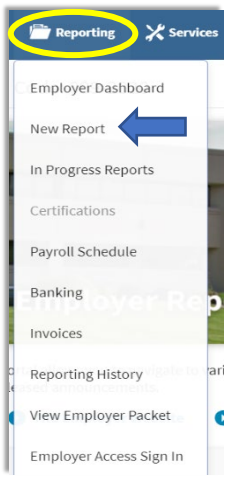
Employers are required to file a **contribution report** *(payroll report)* in the Gemini Employer Portal for each payroll. The Gemini Employer Portal offers two reporting methods for completing the contribution reporting process: **File Upload** and the **Replication** process. If the reporting method chosen by the employer is Data Entry, employers will need to use the replication process to submit their contribution reports. This process will use a prior report or the last annual report to prepopulate a new report. The new report will be manually updated with the information that has changed since the last report. For those choosing File Upload as the reporting process, *refer to the Employer Portal – Contribution Reporting: New Report 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). Contribution reports for all payrolls occuring in a month are due the 10th of the month following the month of the report(s).

Use the following steps to navigate through the Replication 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.*

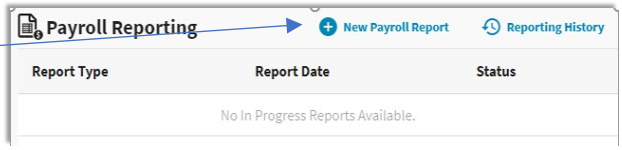
Once signed into the Employer Portal, the employer has two options from the Employer Dashboard to begin the replication process and create a new payroll report.



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

The second option is to click on the

button located at the top of the Payroll Reporting widget that is located on the Employer Dashboard.

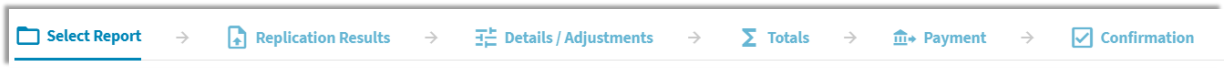


Note: User access to the contribution reporting process will be limited to the Portal users who are designated with the Security Role of Payroll Remitter. *Refer to the Employer Portal – Contacts Procedures for more information on Security Roles.*

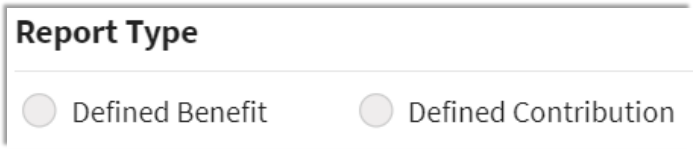
Contribution Reporting Step 1: Select Report Type and Schedule -

There are three (3) sections displayed on the Select Report screen: process stepper, report type, and the payroll schedule section.

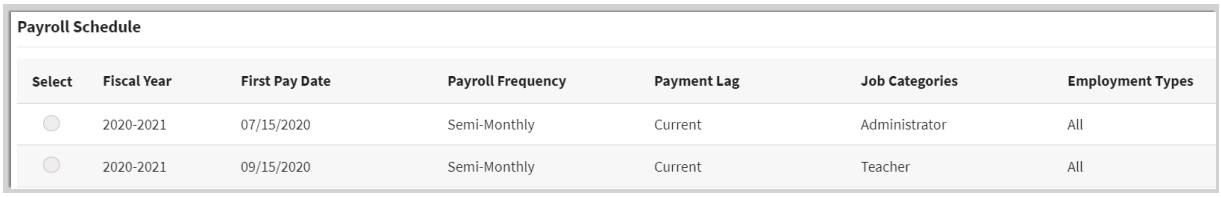
The **Process Stepper** section *(image below)* displays the six (6) steps in the Contribution Reporting process. This status bar will indicate the current step the user is on and it will progress with each completed step.



The **Report Type** section will be used to select the type of contribution report you want to create. Your choices are Defined Benefit or Defined Contribution. Click in the circle to the left of either report type to make a selection.



The **Payroll Schedule** section *(image below)* provides a list of payroll schedules previously entered by the employer. From the Select column, employers can click in the circle to choose the payroll schedule for which you want to create a contribution report.

