

Gemini Project

Annual Certification Edits

As of Version 3.11.0

July 17, 2025

Teachers' Retirement System of the State of Illinois



Edit Number	Title
AR2001	No Flex Plan Reported
AR2002	No Flex Plan Agreement
AR2003	Reported Flex Plan does not match Flex Plan Agreement
AR2004	Base Earnings calculation
AR2005	Licensed Extra-Duty Reported with No Days Paid
AR2006	Summer School reported with No Days Paid
AR2007	Full Time Earnings Greater Than Full Annual Rate
AR2008	Days Paid and Annual Earnings Mismatch
AR2009	Part-Time Teacher Out of Normal Range
AR2010	Total BS Days Paid is Zero
AR2011	Substitute or Hourly Working Full-Time
AR2013	Licensed Extra Duty or Summer School Only
AR2014	Creditable Earnings Greater than Annual Salary Rate
AR2015	Total Days Paid Exceeds Contract Days
AR2016	Full Year with Docked Days or Unpaid Leave
AR2017	Full Year Rate and Earnings Mismatch
AR2018	Part-Time Rate Greater than Earnings
AR2019	Annual Certification Supplementary Report Mismatch Warning(Employment Type)
AR2021	Annual Certification Supplementary Report Mismatch Warning(Contract Days)
AR2022	Annual Certification Supplementary Report Mismatch Warning(Days Paid)
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Edit Number	Title
AR2024	Annual Certification Supplementary Report Mismatch Warning(Creditable Earnings)
AR2025	No Days Paid Reported
AR2026	Part-Time Contractual Earnings Greater Than Full Annual Rate
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AR2029	401(a)(17) Limits Exceeded
AR2030	Tier 2 Limits Exceeded
AR2031	Only Extra Duty Payment Reason
AR2032	Reported Flex Plan too high
AR2033	BS Contract Days = BS Days Paid with no Docked/LA days but BS Full Annual Rate > BS Earnings by more than \$250
AR2034	BS Contract Days = BS Days Paid but Dock/LA days exist
AR2035	Docked Days and/or LA Days >= 1 but difference between Full Annual Rate and Base Earnings is less than daily rate
AR2036	Annual Certification Supplementary Report Mismatch Error(Employment Type)
AR2037	Annual Certification Supplementary Report Mismatch Error(Contract Days)
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AR2001: No Flex Plan Reported

Message: A Payment Reason of Flexible Benefit Plan (FB) was not reported, but the employer has Flex Plan information under Employer Information in the Employer Portal matching the member's Job Category and Employment Type.

Resolution: Earnings for Payment Reason Flexible Benefit Plan (FB) have not been reported but a Flex Plan for this member's Job Category and Employment Type exists in the Employer Portal. Review the Flex Plan information reported for the current year under Employer Information in the Employer Portal. Ensure the flexible benefit plan information is accurate for each Job Category and Employment Type. If the flexible benefit plan information is incorrect in the Employer Portal, make any necessary changes. If a correction is required to report the flexible benefit plan in the Annual Certification, select Add Row and enter the flexible benefit plan earnings using Payment Reason Flexible Benefit Plan (FB). If the flexible benefit plan earnings have been reported under an incorrect payment reason, a correction is required to remove the flexible benefit plan earnings from the incorrect Payment Reason and enter them under Payment Reason Flexible Benefit Plan (FB). After ensuring the member has been correctly reported, Certify that the reported information is correct and provide a detailed explanation (i.e., this level of administrator is not eligible for the flexible benefit plan, flexible benefit plan for Superintendent only, this teacher did not elect either the insurance or the salary option, etc.)

AR2002: No Flex Plan Agreement

Message: A Payment Reason of Flexible Benefit Plan (FB) was reported, but the employer does not have Flex Plan information under Employer Information in the Employer Portal matching the member's Job Category and Employment Type.

Resolution: Earnings for Payment Reason Flexible Benefit Plan (FB) have been reported but no Flex Plan for this member's Job Category and Employment Type exists in the Employer Portal. A correction to either the Flex Plan information reported in the Employer Portal, or the amount reported as FB Payment Reason is required. Review the Flex Plan information reported for the current year under Employer Information in the Employer Portal. Ensure flexible benefit plan information is entered for each Job Category (administrator, teacher, medical/counseling) that has the option. Under each Job Category ensure the flexible benefit plan is entered for each Employment Type that is eligible for the flexible benefit plan. Ensure the member's Employment Type and Job Category have been correctly reported on the Annual Certification and that the member was eligible for the flexible benefit plan. If earnings were incorrectly reported under Payment Reason Flexible Benefit Plan (FB), select Quick Edit on the FB record, and enter 0 in all editable fields. If applicable, add the earnings to the correct Payment Reason. If the correct Payment Reason does not exist, select Add Row, and enter the earnings under the correct Employment Type and Payment Reason.

AR2003: Reported Flex Plan does not match Flex Plan Agreement

Message: The reported annual total for Flexible Benefit Plan (FB) is not equal to any applicable Flex Plan value for the Fiscal Year.

Resolution: Earnings for Payment Reason Flexible Benefit Plan (FB) do not match any amount(s) reported for this member's Job Category and Employment Type in the Employer Portal. Review the Flex Plan information reported for the current year under Employer Information in the Employer Portal. Ensure the flexible benefit plan is entered for each Job Category (administrator, teacher, medical/counseling) that has the option. Under each Job Category ensure the flexible benefit plan is entered for each Employment Type that is eligible for the flexible benefit plan. Make any necessary corrections to either the Flex Plan information reported in the Employer Portal, or the amount reported under Payment Reason Flexible Benefit Plan (FB). If part of the flexible benefit plan earnings have been reported under an incorrect Payment Reason, a correction is required to remove the flexible benefit plan earnings from the incorrect Payment Reason and enter them under Payment Reason Flexible Benefit Plan (FB). After ensuring the member has been correctly reported, Certify that the reported information is correct and provide a detailed explanation (i.e., this member was a .80 FTE teacher and was only eligible for 80% of the flexible benefit plan salary option, this teacher started the year as a .25 FTE and was not eligible for the flexible benefit plan during this time, this teacher did not receive the salary option or insurance for the first four months of the school year, etc.).

AR2004: Base Earnings calculation

Message: The daily rate (computed by dividing Full Annual Rate by Contract Days) multiplied by Days Paid does not equal the Base Salary (BS) Earnings.

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 any of the other Payment Reasons (ED, FB, SS, LE or TX). When a TRS-covered member's Full Annual Rate changes mid-year, the Full Annual Rate should be reported equal to the amount the member will earn for the full year between the two positions. Examples: Teacher A begins the year with a base salary of \$52,000. In January after working 97 days, she moves on the salary schedule; and her base salary for the remaining 83 days is \$58,000. Once her rate changed, the Full Annual Rate is the amount she earned for the full year between the two positions \$54,766.67 $[(\$52,000 / 180 \times 97) + (\$58,000 / 180 \times 83)]$. Administrator B begins the year as an assistant superintendent with a base rate of \$85,000. On February 1st, he is promoted to superintendent; and his base rate is \$100,000. Once his rate changed, the Full Annual Rate is the amount he earned for the full year between the two positions \$91,250 $[(\$85,000 / 24 \times 14) + (\$100,000 / 24 \times 10)]$.

