Employers are required to file a **contribution report** *(payroll report)* in the Gemini Employer Portal for each payroll. The Gemini Employer Portal offers two reporting methods for completing the contribution reporting process: **File Upload** and the **Replication** process. If the reporting method chosen by the employer is File Upload, employers will need to upload files when submitting their contribution reports. For those choosing Replication as their reporting process, *refer to the Employer Portal – Contribution Reporting: Replication Process Procedures for more information.* To change your reporting method, contact TRS.

Employers will file contribution reports after each payroll or once per month in accordance with the pay dates in your payroll schedule(s). If the employer chooses to file once per month, the file must contain all pay periods occurring in that month. The report due date is the 10^{th} of the month following the month of the report.

The Employer Portal requires the contribution report upload files to be in the correct format or they will be rejected during the load process. Employer Contribution files being submitted electronically must be named as follows:

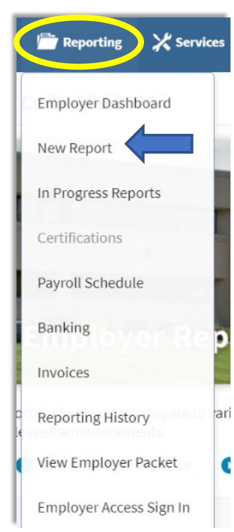
> yyyymmddXXXAAAAAAA_OptionalSuffix or yyyymmdd-XXX-AAAAAAA_OptionalSuffix

Refer to page 14 of the [Employer Reporting File Format] for more details on file format instructions. Use the following steps to navigate through the File Upload process for the Gemini Employer Portal.

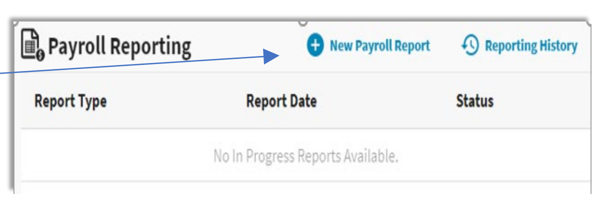
Note: Employers must have their Payroll Schedule(s) and Banking screens completed within the Gemini Employer Portal prior to beginning the contribution reporting process. *Refer to the Employer Portal - Payroll Schedule Procedures and the Employer Portal - Banking Procedures for more information.*

Once signed into the Employer Portal, the employer has two options from the Employer Dashboard to begin the file upload process and create a new payroll report.

The first option is to hover over **Reporting** in the Employer Menu and select **New Report**.



The second option is to click on the New Payroll Report button located at the top of the Payroll Reporting widget that is located on the Employer Dashboard.

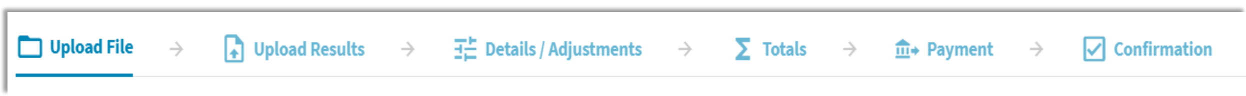


Note: User access to the contribution reporting process will be limited to the Portal users who are designated with the Security Role of Payroll Remitter. *Refer to the Employer Portal – Contacts Procedures for more information on Security Roles.*

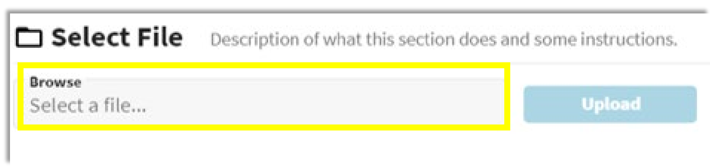
Contribution Reporting Step 1: Upload File -

There are three (3) sections displayed on the Upload File screen: process stepper, select file, and the submission history section.

The **Process Stepper** section *(image below)* displays the six (6) steps in the Contribution Reporting process. This status bar will indicate the current step the user is on and it will progress with each completed step.

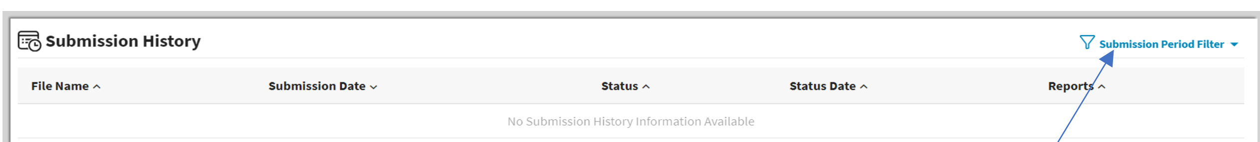


The **Select File** section will be used to browse and upload a file. Click in the Browse field and select the file you wish to upload. Once the file is selected, click the



button. Upon clicking Upload, you will be navigated to the **Upload Results** screen *(Step 2)*.

The **Submission History** section *(image below)* provides a list of files previously uploaded and their current statuses. From the Reports column, employers can click the blue hyperlink to view the Contribution Reporting Error Report.

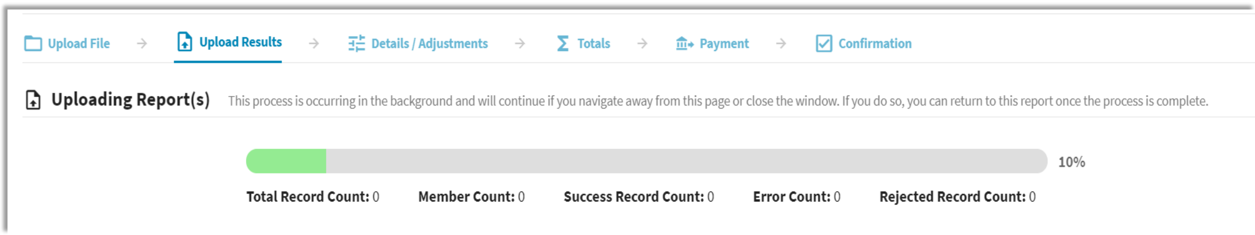


Employers can refine the Submission History list by selecting the

button located near the top of the submission history table. Once selected, the user can choose to filter the list for the previous 3, 6, or 12 months of data.

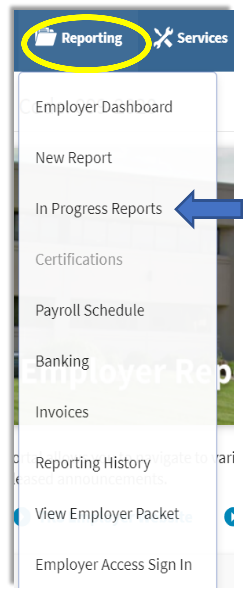
Contribution Reporting Step 2: Upload Results -

On the Upload Results screen, a progress bar will display the file's progress during the upload process from 0 to 100% *(image below)*. The upload process occurs in the background of the Gemini Employer Portal and will continue processing even if the user navigates away from the Upload Results page or logs out of the Employer Portal. Users who remain active on the Upload Results screen will receive a message stating Uploading Complete once the file upload process is complete.

