These procedures provide the various options and steps required to complete an adjustment record or to add a missed (retro) record into the Gemini Employer Portal.

Adjustment Record vs Missed (Retro) Record -

If a previously reported contribution record requires an adjustment/correction to its information from what has been posted, the payroll reporter will need to report an **adjustment record.** Only contribution records that have been posted in Gemini can be adjusted.

A **missed (retro) record** is a contribution record that was inadvertently left off a prior contribution report and needs to be added into Gemini.

Although there are two types of records: adjustment and missed (retro) explained in these procedures, the options for reporting either type of record in Gemini are similar. The reporting options available include: copy/edit a current record, manually add the record, retrieve and copy a previous record, or include the record in a current subsequent payroll contribution report.

For more information on how to submit a payroll contribution report in Gemini, *refer to the Employer Portal – Contribution Reporting Procedures for File Upload or Replication process.*

General Reporting Rules for Adjustment/Correction Records –

Adjustments/Corrections can be reported for previously reported 'posted' contribution records in any subsequent payroll contribution report. Corrections can be positive or negative. Before reporting any adjustment/correction, ensure that the following two (2) rules are followed:

- Any earnings related field should contain the adjusted information. *(Refer to the examples below for further explanation)*
- Timekeeping related fields should contain the total days. *(Refer to the examples below for further explanation)*

Example 1: Member earnings over-reported –
Employer A incorrectly reported $1,200 as earnings for Teacher B instead of $1,000. Employer A can report a correction of (-$200) as an adjustment record for Teacher B in the subsequent report.

Example 2: Member earnings under-reported -
Employer C incorrectly reported $800 as earnings for Teacher D instead of $1,000. Employer C can report a correction of $200 as an adjustment record for Teacher D in the subsequent report.

Example 3: Days Paid reported incorrectly –
Employer E incorrectly reported 10 days paid for Teacher F instead of 12 days. Employer E can report an adjustment record with 12 days paid in the subsequent report.

Example 4: Docked Days reported incorrectly –
Employer G incorrectly reported 9 dock days for Teacher H instead of 11 dock days. Employer G can report an adjustment record with 11 dock days in the subsequent report.

General Reporting Rules for Missed (Retro) Records –

In a scenario where a contribution record was not reported in a payroll contribution report to which it belonged; it can be reported to TRS in a subsequent contribution report. The missed/retro record will need to have the same details as it would have had if it had been a part

of the report to which it truly belonged. Before reporting any missed/retro records, ensure that the following rule is applied:

- The pay period begin date, pay period end date, pay date, and all other earnings and days paid information should reflect the details of the missed contribution record that the employer is trying to report. *(Refer to the example below for further explaination)*

Example 5: Reporting a missed/retro record –
Employer J omitted Teacher K's base salary and extra-duty earnings records from the 09/15/2021 payroll contribution file. On the 9/30/2021 contribution file, Employer J includes both missed records from the 9/15/2021 payroll as well as Teacher K's base salary and extra-duty earnings records for the current 9/30/2021 payroll all on the 9/30/2021 payroll contribution file. Teacher K will have a total of four (4) records reported on the 9/30/2021 payroll contribution file.
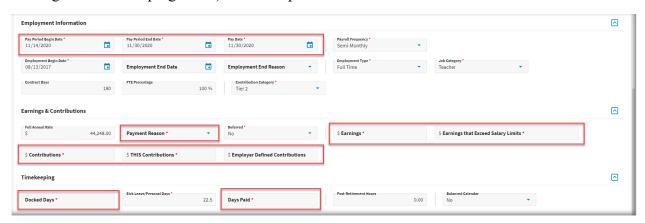
Contribution Reporting Option 1: Copy and Edit an Exisiting Record -

The first option to report an adjustment or missed (retro) contribution record is to copy and edit a contribution record using a member's record in the current contribution file. This option is only available if the member has a record reported in the current contribution file that the employer is processing.

Step 1: From the **Details/Adjustment** screen, locate the member for whom you want to add an **adjustment/correction** or **missed/retro** record for. Click on the **Actions** dropdown button left of the member's name and select **Copy**.

