

ANNUAL CERTIFICATION PROCESS



ANNUAL CERTIFICATION PROCESS

Employers play a critical role in supporting TRS by serving as the primary link between the system and its members. Employers are responsible for submitting both member and employer contributions, reporting earnings and service credit, and providing accurate data for over 160,000 active members.

Every TRS employer is required to file an Annual Report with TRS each fiscal year.

The Annual Report of Earnings provides the information necessary to establish and record earned service credit, salary rates, creditable earnings, and contributions for members. The integrity of each member's retirement record depends upon the accuracy of this report. The Annual Report also provides the information necessary to prepare the member's TRS Benefits Report.

ANNUAL CERTIFICATION PROCESS

The employer may begin the Annual Certification process when all pay-period reports have been uploaded, posted and all records from pay-period reports requiring TRS review have been processed. The link is located on the Employer Reporting Dashboard and will be available **July 1st**.

NOTE:

The first time the link is selected, the data accumulation process will begin.

Subsequent link selection will take you to the Annual Certification Dashboard.

Welcome to the Employer Reporting Dashboard

This landing page of the TRS Employer Portal allows you to navigate to various areas within the site. You can create a new Payroll Report, complete an in-progress Payroll Report or reference previously released announcements.

Quick Links: [Employer Access](#) [TRS Employer Website](#) [Gemini Information](#) [TRS Reports](#) [SSP Employer Information](#) [SSP Deferrals Report](#)

Annual Certification

[Click here if ready to start/continue the Annual Certification process.](#)

Bulletins

May 15, 2024	FY24-10: Reporting Reminders
April 18, 2024	FY24-09: 2024-25 Contribution Rate Changes & Tier Limitations

Payroll Reporting [+ New Payroll Report](#) [Reporting History](#)

Report Type	Report Date	Status
No In Progress Reports Available.		

ANNUAL CERTIFICATION PROCESS

While the system is accumulating the data, you may return to the Employer Reporting Dashboard. The employer will receive an email confirmation that the process is complete.

Note: You may need to refresh the page after you receive the email.

Annual Certification

You have initiated the Annual Certification Process. We are gathering all relevant data submitted through Gemini over the course of the fiscal year and annualizing it for your review. This process could take several minutes and will continue running when you leave this page or log out of the Employer Portal.

You will be notified by email once this process is complete. Please do not click start/continue process link from the dashboard page until you have received the email notification.

[← Return to Dashboard](#)

ANNUAL CERTIFICATION DASHBOARD

When you receive your email confirmation that the Annual Certification process is complete, return to the Employer Reporting Dashboard. Click the link again to continue the Annual Certification process and the **Annual Certification Dashboard** will be displayed.

Annual Certification Dashboard

Fiscal Year: 2025-2027

Annual Certification Status: Annual Rpt In Progress

You may navigate directly to specific pages of the Annual Certification process from this dashboard. When each page is marked "Review Complete", the word Reviewed will display in green indicating that page has been reviewed. The Submit to TRS process requires all Annual Certification pages to be marked as "Review Complete" before submission. Upon successful submission, the Final Annual Certification Review navigation section will display Transmitted.

Member Summary

Review member details and resolve edits.

Proceed to Member Summary →

Edit Explanations

Review of Certified Edit Explanations.

Proceed to Edit Explanations →

Final Sick Leave Review

Review Termination End Dates and Total Final Sick Leave.

Proceed to Final Sick Leave Review →

Federally Funded Earnings

Review Federally Funded Earnings.

Proceed to Federally Funded Earnings →

Workers' Compensation

Add members who received workers' compensation while a portion of their salary was still being paid by their employer.

Proceed to Workers' Compensation →

Final Annual Certification Review

Final review of the Annual Certification and Submit to TRS.

Proceed to Final Annual Certification Review →

ANNUAL CERTIFICATION DASHBOARD

From the Annual Certification Dashboard, you may navigate directly to specific pages. There are 5 pages that need to be reviewed prior to Final Annual Certification Review submission. Each page will need to be marked "**Review Complete**".

Member Summary

Review member details and resolve edits.

[Proceed to Member Summary →](#)

View and edit member earnings, termination end dates and final sick leave, and provide edit explanations.

Edit Explanations

Review of Certified Edit Explanations.

[Proceed to Edit Explanations →](#)

Will display all edit explanations provided on the Member Summary page for each member.

Final Sick Leave Review

Review Termination End Dates and Total Final Sick Leave.

[Proceed to Final Sick Leave Review →](#)

Review members that had termination end dates and sick leave reported on the Member Summary page.

Federally Funded Earnings

Review Federally Funded Earnings.

[Proceed to Federally Funded Earnings →](#)

Review and make corrections to amounts and/or fund categories that were reported.

Workers' Compensation

Add members who received workers' compensation while a portion of their salary was still being paid by their employer.

[Proceed to Workers' Compensation →](#)

Add members that were on workers' compensation and a portion of their daily rate was still being paid by their employer.

Final Annual Certification Review

Final review of the Annual Certification and Submit to TRS.

[Proceed to Final Annual Certification Review →](#)

Once all pages have been marked "Review Complete", the page will be enabled and the employer can submit to TRS.

ANNUAL CERTIFICATION DASHBOARD

The **Member Summary**, **Edit Explanations**, **Final Sick Leave Review**, **Federally Funded Earnings**, and **Workers' Compensation** pages will each need to be marked "Review Complete". Proceed to each page and the "Review Complete" is located at the bottom of each page.

TIP: If corrections are made after a page is marked "Review Complete", it may need to be reviewed again.

☐ Review Complete

[Delete](#) [Return to AC Dashboard](#) [Next →](#)

When each page is marked "Review Complete", the word **Reviewed** will display in **green** indicating that page has been reviewed. The Final Annual Certification Review will be enabled once all Annual Certification pages are marked as "Review Complete".

<div>Member Summary Review member details and resolve edits.</div> <div>Proceed to Member Summary →</div> <div>Reviewed</div>	<div>Edit Explanations Review of Certified Edit Explanations.</div> <div>Proceed to Edit Explanations →</div> <div>Reviewed</div>
<div>Final Sick Leave Review Review Termination End Dates and Total Final Sick Leave.</div> <div>Proceed to Final Sick Leave Review →</div> <div>Reviewed</div>	<div>Federally Funded Earnings Review Federally Funded Earnings.</div> <div>Proceed to Federally Funded Earnings →</div> <div>Reviewed</div>
<div>Workers' Compensation Add members who received workers' compensation while a portion of their salary was still being paid by their employer.</div> <div>Proceed to Workers' Compensation →</div> <div>Reviewed</div>	<div>Final Annual Certification Review Final review of the Annual Certification and Submit to TRS.</div> <div>Proceed to Final Annual Certification Review →</div> <div></div>

MEMBER SUMMARY

MEMBER SUMMARY

First, review if the Members count is correct. Retirees will NOT show up in Member count. If any members are not reported, STOP and delete the report by using the Delete button at the bottom. Any time Delete is used, all corrections are lost.

NOTE: The employer will need to upload a report to add the member to Gemini. After the report has been processed, the employer can restart the annual certification process.

Members: 10 Terminations: 3 Fiscal Year: Annual Certification Status: Annual Rpt In Progress Total Earnings: \$419,219.38

Member Contributions: \$37,730.13 Member THIS Contributions: \$3,772.87 Employer Contributions: \$2,431.28 Employer THIS Contributions: \$2,809.07

Federally Funded Earnings: \$46,474.83 Federally Funded Contributions: \$4,926.24

Annual Certification Member Summary Mass Update Search by last name... Clear All Sorting ☐ Errors Only

Action Needed	Actions	Last Name	First Name	Last 4 SSN	Employment Type	Contract Days	Days Paid	Annual Salary Rate	Creditable Earnings	Docked Days	Leave Days
			Christina		Full Time	260	217	58,250.00	49,083.40	0	0

Showing 1 - 10 of 10

Review Complete ☐

Rows per page 10

First < 1 > Last

Delete Return to AC Dashboard Next →

MEMBER SUMMARY

The **Annual Certification Member Summary** will list all members reported on Gemini pay-period reports throughout the year with their individual total amounts displayed. The **Actions Needed** column identifies the members that have errors that will need to be addressed.

Members: 10

Terminations: 3

Fiscal Year:

Annual Certification Status: Annual Rpt In Progress

Total Earnings: \$446,745.48

Member Contributions: \$40,207.59

Member THIS Contributions: \$4,020.67

Employer Contributions: \$2,590.79

Employer THIS Contributions: \$2,993.42

Federally Funded Earnings: \$46,474.83

Federally Funded Contributions: \$4,926.24

Annual Certification Member Summary

Mass Update

Search by last name...