Ensure all Earnings have been reported under the correct Payment Reasons (BS, ED, LE, FB, TX, LS, SS, , SB, and ML).

Ensure the number of Days Paid is correct for each Payment Reason. The Days Paid on the Base Salary (BS) record should not include any full days docked and should not include days paid for summer school and/or licensed extra-duties outside the contract calendar. Days the member was docked should be reported in Docked Days. Days paid for summer school and licensed extra duty outside the contract calendar should be reported under Payment Reason SS or LE.

If earnings have been reported under an incorrect Payment Reason, add the earnings to the correct Payment Reason. If the member does not have any earnings under the correct Payment Reason, select Add Row and enter the earnings under the correct Employment Type and Payment Reason. To remove the incorrect Payment Reason, select Quick Edit on the incorrect record and enter 0 in all editable fields.

After ensuring the member has been correctly reported, Certify that the reported information is correct and provide a detailed explanation (i.e., (1) The member used all of his/her sick leave days, was allowed up to five additional days for the cost of the substitute teacher (\$100 per day), and was docked 2 full days. Base Annual Rate $50,000 / 180 \times 178 = 49,444.44 - 500 = 48,944.44$.)

AR2005: Licensed Extra-Duty Reported with No Days Paid

Message: Earnings have been reported with zero Days Paid under Payment Reason Licensed Extra-Duty Outside Contract Calendar (LE).

Resolution: A correction to Payment Reason or Days Paid is required. If the extra duty required licensure (internal substitution, homebound teaching, behind-the-wheel driver's education, etc.) and the duties were performed on the same day that a teacher was working, report the earnings as Extra-Duty/Stipends (ED) Payment Reason with 0 Days Paid. If the extra duty required licensure and the work was performed on a day (Monday through Friday) the teacher was not already working, report as Licensed Extra-Duty Outside Contract Calendar (LE) Payment Reason with Days Paid equal to the number of days worked. When reporting days paid, count each day the member is paid Monday through Friday, regardless of the length of the day. Do not combine partial days into full day equivalents. If the payment was for work that did not require licensure (such as curriculum development, workshop attendance, summer camps, etc.), correct the Payment Reason to Extra-Duty/Stipends (ED) by removing the Licensed Extra-Duty Outside Contract Calendar (LE) record and adding an Extra-Duty/Stipends (ED) record. Select Add Row and enter the earnings using Payment Reason Extra-Duty/Stipends (ED). To remove the incorrect Payment Reason, select Quick Edit on the incorrect record and enter 0 in all editable fields.

AR2006: Summer School reported with no days paid

Message: Summer School (SS) Payment Reason was reported but Days Paid equal zero and member has less than one year of service credit.

Resolution: Earnings for summer school have been reported with 0 Days Paid. A correction to either Days Paid, Payment Reason, and/or Employment Type is required.

If the payment is for summer school teaching, report the number of days worked. When reporting days paid, count each day the member is paid Monday through Friday, regardless of the length of the day. Do not combine partial days into full day equivalents.

If the payment was not for summer school teaching and the member also has Full-time or Part-time Contractual service, determine if the Payment Reason should be corrected to Licensed Extra Duty Outside Contract Calendar (LE) or Extra Duty/Stipends (ED).

If the extra duty required licensure (internal substitution, homebound teaching, behind the wheel driver's education, etc.) and the duties were performed on the same day that a teacher was working, report the earnings as Payment Reason Extra-Duty/Stipends (ED) with 0 days paid. If the extra duty required licensure and the work was performed on a day (Monday through Friday) the teacher was not already working, report as Payment Reason Licensed Extra-Duty Outside Contract Calendar (LE) with Days Paid equal to the number of days worked. If the payment was for work that did not require licensure (such as curriculum, workshop attendance, summer camp, etc.), correct the Payment Reason to Extra-Duty/Stipends (ED).

If the member does not also have Full-time or Part-time Contractual service, ensure the Employment Type, Payment Reason, and Days Paid are correctly reported. If the member does not have any earnings under the correct Payment Reason, select Add Row and enter the earnings under the correct Employment Type and Payment Reason. To remove the incorrect Payment Reason, select Quick Edit on the incorrect record and enter 0 in all editable fields.

In addition, ensure the work was performed in the fiscal year of the Annual Certification. If the work was performed in the prior fiscal year, remove the earnings from the Annual Certification and email TRS at employers@trsil.org with the required correction. Include the member's name, last four of the SSN, corrected days paid, base annual salary, creditable earnings, extra duties, etc. and the amount of salary paid from federal funds. In addition, provide a payroll history and calendar of the days worked. If the work was performed in the following fiscal year, remove the earnings from the Annual Certification and process an adjustment through the Gemini Portal to report the earnings in the correct fiscal year.

AR2007: Full Time Earnings Greater Than Full Annual Rate

Message: The member's cumulative Full-time Base Salary (BS) Earnings for the fiscal year have exceeded the reported Full Annual Rate.

Resolution: Full-time Base Salary (BS) Earnings are greater than Full Annual Rate. A correction to either BS Full Annual Rate or BS Earnings is required. Full Annual Rate is the base rate the member would earn in the position for the full year. The Full Annual Rate should include board paid TRS. BS Earnings is the amount of base salary paid. BS Earnings should include board paid TRS. Full Annual Rate and BS Earnings should not include earnings for any of the other Payment Reasons (ED, FB, SS, LE, TX, ML or SB). Example: A teacher coaches several sports in addition to being a high school teacher. The coaching is paid over 24 pays with his regular earnings. The coaching earnings have been reported with BS Earnings every pay period. Corrections are required to remove the coaching earnings from BS Payment Reason and add to ED Payment Reason. If there is not an existing ED Payment Reason, select Add Row and enter the coaching earnings using Payment Reason ED.

AR2008: Days Paid and Annual Earnings Mismatch

Message: Total Base Salary (BS) Earnings equal the Full Annual Rate and total Days Paid for Base Salary (BS) are less than Contract Days.

Resolution: It appears the member did not work the full year. The Base Salary (BS) Full Annual Rate should reflect what would have been earned if the member worked his/her normal schedule, with no docks in pay, for the entire school term or employment agreement, if longer. The Full Annual Rate must be representative of the member's schedule and should include board paid TRS contributions. Base Salary (BS) Earnings is the amount of base salary paid. Full Annual Rate and Base Salary (BS) Earnings should not include earnings for any of the other Payment Reasons (ED, FB, SS, LE, TX, ML or SB).

Base Salary (BS) Contract Days are equal to the number of days in the school term or employment agreement, if longer. Contract days should not include days paid for summer school and/or licensed extra duty outside the contract calendar. Base Salary (BS) Days Paid are the total number of days (Monday through Friday) during the school year for which the member performed duties requiring licensure (inclusive of paid vacation, sick and/or personal leave days). The Days Paid on the Base Salary (BS) record should not include any full days docked and should not include days paid for summer school and/or licensed extra-duties outside the contract calendar. Days paid for summer school and licensed extra duty outside the contract calendar should be reported under Payment Reason Summer School Earnings (SS) or Licensed Extra-Duty Outside Contract Calendar (LE).

