

# TRS Annual Certification Process

## A QuickStart Guide



# Employer Reporting Dashboard

The link to the Annual Certification process is available if:

- You have been identified as eligible for the Annual Certification process.
- You have not previously uploaded an import file or recovered from the prior year in Employer Access.
- If all reports are at a status of posted, including FY23 reports.
- The Annual Certification has not yet been submitted to Employer Access.

**Note:** If you do not see the link and would like to use this process, you must contact Employer Services.

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.

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

[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 Data Accumulation 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.

The screenshot displays the user interface of the Teachers' Retirement System of the State of Illinois. At the top, a dark blue navigation bar contains the TRS logo, the text "Teachers' Retirement System of the State of Illinois", and menu items for "Reporting", "Services", and "Employer Information". A user profile icon labeled "User, ID" is in the top right corner. Below the navigation bar, the page header shows "Community USD # TRS Code: 000-0000". The main content area is titled "Annual Certification" with a document icon. It contains two paragraphs of text: "You have initiated the Annual Certification Process. We are gathering all the data submitted through Gemini for Fiscal Year 2021-22 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." and "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." A "Return to Dashboard" button is located below the text. The footer of the page includes the TRS logo and the copyright notice "© 2022 Teachers' Retirement System of the State of Illinois".

# Annual Certification Data

Cumulative Annual Certification data for all reported members is displayed. See next slide for more detailed information.

**Teachers' Retirement System of the State of Illinois** | Reporting | Services | Employer Information | UI User, ID

**Community USD #** TRS Code: 000-0000

Members: 59 | Terminations: 0 | Total Earnings: \$2,434,568.22 | Member Contributions: \$219,110.99 | Member THIS Contributions: \$21,910.58 | Employer Contributions: \$14,120.29

Employer THIS Contributions: \$16,311.34 | Federally Funded Earnings: \$43,308.44 | Federally Funded Contributions: \$4,465.11

**Annual Certification** | 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	Final Sick Days
		Last Name	First Name	####	Full Time	180	169	46,066.67	38,391.41	0	0	0.0
		Last Name	First Name	####	Full Time	180	159	44,178.60	36,842.36	0	0	0.0
		Last Name	First Name	####	Full Time	260	201	75,244.94	72,099.08	0	0	0.0
		Last Name	First Name	####	Full Time	180	169	38,065.00	31,720.77	0	0	0.0
		Last Name	First Name	####	Substitute	170	68	7,009.66	7,009.66	0	0	0.0
		Last Name	First Name	####	Full Time	200	192	52,054.92	45,110.39	0	0	0.0
		Last Name	First Name	####	Full Time	180	169	45,535.93	38,413.84	0	0	0.0
		Last Name	First Name	####	Full Time	180	169	51,227.74	43,655.38	0	0	0.0
		Last Name	First Name	####	Full Time	180	169	49,132.36	42,272.40	0	0	0.0
		Last Name	First Name	####	Full Time	180	169	39,229.85	32,885.63	0	0	0.0

Showing 1 - 10 of 60. | Rows per page: 10 | First < > Last

[Certify](#) [Delete](#)

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# Annual Certification Data (cont'd)

Review the header information that provides cumulative totals for the Annual Certification.

Review data to verify all members to be reported are listed. You may use the **Search by last name** box as needed.

Review data to ensure that all earnings have been included. **Some records identified as retro records have not been included in the rolled-up data.** A retro record is a contribution record that was not reported in the appropriate payroll contribution report and reported to TRS in a subsequent contribution report. If your total earnings and contributions are not correct, run your year-to-date CSV report to determine if any records identified as retro have not been included in any members' data. Make any necessary corrections to earnings and/or days paid.

Only data that has been reported will appear. If you need to add a member, you have two options:

- Gemini Option: you must first delete this Annual Certification data then submit at least one report for the member(s) for the fiscal year which includes each Employment Type and Payment Reason for the fiscal year (see Summary Details screen). This option will require at least one day to post.
- Employer Access Option: use the Add Employee option under the Annual Report menu.

