

EMPLOYER BULLETIN

ANNUAL REPORTING CHANGING TO PAY-PERIOD REPORTING ON JULY 1, 2020

March 2019

Overview

As you may be aware, Public Act 100-0769 was passed August 10, 2018 to implement a voluntary defined contribution (DC) plan for our members. To accommodate this change, TRS is migrating from its current annual reporting process to pay-period based reporting. The anticipated reporting process change is scheduled to take effect on July 1, 2020. Over the next 16 months, TRS will be working diligently to facilitate the change and make the transition for our employers as smooth as possible.

Upcoming changes due to pay-period reporting

TRS will be:

- developing a new software which will allow employers to report on a pay-period basis;
- communicating updates on the progress of the project, which is called Gemini;
- providing training on the new reporting method on an on-going basis; and
- testing employer data files in the [new file format](#) prior to the anticipated implementation in July 2020.

As the first step to this transition, we have defined a new format in which employer earnings and service information will be reported in the future.

File format document online - share with IT staff and/or payroll vendor

The new [file format](#) is a comprehensive document that will:

- familiarize you with new terminology,
- define the layout in which the information must be reported,
- provide you with general rules on how the information must be formatted,
- identify the data elements that must be reported and delineates the rules for each of the fields, and
- provide illustration of various data examples to help you understand common reporting scenarios.

The document has been written so that business users should be able to interpret the information. However, the primary audience for this document is your IT staff or your payroll vendor. **You should share this document with them at your earliest convenience.**



If you're an employer with a large employee population (i.e. greater than 50 employees), you are encouraged to work with your respective payroll vendors and/or IT staff to program this file format. If you're an employer with a smaller employee population, we will have a mechanism on our new Employer Portal which will allow for easy reporting of your earnings and service data without the need for an interface.

Webinars will be scheduled

We understand that this is a lot of information to digest. To help, we will schedule webinars over the next couple of weeks to review the file layout and provide you with additional details, such as time lines for testing and additional details on the Gemini project, etc. Please monitor your emails for further communication from us with webinar seminar dates and how to register for them.

Questions?

We look forward to working with you to make the transition from annual reporting to pay-period reporting as smooth as possible. If you have any immediate questions, contact Employer Services at (888) 678-3675 or email us at employers@trsil.org.