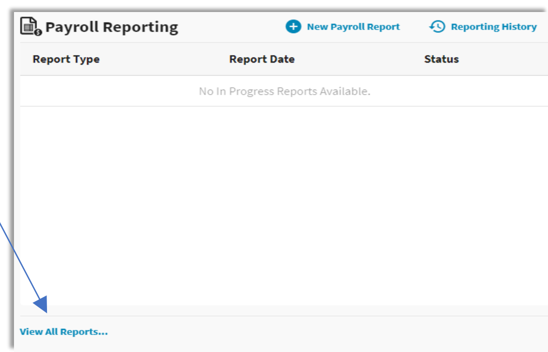


Returning to the Upload Results screen -

Users who log out or leave the Upload Results screen can return to the report once the upload process is complete. There are two options to navigate back to the Upload Results screen. The first option is to hover over Reporting in the Employer Menu and select the **In Progress Reports** from the sub-menu.



The second option is to click the View All Reports... button located at the bottom of the **Payroll Reporting** widget located on the Employer Dashboard.



Upload File Rejected -

If the uploaded file contains too many rejected records or if the entire file is rejected during the file upload process, the displayed progress bar will be red. An error message will be displayed if the entire file is rejected during upload. You will need to correct the file issue(s), rename the corrected file and start the File Upload process over beginning with the create New Payroll Report and run the upload process again.

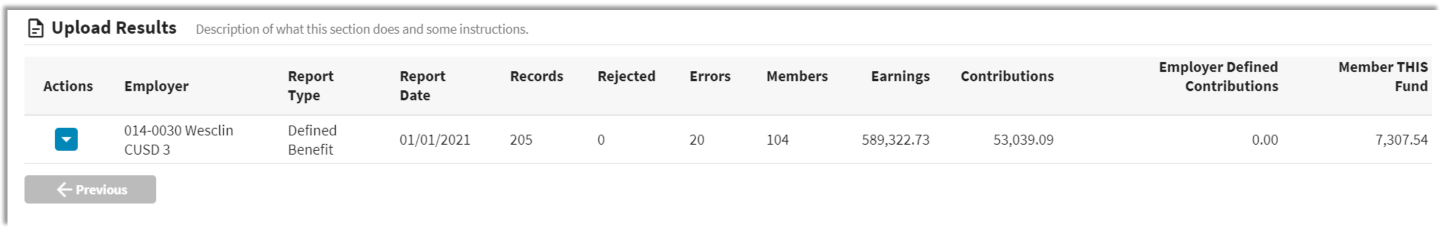
Note: *Refer to the Employer Reporting File Validations document for guidance on load validations and errors.*

Upload File Accepted -

Once the upload process has completed and the file has been accepted, it will appear on the **Upload Results** screen *(image below)*. The total number of detail records in the file will be indicated under **Records**. **Rejected** indicates the total number of records that have a status of rejected from the uploaded file. Rejected records are records that did not pass the validation process during file upload. **Errors** indicates the total number of records with errors invoked in the file. The

Members count is the total number of employees included in the file. The **Earnings**, **Contributions**, **Employer Defined Contributions** and **Member THIS Fund** columns are the sum of each column and include all detail records that were not rejected.

Note: The values displayed on this screen *(image below)* are a representation of the data included in the accepted file and these values will not change even after the report is posted. Employers may choose to use the provided upload result values and compare these amounts to their internal payroll data records.

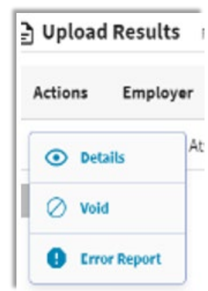


Actions	Employer	Report Type	Report Date	Records	Rejected	Errors	Members	Earnings	Contributions	Employer Defined Contributions	Member THIS Fund
	014-0030 Wesclin CUSD 3	Defined Benefit	01/01/2021	205	0	20	104	589,322.73	53,039.09	0.00	7,307.54

The Previous button *(image above)* will return the user to the Select File screen.

Upload Results Actions -

From the Upload Results screen, you have the following actions items: Details, Void and Errors Report *(image right)*. Click on the Action button left of the Employer name to complete an action.

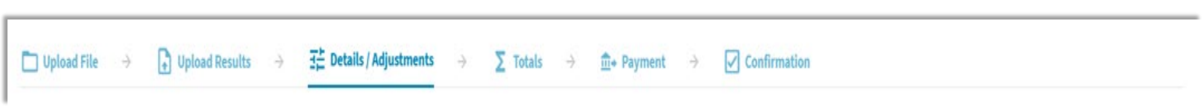


Details will navigate you to the Details/Adjustments screen.
Void will void the most recent uploaded file.
Error Report will open the Contribution Reporting Error Report.

Tip: Employers are advised to view/save/print the **Contribution Reporting Error Report** before proceeding from this screen. The report allows you to view the errors on the uploaded file that will need to be corrected and/or reviewed. In addition, this report will detail any records that were rejected during the file upload process.

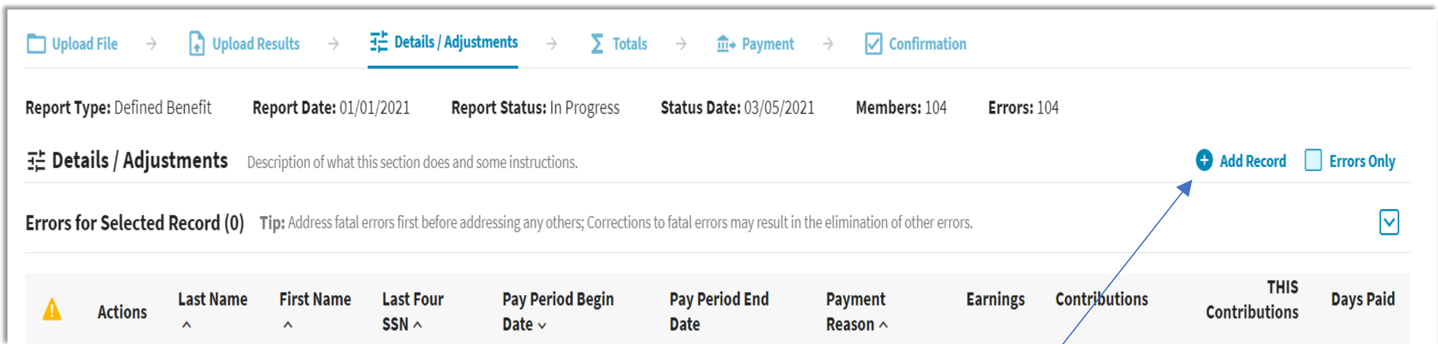
Contribution Reporting Step 3: Details/Adjustments -

Once you select Details from the Upload Results Actions, you will be navigated to the **Details/Adjustments** screen.



