

TRS ANNUAL CERTIFICATION PROCESS

A QuickStart Guide



EMPLOYER REPORTING DASHBOARD

When all pay period reports have been uploaded and posted, the district may begin the Annual Certification process. The link is provided on the Employer Dashboard.

Note:

The first time the link is selected, the data accumulation process will begin. Subsequent link selection will take you to the Annual Certification data screen.

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](#)

Annual Certification

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

Bulletins

July 6, 2022	FY23-01: Sept 30, 2022 Deadline for Employers to Adopt the Supplemental Savings Plan
June 30, 2022	FY22-40: Updated - Absences Due to COVID-19
June 28, 2022	FY22-39: 2022-23 Gemini Reporting
June 22, 2022	FY22-38: First Data Multi-Factor Authentication Required on June 23
June 15, 2022	FY22-37: Instructions for Filing the Annual Report of Earnings and Related Reports
June 15, 2022	FY22-36: Important - Updated Annual Certification Process for 2021-22
June 7, 2022	FY22-35: Summer Pay Reporting in Gemini
June 1, 2022	FY22-34: Sick Leave Reporting Reminders

[View Archived Bulletins...](#)

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

Report Type	Report Date	Status
No In Progress Reports Available.		

[View All Reports...](#)

ANNUAL CERTIFICATION PROCESS

While the system is accumulating the data, you may return to the Employer Dashboard.

When you receive your email confirmation that the process is complete, please return to the Employer Dashboard and click the widget link to continue the Annual Certification.

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

The screenshot displays the 'Teachers' Retirement System of the State of Illinois' Employer Portal. The top navigation bar includes links for 'Reporting', 'Services', and 'Employer Information'. The user is logged in as 'Tester, QA' with the environment 'Env: CAT Version: 2.22.0.39502'. The main content area shows the user is 'Origin Valley CUSD 123' with 'TRS Code: 123-1230'. The 'Annual Certification' section indicates that the process has been initiated and data is being gathered. It provides instructions to wait for an email notification and includes a 'Return to Dashboard' button.

Teachers' Retirement System of the State of Illinois

Reporting Services Employer Information

Env: CAT Version: 2.22.0.39502 QT Tester, QA

Origin Valley CUSD 123 TRS Code: 123-1230

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](#)

REVIEWING THE INFORMATION













When the process is completed, the screen will display the sum of all pay period reports submitted through Gemini. The Annual Certification Member Summary will list all members reported with their individual total amounts. It also reflects in the Actions Needed column the members that have errors.

Members: 34Terminations: 0Total Earnings: \$1,368,933.28Member Contributions: \$123,201.16Member THIS Contributions: \$12,321.20Employer Contributions: \$7,938.70Employer THIS Contributions: \$9,172.19

Federally Funded Earnings: \$8,988.47Federally Funded Contributions: \$926.67

Annual Certification Member Summary

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
		Bennet	Elizabeth	5301	Full Time	181	181	71,948.60	71,948.60	0	0
		Dawkins	Jack	6801	Full Time	181	181	50,384.99	50,384.99	0	0
		Lemas	Alec	9620	Substitute	170	17	1,017.00	1,017.00	0	0
		Lupin	Arsnene	8117	Full Time	181	181	55,908.28	55,908.28	0	0
		Marlowe	Philip	7290	Full Time	183	183	56,928.15	56,928.15	0	0
		Poirot	Hercule	1994	Substitute	170	10	849.00	849.00	0	0
		Reilly	Ignatius	0679	Substitute	170	5	450.00	450.00	0	0
		Sackville-Baggins	Lobelia	0875	Substitute	170	70	4,500.00	4,500.00	0	0
		Sandyman	Edward	7020	Full Time	181	181	66,001.43	66,001.43	0	0
		Sharp	Becky	9593	Full Time	181	181	47,447.37	47,447.37	0	0

Showing 1 - 10 of 34.

Rows per page 10First<1234>Last

Cancel

Continue →

REVIEWING THE INFORMATION

First review if the Members count is correct. 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.

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

Members: 34

Terminations: 3

Total Earnings: \$1,375,991.83

Member Contributions: \$123,837.27

Member THIS Contributions: \$12,384.79

Employer Contributions: \$7,938.70

Employer THIS Contributions: \$9,219.78

Federally Funded Earnings: \$1,018,988.47

Federally Funded Contributions: \$105,057.71

Annual Certification Member Summary

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
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Showing 1 - 10 of 34.

