The **Board Paid TRS** area of the Gemini Employer Portal is located within Employer Information under the Participation section. Employers are required to report to TRS if they pay any portion of a member's TRS 9 percent retirement contributions. You will report this information to TRS using the Employer Portal. Use the following steps to navigate to the Board Paid TRS area of the Employer Portal.

Once you are signed into the Employer Portal, hover over Employer Information and select **Board Paid TRS** under the Participation section.

Note: The user's assigned Security Role(s) will impact and/or limit the user's ability to access Board Paid TRS.

Board Paid TRS -
There are two (2) tables available on the **Board Paid TRS** screen: % Board Paid TRS table and the % Board Paid TRS History table. Both tables display job category, fiscal year, employer pays contribution and comments.
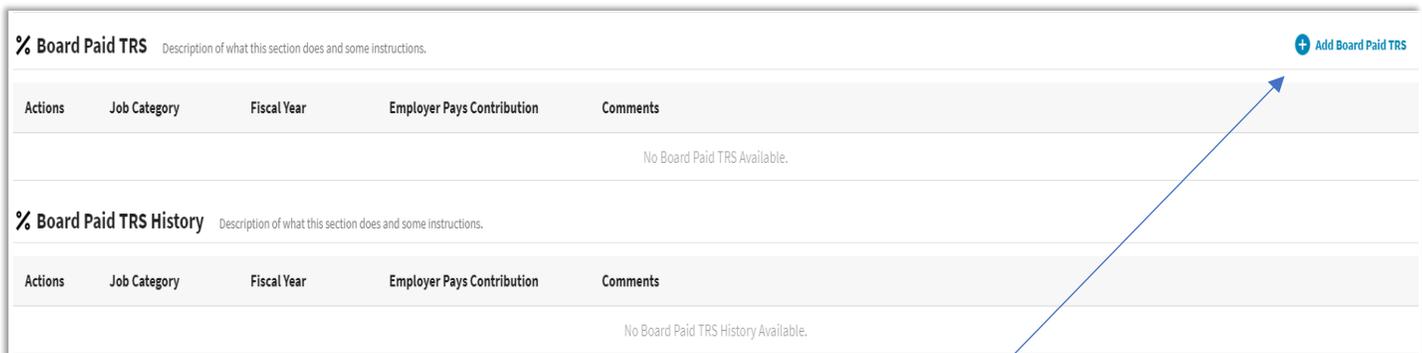
Add Board Paid TRS –
To add a new Board Paid TRS record, click on the [+ Add Board Paid TRS] button located near the top of the Board Paid TRS table. The **Add Board Paid TRS** box will appear *(image below)*. The next steps will assist with completing a Board Paid TRS record.

Job Category -
You will have the option to select Administrator or Teacher from the Job Category field. Make your selection based on the type of record you are creating. The administrator category covers all admin titles and is not limited to the

superintendent and/or director only. The teacher category covers all teachers, in addition to social workers, psychologists, school counselors, school nurses, etc. ***You can only create one entry per job category per fiscal year.***

Fiscal Year -
Select one of the fiscal years listed. The current fiscal year and one subsequent fiscal year will be available for selection.

Employer pays any portion of member contribution checkbox -
When an employer pays any portion of the member's TRS retirement contribution, in addition to salary, the employer-paid retirement contributions are creditable earnings for the member.
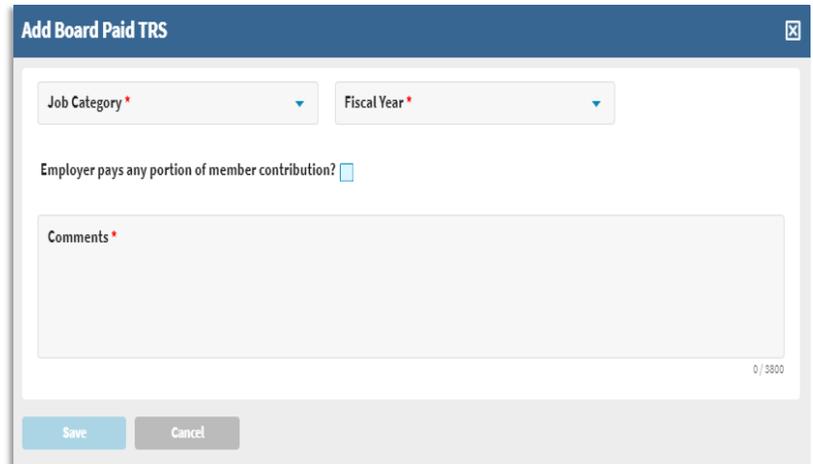
Based on the job category selected on the Add Board Paid TRS box, **click the checkbox** if the district ***pays any portion*** of any member's 9 percent TRS retirement contribution to indicate yes/true.