Review the Contract Days, Full Annual Rate, Earnings, Docked Days and Days Paid reported under Payment Reason Base Salary (BS) and make any necessary corrections. After ensuring the member is correctly reported, Certify that the reported information is correct and add a detailed explanation (i.e., At the beginning of the year, the member worked 3 days per week; and in January, the schedule increased to 5 days per week. The member worked their full schedule with no docks; therefore, rate equals earnings but member did not work every day due to working less than five days per week at the beginning of the year.)

AR2009: Part-Time Teacher Out of Normal Range

Message: Member is Part-time Contractual and the total Days Paid for the year is outside the range expected for someone working one, two, three, or four days per week.

Resolution: This edit identifies Part-Time Contractual teachers or Medical/Counseling members whose reported number of Days Paid fall outside the normal range for routine part-time work schedules. The Days Paid should be reviewed to ensure they have been reported correctly. The reported Days Paid should reflect the actual number of calendar dates (Monday through Friday) the member worked, regardless of the actual number of hours worked on any given date. The reported Days Paid should not be calculated by multiplying the teacher's percentage time worked by the number of days in the employment agreement. It is imperative to know the teacher's exact work schedule, not just the percentage time worked, to correctly report the number of Days Paid. Do not combine partial days into full day equivalents for reporting purposes. If the member worked additional days outside the regular schedule performing duties requiring licensure, such as substitute teaching, IEPs, etc., do not report the days and earnings as Base Salary (BS) Payment Reason. These earnings and days are reportable as Licensed Extra-Duty Outside Contract Calendar (LE) Payment Reason. In addition, if the member works multiple assignments on the same day, ensure the day is only counted once. The Days Paid on the Base Salary (BS) record should not include days paid for summer school and/or licensed extra-duties outside the contract calendar. Days paid for summer school and licensed extra duty outside the contract calendar should be reported under Payment Reason Summer School Earnings (SS) or Licensed Extra-Duty Outside Contract Calendar (LE). If the Days Paid are accurate, Certify the reported information is correct.

AR2010: Total BS Days Paid is Zero

Message: Total Base Salary (BS) Days Paid equals zero. Earnings must always be associated with Days Paid.

Resolution: Days Paid or Employment Type must be corrected. Days Paid are required if the member performed work requiring licensure during the school year. The reported Days Paid should reflect the actual number of calendar dates (Monday through Friday) the member worked, regardless of the actual number of hours worked on any given date. Do not combine partial days into full day equivalents for reporting purposes. In addition, if the member had multiple assignments on the same day, ensure the day is only counted once. The Days Paid on the Base Salary (BS) record should not include days paid for summer school and/or licensed extra-duties outside the contract calendar. Days paid for summer school and licensed extra duty outside the contract calendar should be reported under Payment Reason Summer School Earnings (SS) or Licensed Extra-Duty Outside Contract Calendar (LE). If the member performed only duties not requiring licensure, correct the Employment Type to E (Extra-duty). To correct the Employment Type, select Quick Edit and enter 0 in all editable fields. Select Add Row and enter the earnings under the correct Employment Type and Payment Reason.

AR2011: Substitute or Hourly Working Full-Time

Message: Employment Type was reported as Substitute (S) or Part-time Noncontractual (H) for the year and the total Days Paid for the year are 180 or more.

Resolution: Verify the Employment Type and total number of Days Paid are correct. The reported Days Paid should reflect the actual number of calendar dates (Monday through Friday) the member worked, regardless of the actual number of hours worked on any given date. Do not combine partial days into full day equivalents for reporting purposes. In addition, if the member had multiple assignments on the same day, ensure the day is only counted once. Refer to Chapter 5 of the Employer Guide for definitions of Employment Types. Correct the Employment Type or number of Days Paid, if necessary. To correct Employment Type, select Add Row and enter the earnings under the correct Employment Type and Payment Reason. To remove the incorrect Employment Type, select Quick Edit on the incorrect record and enter 0 in all editable fields. After ensuring the member has been correctly reported, Certify that the reported information is correct.

AR2013: Licensed Extra Duty or Summer School Only

Message: Licensed Extra-Duty (LE) and/or Summer School (SS) reported with no contractual employment.

Resolution: This member has been reported with a Payment Reason Licensed Extra-Duty Outside Contract Calendar (LE) and/or Summer School Earnings (SS) with no Full Time or Part-Time Contractual BS records. Review the work performed. If the work required licensure, correct the record with a Payment Reason of LE or SS to an Employment Type of Part-Time Non-Contractual (Hourly). To correct Employment Type, select Add Row and enter the earnings under the correct Employment Type with a Payment Reason of Licensed Extra-Duty Outside Contract Calendar (LE) and/or Summer School Earnings (SS). To remove the incorrect Employment Type, select Quick Edit on the incorrect record and enter 0 in all editable fields.

If the work did not require licensure (i.e., curriculum development, summer camp, workshop attendance, etc.) and the employee is not a contractual teacher at another TRS-covered employer, the earnings are not reportable and should be removed from the Annual Certification. To remove, select Quick Edit on the incorrect record and enter 0 in all editable fields.

If the work did not require licensure but the member was a contractual employee at another TRS-covered employer, Employment Type should be Extra-Duty (E). To correct Employment Type, select Add Row and enter the earnings under the correct Employment Type with a BS Payment Reason of Base Salary (BS). To remove the incorrect Employment Type, select Quick Edit on the incorrect record and enter 0 in all editable fields.

AR2014: Creditable Earnings Greater than Annual Salary Rate

Message: Creditable Earnings are greater than Annual Salary Rate

Resolution: Corrections are required to Payment Reason, Full Annual Rate, and/or Earnings. For employment types of Full-time and Part-time Contractual, the Annual Salary Rate has been calculated by Gemini based upon pay period reporting information. Hover over the Annual Salary Rate to view the calculation used by Gemini. The Annual Salary Rate must be greater than Creditable Earnings for members who were hired late, docked, or terminated prior to the end of the school term or employment agreement, if longer. The Annual Salary Rate is the amount the member would have earned for the full year including extra duties, lump-sum payments, reportable flexible benefit plans board payments to reportable deferred compensation plans, and board-paid TRS.

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 teacher, the Full Annual Rate must be representative of the position. Full Annual Rate should not include earnings for any of the other Payment Reasons (ED, FB, SS, LE, TX, ML or SB).

Creditable Earnings represent what the member earned during his/her employment. BS Earnings should not include earnings for any of the other Payment Reasons (ED, FB, SS, LE, TX, ML or SB). If earnings have been reported under an incorrect Payment Reason, add the earnings to the correct Payment Reason. If the member does not have any earnings under the correct Payment Reason, select Add Row and enter the earnings under the correct Employment Type and Payment Reason. To remove the incorrect Payment Reason, select Quick Edit on the incorrect record and enter 0 in all editable fields.

If the error is still invoking after you have reviewed the reported information and made any necessary corrections, contact the Employer Services department at 1-888-678-3675, option 1, or employers@trsil.org.

AR2015: Total Days Paid Exceeds Contract Days

Message: Total number of Days Paid is greater than total number of Contract Days for an Employment Type of Full-time Contractual or Part-time Contractual.