Delete

Certify & Continue →

IDENTIFYING ERRORS

If there are errors that 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: 34 Terminations: 0 Total Earnings: \$1,368,933.28 Member Contributions: \$123,201.16 Member THIS Contributions: \$12,321.20 Employer Contributions: \$7,938.70 Employer THIS Contributions: \$9,172.19
Federally Funded Earnings: \$8,988.47 Federally Funded Contributions: \$926.67

Annual Certification Member Summary

[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
	 View Summary Details	Elizabeth		5301	Full Time	181	181	71,948.60	71,948.60	0	0
		Dawkins	Jack	6801	Full Time	181	181	50,384.99	50,384.99	0	0

TIP: If you notice a lot of common errors that can be corrected by uploading a pay period report, use the Delete option and upload another report to make adjustments. There is not a mass edit option in the Annual Certification process in Gemini.

RESOLVING ERRORS

Within the detail of the individual member, it will list all the Employment Types and Payment Reasons reported for the member. If there is an error, a detailed explanation of the error 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	185
	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	185

Save

Cancel



RESOLVING ERRORS

WARNING ERRORS AND EXPLANATION

If an error is a **WARNING**, click **View More** within the Error Resolution. The warnings are required to be certified and may need an explanation provided.

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

Certify

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 EDITS

Read the Warning and click Certify that the information is correct. A detailed explanation must be provided to Certify.

NOTE: Only certify once the error has been researched and verified that the information is correct. Once the edit has been certified and an explanation given, no corrections can be made to the explanation.

The screenshot displays the TRS system interface. At the top, there are input fields for 'Contribution Category' (Tier 1), 'Annual Salary Rate' (119,361.35), 'Creditable Earnings' (69,694.12), and 'Employment Begin Date' (09/01/2019). Below these, there are fields for 'Employment End Date' and 'Employment End Reason'. A section titled 'Errors for Record (1)' contains a table with columns 'Severity', 'Error #', and 'Error Title'. The table shows one error: a warning icon, 'AR2004', and 'Base Earnings calculation'. Below the table, there is a 'Warning Certification' section with a warning icon and the text 'WARNING: AR2004 Base Earnings calculation'. A 'Resolution' section follows, explaining that the daily rate is computed by dividing the Full Annual Rate by the number of contract days. A 'Certify' button is visible in the bottom right corner of the main interface. Overlaid on this is a modal window titled 'Explanation Required'. The modal contains the text 'To certify this warning, an explanation must be provided.' and a text area for 'Explanation *'. Inside the text area, there is a red tip: 'TIP: Provide calculations and exact details of the situation to address the error. The more information the better!'. Below the tip, there is a list of red text options: 'We are required to contact district if explanations are:', 'Member was docked', 'Member on leave for part of the year', 'Earned extra duties', 'Reported correctly', and 'Returned to teaching'. At the bottom of the modal, there are 'Certify' and 'Cancel' buttons.

Severity	Error #	Error Title
Warning	AR2004	Base Earnings calculation

Warning Certification: I certify that I have read the error details and understand the impact of this error on the member's record.

WARNING: AR2004 Base Earnings calculation

Resolution: The daily rate (computed by dividing Full Annual Rate by the number of contract days) minus the calculated dock amount (calculated daily rate x number of days docked) equals the member's daily rate.

Resolution: The daily rate (computed by dividing Full Annual Rate by the number of contract days) minus the calculated dock amount (calculated daily rate x number of days docked) equals the member's daily rate.

Review the member's Full Annual Rate, Contract Days, and Employment History to ensure the member is expected to receive for the full year including board paid TRS Contributions and that the member is reported correctly to 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 district if explanations are:

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

Certify **Cancel**

EDITING AND VIEWING INFORMATION

For each row, there is an Actions dropdown. The district 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
<div><div> Quick Edit</div><div> View Details</div><div> Delete</div></div> <div><div>Save</div><div>Cancel</div></div>		BS	180	100	55,908.28	55,908.28	5,031.60	503.27	324.24	374.64	0.00	180
		FB				7,582.42	682.42	68.24	43.98	50.80	0.00	0
						\$63,490.70	\$5,714.02	\$571.51	\$368.22	\$425.44	0.00	180

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. **Note: Save may need to be clicked twice if corrections were last made to Earnings.**

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
<div><div>Save</div><div></div></div>	Full Time	BS	<input type="text" value="180"/>	<input type="text" value="100"/>	<input type="text" value="55,908.28"/>	<input type="text" value="55,908.28"/>	5,031.60	503.27	324.24	374.64	<input type="text" value="0.00"/>	<input type="text" value="180"/>
<div></div>	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
<div><div>Save</div><div>Cancel</div></div>												

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, additional rows may be added by using 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
▼	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

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

Select One

Full Time

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	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	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. This information will be displayed on the Final Sick Leave Review screen.