Based on the job category selected on the Add Board Paid TRS box, **leave the checkbox un-checked** if the district ***does not pay any portion*** of any member's 9 percent TRS retirement contribution to indicate no/not true.

Comments -
The required comments field can be used to provide additional information regarding the Board Paid TRS record. There can only be one (1) entry per job category per fiscal year. Therefore, if there are teachers and/or administrators with different benefits than what has been indicated on the Board Paid TRS record, please provide the details of those differences in this comment section.

Save the record -
Once the Add Board Paid TRS box is complete with the required information, click Save. Clicking Cancel will delete all entries made to this record. A confirmation box will appear warning that you are about to close without saving the entered information. If you want to save your changes, click Yes.

Click No if you do not want to save your changes and you will be returned to the Board Paid TRS screen. The new record will be listed in the % Board Paid TRS table on the Board Paid TRS screen.

Board Paid TRS Actions –

From the % Board Paid TRS screen, you can View and/or Edit the Board Paid TRS record(s). To complete an action, click on the **Action** ▾ button left of the appropriate Board Paid TRS record.
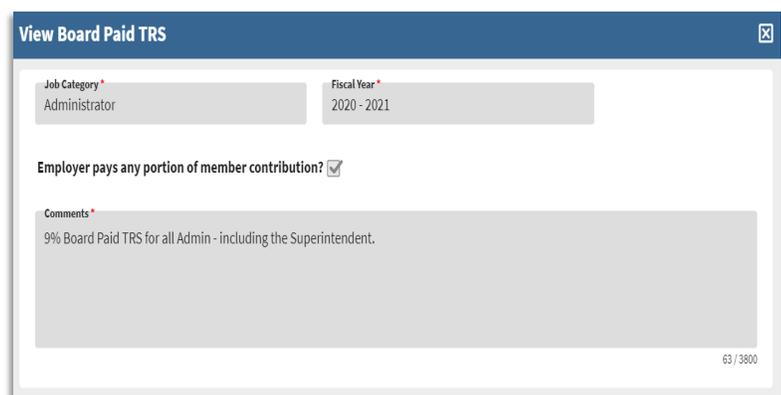

Edit Board Paid TRS record –

Locate the Board Paid TRS record you wish to edit from the % Board Paid TRS list and click the **Action** ▾ button left of the record and then select **Edit**. The **Edit Board Paid TRS** box will pop-up *(image right)*; use this box to make your edits to the Board Paid TRS record.
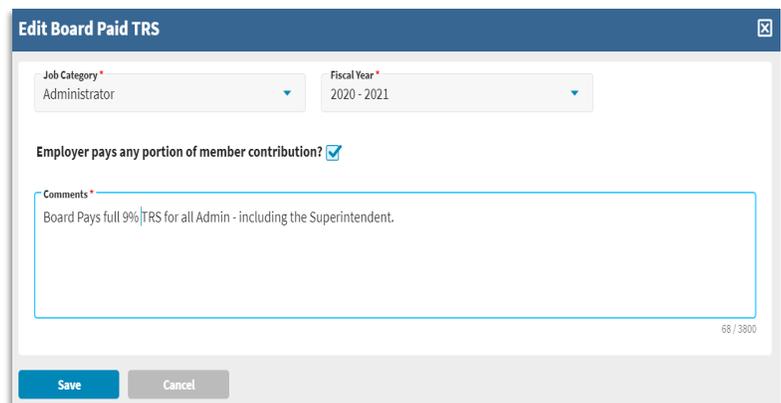
Once all edits have been made, click Save . Clicking Cancel will delete all entries made to this record. A confirmation box will appear warning that you are about to close without saving the entered information. If you want to save your changes, click Yes . Click No if you do not want to save your changes and you will be returned to the Board Paid TRS screen.

View Board Paid TRS record –

To view a Board Paid TRS record, click the **Action** ▾ button left of the record and then select **View**. The **View Board Paid TRS** box will appear *(image right)*; this is the current information on file for this record. To close the View box, click the ⊠ in the top right corner of the window.

Maintenance of the Board Paid TRS records -

The **Board Paid TRS** area of the Employer Portal should be maintained and updated on an annual basis or as often as needed. If teachers and/or administrators are covered by a multiple year collective bargaining agreement and/or contract, you may complete the current and next fiscal year Board Paid TRS records.

After June 30th each year, the Board Paid TRS record(s) regarding the prior year's board paid TRS information will automatically be moved to the **% Board Paid TRS History** section. Employers will need to create or update Board Paid TRS records for the current year's information (if not already completed) and one fiscal year into the future if you choose to do so.

TRS will notify all employers on or near July 1st each fiscal year to update Board Paid TRS information in the Employer Portal. This notification will be made as an Employer Bulletin.