All of the detail records that weren't rejected from the file upload process will be listed under the Details/Adjustment table. Using the table view *(image below)*, you can review the detail records, as displayed in rows, for each member that was included in the uploaded contribution report file. To adjust the number of records displayed in the table, use the navigation section located near the bottom right corner of the table Rows per page 10 First < 1 2 3 > Last.

The user can sort the detail records, add new detail records and view detail records with errors from this screen. All edits and/or adjustments that are required to any individual detail records within the contribution report will be completed during this phase of the Contribution Reporting Process.

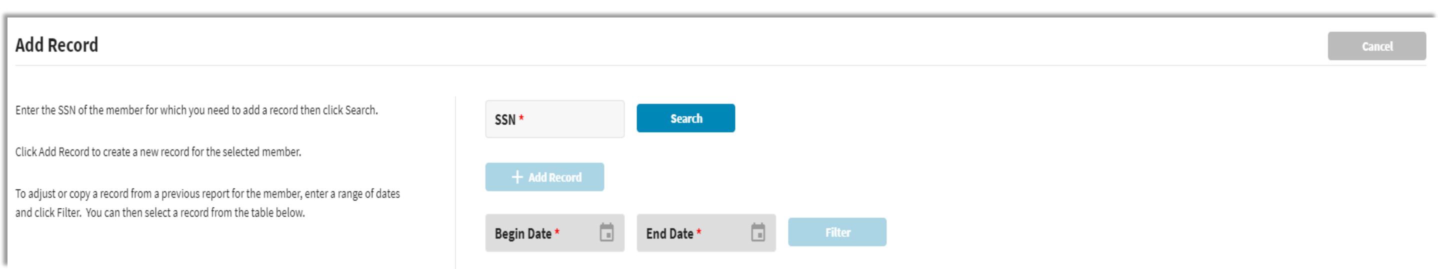


Add a Record -

To add a new record to the contribution report, click the Add Record button *(image above)* located near the top of the Details/Adjustments table.

Note: Records that were rejected during the file upload process will need to be added manually using the **Add Record** process. Use the Contribution Reporting Error Report to retrieve the information relevant for the rejected records. *Refer to the Upload Results Actions section above for more information regarding the Contribution Reporting Error Report.*

The Add Record box will appear *(image below)*. Enter a 9-digit Social Security number for the member you wish to add in the SSN box then click the Search button. To close the Add Record box, click the Cancel button.



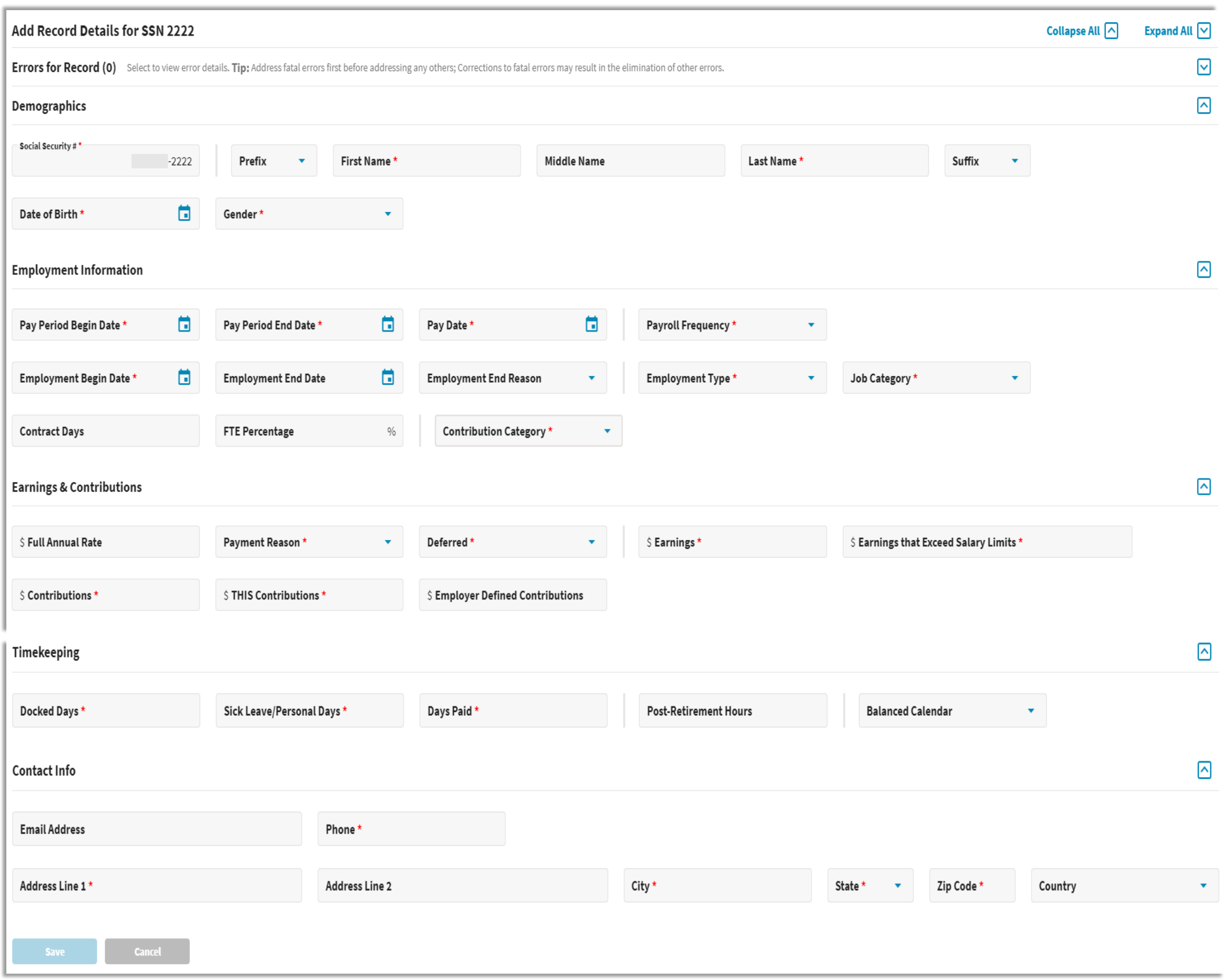
If the entered SSN search returns the member you wish to add a record for, click the + Add Record button to continue. To adjust or copy a record from a previous report for the member, you can enter a range of dates in the Begin and End Date fields, then click the Filter button.