Clear All Sorting

☐ Errors Only

Action Needed	Actions	Last Name	First Name	Last 4 SSN	Employment Type	Contract Days	Days Paid	Annual Salary Rate	Creditable Earnings	Docked Days	Leave Days
<div></div>	<div></div>		Christina		Full Time	260	200	58,250.00	49,083.40	0	0
<div></div>	<div></div>		Sarah		Part-Time Contractual	260	91	19,418.00	19,418.00	0	0
	<div></div>		Kelton		Extra-Duty	170	0	33,250.00	33,250.00	0	0
	<div></div>		William		Extra-Duty	170	0	42,585.33	42,585.33	0	0
	<div></div>		Richard		Full Time	182	174	45,325.00	34,725.01	0	0
	<div></div>		Jamie		Full Time	182	72	28,764.00	16,088.31	0	0
	<div></div>		David		Full Time	180	180	80,941.45	80,941.45	0	0
<div></div>	<div></div>		Marybeth		Full Time	260	260	90,500.16	90,500.16	0	0
	<div></div>		William		Substitute	170	3	275.00	275.00	0	0
	<div></div>		Thomas		Full Time	260	217	95,250.00	79,878.82	0	0

Showing 1 - 10 of 10

Rows per page 10

First < 1 > Last

Review Complete

Delete

Return to AC Dashboard

Next →

IDENTIFYING ERRORS

If errors need to be resolved, there will be a symbol in the **Action Needed** column for that member. Click the Actions arrow and select View Summary Details for an individual member.

NOTE: The **Errors Only** is available to search for only those members with errors.

Members: 10 Terminations: 3 Fiscal Year: Annual Certification Status: Annual Rpt In Progress Total Earnings: \$446,745.48 Member Contributions: \$40,207.59
Member THIS Contributions: \$4,020.67 Employer Contributions: \$2,590.79 Employer THIS Contributions: \$2,993.42 Federally Funded Earnings: \$46,474.83 Federally Funded Contributions: \$4,926.24

Annual Certification Member Summary [Mass Update](#) [Clear All Sorting](#) [Errors Only](#)

Action Needed	Actions	Last Name ^	First Name ^	Last 4 SSN	Employment Type	Contract Days	Days Paid	Annual Salary Rate	Creditable Earnings	Docked Days	Leave Days
⚠	▼		Christina		Full Time	260	200	58,250.00	49,083.40	0	0
⚠	✎ View Summary Details		Sarah		Part-Time Contractual	260	91	19,418.00	19,418.00	0	0
	🗨 Edit Explanations		Kelton		Extra-Duty	170	0	33,250.00	33,250.00	0	0

TIP: If you notice a lot of errors that can be corrected by uploading a pay period report, use the Delete option and upload another report. Certain corrections can be made using the Mass Update feature, which is available as part of the process.

MASS UPDATE

The Mass Update option can only be used to correct Contract Days and/or Days Paid. The employer can choose to select all members or filter to select specific members.

Members: 10Terminations: 3Fiscal YearAnnual Certification Status: Annual Rpt In ProgressTotal Earnings: \$446,745.48

Member Contributions: \$40,207.59Member THIS Contributions: \$4,020.67Employer Contributions: \$2,590.79Employer THIS Contributions: \$2,993.42

Federally Funded Earnings: \$46,474.83Federally Funded Contributions: \$4,926.24

Annual Certification Member Summary

Mass Update

Search by last name...

Clear All Sorting

Errors Only

Action Needed	Actions	Last Name	First Name	Last 4 SSN	Employment Type	Contract Days	Days Paid	Annual Salary Rate	Creditable Earnings	Docked Days	Leave Days
			Christina		Full Time	260	200	58,250.00	49,083.40	0	0
			Sarah		Part-Time Contractual	260	91	19,418.00	19,418.00	0	0
			Kelton		Extra-Duty	170	0	33,250.00	33,250.00	0	0
			William		Extra-Duty	170	0	42,585.33	42,585.33	0	0
			Richard		Full Time	182	174	45,325.00	34,725.01	0	0
			Jamie		Full Time	182	72	28,764.00	16,088.31	0	0
			David		Full Time	180	180	80,941.45	80,941.45	0	0
			Marybeth		Full Time	260	260	90,500.16	90,500.16	0	0
			William		Substitute	170	3	275.00	275.00	0	0
			Thomas		Full Time	260	217	95,250.00	79,878.82	0	0

Showing 1 - 10 of 10

Rows per page 10

First < 1 > Last

☐ Review Complete

Delete

Return to AC Dashboard

Next →

MASS UPDATE

All members with Days Paid will be displayed for possible Mass Update corrections. Each member displayed can be unchecked to be excluded from the mass update. Additionally, the employer can apply filters by **Employment Type**, **Job Category**, **Payment Reason**, or a specific **Error Code** to view only certain members.

Mass Update Make the same change to multiple records at once.

Select Records Use the filters below to select which records in the report you would like to update. Use the checkboxes to individually add or remove records.

Employment Type

Job Category

Payment Reason

Error Code

Clear Filters

Records Selected: 8

Members Selected: 8

☐ Show Selected Records Only

<input checked="" type="checkbox"/>	Last Name ^	First Name ^	Last Four SSN ^	Employment Type	Payment Reason	Job Category	Contract Days	Days Paid
<input checked="" type="checkbox"/>		Christina		F	BS	Administrator	260	217
<input checked="" type="checkbox"/>		Sarah		P	BS	Administrator	260	91
<input checked="" type="checkbox"/>		Richard		F	BS	Teacher	182	174
<input checked="" type="checkbox"/>		Jamie		F	BS	Teacher	182	72
<input checked="" type="checkbox"/>		David		F	BS	Administrator	260	217
<input checked="" type="checkbox"/>		Marybeth		F	BS	Administrator	260	217
<input checked="" type="checkbox"/>		William		S	BS	Teacher		3
<input checked="" type="checkbox"/>		Thomas		F	BS	Administrator	260	217

Showing 1 - 8 of 8

Rows per page 10

First < 1 > Last

Cancel

Proceed to Update →

MASS UPDATE

Mass Update Make the same change to multiple records at once.

Select Records Use the filters below to select which records in the report you would like to update. Use the checkboxes to individually add or remove records.

Employment Type: Job Category: Payment Reason: Error Code: [Clear Filters](#)

Members Selected: 4 ☐ Show Selected Records Only

	First Name ^	Last Four SSN ^	Employment Type	Payment Reason	Job Category	Contract Days	Days Paid
<input checked="" type="checkbox"/> Full Time	Christina		F	BS	Teacher	260	217
<input type="checkbox"/> Part-Time Contractual	Richard		F	BS	Teacher	182	174
<input type="checkbox"/> Substitute	Jamie		F	BS	Teacher	182	72
<input type="checkbox"/> Part-Time Non-Contractual (Hourly)	David		F	BS	Teacher	260	217

[Cancel](#) [Proceed to Update →](#)

Once the members are chosen that require an update, click **Proceed to Update**.

The employer can choose to replace the **Contract Days** and/or **Days Paid** with a specific number. An option is also available to Increase or Decrease by an exact amount to Contract Days and/or Days Paid.

Mass Update Make the same change to multiple records at once.

Update Selected Records Make universal updates to all of your previously selected records within this report.

Records Selected: 4 Members Selected: 4

Contract Days Existing Contract Days can be replaced or increased/decreased so that resulting Contract Days are between 180 - 262.

Replace current Contract Days with: Increase/Decrease (+/-) Contract Days by:

Days Paid Existing Days Paid can be replaced or increased/decreased so that resulting Days Paid are between 0 - 262.

Replace current Days Paid with: Increase/Decrease (+/-) Days Paid by:

[← Previous](#) [Cancel](#) [Confirm Updates →](#)

MASS UPDATE

Once the corrections are selected, choose Confirm Updates. **Once the employer confirms the Update, it can not be reversed without deleting the entire Annual Certification.**

The Annual Certification process will rerun with the updated information.

Return to the Employer Reporting Dashboard and wait for the email stating the process is complete. By rerunning the process, additional edits may invoke due to the corrected amounts.

The screenshot shows the 'Mass Update' interface. At the top, it says 'Mass Update Make the same change to multiple records at once.' Below this is a section 'Update Selected Records Make universal updates to all of your previously selected records within this report.' It shows 'Records Selected: 4' and 'Members Selected: 4'. There are two main sections: 'Contract Days' and 'Days Paid'. Each has a label 'Existing Contract Days can be replaced or increased/decreased' and 'Existing Days Paid can be replaced or increased/decreased so that re'. Below each is a text input field and a 'Replace current' label. At the bottom, there are three buttons: 'Previous', 'Cancel', and 'Confirm Updates'. A red arrow points from the 'Confirm Updates' button to a modal dialog titled 'Confirm Mass Update'. The dialog contains the text: 'Are you sure you want to make the indicated changes to all selected records?' followed by a detailed explanation: 'Once you select Update, the changes will be made and your Annual Certification will be run back through our validation process. You will be returned to the Employer Dashboard and your Annual Certification will be inaccessible during this time. It should take no more than the time it took your certification to be rolled-up and created in the first place. You will receive an email when the process is complete and your report is accessible.' At the bottom of the dialog are two buttons: 'Update' and 'Cancel'. A red arrow points from the 'Update' button back to the 'Confirm Updates' button on the main interface.

Mass Update Make the same change to multiple records at once.