If you need to delete a member, it must be done in the Employer Access area after your Gemini data is transferred.

When you hover over **Contract Days** or **Annual Salary Rate** for a participant, you will see a message indicating the calculation method used.

You may delete this Annual Certification data using the **Delete** button. Return to the Employer Dashboard to begin the process again.

You may review an individual's data by selecting **View Summary Details** from the Actions dropdown menu (see following slides.)

Select **Certify** once all changes have been made.

# Annual Certification Summary Detail

Summarized Annual Certification data for the selected member is displayed. See the next two slides for more detailed information.


**Teachers' Retirement System**  
of the State of Illinois
 

[Reporting](#)
[Services](#)
[Employer Information](#)
UI User, ID ▾

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**Community USD #** TRS Code: 000-0000

**Members:** 59   
 **Terminations:** 0   
 **Total Earnings:** \$2,434,568.22   
 **Member Contributions:** \$219,110.99   
 **Member THIS Contributions:** \$21,910.58   
 **Employer Contributions:** \$14,120.29

**Employer THIS Contributions:** \$16,311.34   
 **Federally Funded Earnings:** \$43,308.44   
 **Federally Funded Contributions:** \$4,465.11

**Annual Certification Member Summary Details for First Name Last Name SSN 5555**

🏠 555 Main Street  
Some Town, IL 55555-5555

✉ Emailaddress@gmail.com    📞 +1(555) 555-5555

Contribution Category Tier 1	Annual Salary Rate 46,066.67	Creditable Earnings 38,391.41	Employment Begin Date 08/14/2019
Employment End Date	Employment End Reason	Final Sick Leave 0	

**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](#)

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	180	100	46,051.29	38,376.03	3,453.80	345.40	222.60	257.20	0.00	169
▾	Full Time	ED	0	0		15.38	1.38	0.14	0.09	0.10	0.00	0
<b>Totals</b>						<b>\$38,391.41</b>	<b>\$3,455.18</b>	<b>\$345.54</b>	<b>\$222.69</b>	<b>\$257.30</b>	<b>0.00</b>	<b>169</b>

Save
Cancel

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# Annual Certification Summary Detail – Quick Edit

Select **Quick Edit** from the Actions drop down menu to enable the fields that can be edited.

TRS Teachers' Retirement System of the State of Illinois
Reporting Services Employer Information UI User, ID ▾

**Community USD #** TRS Code: 000-0000

Members: 59 Terminations: 0 Total Earnings: \$2,434,568.22 Member Contributions: \$219,110.99 Member THIS Contributions: \$21,910.58 Employer Contributions: \$14,120.29

Employer THIS Contributions: \$16,311.34 Federally Funded Earnings: \$43,308.44 Federally Funded Contributions: \$4,465.11

**Annual Certification Member Summary Details for First Name Last Name SSN 5555**

555 Main Street  
Some Town, IL 55555-5555

Emailaddress@gmail.com +1(555) 555-5555

Contribution Category  
Tier 1

Annual Salary Rate  
46,066.67

Creditable Earnings  
38,391.41

Employment Begin Date  
08/14/2019

Employment End Date

Employment End Reason

Final Sick Leave  
0

**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

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	
<span>Save</span> <span>⊗</span>	Full Time	BS	180	100	46,051.2	38,376.03	3,453.80	345.40	222.60	257.20	0.00	169	
<span>▾</span>	Full Time	ED	0	0		15.38	1.38	0.14	0.09	0.10	0.00	0	
<b>Totals</b>							<b>\$38,391.41</b>	<b>\$3,455.18</b>	<b>\$345.54</b>	<b>\$222.69</b>	<b>\$257.30</b>	<b>0.00</b>	<b>169</b>

Save
Cancel

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# Annual Certification Summary Detail (cont'd)

For terminating members (not filing for a TRS benefit), enter Employment End Date, Employment End Reason and Final Sick Leave. If this information was reported on a previous payroll file, it will be prefilled. If the information is incorrect, edit the field with the correct information. If no termination information was previously submitted on a payroll file, this field will be prefilled with 0. Do **not** make any changes if the member did not terminate.