If the entered SSN is unknown, the following warning message will appear:

> **WARNING**
> TRS is unable to locate a member with that SSN. Please ensure what you have entered is correct or click **Add Record** to create a new blank record with the SSN you have entered.

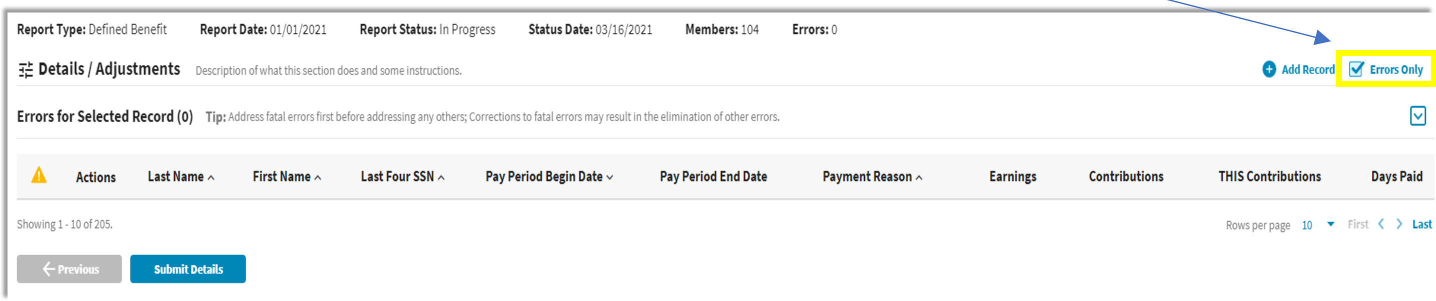
If the unknown SSN has been entered correctly, continue by clicking the **+ Add Record** button.

The **Add Record Details** screen will appear *(image below)*. All fields indicated with a red asterisk are required and must be manually entered on this screen. Click **Save** after entering all necessary information. Click **Cancel** to return to the **Details/Adjustments** screen.



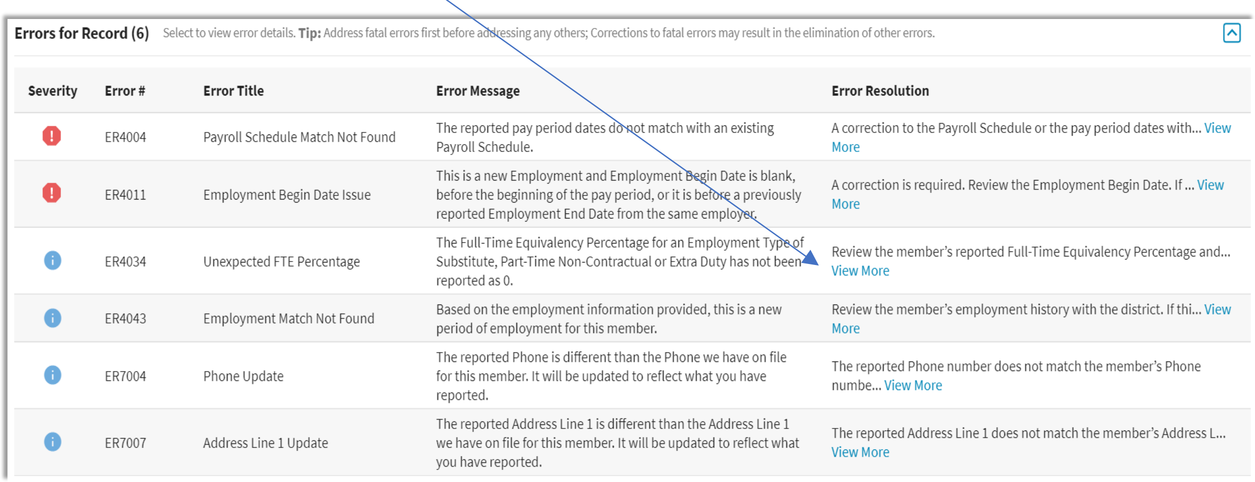
Viewing Records with Errors -

All fatal and warning errors appearing on the **Details/Adjustments** screen must be resolved before you can move on to the next step in the Contribution Reporting process. Errors can be sorted by checking the Errors Only box located at the top of the Details/Adjustments table.



A count of the total errors per record is indicated by color under the Warning column to the left of Actions. Clicking on the box containing the error total will expand the **Errors for Record** selected section *(image below)*. This area lists the error messages and error resolutions for all errors that have invoked for the selected member's record.

Errors will be displayed in order of severity: **red** indicates fatal errors, **orange** indicates warning errors, and **blue** indicates info errors. To view the full Error Resolution, click on the View More button.


Errors for Record (6) 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.

Severity	Error #	Error Title	Error Message	Error Resolution
	ER4004	Payroll Schedule Match Not Found	The reported pay period dates do not match with an existing Payroll Schedule.	A correction to the Payroll Schedule or the pay period dates with... View More
	ER4011	Employment Begin Date Issue	This is a new Employment and Employment Begin Date is blank, before the beginning of the pay period, or it is before a previously reported Employment End Date from the same employer.	A correction is required. Review the Employment Begin Date. If ... View More
	ER4034	Unexpected FTE Percentage	The Full-Time Equivalency Percentage for an Employment Type of Substitute, Part-Time Non-Contractual or Extra Duty has not been reported as 0.	Review the member's reported Full-Time Equivalency Percentage and... View More
	ER4043	Employment Match Not Found	Based on the employment information provided, this is a new period of employment for this member.	Review the member's employment history with the district. If thi... View More
	ER7004	Phone Update	The reported Phone is different than the Phone we have on file for this member. It will be updated to reflect what you have reported.	The reported Phone number does not match the member's Phone numbe... View More
	ER7007	Address Line 1 Update	The reported Address Line 1 is different than the Address Line 1 we have on file for this member. It will be updated to reflect what you have reported.	The reported Address Line 1 does not match the member's Address L... View More

Tip: Check for ER4004 first. If this error has invoked for any record, you will need to correct the payroll schedule. Once the payroll schedule has been updated, void this file, rename the file and upload the contribution report again.