Resolution: For Employment Types of Full-time and Part-time Contractual, the Contract Days have been calculated by Gemini based upon the pay period report information. Hover over the Annual Salary Rate to view the calculation used by Gemini. Ensure the reported Base Salary (BS) Contract Days is equal to the number of days in the school term or the member's employment agreement, if longer. This number should not include days paid for summer school and/or licensed extra-duties outside the contract calendar.

If Days Paid for a Substitute or Part-time Noncontractual teacher is greater than 170 days, ensure Days Paid and Employment Type have been correctly reported. To correct Employment Type, select Add Row and enter the Contract Days, Days Paid and Earnings under the correct Employment Type and Payment Reason. To remove the incorrect Employment Type, select Quick Edit on the incorrect record and enter 0 in all editable fields.

If the error is still invoking after you have reviewed the reported information and made any necessary corrections, contact the Employer Services department at 1-888-678-3675, option 1, or employers@trsil.org.

AR2016: Full Year with Docked Days or Unpaid Leave

Message: Reported with Days Paid for Payment Reason LA and/or BS Docked Days but Contract Days equal Days Paid, and Annual Salary Rate equals Creditable Earnings.

Resolution: The member has been reported as working all year with Annual Salary Rate equal to Creditable Earnings but also reported with an LA record in which Days Paid are greater than 0 or Base Salary (BS) Docked Days are greater than 0. Review the member's Base Salary (BS) record (Contract Days, Full Annual Rate, Earnings, Docked Days, and Days Paid) and Unpaid Leave of Absence (LA) record (record should only have an amount in Days Paid, not Docked Days).

Contract Days have been calculated by Gemini based upon the pay period report information. Hover over the cumulative Contract Days to view the formula used by Gemini.

Ensure the reported Base Salary (BS) Contract Days is equal to the number of days in the school term or the member's employment agreement, if longer. This number should not include days paid for summer school and/or licensed extra-duties outside the contract calendar.

Ensure the number of Days Paid is correct for each Payment Reason. The Days Paid on the Base Salary (BS) record should not include any full days docked and should not include days paid for summer school and/or licensed extra-duties outside the contract calendar. Days the member was docked should be reported in Docked Days. Days paid for summer school and licensed extra duty outside the contract calendar should be reported under Payment Reason of Summer School Earnings (SS) or Licensed Extra-Duty Outside Contract Calendar (LE).

Annual Salary Rate has been calculated by Gemini based upon the pay period report information. Hover over Annual Salary Rate to view the calculation used by Gemini. Annual Salary Rate must be greater than Creditable Earnings for members who were hired late, docked, or terminated prior to the end of the school term or employment agreement, if longer. Annual Salary Rate is the amount the member would have earned for the full year including extra duties, lump-sum payments, reportable flexible benefit plans, board payments to reportable deferred compensation plans, and board paid TRS.

Ensure the 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. For a Part-time Contractual member, the Full Annual Rate must be representative of their position. The Full Annual Rate should include any board paid TRS contributions. Full Annual Rate should not include earnings for any of the other Payment Reasons (ED, FB, SS, LE or TX).

Creditable Earnings represent what the member earned during his/her employment. Ensure all Earnings have been reported under the correct Payment Reasons (BS, ED, LE, FB, TX, LS, SS, SB, and ML).

If the member worked all year and was not docked, correct Days Paid on the LA Payment Reason record to 0 and the Docked Days on the BS record to 0 using Quick Edit.

If the error is still invoking after you have reviewed the reported information and made any necessary corrections, contact the Employer Services department at 1-888-678-3675, option 1, or employers@trsil.org.

AR2017: Full Year Rate and Earnings Mismatch

Message: Contract Days equal Days Paid and Annual Salary Rate is greater than Creditable Earnings by more than \$250 for Employment Type of Full-time Contractual.

Resolution: Contract Days have been calculated by Gemini based upon the pay period report information. Hover over the cumulative Contract Days to view the formula used by Gemini.

Ensure the reported BS Contract Days is equal to the number of days in the school term or the member's employment agreement, if longer. This number should not include days paid for summer school and/or licensed extra-duties outside the contract calendar.

Review Days Paid for each Payment Reason. Days Paid on the BS record should not include any full days docked and should not include days paid for summer school and/or licensed extra-duties outside the contract calendar. Any days paid for summer school and licensed extra duty outside the contract calendar should be reported under Payment Reason of Summer School Earnings (SS) or Licensed Extra-Duty Outside Contract Calendar (LE). If the member was on an unpaid board-approved leave of absence or FMLA, ensure the Unpaid Leave of Absence (LA) Payment Reason Days Paid include the workdays the member missed while on unpaid leave. If the member was docked outside of the unpaid leave of absence or FMLA period, Base Salary (BS) Docked Days should be combined and rounded to two decimal places.

Annual Salary Rate has been calculated by Gemini based upon the pay period report information. Hover over Annual Salary Rate to view the calculation used by Gemini. Annual Salary Rate must be greater than Creditable Earnings for members who were hired late, docked, or terminated prior to the end of the school term or employment agreement, if longer. Annual Salary Rate is the amount the member would have earned for the full year including extra duties, lump-sum payments, reportable flexible benefit plans, board payments to reportable deferred compensation plans, and board-paid TRS.

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. For a Part-time Contractual member, the Full Annual Rate must be representative of the part-time schedule. The Full Annual Rate should include any board paid TRS contributions. Full Annual Rate should not include earnings for any of the other Payment Reasons (ED, FB, SS, LE or TX).

Creditable Earnings represent what the member earned during his/her employment. Ensure all earnings have been reported under the correct Payment Reasons (BS, ED, LE, FB, TX, LS, SS, SB, and ML).

After ensuring the member has been correctly reported, Certify that the reported information is correct and provide a detailed explanation that includes a breakdown with numeric values of Base Salary (BS) Full Annual Rate and Earnings (Example: 1) The member used all sick leave days and was allowed 5 additional days if they paid \$100 per day for the cost of the substitute teacher. The member was docked a total of \$500. 2) The member was docked 4 half days at a per diem rate of \$300 per day for a total dock of \$600.)

AR2018: Part-Time Rate Greater than Earnings

Message: Annual Salary Rate is greater than Creditable Earnings by more than \$0.99 for a Part-time Contractual member.

Resolution: Verify Employment Type, Annual Salary Rate, and Creditable Earnings are reported correctly.

Annual Salary Rate has been calculated by Gemini based upon the pay period report information. Hover over Annual Salary Rate to view the calculation used by Gemini. Annual Salary Rate must be greater than Creditable Earnings for members who were hired late, docked, or terminated prior to the end of the school term or employment agreement, if longer. Annual Salary Rate is the amount the member would have earned in his/her position for the full year including extra duties, lump-sum payments, reportable flexible benefit plans, board payments to reportable deferred compensation plans, and board-paid TRS.

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. Do not report the full-time (100%) equivalent salary rate for Part-time Contractual members. For Part-time Contractual members, the Full Annual Rate must be representative of the part-time schedule. The Full Annual Rate should include any board paid TRS contributions. Full Annual Rate should not include earnings for any of the other Payment Reasons (ED, FB, SS, LE or TX).

Creditable Earnings represent what the member earned during his/her employment. Ensure all earnings have been reported under the correct Payment Reasons (BS, ED, LE, FB, TX, LS, SS, SB, and ML).