Step 2: Next, you will be navigated to the **Add Record Details** screen. Most information (except earnings and timekeeping fields) will be copied over from the selected member's record.
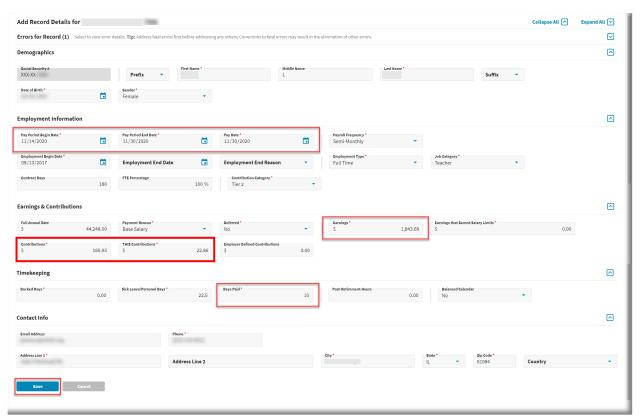
Step 3: On the **Add Record Details** screen, update the pay period begin date, pay period end date, and pay date to match the dates for which this adjustment or retro record is being created for. Update the earnings, contribution and THIS contribution fields. **All fields with a red asterisk (*) must be completed.**

Note: For an adjustment record, you will be reporting earnings as positive or negative values; For a missed/retro record, you should only be reporting positive values.

Last, update the timekeeping fields. Once all required fields have been updated accurately, click **Save**.

Step 4: Once the copied record is saved successfully, you will be navigated back to the **Details/Adjustment** screen. Verify that there are no errors detected for the newly added record. If errors are detected, resolve the error using the recommended resolution.

Repeat Option 1 – Copy and Edit an Existing Record process (steps 1 – 4) for each member and each payment reason record until all data for the adjustment/retro contribution record(s) have been added to the current file. Once done, continue with the remaining file submission process.

Contribution Reporting Option 2: Manually Adding a Record -
The second option to report an adjustment or missed (retro) contribution record is to add it manually during the contribution reporting process. This process assumes the adjustment and/or retro contribution record was not included in the current payroll contribution file. For this, you need to follow the steps described below:

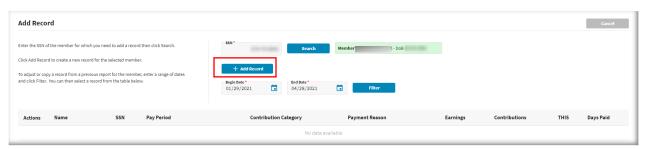**Employer Portal – Adjustment and Retro Record Reporting Procedures**

Step 1: Click on the **Add Record** button on the top right section of the **Details/Adjustments** screen in the payroll reporting process (*image below*).

Step 2: This will navigate the user to the **Add Record** screen. Enter the SSN of the employee whose record you want to add and click **Search**.

Step 3: Once **Search** is selected, if the system is able to locate the SSN with an enrollment for this employer, it will show the employee's name and date of birth (DoB) to the user. The user can verify the retrieved name and DoB to ensure this is the same employee for whom they want to report an adjustment or retro contribution record for. **Note:** The user will be able to follow the next steps even if no match is found.
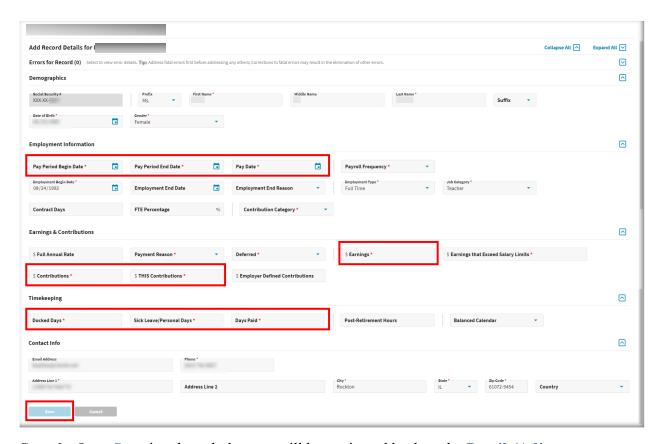

Step 4: Click the **Add Record** button. This will navigate the user to the **Add Record Details** screen. If the system was able to locate the SSN, some basic demographic and enrollment information will be pre-populated. If not, the entire screen will be blank.

Step 5: On the **Add Record Details** screen *(image below)*, update the pay period begin date, pay period end date, and pay date to match the dates for which this adjustment or retro record is being created for. Update the earnings, contribution and THIS contribution fields. **All fields with a red asterick (*) must be completed.**

Note: For an adjustment record, you will be reporting earnings as positive or negative values; For a missed/retro record, you should only be reporting positive values.

Last, update the timekeeping fields. Once all required fields have been updated accurately, click **Save**.

Step 6: Once **Save** is selected, the user will be navigated back to the **Details/Adjustments** screen. Verify that there are no errors detected for the newly added record. If errors are detected, resolve the error(s) using the recommended resolution.

Repeat Option 2 – Manually Adding a Record process (steps 1 – 6) for each member and each payment reason record until all data for the adjustment/retro contribution record(s) have been added to the current file. Once done, continue with the remaining file submission process.