**Note:** If sick leave days were reported on a Supplementary Report, delete all information reported in the Terminated Sick Leave section for the member in the Annual Reporting System (ARS) after the certified information has been submitted to the Employer Access Area.

The member's data is summarized by Employment Type and Payment Reason.

Selection of Quick Edit from the Actions dropdown menu allows updating to the following fields:

Contract Days, FTE Percentage, Full Annual Rate, Earnings, Docked Days and Days Paid.

Select Save for each individual row after editing is complete.

Select Save at the bottom of the page to save all row changes made to that member.

Upon Save, you are returned to the Annual Certification data screen.

# Annual Certification Federal Funds

Upon certifying the Annual Certification data, Federal Fund information is displayed. Select **Quick Edit** from the Actions dropdown to edit existing records (see next slide.) Select **Add** for any additional records that may be needed.

The screenshot displays the Teachers' Retirement System of the State of Illinois interface. At the top, there is a navigation bar with the TRS logo, the text "Teachers' Retirement System of the State of Illinois", and menu items for "Reporting", "Services", and "Employer Information". A user profile icon labeled "UI User, ID" is in the top right corner.

Below the navigation bar, the page shows "Community USD # TRS Code: 000-0000". A summary row contains the following data: "Members: 59", "Terminations: 0", "Total Earnings: \$2,434,568.22", "Member Contributions: \$219,110.99", "Member THIS Contributions: \$21,910.58", and "Employer Contributions: \$14,120.29". A second row shows: "Employer THIS Contributions: \$16,311.34", "Federally Funded Earnings: \$43,308.44", and "Federally Funded Contributions: \$4,465.11".

The main section is titled "Federally Funded Earnings - Reported in Fiscal Year 2021-2022" with an "Add" button. Below this is a table with the following columns: "Actions", "Grant Type", "Federally Funded Earnings", and "Federally Funded Employer Contributions".

Actions	Grant Type	Federally Funded Earnings	Federally Funded Employer Contributions
<input type="button" value="▼"/>	Title I	22,793.90	2,350.05
<input type="button" value="▼"/>	Title II	20,514.54	2,115.06

At the bottom of the table area, there are two buttons: "Previous" and "Confirm & Continue".

At the very bottom of the page, there is a copyright notice: "© 2022 Teachers' Retirement System of the State of Illinois".

# Annual Certification Federal Funds – Quick Edit

Upon selecting **Quick Edit**, you may edit the enabled fields.

Select **Confirm & Continue** after all necessary updates are completed.

**Note:** When Federal Funds Earnings are transferred into Employer Access, they will be applied starting with the highest reported creditable earnings descending until depleted. Corrections are **not required** to report the Federally Funded Earnings with individual members who were paid with these funds.

The screenshot shows the 'Quick Edit' interface for reporting Federal Funds Earnings. At the top, the navigation bar includes the TRS logo, 'Teachers' Retirement System of the State of Illinois', and menu items for 'Reporting', 'Services', and 'Employer Information'. A user ID 'UI User, ID' is visible in the top right.

Summary statistics for the Community USD # TRS Code: 000-0000 are displayed:

- Members: 59
- Terminations: 0
- Total Earnings: \$2,434,568.22
- Member Contributions: \$219,110.99
- Member THIS Contributions: \$21,910.58
- Employer Contributions: \$14,120.29
- Employer THIS Contributions: \$16,311.34
- Federally Funded Earnings: \$43,308.44
- Federally Funded Contributions: \$4,465.11

The main section is titled 'Federally Funded Earnings - Reported in Fiscal Year 2021-2022' and includes an 'Add' button. Below this is a table with the following structure:

Actions	Grant Type	Federally Funded Earnings	Federally Funded Employer Contributions
<a href="#">Save</a> <input type="button" value="✕"/>	Grant Type * Title I	Federally Funded Earnings * 22793.9	Federally Funded Employer Contributions * 2350.05
<input type="button" value="▼"/>	Title II	20,514.54	2,115.06

At the bottom of the table, there are two buttons: 'Previous' and 'Confirm & Continue'.

