



Gemini System Update

Release Version: 3.8.0

Release Date: 4/3/2025

External Release Notes

We are continually striving to improve the Gemini experience for you. Your feedback, received through our [weekly employer forums](#) or communications with Employer Services or Accounting staff, is incorporated into the application as it is developed. Gemini System Updates are provided with each new release to keep you informed by providing a summary of new features, improvements to existing features, resolved issues and known issues in the latest version of Gemini. Occasionally we may also include "tips and tricks" and "coming soon" items as well.

What's New

Employer General Information

A General information screen has been added to the Employer Portal for each employer. This page may be accessed by selecting the General menu option from the Employer Information menu in the Employer Portal. Users with appropriate permissions will have the ability to select the Edit icon to provide the employer's payroll vendor information. Collecting this information will assist TRS when communicating system changes and/or troubleshooting production issues that require vendor assistance. Additionally, employers can use the Edit function to select Job Categories applicable for their employees who are employed in a TRS-covered position. This will allow TRS to know what Job Categories the employer will be reporting to ensure the appropriate Payroll Schedules and Sick Leave data is created/collected during the New School Year setup. Vendor and Job Category information will be required for each employer during the New School Year setup process beginning in FY 2025-2026.



School District CUSD 123 TRS Code: 123-1234

General

Short Name:	School District CUSD 123
TRS Code:	123-1234
FEIN:	00-0000000
Current Status:	Active 01/01/1900
Classification:	School District
Region:	Franklin/Johnson/Massac/Williamson ROE
SSP Participation Agreement:	Approved
Vendor Information:	
Job Categories:	

The image shows a software interface window titled "General Information" with a close button in the top right corner. The form contains the following fields:

- TRS Code (text input)
- FEIN* (text input)
- Employer Name* (text input)
- Short Name* (text input)
- Status* (text input)
- Status Date* (calendar icon)
- Classification* (text input)
- Region* (text input)
- Payroll Vendor (dropdown menu)
- Job Categories (select all that apply) (dropdown menu)

At the bottom of the form are two buttons: "Save" and "Cancel".

(TRS Reference #164382)

New Page for Managing Rejected Records

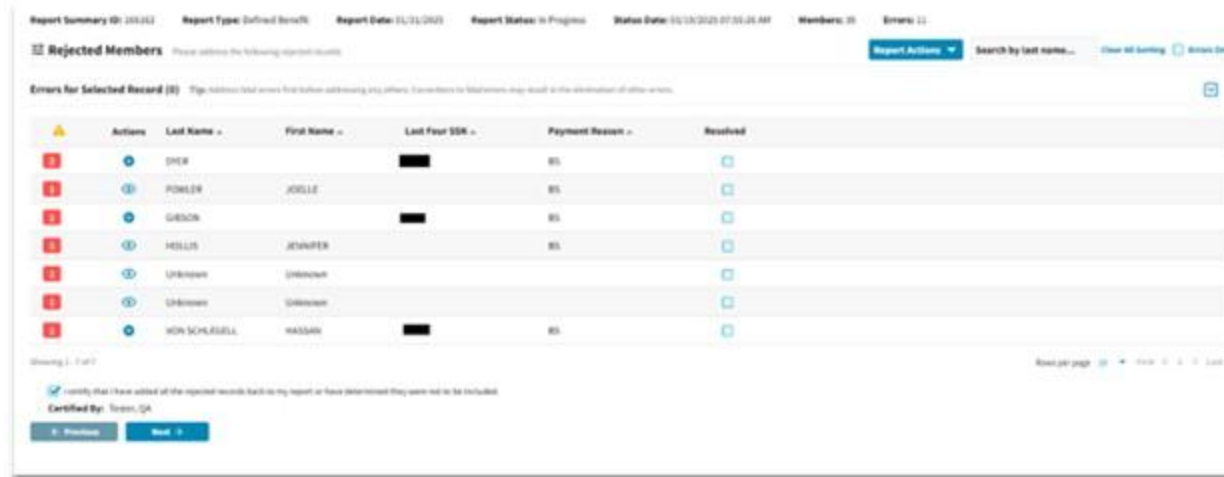
When a contribution file is uploaded, all member pay-period records within the file are subject to certain validations that must be met, otherwise the record cannot be processed and will be rejected. When a record is rejected, it is no longer included on the uploaded pay-period report. Employers using the file upload method have requested an easier method of identifying and correcting pay-period reports to include these records with corrected information.

We are happy to have added a new page for identifying and simplifying the resolution of rejected records. A new page, "Rejected Records," will now display if any records were rejected during the file upload process. To submit payment, users will be required to certify that all rejected records have been resolved. This certification is applicable to any report that may have already been in progress at the time of this release.

In most instances when uploading a Defined Benefit (DB) file, the user may select the plus sign icon which will allow them to add the record back to the pay-period report. When the option is selected, an Add Record screen will display and will be prefilled with all the valid data from the rejected record.

The user must provide the data for which the error occurred. Once saved, the record will be validated, and any subsequent errors must be corrected by the user.