Note: *Refer to the [Employer Reporting File Validations](#) document for additional guidance on validations and errors.*

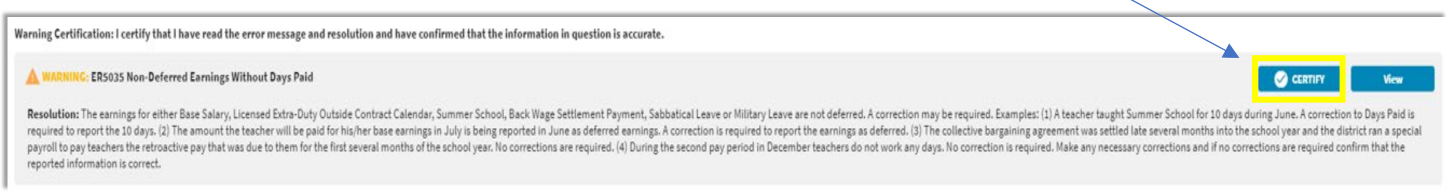
Addressing Records with Errors –

Records with errors may or may not require any changes depending on the type of error invoked. Below is a brief description of the three types of errors and guidance to assist with resolving the errors.

Fatal errors: Changes must be made to resolve fatal errors. To make changes, open Edit Details from the Actions dropdown box then click View More from the Error Resolution column for the error in question. This will open an Error Resolution box which displays the full error resolution. Click View to be navigated to the field the error is connected to. Make any necessary changes needed to resolve the fatal errors.

Tip: Address fatal errors first before addressing any other errors. The correction to fatal errors may result in the elimination of the other errors for the same record.

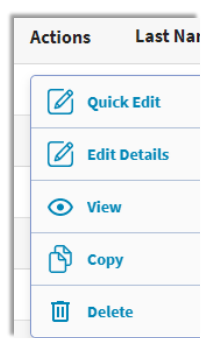
Warning errors: Warning errors must be certified by the employer. To certify, open Edit Details from the Actions dropdown box then click View More from the Error Resolution column for the error in question. Review the Resolution provided. If you determine the information is correctly reported, click CERTIFY to resolve the error.



Info errors: Info errors are for your information only. No action is required for info errors.

Tip: Correct all fields invoking errors prior to Save. If you correct one error at a time by clicking Save, you will be navigated back to the Details/Adjustments screen and must choose Edit Details under Actions to return to the Edit Record Details screen to make any additional changes.

Details/Adjustments Actions -



From the Details/Adjustments screen, you have the following actions items available for each row: Quick Edit, Edit Details, View, Copy and Delete *(image right)*. To complete an action for a record, click the Action button and select an action item.

<u>**Quick Edit:**</u> will allow the user to make changes to any of the fields that appear in the row. You can make changes to the following fields: Pay Period Begin Date, Pay Period End Date, Payment Reason, Earnings,

Contributions, THIS Contributions or Days Paid. Once all necessary changes are made, click Save. Click ⊗ to close without saving.

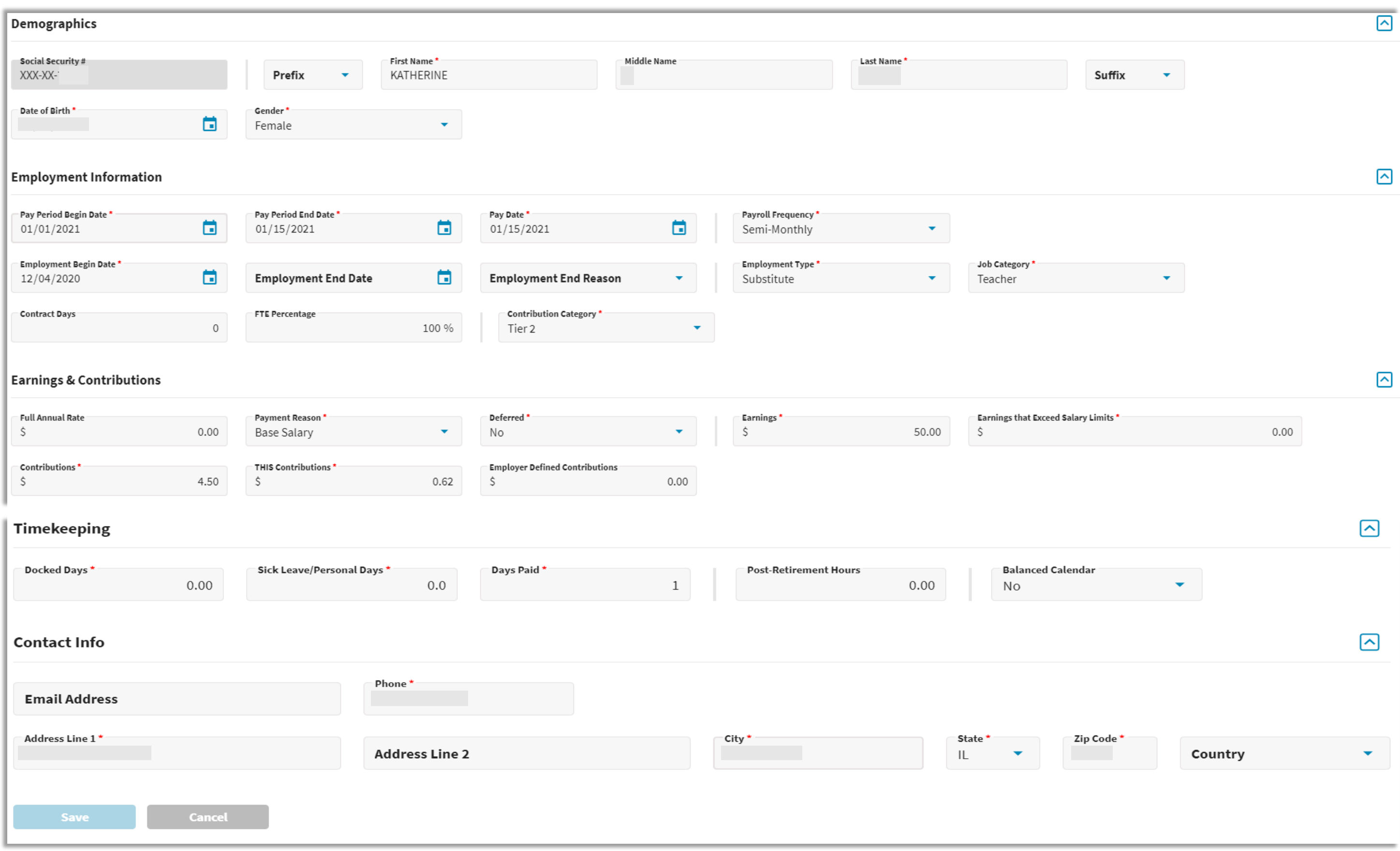
Edit Details: will navigate the user to the **Edit Record Details** screen *(image below)*. This screen allows you to enter, review and correct fields in the report for the selected member. The **Errors for Record** section will list all errors invoked for the selected member in order of severity. *Refer to the Employer Reporting File Validations document for a list of possible errors.* Click Save once all changes have been made. Click Cancel to return to the **Details/Adjustments** screen.

