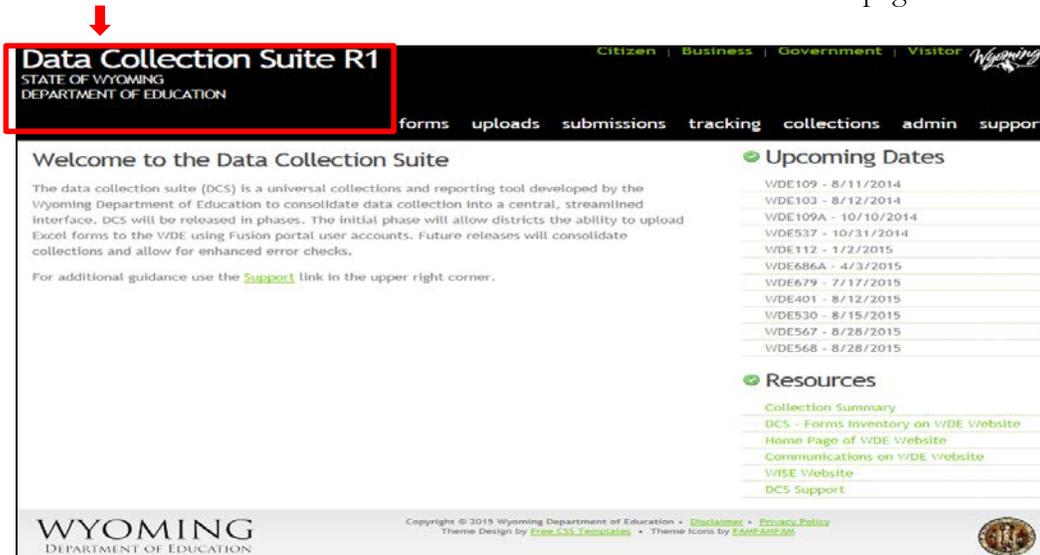
About DCS

A. Logging Out

You can login and logout at any time. All updated data will be captured and retained. If you are inactive for a period of time (not navigating or entering data) the session will “timeout” and you will have to login again. To logout you simply close the web browser.

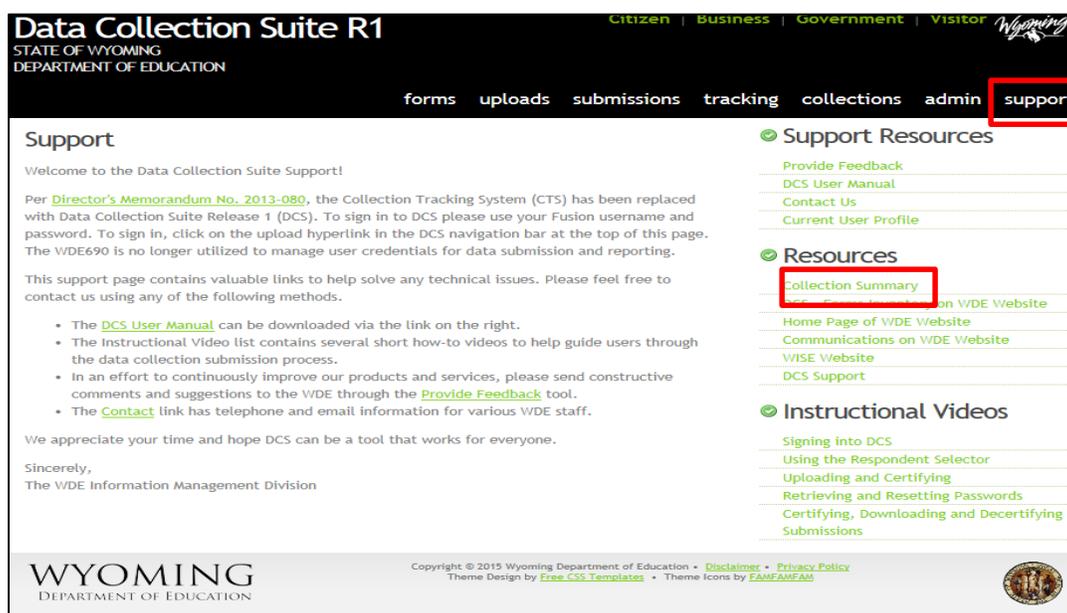
B. Home Button

1. This is a button. Click the **Home** button to return to the main DCS page.



C. Support

The Support page has many useful videos, tools, links and information that can help you. Click the **Support** button on the black navigation bar to go to the Support page.



Clicking the **Collection Summary** link provides you with a list of reports that are open and the status of that report. Clicking the **Download** button allows you to retrieve your reports.

Collection Submissions Summary					
School Year: 2015-16					
Collection		Due Date	Submitter	Submit/Certify Date	Status
WDE103	Reimbursable Pupil Transportation Expenditures Report	8/12/2016	Trystin District	2/24/2016 11:46 AM	Certified Download
WDE106	District General Fund Cash Flow Report	7/31/2016	Trystin District	2/12/2016 2:10 PM	Certified Download
WDE112	National Board Certified Teacher Paid Report	1/4/2016			
WDE401	Reimbursable Special Education Expenditures Report	8/12/2016	Trystin District	3/1/2016 9:00 AM	Certified Download
WDE435	Instructional Facilitator Grant Application and Report	4/15/2016			

WDE109C DCS Roles

The following table outlines what each role is allowed to do in the form.