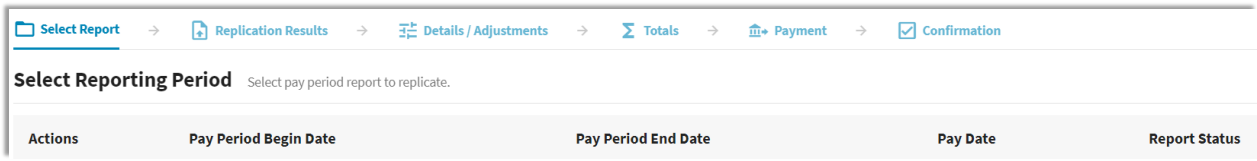


Payroll Schedule

Select	Fiscal Year	First Pay Date	Payroll Frequency	Payment Lag	Job Categories	Employment Types
	2020-2021	07/15/2020	Semi-Monthly	Current	Administrator	All
	2020-2021	09/15/2020	Semi-Monthly	Current	Teacher	All

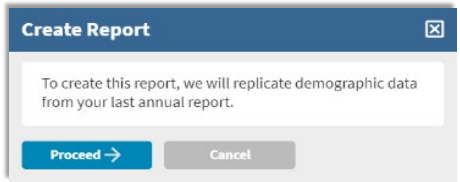
Note: A separate contribution report must be completed for each Job Category in which a payroll schedule has been created.

Once the payroll schedule is selected, click the Proceed button. Upon clicking Proceed, you will be navigated to the **Select Reporting Period** screen.



From this screen, the user will select the pay period for which you want to create a contribution report. Hovering over the button will display the Tool Tip Create button. Click the button to the left of the desired pay period.

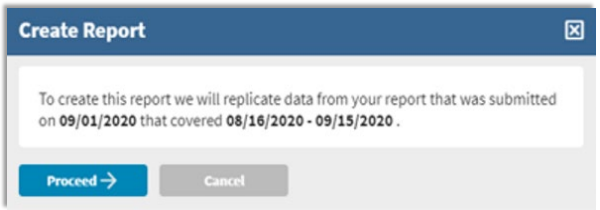
If this is the first contribution report you are creating after Go Live, the following message will appear.



The replication file will be created using the district's 2019-20 Annual Report information. Demographics, contact information and limited employment information will be carried over into the replicated file. All other required information will need to be manually entered.

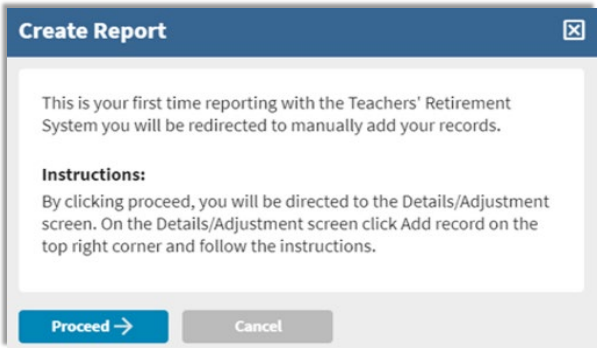
Users will need to delete any members that are no longer with the district and add any new employees. Adding and deleting records is discussed below.

For subsequest contribution reports, the following message will appear.



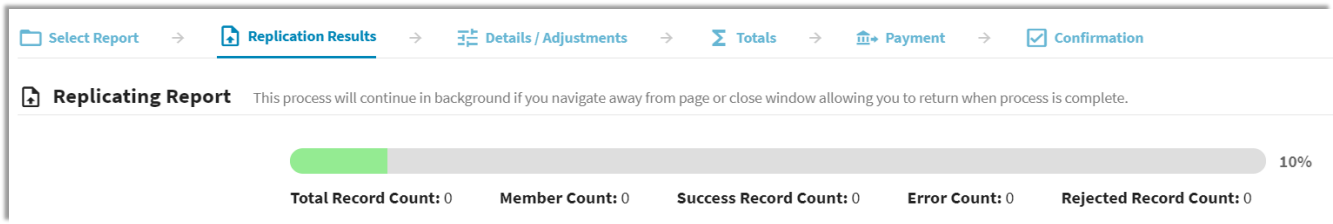
Once a contribution report is submitted and completes the post batch process, subsequent reports will be replicated using the most recent posted contribution report for the same payroll schedule.