View: the Edit Details screen can be viewed with read-only capabilities.

Copy: can be used to duplicate any record selected. You may find this useful if you need to add an additional record for a member without having to manually enter each field. Once all necessary changes are made, click Save.

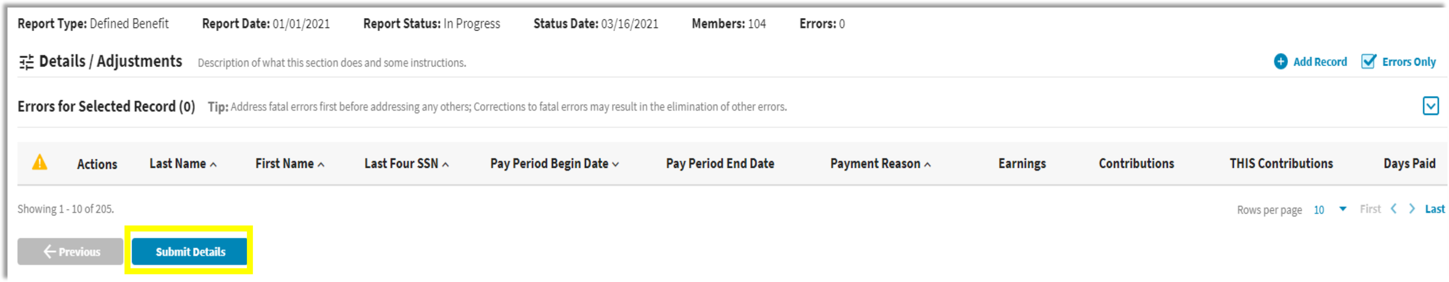
Delete: will delete the selected row from the contribution report.

Make any necessary changes to the fields shown below to resolve all fatal and warning errors. Changes cannot be made to the Social Security # field as it is read only.



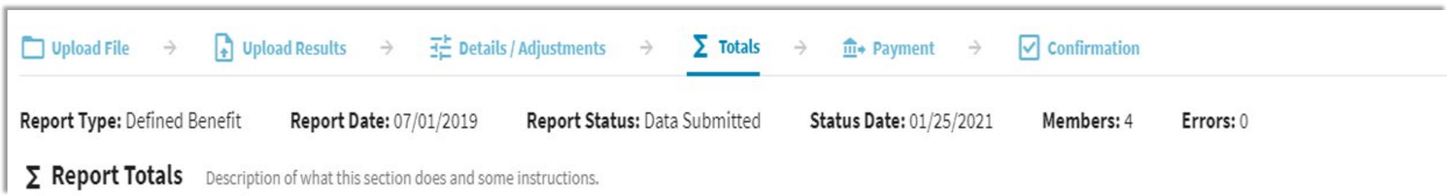
Note: *Refer to the Employer Reporting File Format document for details on field descriptions and examples.*

After all fatal and warning errors have been resolved, click on the Submit Details button located near the bottom of the **Details/Adjustments** screen to proceed to the next step in the Contribution Reporting process.



Contribution Reporting Step 4: Totals -

The **Totals** screen is used to view the contribution report totals.



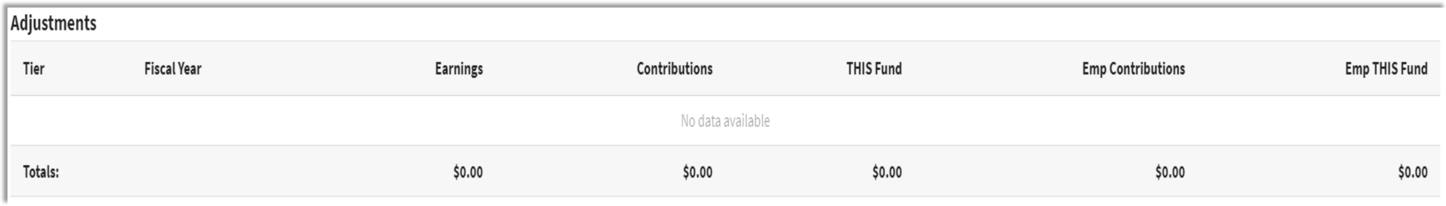
The **Report Totals** are separated into two sections: Regular and Adjustments. The **Regular** section *(image below)* is defined further into totals for Tier 1 and Tier 2. Both tiers are summed together to arrive at the amounts shown on the Totals line for each column listed.

Regular

Tier	Fiscal Year	Earnings	Contributions	THIS Fund	Emp Contributions	Emp THIS Fund
Tier 1	2020-2021	517,671.78	46,590.47	6,419.09	3,002.60	4,762.53
Tier 2	2020-2021	71,650.95	6,448.62	888.45	415.60	659.21
Totals:		**$589,322.73**	**$53,039.09**	**$7,307.54**	**$3,418.20**	**$5,421.74**

The **Adjustments** section *(image below)* reflects any adjustments from a previous reporting period included in the current Contribution Report. Employer's will have access to process adjustments to reported information that has been submitted using the Gemini Employer Portal.

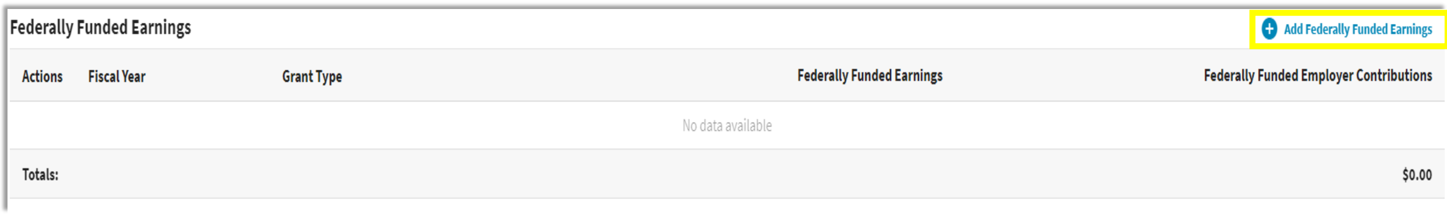
Note: Any required adjustments to reported information for FY21 and previous years will need to be completed by contacting Employer Services at employers@trsil.org.



