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.

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

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 <u>and</u> 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.

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.

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".

7

MEMBER SUMMARY

First, review if the Members count is correct. Retirees will <u>NOT</u> show up in Member count. If any members are not reported, <u>STOP</u> 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   Rows per page 10 ▼   First < 1 > Last

☐ Review Complete

Delete   **Return to AC Dashboard**   **Next →**

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.

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.

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: 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
⚠	▼		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

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

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.

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

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.

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

Employment End Date ... **Employment End Re...**

Errors for Record (1) Select to view error details. **Tip:** Add... ...on of other errors.

Severity	Error #	Error Title ^
⚠	AR2004	Base Earnings calculation

Warning Certification: I certify that I have read the error...

⚠ **WARNING:** AR2004 Base Earnings calculation

Resolution: The daily rate (computed by dividing Full A... calculated dock amount (calculated daily rate x number...

Review the member's Full Annual Rate, Contract Days, ... year including board paid TRS Contributions and that E... 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**

✓ **Certify**

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

✓ Certify

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 TRS contributions. For a Part-time Contractual member, the Full Annual Rate must be representative of the position. Full Annual Rate should not include earnings for ... changes mid-year, the Full Annual Rate should be reported equal to the amount the ... a base salary of $52,000. In January after working 97 days, she moves on the salary sched... ate is the amount she earned for the full year between the two positions $54,766.67 [(... ...nt with a base rate of $85,000. On February 1st, he is promoted to superintendent; and his base... between the two positions $91,250 [($85,000 / 24 x 14) + ($100,000 / 24 x 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   23 / 3800
mathematical explanation. Refer to Error Resolution for examples of expected detail.

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.

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.

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	55,90	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.

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**

Filter by: Employment Type ▼   Payment Reason ▼   Clear Filter   ⊕ Add Row

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.

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

Save　**Cancel**

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
		ED				500.00	45.00	4.50	2.90	3.35	0.00	0
		FB				7,582.42	682.42	68.24	43.98	50.80	0.00	0
						$8,082.42	$727.42	$72.74	$46.88	$54.15	0.00	0

Quick Edit
View Details
Delete

Save　**Cancel**

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.

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
View Summary Details		Sarah		AR2001	No Flex Plan reported	Member was part time and did not qualify for a flex plan.
Edit		Richard		AR2004	Base Earnings calculation	Base 40,000/180 = 222.22 daily rate. Docked 20 half days 222.22/2 * 20 = 2,222.20.
▼		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: 10   **Terminations:** 3   **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 - 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	Terminated
	David			06/01/2023	370.0	06/30/2024	Terminated
		Thomas		07/01/2017	250.0	06/15/2024	Death

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**".

EDITING A FUND

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

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.

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**".
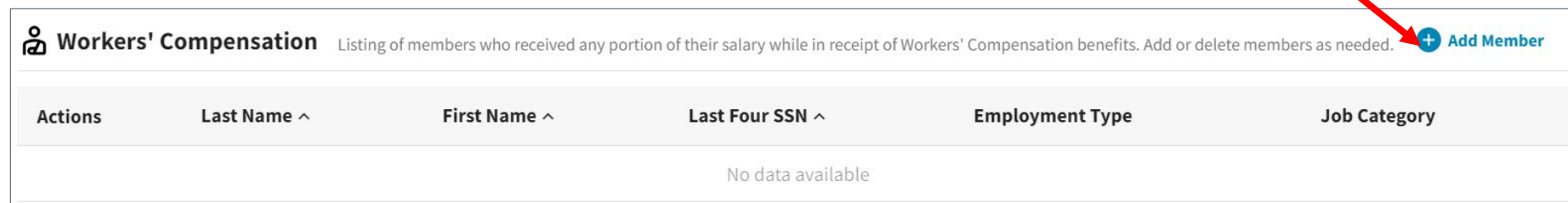
WORKERS' COMPENSATION