If Employment Type of Part-time Contractual is correct and the member worked the entire year with no days docked, a correction to Full Annual Rate is required.

After ensuring the member has been correctly reported, Certify the error and provide a detailed explanation including weekly schedule, dates of employment, and a breakdown with numeric values of Base Salary (BS) Full Annual Rate and Earnings (Example: Member worked 4 days per week and was docked 3 days. If they had not been docked, they would have worked 148 days. The member was paid for 145 days. Full Annual Rate 50,000 / 148 x 145 = BS Earnings of 48,986.49).

AR2019: Annual Certification Supplementary Report Mismatch Warning(Employment Type)

Message: Annual Certification Employment Type does not match previously reported Employment Type from Supplementary Report.

Resolution: Review the reported information. If the Annual Certification information is correct, submit a Revised Supplementary Report. Certify the error and provide a detailed explanation (i.e., (1) Member worked 5 days per week/4.5 hours per day. Incorrectly reported as Part-time Contractual on the Supplementary Report. A Revised Supplementary Report has been submitted. (2) Member was working 3 days per week prior to going on disability. Member returned from disability on April 5, 2023, to a Full-time Contractual teaching position. The Supplementary Report is correct as of the time the member went on disability.)

If the Supplementary Report information is accurate, correct the Annual Certification Employment Type. To correct Employment Type, select Add Row and enter the earnings under the correct Employment Type and Payment Reason. To remove the incorrect Employment Type, select Quick Edit on the incorrect record and enter 0 in all editable fields.

AR2021: Annual Certification Supplementary Report Mismatch Warning(Contract Days)

Message: Annual Certification Contract Days does not match previously reported Contract Days from Supplementary Report.

Resolution: Review the reported information. If the Annual Certification information is correct, submit a Revised Supplementary Report. Certify the error and provide a detailed explanation (i.e., Did not include summer school days in the Contract Days on the Supplementary Report. A Revised Supplementary Report has been submitted.)

If the Supplementary Report information is accurate, make the necessary corrections to the Annual Certification information.

Contract Days have been calculated by Gemini based upon the pay period report information. Hover over the cumulative Contract Days to view the formula used by Gemini. Ensure the reported Base Salary (BS) Contract Days is equal to the number of days in the school term or the member's employment agreement, if longer. This number should not include days paid for summer school and/or licensed extra-duties outside the contract calendar.

Ensure the number of Days Paid is correct for each Payment Reason. The Days Paid on the Base Salary (BS) record should not include any full days docked and should not include days paid for summer school and/or licensed extra-duties outside the contract calendar. Any days the member was docked should be reported in Docked Days. Any days paid for summer school and licensed extra duty outside the contract calendar should be reported under Payment Reason Summer School Earnings (SS) or Licensed Extra-Duty Outside Contract Calendar (LE).

For members who returned to teaching after receiving a Disability benefit or Refund, Certify the error and provide a detailed explanation noting the member's return date and indicate if the Supplementary Report is correct through the last day paid prior to the Disability or Refund. (i.e., Member returned from disability on April 5, 2024. The Supplementary Report is correct as of the time the member went on disability. The member worked 7 days of summer school in June 2024.)

AR2022: Annual Certification Supplementary Report Mismatch Warning(Days Paid)

Message: Annual Certification Days Paid does not match previously reported Days Paid from Supplementary Report.

Resolution: Review the reported information. If the Annual Certification information is correct, submit a Revised Supplementary Report. Certify the error and provide a detailed explanation (i.e., Did not include summer school days worked on the Supplementary Report. A Revised Supplementary Report has been submitted.)

If the Supplementary Report information is accurate, make the necessary corrections to the Annual Certification information. Ensure Days Paid is correct for each Payment Reason. The Days Paid on the Base Salary (BS) record should not include days paid for summer school and/or licensed extra-duties outside the contract calendar. Days paid for summer school and licensed extra duty outside the contract calendar should be reported under Payment Reason Summer School Earnings (SS) or Licensed Extra-Duty Outside Contract Calendar (LE).

For members who returned to teaching after receiving a Disability benefit or a Refund, Days Paid reported on the Annual Certification should differ from the Days Paid reported on the Supplementary Report. If the Supplementary Report is correct through the last day paid prior to the Disability or Refund, Certify the error, and provide a detailed explanation noting: the member's return date, the total number of additional days worked, and the total amount of extra duty earned after returning from disability or returning after receiving a refund.

AR2023: Annual Certification Supplementary Report Mismatch Warning(Annual Salary Rate)

Message: Annual Salary Rate does not match previously reported Annual Salary Rate from Supplementary Report.

Resolution: Review the reported information. Annual Salary Rate has been calculated by Gemini based upon the pay period report information. Hover over Annual Salary Rate to view the calculation used by Gemini. Annual Salary Rate must be greater than Creditable Earnings for members who were hired late, docked, or terminated prior to the end of the school term or employment agreement, if longer. The Annual Salary Rate should reflect what the member would have earned for the full year including extra duties, lump-sum payments, reportable flexible benefit plans, board payments to reportable deferred compensation plans, and board-paid TRS.

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 any of the other Payment Reasons (ED, FB, SS, LE or TX).

Ensure all Earnings have been reported under the correct Payment Reasons (BS, ED, LE, FB, TX, LS, SS, SB, and ML).

If the Annual Certification information is correct, submit a Revised Supplementary Report. Certify the error and provide a detailed explanation (i.e., Did not include extra duty of \$500 on the Supplementary Report. A Revised Supplementary Report has been submitted.)

If the Supplementary Report information is accurate, make the necessary corrections to the reported Annual Certification information.

For members who returned to teaching after receiving a Disability benefit or Refund, Annual Salary Rate reported on the Annual Certification will differ from the Annual Salary Rate reported on the Supplementary Report if the member performed extra duties not requiring licensure, licensed extra duty outside the contract calendar, taught summer school, was paid a lump-sum payment, or board payments were made to a qualified tax deferred plan after returning to teaching. If the Supplementary Report is correct through the last day paid prior to the Disability or Refund, Certify the error and provide a detailed explanation noting the member's return date and indicate the total amount of additional earnings after returning from Disability or receiving a Refund (i.e. member returned March 2 and earned \$500 for internal substitution in March, April and May, worked 7 days of summer school and was paid a bonus in June.)

AR2024: Annual Certification Supplementary Report Mismatch Warning(Creditable Earnings)

Message: Annual Certification Creditable Earnings do not match previously reported Creditable Earnings from a Supplementary Report.

Resolution: Review the reported information. If the Annual Certification information is correct, submit a Revised Supplementary Report. Certify the error and provide a detailed explanation (i.e., Did not include extra duty of \$500 on the Supplementary Report. A Revised Supplementary Report has been submitted.)

If the Supplementary Report information is accurate, make the necessary corrections to the reported Annual Certification information.

For members who returned to teaching after receiving a Disability benefit or Refund, Creditable Earnings reported on the Annual Certification should differ from Creditable Earnings reported on the Supplementary Report. If the Supplementary Report is correct through the last day paid prior to the disability or refund, Certify the error, and provide a detailed explanation noting: the member's return date, the total number of additional days worked after return, and the total amount of extra duty, licensed extra duty, and/or summer school earned after returning from Disability or after receiving a Refund.