Update Selected Records Make universal updates to all of your previously selected records within this report.

Records Selected: 4 Members Selected: 4

Contract Days Existing Contract Days can be replaced or increased/decreased

Replace current Contract Days with: Contract Days

Days Paid Existing Days Paid can be replaced or increased/decreased so that re

Replace current Days Paid with: Days Paid

← Previous Cancel Confirm Updates →

Confirm Mass Update

Are you sure you want to make the indicated changes to all selected records?

Once you select Update, the changes will be made and your Annual Certification will be run back through our validation process. You will be returned to the Employer Dashboard and your Annual Certification will be inaccessible during this time. It should take no more than the time it took your certification to be rolled-up and created in the first place. You will receive an email when the process is complete and your report is accessible.


Update Cancel

RESOLVING ERRORS

Within the detail of the individual member, each row represents the total amount reported from all pay-period reports with each unique Employment Type and Payment Reason. If there is an error, a detailed Error Resolution will be provided at the top of the page and will need to be addressed.

FATAL ERRORS

Any **RED FATAL ERRORS** will require a correction

Severity	Error #	Error Title ^	Error Message	Error Resolution
	AR2015	Total Days Paid Exceeds Contract Days	Total number of Days Paid is greater than total number of Contract Days for an Employment Type of Full Time or Part-Time Contractual.	For Employment Types of Full Time and Part-Time Contractual the C... View More




Filter by:

Employment Type

Payment Reason

Clear Filter

+ Add Row

Actions	Employment Type ^	Payment Reason ^	Contract Days	FTE Percentage	Full Annual Rate	Earnings	Member Contributions	Member THIS Contributions	Employer Contributions	Employer THIS Contributions	Docked Days	Days Paid
	Full Time	BS	181	100	69,656.56	69,034.12	6,213.07	621.31	400.40	462.53	0.00	180
	Full Time	ED				2,914.48	262.20	26.33	16.81	19.58	0.00	0
	Full Time	FB				10.00	0.90	0.09	0.06	0.07	0.00	0
Totals						\$71,958.60	\$6,476.17	\$647.73	\$417.27	\$482.18	0.00	180

Save

Cancel

RESOLVING ERRORS

WARNING ERRORS AND EXPLANATION

For **WARNING** errors, select **View More** in the Error Resolution area and review the full message.

- If the information is correct and does not need to be updated, the warning must be certified and may need an explanation
- If the information is incorrect, make the necessary changes. The warning error may be resolved or still need to be certified with an explanation

Contribution Category
Tier 1

Annual Salary Rate
119,361.35

Creditable Earnings
69,694.12


Employment Begin Date
09/01/2019

Employment End Date


Employment End Re...


Final Sick Leave

Errors for Record (1) Select to view error details. **Tip:** Address fatal errors first before addressing any others; Corrections to fatal errors may result in the elimination of other errors.

Severity	Error #	Error Title ^	Error Message	Error Resolution
	AR2004	Base Earnings calculation	TRS is unable to calculate to the total BS – Base Salary earnings within \$250.	The daily rate (computed by dividing Full Annual Rate by the Cont... View More

Warning Certification: I certify that I have read the error message and resolution and have confirmed that the information in question is accurate.

 **WARNING:** AR2004 Base Earnings calculation



Resolution:The daily rate (computed by dividing Full Annual Rate by the Contract Days) multiplied by the BS Days Paid is not within \$250 of total BS – Base Salary Earnings or Full Annual Rate minus calculated dock amount (calculated daily rate x number of Docked Days plus and LA Payment Reason days) is not within \$250 of total BS – Base Salary Earnings.

Review the member's Full Annual Rate, Contract Days, BS Days Paid, Docked Days and LA Days Paid, BS Earnings. Ensure the Full Annual Rate is the rate the member is expected to receive for the full year including board paid TRS Contributions and that Earnings have been reported under the correct Payment Reason. For additional guidance refer to Pay-period Reporting (Gemini) on the TRS Website <https://www.trsil.org/employers/pay-period-reporting-file-format#level4>.

Make any necessary corrections. If no corrections are required confirm the reported information is correct.

RESOLVING ERRORS

Read each Error Resolution **carefully** to determine how to resolve the Error and what information is needed. A **detailed** explanation must be provided to Certify the error.

If the information is not provided that was requested in the Error Resolution (see below), TRS will be required to contact the employer during the audit.

The screenshot displays the TRS error resolution interface. At the top, fields for Contribution Category (Tier 1), Annual Salary Rate (119,361.35), Creditable Earnings (69,694.12), and Employment Begin Date (09/01/2019) are visible. Below these, a table titled 'Errors for Record (1)' lists an error with Severity 'Warning', Error # 'AR2004', and Error Title 'Base Earnings calculation'. A 'Warning Certification' section states: 'I certify that I have read the error details and understand the resolution. I agree to provide the required information to resolve the error.' Below this, a 'WARNING: AR2004 Base Earnings calculation' is shown with a 'Resolution' section. The resolution text reads: 'The daily rate (computed by dividing Full Annual Rate by the number of days in the year) minus the calculated dock amount (calculated daily rate x number of days docked)'. A red box highlights the 'Resolution' text, and a red arrow points from it to the 'Certify' button in the modal. A modal titled 'Explanation Required' is open, prompting the user to provide an explanation. The modal contains a text area for the explanation and a 'Certify' button. A red box highlights the text area, and a red arrow points from it to the 'Certify' button. The modal also includes a 'Cancel' button.

Contribution Category: Tier 1
Annual Salary Rate: 119,361.35
Creditable Earnings: 69,694.12
Employment Begin Date: 09/01/2019

Employment End Date:
Employment End Reason:

Errors for Record (1) Select to view error details. **Tip:** Add more errors to the list.

Severity	Error #	Error Title ^
Warning	AR2004	Base Earnings calculation

Warning Certification: I certify that I have read the error details and understand the resolution. I agree to provide the required information to resolve the error.

WARNING: AR2004 Base Earnings calculation

Resolution: The daily rate (computed by dividing Full Annual Rate by the number of days in the year) minus the calculated dock amount (calculated daily rate x number of days docked).

Review the member's Full Annual Rate, Contract Days, Board Paid TRS Contributions and that Employer's Pay-Period Reporting (Gemini) on the TRS Website <https://www.trsil.org/employers/pay-period-re>

Explanation Required

To certify this warning, an explanation must be provided.

Explanation *

TIP: Provide calculations and exact details of the situation to address the error. The more information the better!

We are REQUIRED to contact employer if explanations are:

- Member was docked
- Member on leave for part of the year
- Earned extra duties
- Reported correctly
- Returned to teaching

0 / 3800

Certify **Cancel**

RESOLVING ERRORS

NEW 2025-26: A breakdown is now required for specific edits. A vague comment is not allowed that does not address the edit. Provide a detailed explanation and click **Certify**.

WARNING: AR2004 Base Earnings calculation

Resolution: Review the member's Base Salary (BS) records (Contract Days, Full Annual Rate, Earnings, Docked Days, and Days Paid) and LA Payment Reason Days Paid, if applicable.

Ensure the Base Salary (BS) Full Annual Rate reflects the base annual salary the member would have earned for the full year had the member not been docked or worked a partial year. The Full Annual Rate should include any board-paid TPS contributions. For a Part-time Contractual member, the Full Annual Rate must be representative of the position. Full Annual Rate should not include rate changes mid-year, the Full Annual Rate should be reported equal to the base salary of \$52,000. In January after working 97 days, she moves on the rate is the amount she earned for the full year between the two positions with a base rate of \$85,000. On February 1st, he is promoted to superintendent; between the two positions \$91,250 $[(\$85,000 / 24 \times 14) + (\$100,000 / 24 \times 10)]$.

Explanation Required -

To certify this warning, an explanation must be provided.

Explanation *

Member was docked days.

Edit Explanation does not contain a numeric value. This edit requires a detailed mathematical explanation. Refer to Error Resolution for examples of expected detail.

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Certify **Cancel**

EDIT EXPLANATIONS

Once an edit is certified and a detailed explanation provided, it can be viewed in [Edit Explanations](#) within the member detail. In addition, when clicking the Actions arrow on the Member Summary page, there is an option to view the Edit Explanations. All explanations will also be displayed on the Edit Explanations page.

Annual Certification Member Summary Details for

Home | Calendar | 2024 | 2024 | 2024

Employment Type: Extra-Duty | Contract Days: 170 | Days Paid: 0 | Annual Salary Rate: 52,824.91 | Creditable Earnings: 52,824.91

Contribution Category: Tier 1 | Employment Begin Date: 08/01/1997 | Final Sick Leave | Employment End Date | Employment End Reas... | Job Category: Administrator

Errors for Record (0) Select to view error details. Tip: Address fatal errors first before addressing any others; Corrections to fatal errors may result in the elimination of other errors.