First time users will have to manually add records. *See the Add a Record section below for more information on this process.*



Contribution Reporting Step 2: Replication Results -

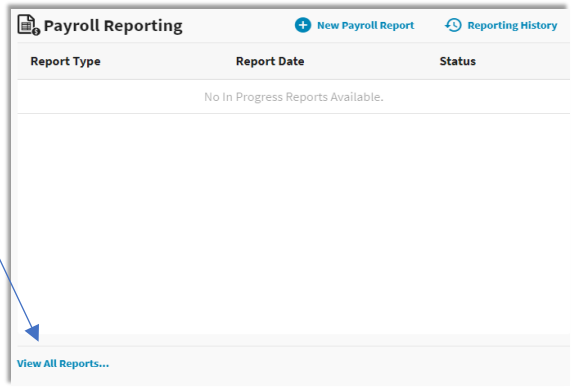
On the Replicating Report screen, a progress bar will display the file's progress during the replication process from 0 to 100% *(image below)*. The replication process occurs in the background of the Gemini Employer Portal and will continue processing even if the user navigates away from the Replicating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

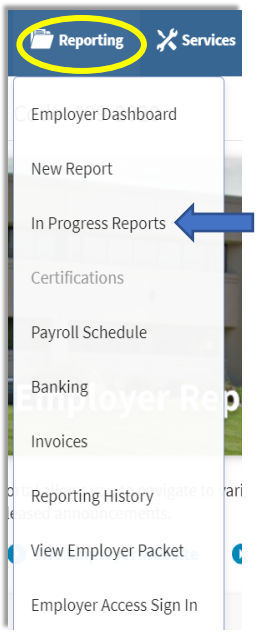


Returning to the Replication process -

Users who log out or leave the Replicating Report screen can return to the report once the replication process is complete. There are two options to navigate to the next step in the process. The first option is to hover over Reporting in the Employer Menu and select the **In Progress Reports** from the sub-menu *(image below)*.

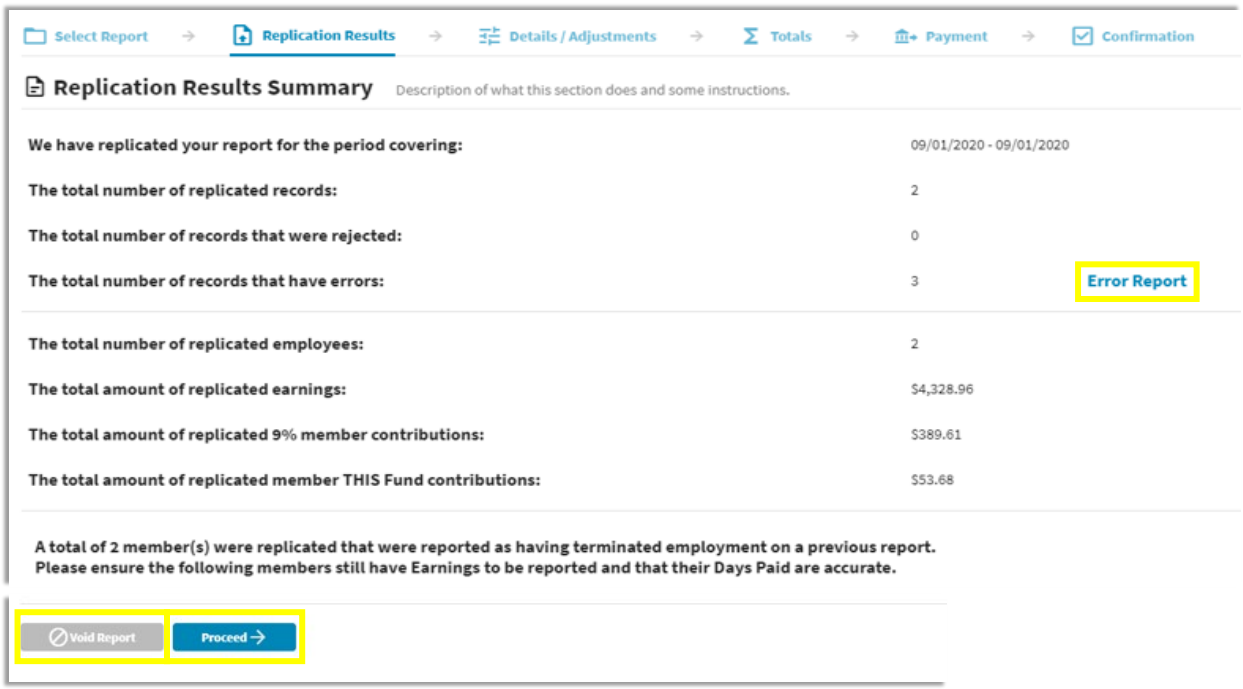
The second option is to click the **View All Reports...** button located at the bottom of the **Payroll Reporting** widget located on the Employer Dashboard. *Refer to the Employer Portal - In Progress Reports Procedures for more information.*