AR2025: No Days Paid Reported

Message: Zero Days Paid reported for Employment Types of Full-time Contractual (F), Part-time Contractual (P), Substitute (S) or Part-time Noncontractual/Hourly (H).

Resolution: Days Paid or the Employment Type must be corrected if the member should be reported.

Days Paid are required if the member performed work requiring licensure during the school year. The reported days paid should reflect the actual number of calendar dates (Monday through Friday) the member worked, regardless of the actual number of hours worked on any given date. Do not combine partial days into full day equivalents for reporting purposes. In addition, if the member had multiple assignments on the same day ensure the day is only counted once.

If the member performed only duties not requiring licensure and was employed as a Full-time or Part-time Contractual member at another TRS-covered employer, correct the Employment Type to E (Extra-duty). To correct Employment Type, select Add Row and enter the earnings under the correct Employment Type and Payment Reason. To remove the incorrect Employment Type, select Quick Edit on the incorrect record and enter 0 in all editable fields.

If the member was reported in error, remove all records by selecting Quick Edit on the incorrect records and enter 0 in all editable fields. Certify that the reported information is correct and provide a detailed edit explanation (i.e., Reported in error. Removed from the Annual Report.)

AR2026: Part-Time Contractual Earnings Greater Than Full Annual Rate

Message: The member's cumulative Part-time Contractual Base Salary (BS) Earnings for the fiscal year have exceeded the reported Full Annual Rate.

Resolution: Part-time Contractual BS Earnings is greater than Full Annual Rate. A correction to either BS Full Annual Rate or BS Earnings is required. Full Annual Rate is the base rate the member would earn in the part-time position for the full year. The Full Annual Rate should include board paid TRS. BS Earnings is the amount of base salary paid. BS Earnings should include board paid TRS. Full Annual Rate and BS Earnings should not include earnings for any of the other Payment Reasons (ED, FB, SS, LE, TX, ML or SB). Example: A teacher coaches several sports in addition to being a high school teacher. The coaching is paid over 24 pays with his regular earnings. The coaching earnings have been reported with BS Earnings every pay period. Corrections are required to remove the coaching earnings from Payment Reason Base Salary (BS) and add to Payment Reason Extra-Duty/Stipends (ED). If there is not an existing ED Payment Reason, select Add Row and enter the coaching earnings using Payment Reason Extra-Duty/Stipends (ED).

AR2027: Days Paid Greater than 262

Message: Days Paid cannot be greater than 262.

Resolution: A correction to Days Paid is required. Ensure Days Paid is correct for each Payment Reason.

The Days Paid on the Base Salary (BS) record should not include any full days docked and should not include days paid for summer school and/or licensed extra-duties outside the contract calendar. Days the member was docked should be reported in Docked Days. Days paid for summer school and licensed extra duty outside the contract calendar should be reported under Payment Reason Summer School Earnings (SS) or Licensed Extra-Duty Outside Contract Calendar (LE). The reported Days Paid should reflect the actual number of calendar dates (Monday through Friday) the member worked, regardless of the actual number of hours worked on any given date. Do not combine partial days into full day equivalents for reporting purposes. In addition, if the member had multiple assignments on the same day ensure the day is only counted once.

AR2028: Teacher Days Paid Greater than 219

Message: Days paid for a teacher or medical/counseling member is greater than 219.

Resolution: The Days Paid for a teacher or medical/counseling member is greater than 219, which seems high. Ensure Days Paid are correct under each Payment Reason. The Days Paid on the Base Salary (BS) record should not include any full days docked and should not include days paid for summer school and/or licensed extra-duties outside the contract calendar. Days the member was docked should be reported in Docked Days. Days paid for summer school and licensed extra duty outside the contract calendar should be reported under Payment Reason Summer School Earnings (SS) or Licensed Extra-Duty Outside Contract Calendar (LE). For most teachers and medical/counseling members that worked the full school term, the total Base Salary (BS) Days Paid will generally be equal to 180 or 185.

Review the reported information and make any necessary corrections to Days Paid and/or Job Category. If the reported Days Paid and Job Category are correct, Certify the error.

AR2029: 401(a)(17) Limits Exceeded

Message: The member's cumulative Earnings for the fiscal year have exceeded the IRC 401(a)(17) Tier 1 pensionable salary limits.

Resolution: The member is subject to the 401(a)(17) earnings limit of {Tier1limit}. Earnings and contributions on earnings that exceed the limit are not reportable. A correction is required to reduce earnings to be equal to or less than the limit.

AR2030: Tier 2 Limits Exceeded

Message: The member's cumulative Earnings for the fiscal year have exceeded the Tier 2 pensionable salary limits.

Resolution: The member is subject to the Tier 2 earnings limit of {Tier2 limit}. Earnings and contributions on earnings that exceed the limit are not reportable. A correction is required to reduce earnings to be equal to or less than the limit.

AR2031: Only Extra Duty Payment Reason

Message: The only Payment Reason reported is Extra-Duty/Stipends (ED).

Resolution: A correction to Employment Type is required. If the member performed only duties not requiring licensure, correct the Employment Type to E (Extra-duty) and the Payment Reason to Base Salary (BS). To correct Employment Type, select Add Row and enter the earnings under the correct Employment Type and Payment Reason. To remove the incorrect Employment Type, select Quick Edit on the incorrect record and enter 0 in all editable fields.

If the member performed work requiring licensure, a correction to Payment Reason and Days paid is required. Review the member's duties and schedule to determine the correct Employment Type and Payment Reason. The reported Days Paid should reflect the actual number of calendar dates (Monday through Friday) the member worked, regardless of the actual number of hours worked on any given date. Do not combine partial days into full day equivalents for reporting purposes. In addition, if the member had multiple assignments on the same day ensure the day is only counted once.

AR2032: Reported Flex Plan too high.

Message: The total amount of Flexible Benefit Plan (FB) Earnings plus Earnings that exceed Salary Limits reported for this member has exceeded the highest reported Flex Plan amount available for this Job Category.

Resolution: Earnings for Payment Reason Flexible Benefit Plan (FB) appear higher than expected. The Annual Certification is comparing the sum of the flexible benefit plan Earnings and Earnings that exceed Salary Limits (if applicable) to the flexible benefit plan amount reported for this member's job category and employment type in the Employer Portal. Review the total amount of FB Earnings reported in Earnings and Earnings that exceed Salary Limits, and the flexible benefit plan amounts reported for the current year under Employer Information in the Employer Portal. Make any necessary corrections to reportable FB Payment Reason Earnings and/or the amount reported in the Employer Portal.

For a member that is subject to 401(a)(17) or Tier 2 salary limitations, no corrections can be made through the Annual Certification to amounts reported as Earnings that exceed Salary Limits. Ensure the member's total earnings between all Payment Reasons have correctly been reported and the member's total earnings are correct at the salary limit. If part of any other payment reason is reported under FB Payment Reason, a correction is required to remove the incorrect earnings from FB and enter them under the correct Payment Reason.

If the member does not have any earnings under the correct Payment Reason, select Add Row and enter the earnings under the correct Employment Type and Payment Reason. To remove the incorrect Payment Reason, select Quick Edit on the incorrect record and enter 0 in all editable fields. If earnings have been correctly reported, Certify the error.

If the reported information is correct, Certify the edit and add a detailed edit explanation.