[Edit Explanations](#)

Annual Certification Member Summary [Mass Update](#) Search by last name... [Clear All Sorting](#) ☐ Errors Only

Action Needed	Actions	Last Name	First Name	Last 4 SSN	Employment Type	Contract Days	Days Paid	Annual Salary Rate	Creditable Earnings	Docked Days	Leave Days
⚠	⌵		Christina		Full Time	260	200	58,250.00	49,083.40	0	0
⚠	⌵		Sarah		Part-Time Contractual	260	91	19,418.00	19,418.00	0	0
	⌵		Kelton		Extra-Duty	170	0	33,250.00	33,250.00	0	0
	⌵		William		Extra-Duty	170	0	42,585.33	42,585.33	0	0

EDITING AND VIEWING INFORMATION

When the employer is reviewing an individual, corrections may need to be made. Within each member detail, the employer can make corrections to each row of information as well as the Job Category. Each row represents the total amount reported from all pay-period reports with each unique Employment Type and/or Payment Reason.

Members: 10Terminations: 3Fiscal Year:Annual Certification Status: Annual Rpt In ProgressTotal Earnings: \$446,745.48Member Contributions: \$40,207.59

Member THIS Contributions: \$4,020.67Employer Contributions: \$2,590.79Employer THIS Contributions: \$2,993.42Federally Funded Earnings: \$46,474.83

Federally Funded Contributions: \$4,926.24

Annual Certification Member Summary Details for

Employment Type
Full Time

Contract Days
260

Days Paid
200

Annual Salary Rate
58,250.00

Creditable Earnings
49,083.40

Contribution Category
Tier 1

Employment Begin Date
05/01/2023

Final Sick Leave *
100.0

Employment End Date *
05/31/2024

Employment End Reason *
Terminated

Job Category *
Teacher

Errors for Record (0) Select to view error details. Tip: Address fatal errors first before addressing any others; Corrections to fatal errors may result in the elimination of other errors. Edit Explanations




Filter by: Employment TypePayment ReasonClear FilterAdd Row

Actions	Employment Type	Payment Reason	Contract Days	FTE Percentage	Full Annual Rate	Earnings	Member Contributions	Member THIS Contributions	Employer Contributions	Employer THIS Contributions	Docked Days	Days Paid
	Full Time	BS	260	100	55,000.00	45,833.40	4,125.00	412.60	265.80	307.00	0.00	200
	Full Time	FB				3,250.00	292.60	29.20	18.80	21.80	0.00	0
Totals						\$49,083.40	\$4,417.60	\$441.80	\$284.60	\$328.80	0.00	200

SaveCancel



EDITING AND VIEWING INFORMATION

For each row, there is an Actions dropdown. The employer can select to Quick Edit the row of information or View Details.

Actions	Employment Type ^	Payment Reason ^	Contract Days	FTE Percentage	Annual Rate	Earnings	Member Contributions	Member THIS Contributions	Employer Contributions	Employer THIS Contributions	Docked Days	Days Paid
 Quick Edit		BS	180	100	55,908.28	55,908.28	5,031.60	503.27	324.24	374.64	0.00	180
 View Details		FB				7,582.42	682.42	68.24	43.98	50.80	0.00	0
 Delete						\$63,490.70	\$5,714.02	\$571.51	\$368.22	\$425.44	0.00	180
Save	Cancel											

QUICK EDIT

When Quick Edit is selected, only certain boxes will be allowed for editing. Once the corrections have been made, click Save to the left of the row.

Actions	Employment Type ^	Payment Reason ^	Contract Days	FTE Percentage	Full Annual Rate	Earnings	Member Contributions	Member THIS Contributions	Employer Contributions	Employer THIS Contributions	Docked Days	Days Paid
Save 	Full Time	BS	180	100	55,908.28	55,908.28	5,031.60	503.27	324.24	374.64	0.00	180
	Full Time	FB				7,582.42	682.42	68.24	43.98	50.80	0.00	0
Totals						\$63,490.70	\$5,714.02	\$571.51	\$368.22	\$425.44	0.00	180
Save	Cancel											

NEW EDIT

2025-26 NEW EDIT – If a supplementary report for retirement or death was submitted prior to the annual certification and the amounts do not match, a fatal error will appear and must be fixed. Review both the supplementary report and the annual certification. If the supplementary report is correct, update the annual certification. If the annual certification is correct, revise the supplementary report in Employer Access. Once the amounts match, return to the member in the annual certification.

CURRENTLY, THE FATAL ERRORS WILL NOT CLEAR AUTOMATICALLY. TO REMOVE THE ERROR, USE QUICK EDIT TO ADJUST THE FULL ANNUAL RATE BY 0.01 AND CLICK SAVE.

Severity	Error #	Error Title	Error Message	Error Resolution
!	AR2040	Annual Certification Supplementary Report Mismatch Error (Creditable Earnings)	Annual Certification Creditable Earnings do not match previously reported Creditable Earnings from a Supplementary Report.	A correction to either the Supplementary Report or the Annual Cer... View More
!	AR2039	Annual Certification Supplementary Report Mismatch Error (Annual Salary Rate)	Annual Salary Rate does not match previously reported Annual Salary Rate from Supplementary Report.	A correction to either the Supplementary Report or the Annual Cer... View More
!	AR2038	Annual Certification Supplementary Report Mismatch Error (Days Paid)	Annual Certification Days Paid does not match previously reported Days Paid from Supplementary Report.	A correction to either the Supplementary Report or the Annual Cer... View More

Filter by:	Employment Type	Payment Reason	Clear Filter	+ Add Row
------------	-----------------	----------------	--------------	-----------

Actions	Employment Type ^	Payment Reason ^	Contract Days	FTE Percentage	Full Annual Rate	Earnings	Member Contributions	Member THIS Contributions	Employer Contributions	Employer THIS Contributions	Docked Days	Days Paid
Save ⊗	Full Time	BS	260	100	115,812.01	115,812.00	10,423.08	0.00	671.71	0.00	0.00	260
▼	Full Time	ED				10,222.88	920.06	0.00	59.30	0.00	0.00	0
Totals						\$126,034.88	\$11,343.14	\$0.00	\$731.01	\$0.00	0.00	260

EDITING AND VIEWING INFORMATION

VIEW DETAILS

The View Details will provide information reported throughout the year for that row of information. Editing is not available in View Details.

▼	05/10/2022	Teacher	180	100	69,656.56	2,855.10	0.00	256.96	25.70	0.00	9
▼	05/24/2022	Teacher	180	100	69,656.56	2,855.10	0.00	256.95	25.70	0.00	10
▼	06/10/2022	Teacher	180	100	69,656.56	2,855.10	0.00	256.95	25.70	0.00	11
▼	06/24/2022	Teacher	180	100	69,656.56	2,855.10	0.00	256.95	25.70	0.00	0
▼	07/08/2022	Teacher	180	100	69,656.56	2,855.10	0.00	256.96	25.70	0.00	0
▼	07/22/2022	Teacher	180	100	69,656.56	2,855.08	0.00	256.95	25.70	0.00	0
▼	08/10/2022	Teacher	180	100	69,656.56	2,855.08	0.00	256.95	25.70	0.00	0
▼	08/24/2022	Teacher	180	100	69,656.56	2,855.08	0.00	256.95	25.70	0.00	0
Totals						\$69,034.12	\$0.00	\$6,212.94	\$621.40	0.00	181

ADDING A ROW

Within each member detail, additional rows may need to be added for an Employment Type and/or Payment Reason that was not reported correctly on a pay-period report. Click the [Add Row](#).

Filter by:

Employment Type

Payment Reason

Clear Filter

+ Add Row

Actions	Employment Type ^	Payment Reason ^	Contract Days	FTE Percentage	Full Annual Rate	Earnings	Member Contributions	Member THIS Contributions	Employer Contributions	Employer THIS Contributions	Docked Days	Days Paid
<div>▼</div>	Full Time	BS	181	100	69,656.56	69,034.12	6,213.07	621.31	400.40	462.53	0.00	180
<div>▼</div>	Full Time	ED				2,914.48	262.20	26.33	16.81	19.58	0.00	0
<div>▼</div>	Full Time	FB				10.00	0.90	0.09	0.06	0.07	0.00	0
Totals						\$71,958.60	\$6,476.17	\$647.73	\$417.27	\$482.18	0.00	180

Save

Cancel

ADDING A ROW

Choose the Employment Type and Payment Reason for each row added. Additional information is required based on the Employment Type and Payment Reason. Click save to the left of the row after adding all the required information.