Note: If you are replicating from the prior year Annual Report, you will be directed to the Details/Adjustments screen once replication is completed *(Step 3 below)*. Clicking the ← Previous button will navigate you to the Replication Results screen discussed below.

Once the process has completed and the file has been replicated, it will appear on the **Replication Results Summary** screen *(image below)*. This screen gives a summary of the records replicated. It will indicate the time frame of the report, the total number of replicated records in the file, total rejected records, total number of records with errors, and the total number of replicated employees. It also indicates the total replicated earnings, 9% member contributions and member THIS Fund contributions.



If the replicated report includes members the district previously reported as terminated, a message will appear above the void report and proceed buttons near the bottom of the screen *(image above)* along with a list of the terminated members. Be sure to delete these members from the replicated report if they are terminated and there are no earnings or days paid to report.

Replication Results Summary Actions -

From the Replication Results Summary screen *(image above)*, you can perform the following actions:

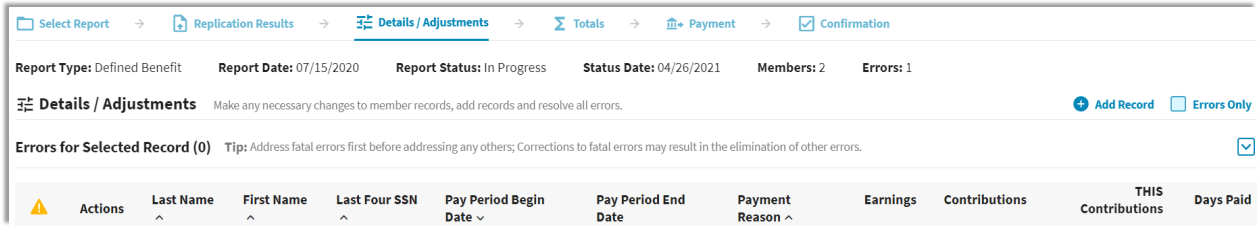
Error Report will open the Contribution Reporting Error Report.
Void Report will void the replicated file.
Proceed will navigate you to the Details/Adjustments screen.

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 replicated file that will need to be corrected and/or reviewed. In addition, this report will detail any records that were rejected during the file replication process.

Contribution Reporting Step 3: Details/Adjustments -

Once you select Proceed from the Replication Results Summary screen, you will be navigated to the **Details/Adjustments** screen. If you created a replicated file from the prior year Annual Report, you will be directed to the Details/Adjustments screen once replication process has completed.

All of the detail records that were created from the replication 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 replicated contribution report file.