Contribution Reporting Option 3: Retrieve, Copy/Edit a Previous Record -
The third option to report an adjustment or missed (retro) contribution record is to retrieve and copy/edit a contribution record using a member's record from a previously reported contribution file. This option is available if the member does not have a record reported in the current contribution file that the employer is processing.
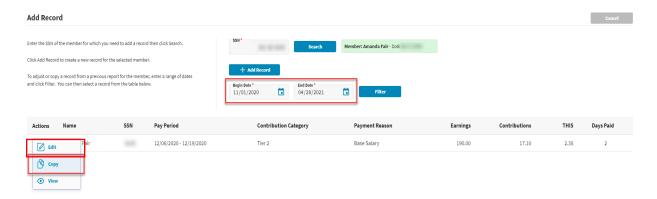
Step 1: Click on the **Add Record** button on the top right section of the **Details/Adjustments** screen in the payroll reporting process.

Step 2: This will navigate the user to the **Add Record** screen. Enter the SSN of the employee whose record you want to add and click **Search**. Verify this is the correct member and enter dates in the begin and end date fields as desired to retrieve the contribution record that you are trying to locate. Once you have entered dates, click the **Filter** button. The system will retrieve all

posted contribution records that are on file for this member using the filtered date range. Click the **Actions** button left of the desired record and select **Edit or Copy**.
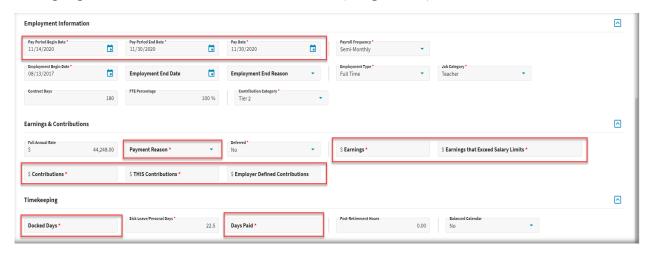

Step 3: Next, you will be navigated to the **Add Record Details** screen. The record will be displayed with pre-populated data on the record for the selected member.

Step 4: On the **Add Record Details** screen, the action selected in Step 2: *(Edit or Copy)* will designate what fields will be required for entry during this step. Update the pay period begin date, pay period end date, and pay date to match the dates for which this adjustment or retro record is being created for. **All fields with a red asterick (*) must be completed.**

Note: For an adjustment record, you will be reporting earnings as positive or negative values; For a missed/retro record, you should only be reporting positive values.

- When **Copy** is selected, the employer will be required to enter information in the fields highlighted on the **Add Record Details** screen *(image below)*.
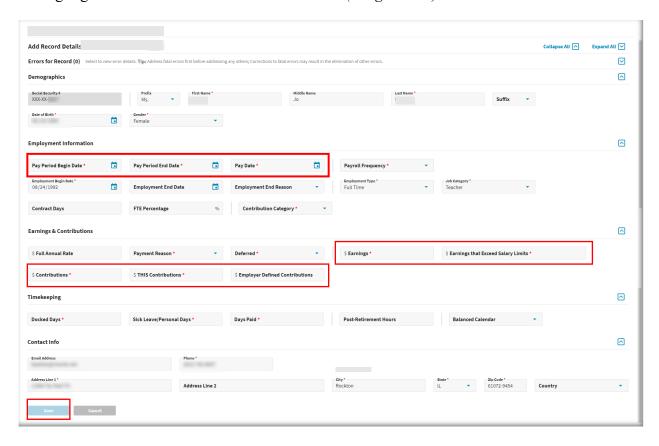

Once all required fields have been updated accurately on the record that has been copies, click **Save**.

Proceed to the next page for instructions for using the **Edit** option.

- When **Edit** is selected, the employer will be required to enter information in the fields highlighted on the **Add Record Details** screen *(image below)*.

Step 5: Once the Copy/Edit record is saved successfully, you will be navigated back to the **Details/Adjustment** screen. Verify that there are no errors detected for the newly added record. If errors are detected, resolve the error using the recommended resolution.

Repeat Option 3 – Retrieve and Copy/Edit a Previous Record process (steps 1 – 5) for each member and each payment reason record until all data for the adjustment/retro contribution record(s) have been added to the current file. Once done, continue with the remaining file submission process.

Contribution Reporting Option 4: Reporting via Contribution File -
Reporting an adjustment/correction and/or a missed/retro contribution record via the contribution file process is only applicable for file upload Gemini users. This process assumes the employer's payroll software includes the adjustment and/or retro contribution record(s) as additional records in their next contribution file that is uploaded into Gemini. Once the file upload process has completed, verify that the adjusted and/or retro records successfully imported into Gemini as expected. Proceed with the normal file submission process.