Filter by:

Employment Type

Payment Reason

Clear Filter

+ Add Row

Actions	Employment Type ^	Payment Reason ^	Contract Days	FTE Percentage	Full Annual Rate	Earnings	Member Contributions	Member THIS Contributions	Employer Contributions	Employer THIS Contributions	Docked Days	Days Paid
▼	Full Time	BS	181	100	69,656.56	69,034.12	6,213.07	621.31	400.40	462.53	0.00	180
▼	Full Time	ED				2,914.48	262.20	26.33	16.81	19.58	0.00	0
▼	Full Time	FB				10.00	0.90	0.09	0.06	0.07	0.00	0
Save	▼	▼					0.00	0.00	0.00	0.00		
Totals						\$71,958.60	\$6,476.17	\$647.73	\$417.27	\$482.18	0.00	180

Save Cancel

Filter by:

Employment Type

Payment Reason

Clear Filter

+ Add Row

Actions	Employment Type ^	Payment Reason ^	Contract Days	FTE Percentage	Full Annual Rate	Earnings	Member Contributions	Member THIS Contributions	Employer Contributions	Employer THIS Contributions	Docked Days	Days Paid
▼	Full Time	BS	181	100	69,656.56	69,034.12	6,213.07	621.31	400.40	462.53	0.00	180
▼	Full Time	ED				2,914.48	262.20	26.33	16.81	19.58	0.00	0
▼	Select One					10.00	0.90	0.09	0.06	0.07	0.00	0
Save	Full Time						0.00	0.00	0.00	0.00		
Totals						\$71,958.60	\$6,476.17	\$647.73	\$417.27	\$482.18	0.00	180

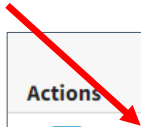
Save

Part-Time Contractual
Substitute
Part-Time Non-Contractual (Hourly)
Extra-Duty

DELETING INFORMATION

ORIGINAL INFORMATION


Any rows that were generated from the certification process cannot be deleted. If a row needs to be deleted, it can be updated by using Quick Edit and entering a 0 in each box.



Actions	Employment Type ^	Payment Reason ^	Contract Days	FTE Percentage	Full Annual Rate	Earnings	Member Contributions	Member THIS Contributions	Employer Contributions	Employer THIS Contributions ^	Docked Days	Days Paid
▼	Full Time	BS	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
▼	Full Time	FB				7,582.42	682.42	68.24	43.98	50.80	0.00	0
Totals						\$7,582.42	\$682.42	\$68.24	\$43.98	\$50.80	0.00	0
<div>Save Cancel</div>												

ADDED ROW

If a row was added, the Delete button will be enabled and the row can be deleted.



Actions	Employment Type ^	Payment Reason ^	Contract Days	FTE Percentage	Full Annual Rate	Earnings	Member Contributions	Member THIS Contributions	Employer Contributions	Employer THIS Contributions	Docked Days	Days Paid
▼	Full Time	BS	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Quick Edit		ED				500.00	45.00	4.50	2.90	3.35	0.00	0
View Details		FB				7,582.42	682.42	68.24	43.98	50.80	0.00	0
Delete						\$8,082.42	\$727.42	\$72.74	\$46.88	\$54.15	0.00	0
<div>Save Cancel</div>												

TERMINATED SICK LEAVE

Terminated sick leave information may be added or deleted within each member detail. The information will then be displayed on the Final Sick Leave Review page.

Employment Type
Full Time

Contract Days
182

Days Paid
174

Annual Salary Rate
45,325.00

Creditable Earnings
34,725.01

Contribution Category
Tier 2

Employment Begin Date
08/01/2020

Final Sick Leave

Employment End Date

Employment End Reason

Job Category
Teacher

Errors for Record (0) Select to view error details. **Tip:** Address fatal errors first before addressing any others; Corrections to fatal errors may result in the elimination of other errors. [Edit Explanations](#)

Filter by:

Employment Type

Payment Reason

[Clear Filter](#) [+ Add Row](#)

Actions	Employment Type	Payment Reason	Contract Days	FTE Percentage	Full Annual Rate	Earnings	Member Contributions	Member THIS Contributions	Employer Contributions	Employer THIS Contributions	Docked Days	Days Paid
<input type="checkbox"/>	Full Time	BS	182	100	42,400.00	31,800.01	2,862.00	286.20	184.50	213.12	0.00	174
<input type="checkbox"/>	Full Time	FB				2,925.00	263.34	26.28	16.92	19.62	0.00	0
Totals						\$34,725.01	\$3,125.34	\$312.48	\$201.42	\$232.74	0.00	174

Save

Cancel

EDIT EXPLANATIONS

EDIT EXPLANATIONS

All edit explanations entered from the Member Summary will be displayed. The “Review Complete” will need to be checked.

View Summary Details will proceed to the member summary detail screen for that individual.
Edit will allow corrections to be made to the comment previously entered.

Members: 10

Terminations: 0

Fiscal Year:

Annual Certification Status: Annual Rpt In Progress

Total Earnings: \$422,469.38

Member Contributions: \$38,022.73

Member THIS Contributions: \$3,802.07

Employer Contributions: \$2,450.08

Employer THIS Contributions: \$2,830.87

Federally Funded Earnings: \$46,474.83

Federally Funded Contributions: \$4,926.24

Annual Certification Review Edit Explanations

Search by last name...

Clear All Sorting

Action	Last Name ^	First Name ^	Last Four SSN ^	Error # ^	Error Title	Edit Explanations
<div><div><div>View Summary Details</div></div></div>		Sarah		AR2001	No Flex Plan reported	Member was part time and did not qualify for a flex plan.
<div><div><div>Edit</div></div></div>		Richard		AR2004	Base Earnings calculation	Base 40,000/180 = 222.22 daily rate. Docked 20 half days 222.22/2 * 20 = 2,222.20.
<div><div><div></div></div></div>		Jamie		AR2004	Base Earnings calculation	Base 50,000/180 = 277.78 daily rate. Docked 10 half days 277.78/2 * 10 = 1388.90.

☐ Review Complete

Previous

Return to AC Dashboard

Next

FINAL SICK LEAVE REVIEW

FINAL SICK LEAVE REVIEW

The Final Sick Leave Review page will display all members that were reported as terminated throughout the year. Review all members and make any corrections on the review screen for members that were already reported as terminated. The “Review Complete” will need to be checked.

NOTE: Return to the member detail to enter a termination for a member not listed on the Final Sick Leave Review page.

Members: 10Terminations: 3Fiscal Year:Annual Certification Status: Annual Rpt In ProgressTotal Earnings: \$422,469.38

Member Contributions: \$38,022.73Member THIS Contributions: \$3,802.07Employer Contributions: \$2,450.08Employer THIS Contributions: \$2,830.87

Federally Funded Earnings: \$46,474.83Federally Funded Contributions: \$4,926.24

Annual Certification - Final Sick Leave Review

Search by last name...

Clear All Sorting

☐ Errors Only

Action Needed	Last Name ^	First Name ^	Last Four SSN	Employment Begin Date	Final Sick Leave	Employment End Date	Employment End Reason
		Christina		05/01/2023	100.0	05/31/2024 <div></div>	Terminated <div></div>
		David		06/01/2023	370.0	06/30/2024 <div></div>	Terminated <div></div>
		Thomas		07/01/2017	250.0	06/15/2024 <div></div>	Death <div></div>

Count: 3

☐ Review Complete

← Previous

Return to AC Dashboard

Save


Next →







FEDERALLY FUNDED SALARIES

FEDERALLY FUNDED SALARIES

The Federally Funded Earnings page will display all Grants Types and earnings previously reported. If no corrections are needed, check “**Review Complete**”.

 Federally Funded Earnings - Reported in Fiscal Year

 Add

Actions	Grant Type ^	Federally Funded Earnings	Federally Funded Employer Contributions
	McKinney Vento Homeless Educ Program	10,795.76	1,144.41
	Other	11,899.60	1,261.23
	Vocational Education	23,779.47	2,520.60

Count: 3

☐ Review Complete

← Previous

Return to AC Dashboard

Next →

EDITING A FUND




The Actions on each row will allow for Quick Edit of the information or to Delete the row.

Actions	Grant Type ^	Federally Funded Earnings	Federally Funded Employer Contributions
 Quick Edit	y Vento Homeless Educ	10,795.76	1,144.41
 Delete		11,899.60	1,261.23
	Vocational Education	23,779.47	2,520.60

FEDERAL FUNDS

ADDING A FUND

Additional federal funds can be added by clicking **Add**. Choose the Grant Type and enter the amount of Federally Funded Earnings for that grant.

Federal Funded Earnings - Reported in Fiscal Year + Add			
Actions	Grant Type ^	Federally Funded Earnings	Federally Funded Employer Contributions
	McKinney Vento Homeless Educ Program	10,795.76	1,144.41
	Other	11,899.60	1,261.23
	Vocational Education	23,779.47	2,520.60

Members: 10 Terminations: 3 Fiscal Year: 2023-2024 Annual Certification Status: Annual Rpt In Progress Total Earnings: \$422,469.38

Member Contributions: \$28,888.78
Employer Contributions: \$28,888.78




Add Federally Funded Earnings to 2023-2024 Fiscal Year

Grant Type *

Federally Funded Earnings *

Federally Funded Employer Contributions

Save Cancel

Actions	Grant Type ^	Federally Funded Earnings	Federally Funded Employer Contributions
	McKinney Vento Homeless Educ Program	10,795.76	1,144.41
	Other	11,899.60	1,261.23
	Vocational Education	23,779.47	2,520.60

Count: 3

WORKERS' COMPENSATION

WORKERS' COMPENSATION

The Workers' Compensation page is required to be reviewed. If no members were on Workers' Compensation during the year and the employer did not pay any portion of their daily rate, select "No". The employer will need to check the **"Review Complete"**.