Annual Certification Member Summary Details for Alec Lemas SSN 9620

252 Circus Ln
London, IL 99999-9999

wendelarms@yahoo.com

+1 (555)555-5555

Employment Type
Substitute

Contract Days
170

Days Paid
6

Annual Salary Rate
620.00

Creditable Earnings
620.00

Contribution Category
Tier 1

Employment Begin Date
09/01/2022

Final Sick Leave

Employment End Date

Employment End Reason

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.

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
	Substitute	BS	0			620.00	55.80	5.58	3.60	4.16	0.00	6
Totals						\$620.00	\$55.80	\$5.58	\$3.60	\$4.16	0.00	6

Save

Cancel

ERRORS RESOLVED

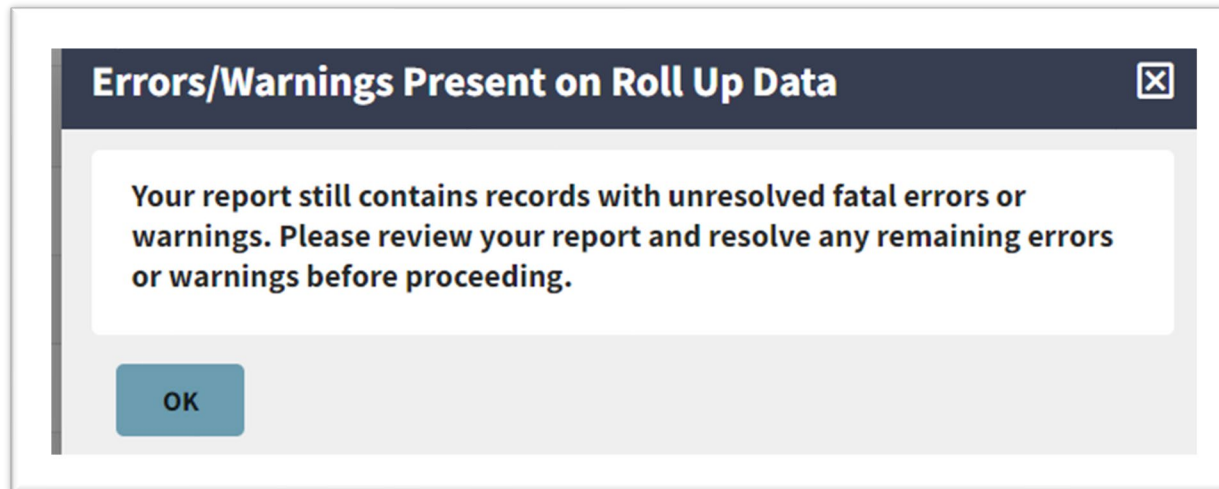
Once all errors have been addressed, click **Certify & Continue** to proceed.

<input checked="" type="checkbox"/>	Reilly	Ignatius	0679	Substitute	170	5	450.00	450.00	0	0
<input checked="" type="checkbox"/>	Sackville-Baggins	Lobelia	0875	Substitute	170	70	4,500.00	4,500.00	0	0
<input checked="" type="checkbox"/>	Sandyman	Edward	7020	Full Time	181	181	66,001.43	66,001.43	0	0
<input checked="" type="checkbox"/>	Sharp	Becky	9593	Full Time	181	181	47,447.37	47,447.37	0	0

Showing 1 - 10 of 34.

Rows per page 10 First < 1 2 3 4 > Last

If the errors have not been addressed, a warning box will appear.



FINAL SICK LEAVE REVIEW SCREEN

The Final Sick Leave Review screen 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.