AR2033: BS Contract Days = BS Days Paid with no Docked/LA days but BS Full Annual Rate > BS Earnings by more than \$250

Message: Base Contract Days equals Base Days Paid with no Docked Days or Days Paid under Payment Reason of Unpaid Leave of Absence and Base Full Annual Rate is greater than Base Earnings by more than \$250.

Resolution: The member has been reported with Base Salary (BS) Contract Days equal to BS Days Paid with 0 Docked Days and 0 Days Paid for Payment Reason of Unpaid Leave of Absence (LA) and Full Annual Rate is greater than Base Earnings by more than \$250. A correction is required. Review the Contract Days, Days Paid and Docked Days under Payment Reason of BS, Days Paid reported under the LA Payment Reason and the Full Annual Rate and make any necessary corrections. BS Contract Days are equal to the number of days in the school term or employment agreement, if longer. Contract days should not include days paid for summer school and/or licensed extra duty outside the contract calendar.

BS Days Paid are the total number of days (Monday through Friday) during the school year for which the member performed duties requiring licensure (inclusive of paid vacation, sick and/or personal leave days). The Days Paid on the BS record should not include any full days docked and should not include days paid for summer school and/or licensed extra-duties outside the contract calendar. Days paid for summer school and licensed extra duty outside the contract calendar should be reported under Payment Reason Summer School Earnings (SS) or Licensed Extra Duty Outside Contract Calendar (LE).

Docked Days is equal to the total number of days the member was docked outside of an unpaid leave of absence. Combine partial docked days into full days equivalents for Docked Days only, never for Days Paid. Examples: (1) A member is docked 2 half days. Report 1.00 as Docked Days. (2) A member is docked 1/2 hour out of 7 hours. Report 0.07 as Docked Days (.5/7). (3) A member is docked 3 days at the substitute rate. The member's daily rate of pay is \$500 and the substitute daily rate is \$150. Report 0.30 (\$150/\$300) as Docked Days.

Days Paid under the LA record is equal to the number of unpaid days the member was on a board approved leave of absence or FMLA. This number is equal to the number of days the member would have been paid for the period of the unpaid leave.

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 any of the other Payment Reasons (ED, FB, SS, LE or TX). When a TRS-covered member's Full Annual Rate changes mid-year, the Full Annual Rate should be reported equal to the amount the member will earn for the full year between the two positions. Examples: Teacher A begins the year with a base salary of \$52,000. In January after working 97 days, she moves on the salary schedule; and her base salary for the remaining 83 days is \$58,000. Once her rate changed, the Full Annual Rate is the amount she earned for the full year between the two positions \$54,766.67 $[(\$52,000 / 180 \times 97) + (\$58,000 / 180 \times 83)]$. Administrator B begins the year as an assistant superintendent with a base rate of \$85,000. On February 1st, he is promoted to superintendent; and his base rate is \$100,000. Once his rate changed, the Full Annual Rate is the amount he earned for the full year between the two positions \$91,250 $[(\$85,000 / 24 \times 14) + (\$100,000 / 24 \times 10)]$. Ensure all Earnings have been reported under the correct Payment Reasons (BS, ED, LE, FB, TX, LS, SS, SB, and ML).

AR2034: BS Contract Days = BS Days Paid but Dock/LA days exist

Message: Base Contract Days equals Base Days Paid but Docked Days and/or LA Days are greater than 8.

Resolution:

The member has been reported with Base Salary (BS) Contract Days equal to BS Days Paid and reported with an LA record with Days Paid and/or BS Docked Days greater than 8.

Review the member's BS Contract Days, Days Paid and Docked Days and the Days Paid under the Unpaid Leave of Absence record.

BS Contract Days are equal to the number of days in the school term or employment agreement, if longer. Contract days should not include days paid for summer school and/or licensed extra duty outside the contract calendar.

BS Days Paid are the total number of days (Monday through Friday) during the school year for which the member performed duties requiring licensure (inclusive of paid vacation, sick and/or personal leave days). The Days Paid on the BS record should not include any full days docked and should not include days paid for summer school and/or licensed extra-duties outside the contract calendar. Days paid for summer school and licensed extra duty outside the contract calendar should be reported under Payment Reason Summer School Earnings (SS) or Licensed Extra Duty Outside Contract Calendar (LE).

Docked Days is equal to the total number of days the member was docked outside of an unpaid leave of absence. Combine partial docked days into full days equivalents for Docked Days only, never for Days Paid. Examples: (1) A member is docked 2 half days. Report 1.00 as Docked Days. (2) A member is docked 1/2 hour out of 7 hours. Report 0.07 as Docked Days (.5/7). (3) A member is docked 3 days at the substitute rate. The member's daily rate of pay is \$500 and the substitute daily rate is \$150. Report 0.30 (\$150/\$500) as Docked Days.

Days Paid under the LA record is equal to the number of unpaid days the member was on a board approved leave of absence or FMLA. This number is equal to the number of days the member would have been paid had they not been on leave.

Review the Contract Days, Days Paid and Docked Days under Payment Reason of BS and Days Paid reported under the LA record and make any necessary corrections. After ensuring the member is correctly reported, Certify that the reported information is correct and add a detailed explanation (i.e., The member was not docked any full days. Member was docked 20 half days throughout the year. The days paid have been correctly reported as 180. Full Annual Rate \$75,000 / 180 x 170 = \$70,833.33).

AR2035: Docked Days and/or LA Days ≥ 1 but difference between Full Annual Rate and Base Earnings is less than daily rate

Message: Docked Days and/or LA Days ≥ 1 but the difference between Full Annual Rate and Base Earnings is less than the daily rate.

Resolution: The member has been reported with one or more Docked Days and/or LA days but the difference between the Full Annual Rate and Base Earnings (BS) is less than the member's daily rate. Review the member's Full Annual Rate, Earnings, Docked Days, and Days Paid on the member's Base Salary (BS) record and Days Paid under the Unpaid Leave of Absence (LA) record.

Ensure the 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 member working less than a 1.0 full-time equivalency the Full Annual Rate must be representative of the position. Full Annual Rate should not include earnings for any of the other Payment Reasons (ED, FB, SS, LE, TX, LS, ML or SB). When a TRS-covered member's Full Annual Rate changes mid-year, the Full Annual Rate should be reported equal to the amount the member will earn for the full year between the two positions. Examples: Teacher A begins the year with a base salary of \$52,000. In January after working 97 days, she moves on the salary schedule; and her base salary for the remaining 83 days is \$58,000. Once her rate changed, the Full Annual Rate is the amount she earned for the full year between the two positions $\$54,766.67 [(\$52,000 / 180 \times 97) + (\$58,000 / 180 \times 83)]$. Administrator B begins the year as an assistant superintendent with a base rate of \$85,000. On February 1st, he is promoted to superintendent; and his base rate is \$100,000. Once his rate changed, the Full Annual Rate is the amount he earned for the full year between the two positions $\$91,250 [(\$85,000 / 24 \times 14) + (\$100,000 / 24 \times 10)]$.