Member Contributions: \$38,022.73


Member THIS Contributions: \$3,802.07

Employer Contributions: \$2,450.08

Employer THIS Contributions: \$2,830.87


Federally Funded Earnings: \$46,474.83

Federally Funded Contributions: \$4,926.24

 Workers' Compensation

Listing of mem

add or delete members as needed.



Actions

Last Name ^

Job Category

☐ Review Complete

← Previous

Return to AC Dashboard

Next →

Workers' Compensation Members

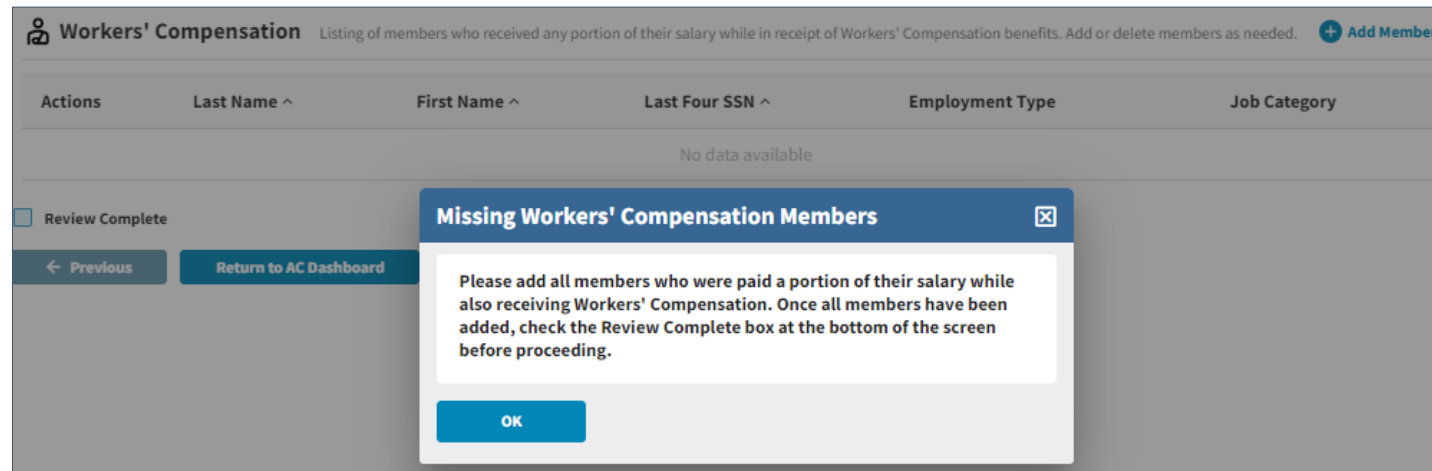
Did any members receive a portion of their salary while in receipt of Workers' Compensation benefits during the 2023-2024 school year?

Yes

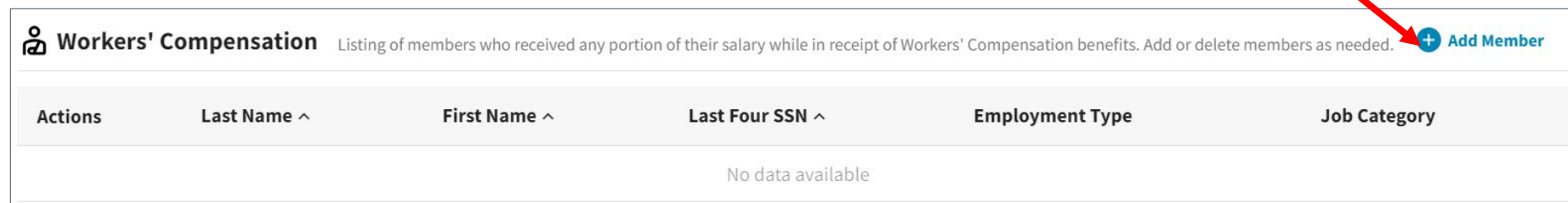
No

WORKERS' COMPENSATION

If the employer selected “Yes” that a member was on workers’ compensation and was paid a portion of their daily rate by the employer, the member will need to be added to the Workers’ Compensation page.




To start selecting members, click [Add Member](#).



WORKERS' COMPENSATION

Use the field below to search for and select the member you need to add. Type in the field to filter your options based on first or last name. Select the desired member before clicking the Add Member button.


Add Workers' Compensation Member 

Use the field below to search for and select the member you need to add. Type in the field to filter your options based on first or last name then click to select the desired member before clicking the Add Member button below.

Member Name *

Add Member

Cancel

Add Workers' Compensation Member 

Use the field below to search for and select the member you need to add. Type in the field to filter your options based on first or last name then click to select the desired member before clicking the Add Member button below.

Member Name *


Jamie



Add Member

Cancel

WORKERS' COMPENSATION

Once all members are added, check the “**Review Complete**”.

 **Workers' Compensation** Listing of members who received any portion of their salary while in receipt of Workers' Compensation benefits. Add or delete members as needed. [+ Add Member](#)

Actions	Last Name ^	First Name ^	Last Four SSN ^	Employment Type	Job Category
		Sarah		Part-Time Contractual	Administrator
		David		Full Time	Administrator


☐ Review Complete

[< Previous](#) [Return to AC Dashboard](#) [Next >](#)

FINAL ANNUAL CERTIFICATION REVIEW

FINAL ANNUAL CERTIFICATION REVIEW

After marking all pages as “**Review Complete**,” the Final Annual Certification Review page will become enabled. Carefully verify all totals for accuracy. If any adjustments are needed, click “Previous” to return and make corrections. If everything is accurate, check the “Certify” box and click “Submit to TRS”.

 **Annual Certification**

This is the final step in the Annual Certification Process. If you need to make any further changes to your data, click the Previous button. If you have made all necessary changes, you can check the Certify box and click the Submit to TRS button.

☒ I certify that the information on this form is based on official records and is true to the best of my knowledge. By signing, I certify that this information is correct. I am aware that pursuant to the Illinois Pension Code, 40 ILCS 5/1-135, any person who knowingly makes any false statement or falsifies or permits to be falsified any record in an attempt to defraud the Teachers' Retirement System is guilty of a Class 3 felony. Please be advised that if the TRS Board has a reasonable suspicion that a false record has been filed with the System, it is required to report the matter to the appropriate state's attorney for investigation.

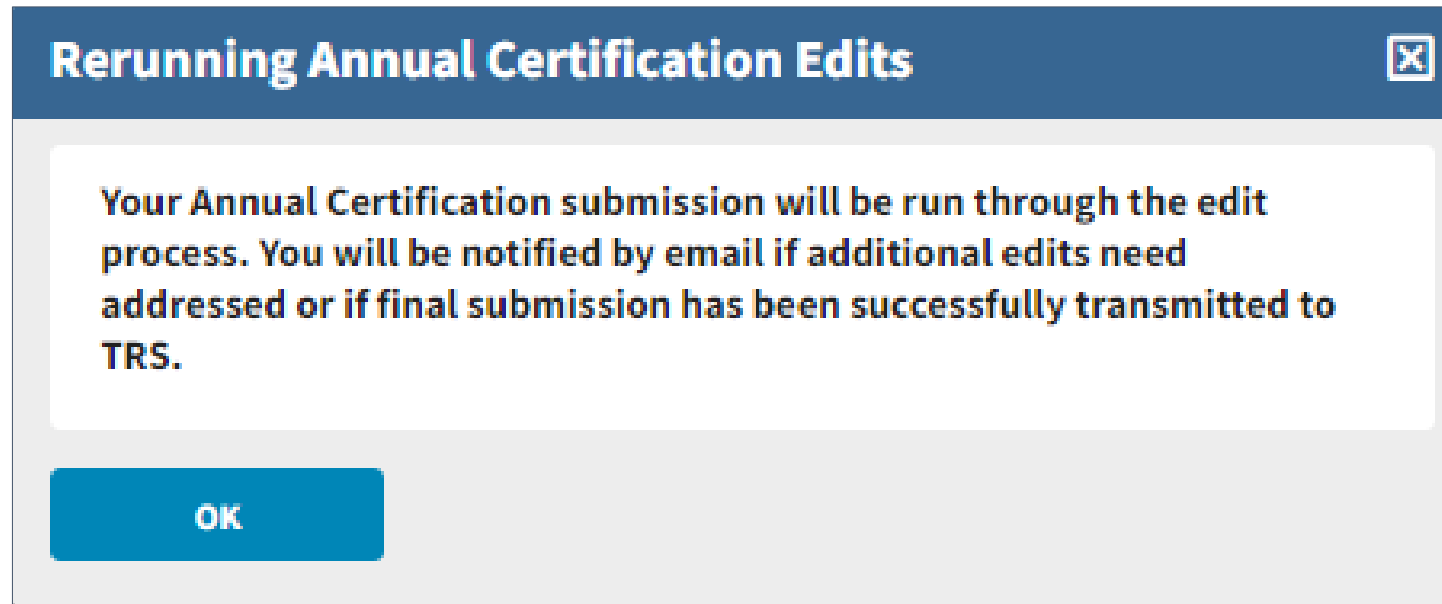
Fiscal Year	Salary Rate	Creditable Earnings	Member Contributions	Member THIS Contributions	Employer Contributions	Employer THIS Contributions	Federally Funded Earnings	Federally Funded Contributions
2024-2025	101,688.00	101,688.00	9,151.92	0.00	589.79	0.00	0.00	0.00