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.
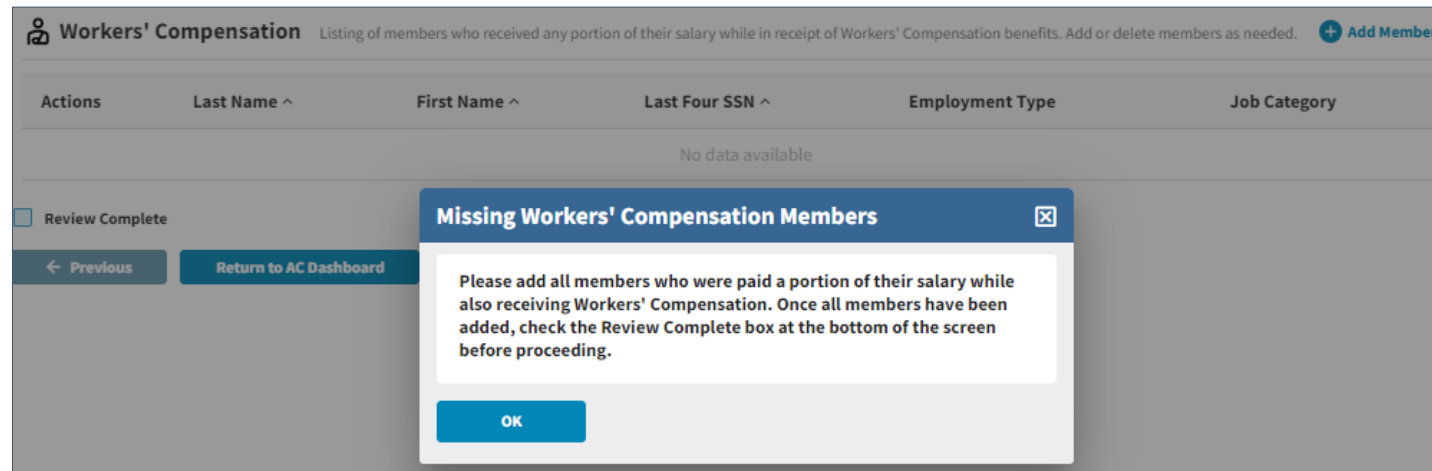
To start selecting members, click Add Member.

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.

WORKERS' COMPENSATION

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

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".

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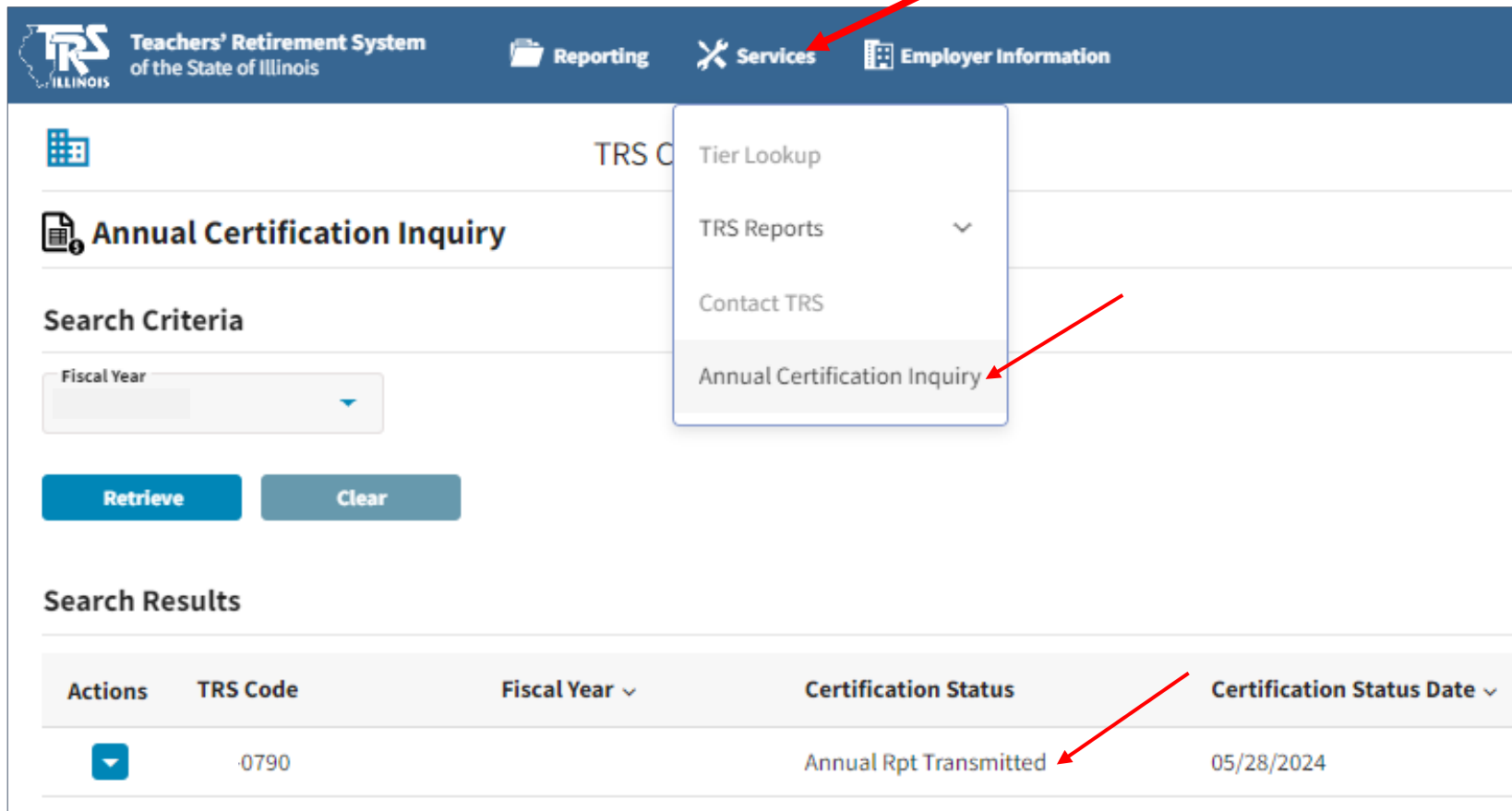
The "Submit to TRS" will rerun the edit process. The employer will either receive an email stating there are additional errors that need addressed or that it has been successfully transmitted.