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# Submit to Employer Access

The final cumulative totals are displayed on this screen.

If you are in agreement with these totals, click the “I certify the information below is correct.” box.

Select **Submit to Employer Access** to transfer the data to your Employer Access account.

***You MUST now complete the Annual Report process in Employer Access.***

Teachers' Retirement System of the State of Illinois

Reporting Services Employer Information

UI User, ID

Community USD # TRS Code: 000-0000

### Annual Report & 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 click the Submit to Employer Access button. You will then need to complete the Annual Report Process in the Employer Access area.

I certify the information below is correct.

Fiscal Year	Salary Rate	Credible Earnings	Member Contributions	Member THIS Contributions	Employer Contributions	Employer THIS Contributions	Federally Funded Earnings	Federally Funded Contributions
2021-2022	2,803,681.06	2,434,568.22	219,110.99	21,910.58	14,120.29	16,311.34	43,308.44	4,465.11

Previous Submit to Employer Access

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# View Submitted Data in Employer Access

Sign into Employer Access.

Proceed to Annual Report menu to view Employee List.

Refer to following instructions: [Completing the Annual Report of Earnings \(trsil.org\)](http://trsil.org).

## Signing into the Employer Access Area

- Go to the TRS home page.
- Click on Employer Login
- Enter User ID, answer Challenge Question and enter Password.

The screenshot shows the 'Employer Access' sign-in page. At the top, there is a navigation bar with 'Employer Access' and 'Welcome to TRS!'. Below this is a section titled 'Employer Access Area' with a sub-section 'Employer Secure Sign In'. A message states: 'A user ID is required to access employer account information. If you have not yet established your account, enter your user ID and click on the "New User" button below. If you have forgotten your user ID or password, click on the "Forgot User ID/Password" button below. The secure session will automatically end after 20 minutes of inactivity.' There are three input fields: 'User ID:', a password field, and a 'Forgot User ID/Password' button. Below these are 'Sign In' and 'New User' buttons. A blue arrow points to the 'Sign In' button.

## Employer Access Area Menu

### Employer Services

Employee Information
Employee Lookup
Reports
Accounting
Accounts
Billing
Online Payments
Reports
Payroll Schedule
Annual Report
How To Use This System
Import/Recover/Delete
Employee List
Add Employee
Remittances
Compliance Questionnaire
Reports
Submit to TRS
Confirm Sum of Changes

The menu items used to complete the report are in the "Annual Report" section.

Select Employee List to see submitted data.

# View Annual Certification Inquiry Report

The Annual Certification Inquiry report can be viewed from the Services menu. The Certification Status is displayed for the selected Fiscal Year.

The screenshot shows the 'Annual Certification Inquiry' page in the Teachers' Retirement System of the State of Illinois. The page header includes the TRS logo, navigation tabs for 'Reporting', 'Services', and 'Employer Information', and a user profile 'U1 User, ID'. The main content area displays 'Community USD # TRS Code: 000-0000' and a section for 'Annual Certification Inquiry'. Under 'Search Criteria', the 'Fiscal Year' is set to '2021 - 2022'. There are 'Retrieve' and 'Clear' buttons. The 'Search Results' section contains a table with one entry.

Actions	TRS Code	Fiscal Year	Certification Status	Certification Status Date
	000-000	2021-2022	Annual Rpt In Progress	07/11/2022

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# TRS Employer Services Contact Information

1-888-678-3675, option 1

[employers@trsill.org](mailto:employers@trsill.org)