[< Previous](#)[Return to AC Dashboard](#)[Submit to TRS >](#)

FINAL ANNUAL CERTIFICATION REVIEW

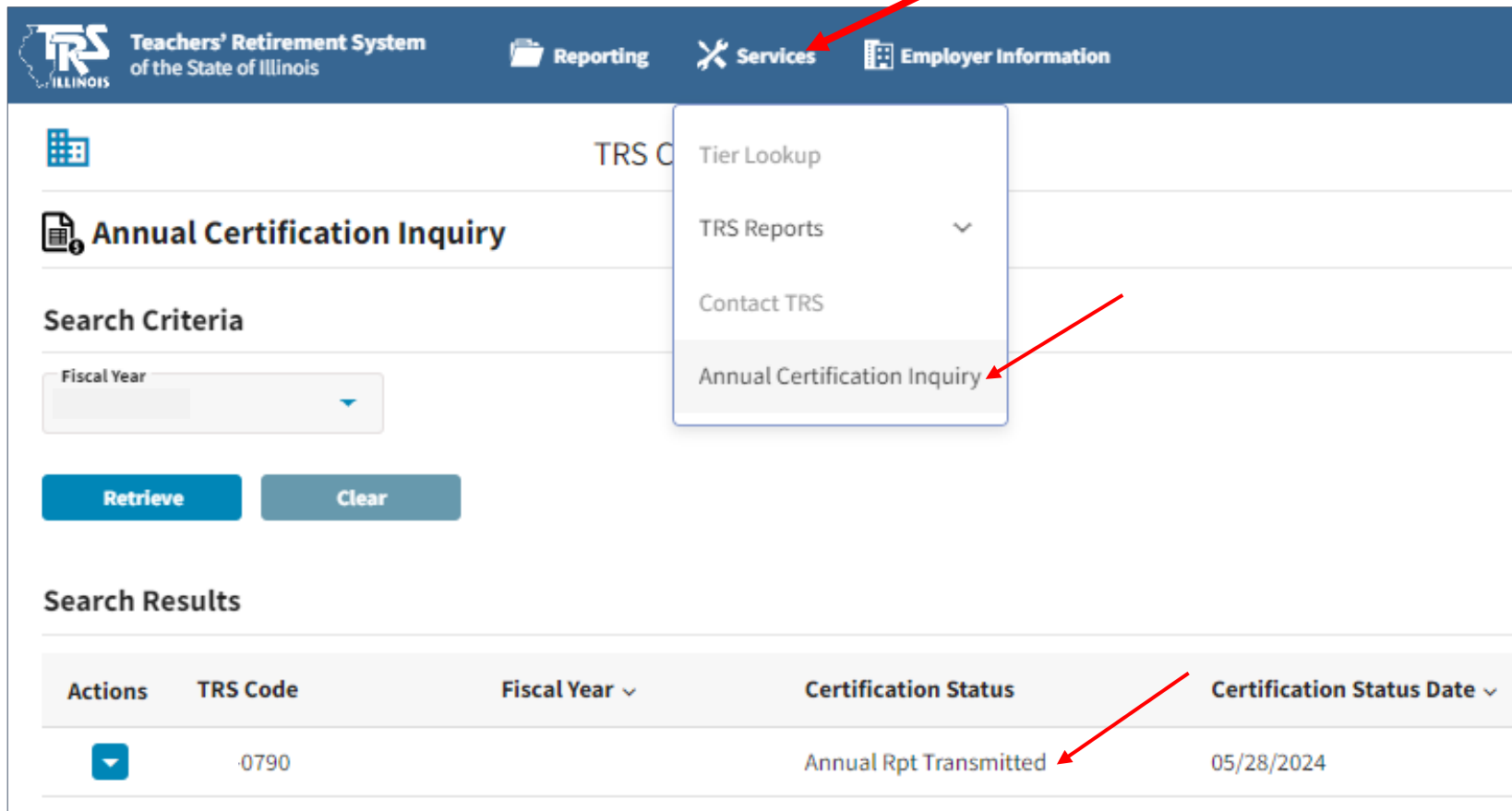
The “Submit to TRS” will rerun the edit process. The employer will either receive an email stating there are additional errors that need addressed or that it has been successfully transmitted.

NOTE: If the email states there are additional errors, return to the Annual Certification process, resolve errors and submit again.



FINAL ANNUAL CERTIFICATION REVIEW

Upon successful submission, the Annual Certification is now located in the **Annual Certification Inquiry** under Services. Search the Fiscal Year and it will display the status of “**Annual Rpt Transmitted**”. The Actions arrow will allow the Annual Certification to be viewed.



Teachers' Retirement System of the State of Illinois

Reporting Services Employer Information


Annual Certification Inquiry

Search Criteria

Fiscal Year

Retrieve Clear

Search Results

Actions	TRS Code	Fiscal Year	Certification Status	Certification Status Date
	0790		Annual Rpt Transmitted	05/28/2024

FINAL ANNUAL CERTIFICATION REVIEW

The Annual Certification Dashboard will display **Transmitted** in the Final Annual Certification Review page.

NOTE: The Annual Certification is now “Read Only”, and no corrections can be made. Contact Employer Services if corrections are needed.

Annual Certification Dashboard

Fiscal Year: Annual Certification Status: Annual Rpt Transmitted

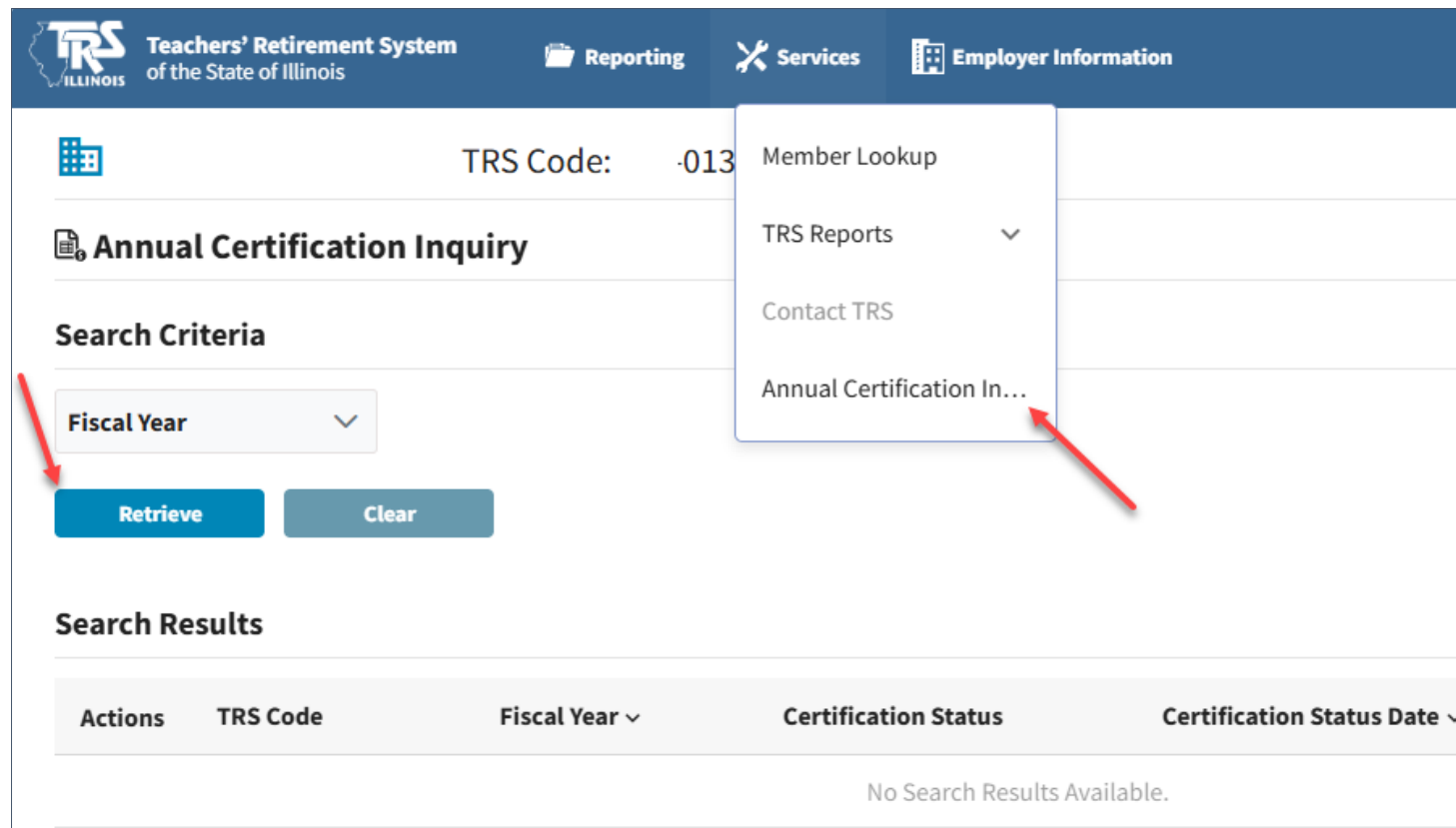
You may navigate directly to specific pages of the Annual Certification process from this dashboard. When each page is marked "Review Complete", the word Reviewed will display in green indicating that page has been reviewed. The Submit to TRS process requires all Annual Certification pages to be marked as "Review Complete" before submission. Upon successful submission, the Final Annual Certification Review navigation section will display Transmitted.