Adjustments

Tier	Fiscal Year	Earnings	Contributions	THIS Fund	Emp Contributions	Emp THIS Fund
No data available						
Totals:		$0.00	$0.00	$0.00	$0.00	$0.00

The **Federally Funded Earnings** section *(image below)* is used to report salaries paid from federal funds. Prior to Gemini, employers were required to report federal funds by member. With Gemini, federal funds will be reported by Grant Type.

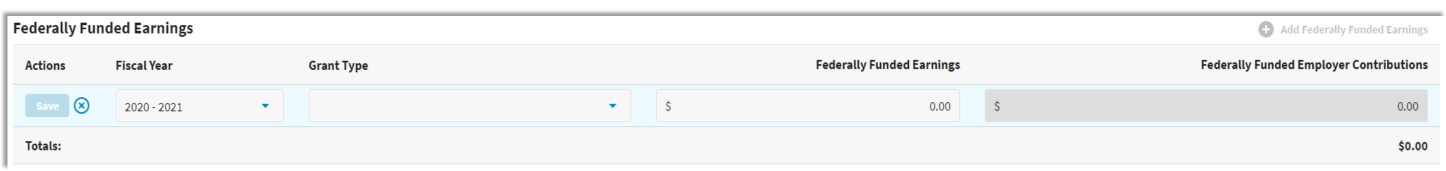


Federally Funded Earnings — Add Federally Funded Earnings

Actions	Fiscal Year	Grant Type	Federally Funded Earnings	Federally Funded Employer Contributions
No data available				
Totals:				$0.00

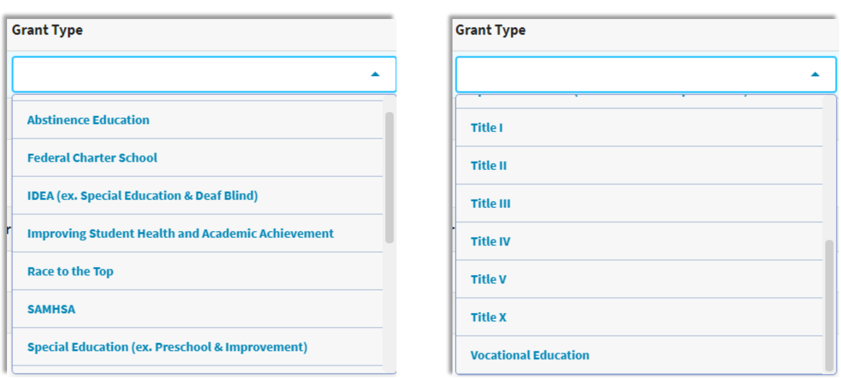
Click Add Federally Funded Earnings to enter federally funded salaries. From the Fiscal Year dropdown choose the appropriate year. From the Grant Type dropdown choose the appropriate grant type the salaries were paid from. There are 14 available grant types to choose from *(image below)*. Enter the dollar amount paid from the chosen fund in the Federally Funded Earnings box. Click Save when done. Click ⊗ to exit this area without saving any changes. Repeat this process until all federally funded salaries included in the Contribution Report have been reported by grant type.

Note: The grant type list will be updated and maintained by TRS. Please contact Employer Services at employers@trsil.org if the grant type you need to report Federally Funded salaries is not available in the list.



Federally Funded Earnings — Add Federally Funded Earnings

Actions	Fiscal Year	Grant Type	Federally Funded Earnings	Federally Funded Employer Contributions
Save ⊗	2020 - 2021		$ 0.00	$ 0.00
Totals:				$0.00



The **Invoices** section will display all unpaid invoices. Employers will pay their Invoices by entering a payment amount in the Remittance Amount field(s). Invoice payments will be added to the payroll contribution report totals and a payment will be remitted by the employer. *Additional guidance will be provided with this Invoice section.*

Invoices

Actions	Due Date	Invoice Number	Invoice Type	Current Due Amount	Remittance Amount	Remaining Amount
			No Invoices Available.			
Totals:				$0.00		

The **Account Balances** section displays the current balance in each of the contribution account types. This section is view only.

Account Balances

Account Type	Fiscal Year	Current Balance as of 03/23/2021	Net Changes from Current Report	New Balance
Member TRS Contributions - 2020-2021	2020-2021	(143,552.61)	53,039.09	(90,513.52)
Employer Contributions for Member Benefit Increase - 2020-2021	2020-2021	(9,251.37)	3,418.20	(5,833.17)
THIS Fund Contributions - 2020-2021	2020-2021	(34,452.47)	12,729.28	(21,723.19)
Employer Federal Funds Contributions - 2020-2021	2020-2021	(3,039.40)	1,041.00	(1,998.40)

Once you are finished, click the **Save and Proceed to Payment →** button located near the bottom of the screen to be navigated to the next step of the reporting process. Clicking **← Previous** will return you to the Details/Adjustments screen.

Contribution Reporting Step 5: Payment -

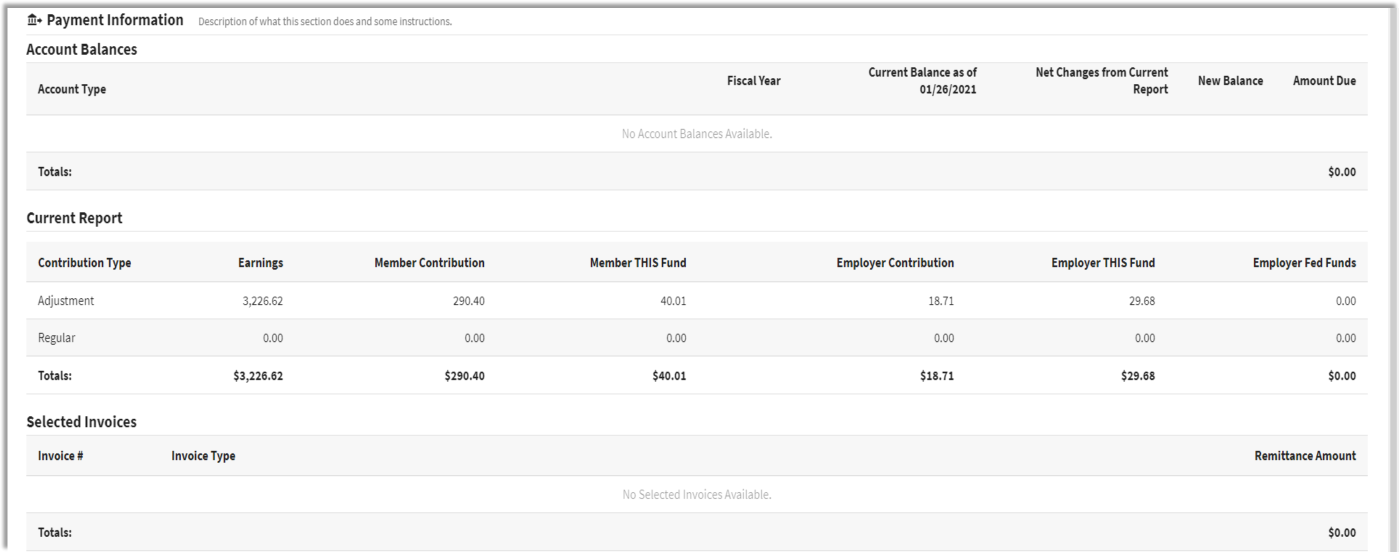
The **Payment Information** screen gives an overview of the total payment due to TRS for the contribution report.