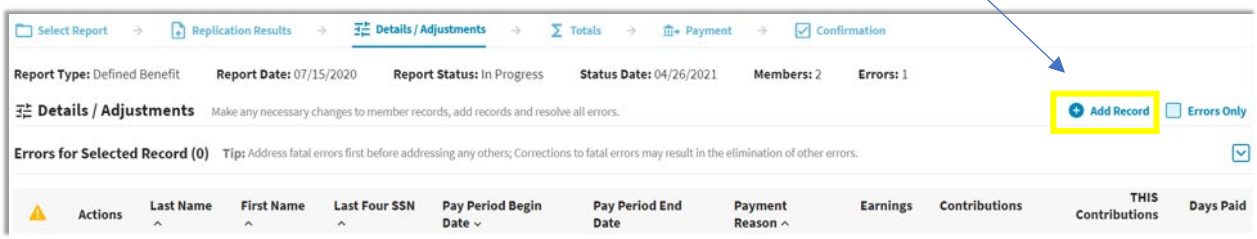
To adjust the number of records displayed in the table, use the navigation section located near the bottom right corner of the table

.

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.

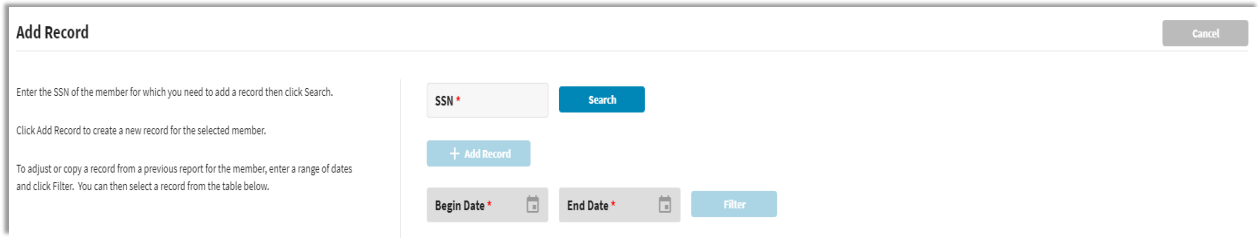
Add a Record -

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



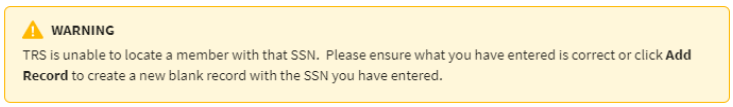
Note: Records that were rejected during the file replication process will need to be added manually using the **Add Record** process. Use the Contribution Reporting Error Report to retrieve the information relevant for the rejected records. *Refer to the Replication Results Summary Actions section above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