<div><h4>Member Summary</h4><p>Review member details and resolve edits.</p><p>Reviewed</p><p>Proceed to Member Summary →</p></div>	<div><h4>Edit Explanations</h4><p>Review of Certified Edit Explanations.</p><p>Reviewed</p><p>Proceed to Edit Explanations →</p></div>
<div><h4>Final Sick Leave Review</h4><p>Review Termination End Dates and Total Final Sick Leave.</p><p>Reviewed</p><p>Proceed to Final Sick Leave Review →</p></div>	<div><h4>Federally Funded Earnings</h4><p>Review Federally Funded Earnings.</p><p>Reviewed</p><p>Proceed to Federally Funded Earnings →</p></div>
<div><h4>Workers' Compensation</h4><p>Add members who received workers' compensation while a portion of their salary was still being paid by their employer.</p><p>Reviewed</p><p>Proceed to Workers' Compensation →</p></div>	<div><h4>Final Annual Certification Review</h4><p>Final review of the Annual Certification and Submit to TRS.</p><p>Transmitted</p><p>Proceed to Final Annual Certification Review →</p></div>

REPORTS

GEMINI - EMPLOYER CHANGES REPORT

Under Services menu, choose Annual Certification Inquiry. Select Retrieve to display all years or select a specific Fiscal Year to view.



The screenshot shows the TRS Gemini interface. The top navigation bar includes the TRS logo, the text "Teachers' Retirement System of the State of Illinois", and three menu items: "Reporting", "Services", and "Employer Information". The "Services" menu is open, displaying a list of options: "Member Lookup", "TRS Reports", "Contact TRS", and "Annual Certification Inquiry". A red arrow points to the "Annual Certification Inquiry" option. Below the menu, the "Annual Certification Inquiry" section is visible. It includes a "Search Criteria" section with a "Fiscal Year" dropdown menu. A red arrow points to the "Retrieve" button. Below the "Search Criteria" section is the "Search Results" section, which contains a table with columns: "Actions", "TRS Code", "Fiscal Year", "Certification Status", and "Certification Status Date". The table is currently empty, and the text "No Search Results Available." is displayed below it.

TRS Teachers' Retirement System of the State of Illinois

Reporting Services Employer Information

TRS Code: -013

Annual Certification Inquiry

Search Criteria

Fiscal Year

Retrieve Clear





Search Results

Actions	TRS Code	Fiscal Year	Certification Status	Certification Status Date
No Search Results Available.				

GEMINI - EMPLOYER CHANGES REPORT

Depending on the Certification Status, the employer can select from the Action dropdown:

- **View** – Read-only mode once the Annual Certification is submitted.
- **Edit** – Editing capabilities will be disabled once the Annual Certification is submitted.
- **Employer Changes Report** – A CSV report showing all changes made by the employer can be downloaded at any point during the process.

Search Results				
Actions	TRS Code	Fiscal Year ▾	Certification Status	Certification Status Date ▾
	0130	2024-2025	Annual Cert In Progress	06/11/2025
 View		2023-2024	Audit Complete	08/07/2024
 Edit		2022-2023	Audit Complete	11/13/2023
 Employer Changes Report				

GEMINI - EMPLOYER CHANGES REPORT

All members on the Annual Certification will be exported into an Excel document. Each row will include detailed information for the member: **Payment Reason, Annual Salary Rate, Earnings, FTE, Contract Days, Days Paid and Docked Days.**

For each detail, there will be columns showing the originally reported amount, the corrected amount, if updates were made, and the difference resulting from the change.

Reported Earnings	Corrected Earnings	Earnings Updated?	Earnings Difference
105696	101688	Y	4008

EMPLOYER ACCESS REPORTS

In Employer Access, the employer can view and print multiple types of reports generated from the submission of the Annual Certification process.

Employer Access	
Sign Out	
My Account	
Contact Information	
Employer Services	
Employee Information	
Employee Lookup	
Reports	
Accounting	
Accounts	
Billing	
Reports	
Payroll Schedule	
Annual Report	
How To Use This System	
Import/Recover/Delete	
Employee List	
Add Employee	
Remittances	
Compliance Questionnaire	
Reports	
Submit to TRS	
Confirm Sum of Changes	
Claims	
How To Use This System	
Supp Rpts/Sick Leave Certs	
Revise Submitted Supp Rpts	
Revise Submitted SL Certs	
Reports	
Demographics	
Document Upload	
Seminar	
Seminar Registration	
User Accounts	
Add Profile	
Select User Profile	
Web Access Certification	

Reports	
"Draft" Annual Report of Earnings	
"Final" Annual Report of Earnings	
Annual Report Employee Edit Report	
Annual Report Remittances	
Annual Report Terminated Sick Leave Report	
Annual Report Leave of Absence Report	
Annual Report Sabbatical Leave Report	
Compliance Questionnaire	
Annual Report Summary of Changes Report	
Prior Year Annual Report of Earnings	

MOST COMMON

"Final" Annual Report of Earnings

Lists all members and final amounts reported by the **employer** when the Annual Certification was submitted.


Annual Report Remittances

Indicates whether contributions are owed or refunded based on the corrections submitted by the **employer**.

Annual Report Summary of Changes Report

After the audit is completed by TRS, any changes made by **TRS** will be reflected. **EMPLOYER CHANGES REPORT LOCATED IN GEMINI.**

EMPLOYER ACCESS – REMITTANCE REPORT

TEACHERS' RETIREMENT SYSTEM OF THE STATE OF ILLINOIS				
	2815 W Washington St PO Box 19253 Springfield, IL 62794-9253 888-678-3675 FAX: 217-753-0969 employers@trsill.org http://www.trsil.org			
Annual Report Remittances				
TRS				
Member TRS 9.00 Percent Contributions				
1. Total Creditable Earnings:	\$3,810,644.09			
Contribution Rate:	x 0.09			
2. Total Contributions Due:	\$342,957.97			
3. Total Contributions Remitted to TRS:	- \$344,869.97			
4. Amount Overpaid for this Account:	(\$1,912.00)			
Employer Federal Funds 10.49 Percent Contributions				
5. Total Federal Funds:	\$71,676.71			
Contribution Rate:	x 0.1049			
6. Total Contributions Due:	\$7,518.89			
7. Total Contributions Remitted to TRS:	- \$7,518.88			
8. Your underpayment of \$0.01 will be considered a write-off.	\$0.00			
Employer 0.58 Percent Contributions for Member Benefit Increase				
9. Total Creditable Earnings:	\$3,810,644.09			
Contribution Rate:	x 0.0058			
10. Total Contributions Due:	\$22,101.74			
11. Total Contributions Remitted to TRS:	- \$22,224.53			
12. Amount Overpaid for this Account:	(\$122.79)			
13. Amount to be Refunded to Employer:	(\$2,034.79)			
Annual Report Totals				
Salary Rate	Creditable Earnings	Member TRS Contributions	Federal Funds	Count
\$3,810,644.09	\$3,810,644.09	\$342,957.92	\$71,676.71	70

Annual Report Remittances

The report provides a summary of all amounts remitted through Gemini Pay-period Reports across each account. In cases where corrections were made during the Annual Certification process, the report will indicate whether additional contributions are owed or refunds are due to the employer.

NOTE: Amounts will not be billed or refunded until TRS completes the Audit of the Annual Report.

If TRS makes any corrections during the audit process, the report will not be updated. The report will not change after TRS audits the report and makes any necessary corrections.

DUE DATE

The filing deadline for the 2024-25 Annual Report is **Friday, August 15, 2025 at 11:59 p.m.** Service and creditable earnings information must be reported in accordance with the laws and rules applicable to TRS. An Annual Report failing to materially conform to the laws and rules applicable to TRS will not be deemed received until it is properly corrected and resubmitted to TRS.

A \$250–per–day late filing penalty will be assessed for each day past the deadline that the report is not on file with TRS.

Contact Information

Employer Services

Employer Reporting
(888) 678-3675 Option 1
employers@trsill.org

Accounting Department

Remittances or the Employer Bill
(888) 678-3675 Option 2
accounting@trsill.org

TRS Supplemental Savings Plan (SSP)

(888) 678-3675 Option 3
SSP@trsill.org