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

Rerunning Annual Certification Edits ☒

Your Annual Certification submission will be run through the edit process. You will be notified by email if additional edits need addressed or if final submission has been successfully transmitted to TRS.

OK
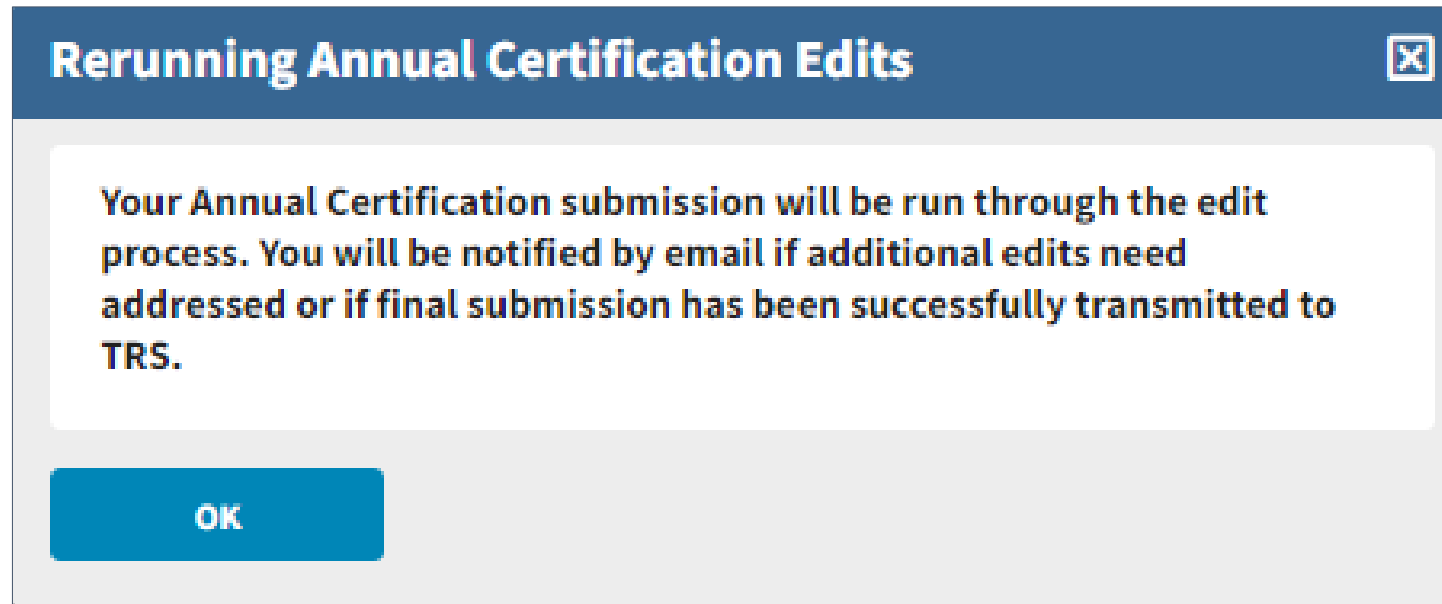
FINAL ANNUAL CERTIFICATION REVIEW

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.

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.**

REPORTS

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

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.

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

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 📄

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

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.**

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@trsil.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

	Creditable Earnings	Member TRS Contributions	Federal Funds	Count
Salary Rate				
$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 <u>not</u> 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.

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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@trsil.org

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

TRS Supplemental Savings Plan (SSP)
(888) 678-3675 Option 3
SSP@trsil.org