



FY22-10

# EMPLOYER BULLETIN

## GEMINI TO GO LIVE ON SEPTEMBER 7, 2021

August 2021



TRS is pleased to announce that the Gemini Employer Portal will be fully live on Tuesday, September 7, 2021.

This means that all 990 TRS employers can fully use the features of Gemini's pay-period reporting module. You will be able to upload or replicate payroll reports, resolve errors and remit payments to TRS.

As Gemini goes live, here are a few important notes:

### Transition Time

In order for the TRS Information Technology Department to bring up the pay-period reporting module, the Gemini Employer Portal **will be unavailable to TRS employers** from September 1 through September 6.

### Practice and Testing Uploads

If you have been practicing within the portal or helping us test the system, any practice payroll files that you have uploaded through August 31 will be deleted. In all, 175 employers uploaded 1,075 files during the testing period.

The practice uploads will be deleted, but all other completed screens available on the portal will remain in place:

- Contacts and Security Roles
- Flex Plan
- Sick Leave
- Board-Paid Contributions
- Employer Payroll Schedule
- Banking

### Payroll Report Uploads *After Go-Live*

If you have not already registered with TRS on the Employer Portal, you must do so before you can upload payroll reports to TRS beginning on September 7. Along with the registration, first-time users must submit (more)

**TEACHERS' RETIREMENT SYSTEM  
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a payroll schedule and banking information. This registration can be completed prior to the September 7 Go-Live.

Employers must upload separate payroll reports dating back to the beginning of the state's fiscal year, which began on July 1. When uploading, these “catch up” reports must be sent to TRS in a sequential order beginning with July reports, then August and then September.

Any “catch-up” reports should start with member earnings that began in July. Any TRS members paid in July and August through a 2020-2021 school year contract already have been reported in the 2020-21 annual report and do not have to be part of any “catch up” report.

During the “catch-up” period, no late filing penalties will be charged to employers by TRS.

When TRS does begin penalizing late reports, a \$50-per-day charge will be assessed to any employer that does not submit the prior month's reports by midnight of the 10th of each month.

Here's a Gemini “next steps” [reference guide](#).

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## Past and Future Remitted Payments

Employers should remit all payments for “catch up” reports through the First Data system.

Any contribution payments made to TRS prior to the September 7 Gemini Go-Live will be shown as a credit and applied to the “payments” screen in the new Employer Portal.

Once you are current with your Gemini reports, all future contributions and invoiced items will be remitted to TRS via the new reporting process on the portal.

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## Gemini Resources

### Website

[Gemini Resources page](#)

### Gemini Questions

(888) 678-3675, option 4 | [employers@trsill.org](mailto:employers@trsill.org)

### “Gemini Open Forum” Zoom Calls

Weekly Open Forums will be held **on Thursdays between 10 a.m. and 11 a.m.**

These calls are meant to be open forums and not scheduled meetings, which means you can sign in at any time the call is open, leave at any time, listen in or participate by asking questions and/or leaving feedback.

Open Forum Link: <https://zoom.us/j/93960137866?pwd=ZGs4RUkvWHkwYmxlZlJBZW4xeEVkUTog>

Meeting ID: 939 6013 7866

Passcode: 280609

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## Thank you!

TRS could not have reached this significant point in the development of Gemini without the dedicated assistance of employers throughout Illinois. We appreciate all of the suggestions, requests, and – yes – complaints, that have improved the final product.

Here are some statistics that show the tremendous cooperation TRS has received from our 990 employers as we have moved forward:

- 99.7% of employers have registered at least one System Administrator user
- 91.2% of employers have registered at least one Payroll Reporter user
- 89.9% of employers have registered at least one Payment Remitter user
- 54.4% of employers have entered at least one Payroll Schedule
- 54.5% of employers have entered at least one Banking Account
- 12.4% of employers have entered at least one Flexible Benefit Plan
- 38.9% of employers have entered Sick Leave
- 38.5% of employers have entered Board Paid TRS