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
	Sandyman	Edward	7020	10/01/2009	50.0	03/05/2023	Terminated

Count: 1

Previous

Save

Certify & Continue →

Annual Certification Member Summary Details for Alec Lemas SSN 9620

252 Circus Ln
London, IL 99999-9999
wendelarms@yahoo.com

+1 (555)555-5555

Employment Type
Substitute

Contract Days
170

Days Paid
6

Annual Salary Rate
620.00

Creditable Earnings
620.00

Contribution Category
Tier 1

Employment Begin Date
09/01/2022

Final Sick Leave

Employment End Date

Employment End Reason

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.

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
	Substitute	BS	0			620.00	55.80	5.58	3.60	4.16	0.00	6
Totals						\$620.00	\$55.80	\$5.58	\$3.60	\$4.16	0.00	6

Save

Cancel

NOTE: If a member is not on the Sick Leave Review screen, click the Previous button. The correction will need to be made by going back to the individual member record and updating the information.

FEDERAL FUNDS

Certify & Continue will advance to the Federally Funded Earnings to review.

Members: 265Terminations: 24Total Earnings: \$16,065,715.32Member Contributions: \$1,445,917.36Member THIS Contributions: \$144,592.71

Employer Contributions: \$93,183.89Employer THIS Contributions: \$107,640.81Federally Funded Earnings: \$9,583.91Federally Funded Contributions: \$988.09

Federally Funded Earnings - Reported in Fiscal Year 2022-2023

Add

Actions	Grant Type ^	Federally Funded Earnings	^ Federally Funded Employer Contributions
<div></div>	Amer Rescue Plan Elem - Homeless Children & Youth	487.95	50.30
<div></div>	Elementary and Secondary School Emergency Relief	9,095.96	937.79

Count: 2

← Previous

Certify & Continue →

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
<div><div> Quick Edit</div><div> Delete</div></div>	Amer Rescue Plan Elem - Homeless Children	487.95	50.30
	ary and Secondary School ncy Relief	9,095.96	937.79

ount: 2

← Previous

Certify & Continue →

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.

Members: 265 Terminations: 24 Total Earnings: \$16,065,715.32 Member Contributions: \$1,445,917.36 Member THIS Contributions: \$144,592.71
Employer Contributions: \$93,183.89 Employer THIS Contributions: \$107,640.81 Federally Funded Earnings: \$9,583.91 Federally Funded Contributions: \$988.09

Federally Funded Earnings - Reported in Fiscal Year 2022-2023 + Add

Actions	Grant Type ^	Federally Funded Earnings	Federally Funded Employer Contributions
	Amer Rescue Plan Elem - Homeless Children & Youth	487.95	50.30
	Elementary and Secondary School Emergency Relief	9,095.96	937.79

Count: 2

← Previous Certify & Continue →

Members: 57 Terminations: 1 Total Earnings: \$2,641,495.93 Member Contributions: \$237,734.17 Member THIS Contributions: \$23,773.15
Employer Contributions: \$15,320.65 Employer THIS Contributions: \$17,697.86 Federally Funded Earnings: \$190,470.59 Federally Funded Contributions: \$19,637.53

Federally Funded Earnings - Reported in Fiscal Year 2021-2022 + Add

Actions	Grant Type ^	Federally Funded Earnings	Federally Funded Employer Contributions
	Governor Emerg (CARES, CRRSA)		

Count: 1

← Previous Certify & Continue →

Add Federally Funded Earnings to 2021-2022 Fiscal Year ✕

Grant Type *

Federally Funded Earnings *


Federally Funded Employer Contributions

Save Cancel

FINAL REVIEW SCREEN

Certify & Continue will be the final review page of the Annual Certification process. Review all totals to ensure they are accurate. If corrections need to be made, click the Previous button to go back. If the information is correct, click the Certify box and Submit to TRS. Submit to TRS button will not be enabled until July.

**NOTE: Once the report is submitted, no corrections can be made.
Contact Employer Services if corrections are needed.**

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 the information below is correct.

Fiscal Year	Salary Rate	Creditable Earnings	Member Contributions	Member THIS Contributions	Employer Contributions	Employer THIS Contributions	Federally Funded Earnings	Federally Funded Contributions
2022-2023	2,656,780.44	2,641,495.93	237,734.17	23,773.15	15,320.65	17,697.86	200,470.59	20,668.53

← Previous

Submit to TRS →

TRS Employer Services Contact Information

1-888-678-3675, option 1

employers@trsill.org