Role	Edit	Validate	Certify	Report
WDE109 Read	No	No	No	Yes
WDE109 Edit	Yes	No	No	Yes
WDE109 Certify	Yes	Yes	Yes	Yes

To see what roles are assigned to you follow these steps:

1. Go to the **Support** page.
2. On the right hand side of the screen, under **Support Resources**, click the green label called **Current User Profile**.

User Identity Claims	
Username: tdistrict	
Display name: Trystin District	
First name: Trystin	
Last name: District	
Phone: 307-777-7777	
Email: trystin.green@wyo.gov	
Role Memberships:	
Role	Organization
Fusion User	Big Horn County School District #4
WDE103 Certify	Big Horn County School District #4
WDE103 Certify Test	Big Horn County School District #4
WDE103 Edit	Big Horn County School District #4
WDE103 Read	Big Horn County School District #4
WDE109 Certify	Big Horn County School District #4
WDE109 Edit	Big Horn County School District #4
WDE109 Read	Big Horn County School District #4
WDE112 Certify	Big Horn County School District #4
WDE112 Edit	Big Horn County School District #4
WDE112 Read	Big Horn County School District #4
WDE401 Certify	Big Horn County School District #4
WDE401 Edit	Big Horn County School District #4
WDE401 Read	Big Horn County School District #4
WDE703 Certify	Big Horn County School District #4
WDE703 Edit	Big Horn County School District #4
WDE703 Read	Big Horn County School District #4

Frequently Asked Questions

1. How much can I claim on the WDE103 Transportation Report and the WDE401 Special Education Report?
 - a. You can claim a total of 12.69% of retirement contributions made for your employees. If you are paying a “fee” for rehired retirees you may claim the full amount instead of the 12.69%
 - b. WDE109C claims for staff reimbursed on the WDE103 must be moved to function code 3590 – Non-Reimbursable Transportation Services.
2. Are rehired retirees eligible for reimbursement?
 - a. Rehired retirees are eligible for reimbursement if the employee is paid from the approved sources as listed on the form and they discontinue their monthly benefit and are reinstated as contributing members of WRS. This would not include rehired retirees that are continuing to receive a retirement allowance and not reinstated as contributing members of the WRS. Districts who are paying for rehired retirees that are drawing from their retirement are considered paying a “fee” not a contribution.
3. Can I submit multiple reports within a single reporting period?
 - a. No, only one submission is accepted a month. Example: On December 1st you submit a report for November pay then on December 5th you realize you forgot to submit one for October’s pay. If you submit the one for October it will replace the one for November. You should combine the totals from October and November, use a date range of 10/1/15-11/30/15 and submit one report that contains both months’ data.
4. When are the reports due?
 - a. Reports are due the 10th of each month. If the 10th falls on a holiday or weekend, it will be processed the following business day.
5. What wages qualify for reimbursement?
 - a. You should include anyone other than federally funded and food service employees. Wages that are model generated positions qualify and typically are paid out from the general fund. State funded positions included are summer school and instructional facilitators which are paid out from the special revenue fund. If you have subs that participate in the retirement deduction, they would be included as well.
6. What accounting code should I use to record the reimbursement received?
 - a. Please record these reimbursements in the general fund using revenue source code 83290 (Other State Restricted Revenue)
7. What if I pay people in June for July and August contract pay and the retirement rate changes July 1?

- a. You would use the WDE109B for only the pay earned in June. Then, use the WDE109C for July and August pay. If WRS requires you to report the July and August wages under the new rate you must complete the correct WDE109 to reflect the rates required by WRS.
8. Who do I contact with WDE109C questions?
 - a. Contact Trystin Green at 307-777-6206 or trystin.green@wyo.gov.
9. Who do I contact with submission questions?
 - a. Contact Trystin Green at 307-777-6206 or trystin.green@wyo.gov.
10. Who do I contact regarding Usernames and Passwords?
 - a. Contact your district's fusion administrator.
 - b. If further help is needed you may contact Susan Williams at 307-777-6252 or susan.williams@wyo.gov.

Appendix A: Wyoming Retirement Contribution Rate Changes

Wyoming Retirement Contribution Rate Changes based on 2013 and 2014 Legislation
(2013 HEA0103 and 2014 HEA0011)

Timeline	Employee Contribution				Employer Contribution			Total Funded and Reimbursed Contribution C+D+F+G	Total Retirement Contribution Required A+E
	Total Employee Contribution	Unfunded Amount (paid by employee payroll deduction or picked up by employer)	Employee Contribution Funded in Block Grant	Reimbursed Employee Portion	Total Employer Contribution	Employer Contribution Funded in Block Grant	Reimbursed Employer Portion		
	A	B	C	D	E	F	G	H	I
Prior to September 1, 2010	5.57%	0.000%	5.570%	0.000%	5.68%	5.68%	0.00%	11.25%	11.25%
September 1, 2010 - August 31, 2013	7.00%	1.430%	5.570%	0.000%	7.12%	5.68%	1.44%	12.69%	14.12%
September 1, 2013 - June 30, 2014	7.50%	1.680%	5.570%	0.250%	7.12%	7.12%	0.00%	12.94%	14.62%
July 1, 2014 - June 30, 2015	8.25%	2.055%	5.570%	0.625%	7.62%	7.12%	0.50%	13.82%	15.87%
July 1, 2015 - June 30, 2016	8.25%	2.055%	5.570%	0.625%	8.37%	7.12%	1.25%	14.57%	16.62%
July 1, 2016 - June 30, 2017	8.25%	2.305%	5.570%	0.375%	8.37%	7.12%	1.25%	14.32%	16.62%
July 1, 2017 - June 30, 2018 and beyond	8.25%	2.680%	5.570%	0.000%	8.37%	7.12%	1.25%	13.94%	16.62%