



Disability Retirement Program (40.63) Employer Statement

How to Complete Form ET-5607

Upon receipt of a Disability Retirement Program (40.63) Employer Statement (ET-5607) from the Department of Employee Trust Funds (ETF) (generally forwarded to you from Universities of Wisconsin Office of Human Resources), benefits counselor completes questions 1-6 and the Classification & FTE section of Question 7.

After completion of questions 1-6 and the Classification & FTE section of Question 7 benefits counselor sends the form to the UW-Shared Services, Service Operations to complete the Employee Reporting: Hours and Earnings section of Question 7.

UW-Shared Services, Service Operations will return the completed form to the benefits counselor who submitted the form. **When the completed form is received back from UW-Shared Services, Service Operations, review and submit it to ETF. Benefits counselor uploads the completed form into the employee's ebenefit file.**

ITEM #	DATA FIELD NAME	DESCRIPTION	INFORMATION FOUND
	Employee Name	Name of applicant	These fields are generally pre-populated when you receive the form. If they are not pre-populated, enter the requested information.
	Employee Address	Employee's address	
	Employee ETF ID	Employee's ETF Member ID	
	Employer ID	Universities of Wisconsin employer id with ETF (0001-131)	
	QUESTION	MEANING	INFORMATION FOUND
1	Are (were) medical issues a contributing factor to why this employee termination? If no, explain.	Did the employee stop working due to medical issues? If no, provide explanation.	Confirm with employee's HR rep. Review employee's job data, leave history and timesheets. <ul style="list-style-type: none"> Job Data - HRS: Job Data (Workforce Administration > Job Information > Job Data) Leave History – HRS: View Absence Balances and Absence Request History (Main Menu > Manager Self Service > Time Management > View Time > Search Absence Balance > Absence Balances) Timesheets – See Accessing a Timesheet (KB 16508).
2	Is the employee expected to resume active service? If yes, list date expected to resume active service. If unknow, explain.	Will the employee be coming back to work? The employee must have a termination date reported to the WRS. If not previously reported, make sure UW-Shared Services, Service Operations includes the termination information in Question 7.	Confirm with employee's HR rep. Can be listed as "Unknown".

3	Date employee last rendered services? (Last day employee performed actual work.)	Last day employee was physically at work.	Confirm with employee’s HR rep. Verify with timesheet in HRS.
4	Were there any earnings payable after the last day rendered service listed above?	Did the employee receive any type of pay for dates after the last day they were physically at work? For example, did they use any paid leave after their last day physically at work?	Confirm with employee’s institution HR rep. Review employee’s paychecks - HRS: Review Paycheck . See Review an Employee’s Paycheck in HRS (KB 16882). Review employee’s timesheet in HRS in case payroll has not yet processed when completing form. Timesheets – See Accessing a Timesheet (KB 16508).
	If yes, list type of payments that extended the last day paid.	What types of paid leave did they use? Vacation, personal holiday, legal holiday, comp time, sick leave.	Review employee’s leave history, timesheets and paychecks. <ul style="list-style-type: none"> • Leave History – HRS: View Absence Balances and Absence Request History (Main Menu > Manager Self Service > Time Management > View Time > Search Absence Balance > Absence Balances) • Timesheets – See Accessing a Timesheet (KB 16508). • Paychecks - HRS: Review Paycheck. See Review an Employee’s Paycheck in HRS (KB 16882).
	Last day that employee remained in pay status using leave time.	Date employee remained in pay status using leave time.	Employee must remain in pay status until paid leave is exhausted. Work with institution HR rep to confirm termination date in Job Data is correct. If employee received a lump sum payout for paid leave, must extend last day paid to account for leave that was paid out.
5	Were any of these earnings paid out as a lump sum?	If yes, last day paid date needs to be extended accordingly. Employee must remain on payroll until all leave (excluding sick leave) is exhausted. If employee received a lump sum payout for paid leave, must extend last day paid to account for leave that was paid out.	Review employee’s paychecks - HRS: Review Paycheck . See Review an Employee’s Paycheck in HRS (KB 16882).

5	If yes, list: Employee's Hourly Rate of Pay \$		Review employee's Job Data - HRS: Job Data (Workforce Administration > Job Information > Job Data)
	If yes, list: Amount of Lump Sum \$		Review employee's paychecks - HRS: Review Paycheck . See Review an Employee's Paycheck in HRS (KB 16882).
	Number of hours paid to member in lump sum.		
	Number of hours in a typical work day for the employee.		
	Number of days to add to last day in pay status based on employee's normal work schedule.		
6	Employee's Last Day Paid	<p>This is the last day that employee will receive earnings (not always check date).</p> <p>IMPORTANT: Employee must remain on payroll until all leave (excluding sick leave) is exhausted.</p> <p>If employee received lump sum payout for paid leave, must extend last day paid to account for leave that was paid out.</p>	<p>Confirm with employee's HR rep when the employee will be OFF payroll.</p> <p>Review employee's paychecks - HRS: Review Paycheck. See Review an Employee's Paycheck in HRS (KB 16882).</p>
7	Employee Reporting: Classification & FTE		
	Employee's Employment Category	UW-Shared Service, Service Operations completes.	
	Normal Hours Employee Expected to Work Bi-weekly		Review employee's Job Data - HRS: Job Data (Workforce Administration > Job Information > Job Data)
	Normal Hours Employee Expected to Work Annually		Review employee's Job Data - HRS: Job Data (Workforce Administration > Job Information > Job Data)
	Employees FTE Percentage	<p>What is the employee's FTE?</p> <p>Note: If the employee reduced their FTE due to disability, indicate their FTE percentage prior to the reduction.</p>	Review employee's Job Data - HRS: Job Data (Workforce Administration > Job Information > Job Data)



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	How many days is the employee expected to work during the school year?	N/A
Fiscal and/or Calendar Employee Reporting: Hours and Earnings – Current Year & Prior Year (if Appl)		
	7A. & 7B.	<p>Email the form with Questions 1-6 and Classification & FTE portion of Question 7 completed to UW-Shared Services, Service Operations at serviceoperations@support.wisconsin.edu with the subject line: <i>Disability Employer Statement, Employee Name, Empl ID</i>. UW-Shared Services, Service Operations will complete question 7 and return the completed form to you to submit to ETF.</p> <p>UW-Shared Services, Service Operations verifies employee did not have a leave payout and if they have a leave balance remaining. If the employee did have a leave payout or a leave balance remaining Service Operations reaches out to the benefits counselor about the leave issues and holds completing question 7 until the leave issues are correctly resolved.</p>

Benefits Counselor: Submit completed form to ETF at ETFWEB@etf.wi.gov. After submitting to ETF pdf the form and upload the completed form in the employee's ebenefit file.

For information on the Disability Retirement Program review the [Disability Retirement Benefits \(ET-5107\) brochure](#).

For questions completing the Disability Retirement Program (40.63) Employer Statement (ET-5607), contact Universities of Wisconsin Office of Human Resources at uwshr@wisconsin.edu.