Ensure the BS Earnings only include the earnings for regular contractual teaching duties for full-time (F) and part-time (P) contractual members or substitute or part-time noncontractual wages for noncontractual members (S or H). BS Earnings should not include earnings for any of the other Payment Reasons (ED, FB, SS, LE, TX, LS, ML or SB). If earnings have been reported under an incorrect Payment Reason, add the earnings to the correct Payment Reason. If the member does not have any earnings under the correct Payment Reason, select Add Row and enter the earnings under the correct Employment Type and Payment Reason. To remove the incorrect Payment Reason, select Quick Edit on the incorrect record and enter 0 in all editable fields.

Docked Days is equal to the total number of days the member was docked outside of an unpaid leave of absence. Combine partial docked days into full days equivalents for Docked Days only, never for Days Paid. Examples: The district has 180 days in the school term. (1) A member was docked on one day at .75 of the daily rate. Report Docked Days as .75, and Days Paid as 180. (2) A member was docked a half a day on two different dates. Report Docked Days as 1 and Days Paid as 180. (3) A member was docked 1 full day, a half day, and a quarter day. Report Docked Days as 1.75 and Days Paid as 179. If the member was docked, review the BS Full Annual Rate and Earnings and make any required corrections using Quick Edit. If a member was docked, the Full Annual Rate will be greater than base Earnings. Days Paid under the LA record is equal to the number of unpaid days the member was on a board approved leave of absence or FMLA. This number is equal to the number of days the member would have been paid had they not been on leave. If the member worked all year and was not docked, correct Days Paid on the LA Payment Reason record to 0 and the Docked Days on the BS record to 0 using Quick Edit. Once the member is correctly reported, Certify the error and provide a detailed explanation.

AR2036: Annual Certification Supplementary Report Mismatch Error(Employment Type)

Message: Annual Certification Employment Type does not match previously reported Employment Type from Supplementary Report.

Resolution: A correction to either the Supplementary Report or the Annual Certification is required. Review the reported information. If the Annual Certification information is correct, submit a Revised Supplementary Report through Employer Access. After submitting the revision, make a change on the Annual Certification to rerun the edit process and resolve fatal errors. We suggest changing the BS Full Annual Rate by one penny then Save the row. Click the overall Save at the bottom of the page to rerun the edits. If the Supplementary Report information is accurate, correct the Annual Certification Employment Type. To correct Employment Type, select Add Row and enter the earnings under the correct Employment Type and Payment Reason. To remove the incorrect Employment Type, select Quick Edit on the incorrect record and enter 0 in all editable fields. If you have any questions, contact the Employer Services department at 1-888-678-3675, option 1, or employers@TRSil.org.

AR2037: Annual Certification Supplementary Report Mismatch Error (Contract Days)

Message: Annual Certification Contract Days does not match previously reported Contract Days from Supplementary Report.

Resolution: A correction to either the Supplementary Report or the Annual Certification is required. Review the reported information. If the Annual Certification information is correct, submit a Revised Supplementary Report through Employer Access. After submitting the revision, make a change on the Annual Certification to rerun the edit process and resolve fatal errors. We suggest changing the BS Full Annual Rate by one penny then Save the row. Click the overall Save at the bottom of the page to rerun the edits. If the Supplementary Report information is accurate, make the necessary corrections to the Annual Certification information. Contract Days have been calculated by Gemini based upon the pay period report information. Hover over the cumulative Contract Days to view the formula used by Gemini. Ensure the reported Base Salary (BS) Contract Days is equal to the number of days in the school term or the member's employment agreement, if longer. This number should not include days paid for summer school and/or licensed extra-duties outside the contract calendar. Ensure the number of Days Paid is correct for each Payment Reason. The Days Paid on the Base Salary (BS) record should not include any full days docked and should not include days paid for summer school and/or licensed extra-duties outside the contract calendar. Any days the member was docked should be reported in Docked Days. Any days paid for summer school and licensed extra duty outside the contract calendar should be reported under Payment Reason Summer School Earnings (SS) or Licensed Extra-Duty Outside Contract Calendar (LE). If you have any questions, contact the Employer Services department at 1-888-678-3675, option 1, or employers@TRSil.org.

AR2038: Annual Certification Supplementary Report Mismatch Error (Days Paid)

Message: Annual Certification Days Paid does not match previously reported Days Paid from Supplementary Report.

Resolution: A correction to either the Supplementary Report or the Annual Certification is required. Review the reported information. If the Annual Certification information is correct, submit a Revised Supplementary Report through Employer Access. After submitting the revision, make a change on the Annual Certification to rerun the edit process and resolve fatal errors. We suggest changing the BS Full Annual Rate by one penny then Save the row. Click the overall Save at the bottom of the page to rerun the edits. If the Supplementary Report information is accurate, make the necessary corrections to the Annual Certification information. Ensure Days Paid is correct for each Payment Reason. The Days Paid on the Base Salary (BS) record should not include days paid for summer school and/or licensed extra-duties outside the contract calendar. Days paid for summer school and licensed extra duty outside the contract calendar should be reported under Payment Reason Summer School Earnings (SS) or Licensed Extra-Duty Outside Contract Calendar (LE). If you have any questions, contact the Employer Services department at 1-888-678-3675, option 1, or employers@TRSil.org.

AR2039: Annual Certification Supplementary Report Mismatch Error (Annual Salary Rate)

Message: Annual Salary Rate does not match previously reported Annual Salary Rate from Supplementary Report.

Resolution: A correction to either the Supplementary Report or the Annual Certification is required. Review the reported information. Annual Salary Rate has been calculated by Gemini based upon the pay period report information. Hover over Annual Salary Rate to view the calculation used by Gemini. Annual Salary Rate must be greater than Creditable Earnings for members who were hired late, docked, or terminated prior to the end of the school term or employment agreement, if longer. The Annual Salary Rate should reflect what the member would have earned for the full year including extra duties, lump-sum payments, reportable flexible benefit plans, board payments to reportable deferred compensation plans, and board-paid TRS. 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 any of the other Payment Reasons (ED, FB, SS, LE or TX). Ensure all Earnings have been reported under the correct Payment Reasons (BS, ED, LE, FB, TX, LS, SS, SB, and ML). If the Annual Certification information is correct, submit a Revised Supplementary Report through Employer Access. After submitting the revision, make a change on the Annual Certification to rerun the edit process and resolve fatal errors. We suggest changing the BS Full Annual Rate by one penny then Save the row. Click the overall Save at the bottom of the page to rerun the edits. If the Supplementary Report information is accurate, make the necessary corrections to the reported Annual Certification information. If you have any questions, contact the Employer Services department at 1-888-678-3675, option 1, or employers@TRSil.org.

AR2040: Annual Certification Supplementary Report Mismatch Error (Creditable Earnings)

Message: Annual Certification Creditable Earnings do not match previously reported Creditable Earnings from a Supplementary Report.

Resolution: A correction to either the Supplementary Report or the Annual Certification is required. Review the reported information. If the Annual Certification information is correct, submit a Revised Supplementary Report through Employer Access. After submitting the revision, make a change on the Annual Certification to rerun the edit process and resolve fatal errors. We suggest changing the BS Full Annual Rate by one penny then Save the row. Click the overall Save at the bottom of the page to rerun the edits. If the Supplementary Report information is accurate, make the necessary corrections to the reported Annual Certification information. If you have any questions, contact the Employer Services department at 1-888-678-3675, option 1, or employers@TRSil.org.