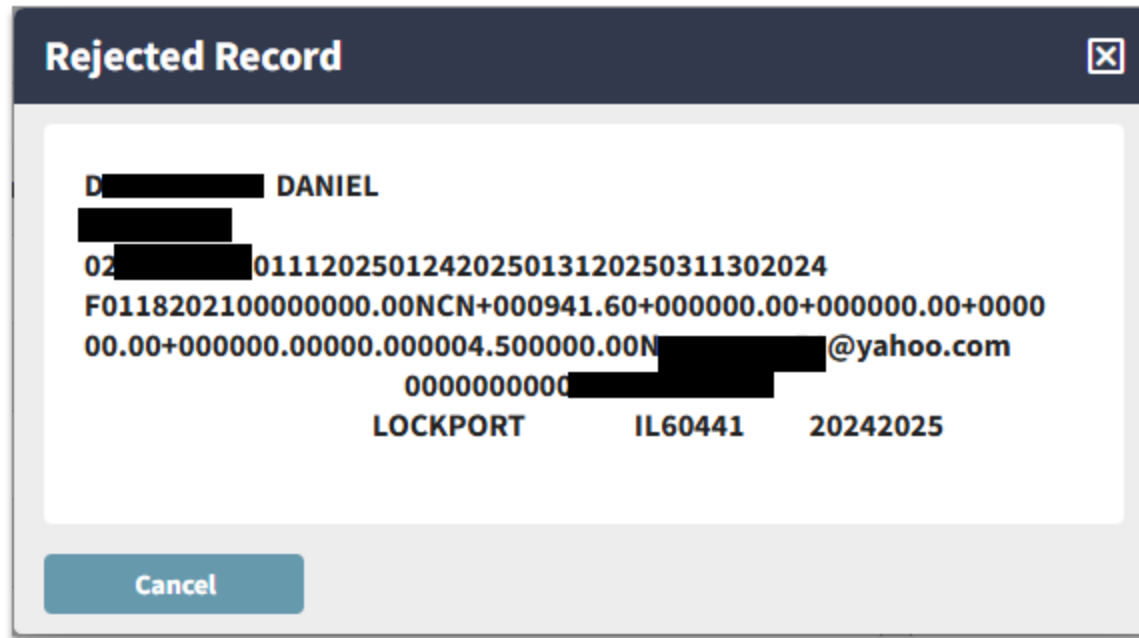
If a record is rejected when uploading a Defined Contribution (DC) file, it will work the same for DC as DB reports. However, since Demographic Data and Contact Information are not editable in DC Records, the user may not have the ability to update the information that caused the record to be rejected. In this scenario, the user may prefer to void the report, fix the data in their payroll software, and re-upload.



The screenshot displays a web interface for 'Rejected Members'. At the top, there is a header with report details: 'Report Summary ID: 20142', 'Report Type: Defined Benefit', 'Report Date: 11/11/2020', 'Report Status: In Progress', 'Status Date: 11/11/2020 07:05:26 AM', 'Members: 20', and 'Errors: 11'. Below the header, there is a section titled 'Rejected Members' with a sub-header 'Please address the following rejected records'. A 'Report Actions' button is visible. Below this, there is a section for 'Errors for Selected Record (3)' with a tip: 'Tip: Address each error for before addressing the others. Corrections to data may also result in the elimination of other errors.' The main part of the interface is a table with the following columns: 'Actions', 'Last Name', 'First Name', 'Last Four SSN', 'Payment Reason', and 'Resolved'. The table contains six rows of rejected records. At the bottom, there is a checkbox for 'Notify that I have edited all of the rejected records back to my report or have determined they were not to be included', a 'Certified By: Tracy, GA' field, and 'Process' and 'Void' buttons.

Actions	Last Name	First Name	Last Four SSN	Payment Reason	Resolved
	CHER		████	RS	
	FOWLER	JILLIE		RS	
	GIBSON		████	RS	
	HILLIS	JENNIFER		RS	
	Unknown	Unknown			
	Unknown	Unknown			
	WON-SCHLESSELL	HASSAN	████	RS	

In some instances, records reject because the length of the record does not meet the file specifications. For these records, the system will be unable to parse the data into the appropriate fields. However, the user can select the eyeball icon to view the raw data (see example of this view below). These records must be added through the Report Action - Add Record option and all details must be entered by the user.



Improvements

Payroll Schedule Set Up – Beginning with the 2025-2026 school year, when adding a new Payroll Schedule, employers will be required to enter separate pay schedules for the job categories of Teachers and Administrators. This will improve Gemini’s ability to validate pay-period reports and identify any missing contractually-employed members. Additionally, for each pay period, Max Workdays will be required. More detail will be provided in upcoming training sessions later this spring. *(TRS Reference #164303, 163249)*

School Year Set Up: Sick Leave – When providing information regarding sick leave policies, employers will now be prompted to indicate whether sick leave balances are reinstated when an employee returns and to indicate whether additional sick leave may be granted in addition to the normal annual allotment for anyone. Responses will be displayed on the Sick Leave page.

Additional comment boxes are also available in the Add/Edit Sick Leave modals for employers to provide supporting information regarding their sick leave allotments and provide detail if they grant additional sick leave for their employees. *(TRS Reference #163672, 161021)*

School Year Set Up: Board Paid TRS Contributions – Information about the employers’ practices for paying member TRS contributions is now required to be provided separately for both Teachers and Administrators. *(TRS Reference #154420)*

Details and Adjustments - For Defined Benefit reports, the Details and Adjustment screen has been modified to show the following additional fields.

- **Pay Date:** Pay Date on the record
- **Fiscal Year:** Fiscal Year on the record
- **Post – Ret Hours:** Post-Retirement hours reported on the record
- **Contr Type:** Contribution Type
- **Retro - Retro-active:** Records for prior pay periods that are being reported for the first time.
- **Adjst - Adjustment:** Records for previously reported prior pay periods. The record serves as a correction to the previously reported data.
- **Reglr - Regular:** Records for the current pay period and are being reported for the first time.
(TRS Reference #114454)

Coming Soon

Member Look up page will soon be available which replaces the functionality currently available in Employer Access.

If you have questions, concerns or feedback you would like to share, please email employers@trsil.org for defined benefit reporting items, SSP@trsil.org for SSP-related items or accounting@trsil.org for accounting items.

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