Upload File → Upload Results → Details / Adjustments → Totals → Payment → Confirmation

Report Type: Defined Benefit **Report Date:** 07/01/2019 **Report Status:** Totals Submitted **Status Date:** 01/26/2021 **Members:** 1 **Errors:** 0

Payment Information Description of what this section does and some instructions.

The **Account Balances** section summarizes the change in account balances and reflects the current amounts due for each account type. The **Current Report** section displays the total contributions for the contribution report. The **Selected Invoices** section is based on the remittance amounts entered in the **Invoices** section from the previous **Report Totals** screen. *Refer to the image below.*



Payment Information   Description of what this section does and some instructions.

Account Balances

Account Type	Fiscal Year	Current Balance as of 01/26/2021	Net Changes from Current Report	New Balance	Amount Due
No Account Balances Available.					
Totals:					$0.00

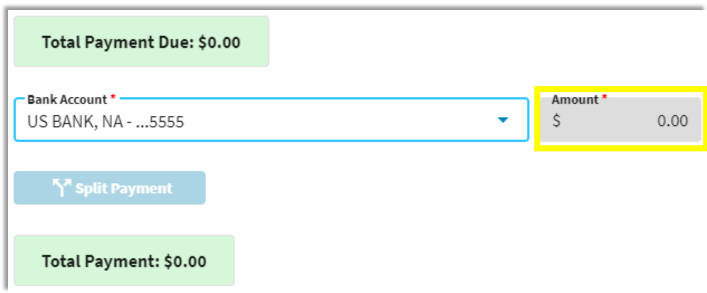
Current Report

Contribution Type	Earnings	Member Contribution	Member THIS Fund	Employer Contribution	Employer THIS Fund	Employer Fed Funds
Adjustment	3,226.62	290.40	40.01	18.71	29.68	0.00
Regular	0.00	0.00	0.00	0.00	0.00	0.00
Totals:	$3,226.62	$290.40	$40.01	$18.71	$29.68	$0.00

Selected Invoices

Invoice #	Invoice Type	Remittance Amount
No Selected Invoices Available.		
Totals:		$0.00

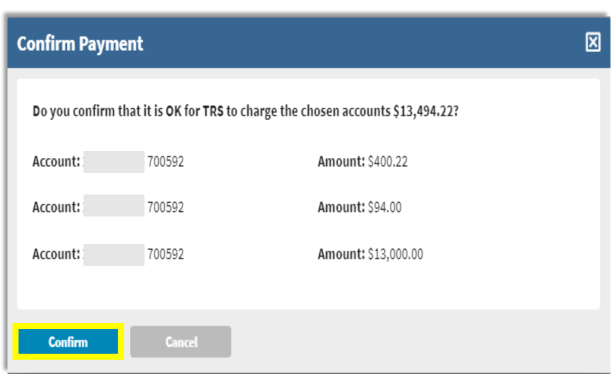
The total payment due will be deducted from the Bank Account listed. To select a different Bank Account, use the dropdown box or you can choose to split the payment between multiple accounts by clicking the Split Payment button under Bank Account. Enter an amount for your payment in the Amount field for each Bank Account.



Note: To add/edit bank account information available from this payment screen, *refer to the Employer Portal - Banking Procedures for more information*.

Once you have specified the bank account(s) you want to make the payment from, click the Process Payment → to initiate the payment. Clicking the ← Previous button will return you to the Report Totals screen.

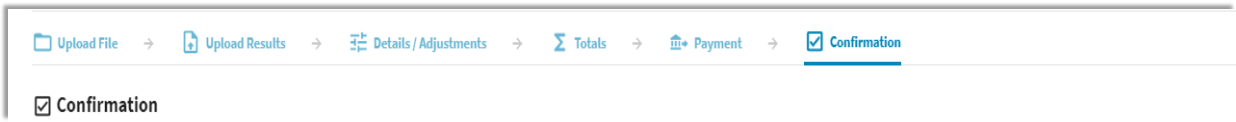
After clicking Process Payment →, a Confirm Payment screen will appear *(image right)*. If the detailed payment information is correct, select the Confirm button.



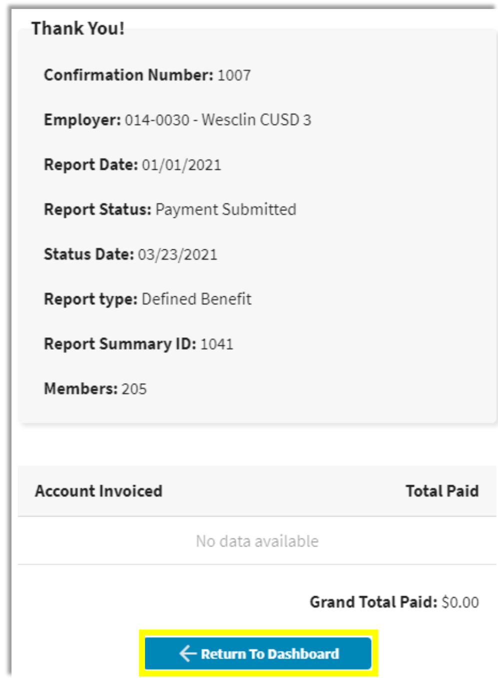
If you need to make any adjustments to the bank account information and/or the amount of the payment, select the Cancel button to be returned to the Payment screen.

Contribution Reporting Step 6: Confirmation –

The last step of the contribution report process is the **Confirmation** screen.



This screen provides you with a confirmation number that is associated with the payment submitted to TRS from the **Payment** screen *(image right)*. You may choose to print this confirmation page for your records.



After the contribution reporting process is complete, the report will be updated to a status of Awaiting Post. The Gemini Employer Portal system will run a post batch process daily. The post batch process is automatic and does not require any action from the employer.

Once the report has completed the post batch process, the status will update to Posted. *Refer to the Employer Portal - Reporting History Procedures for more information on retrieving a report in Awaiting Post or Posted status.*

Users can click the 

button at any time to be returned to your Employer Dashboard.