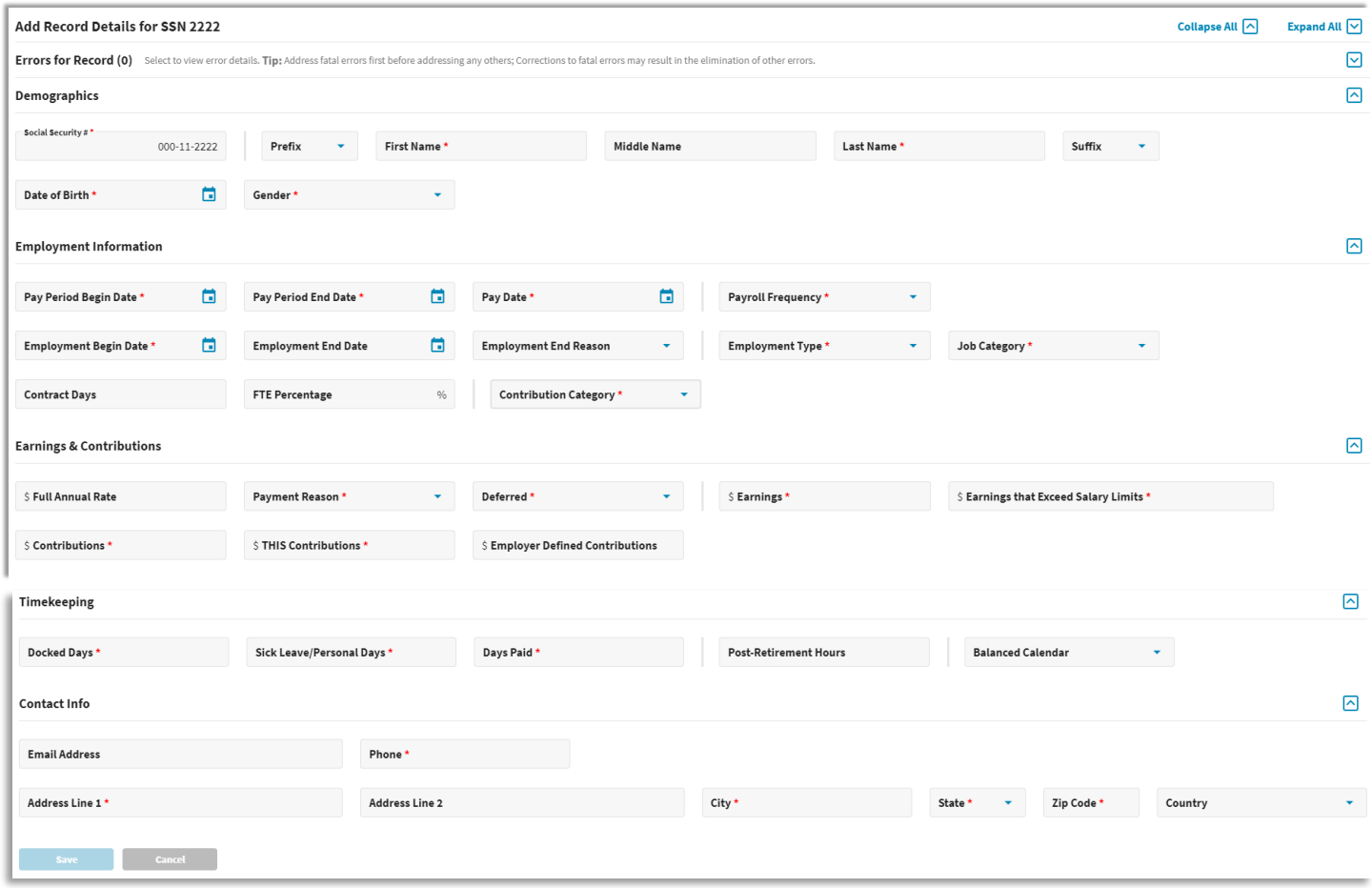
If the entered SSN search returns the member you wish to add a record for, click the + Add Record button to continue. To adjust or copy a record from a previous report for the member, you can enter a range of dates in the Begin and End Date fields, then click the Filter button.

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



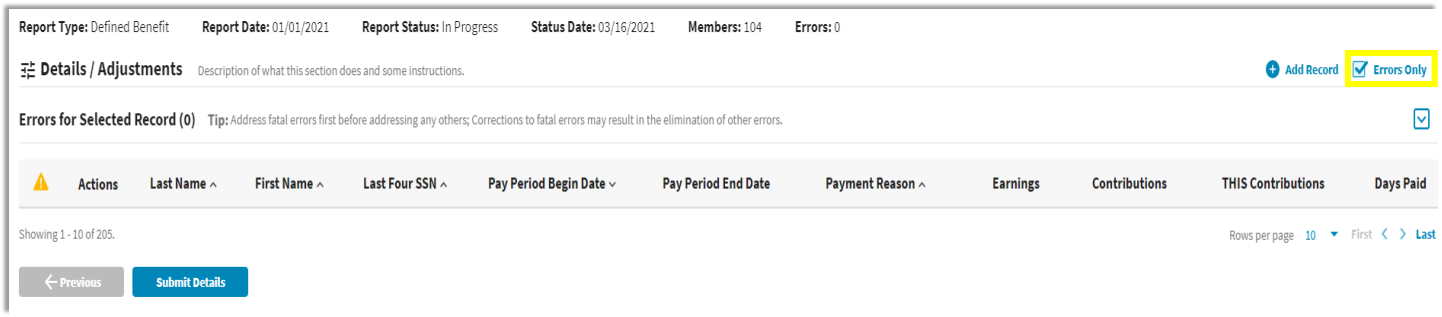
If the unknown SSN has been entered correctly, continue by clicking the + Add Record button.

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.



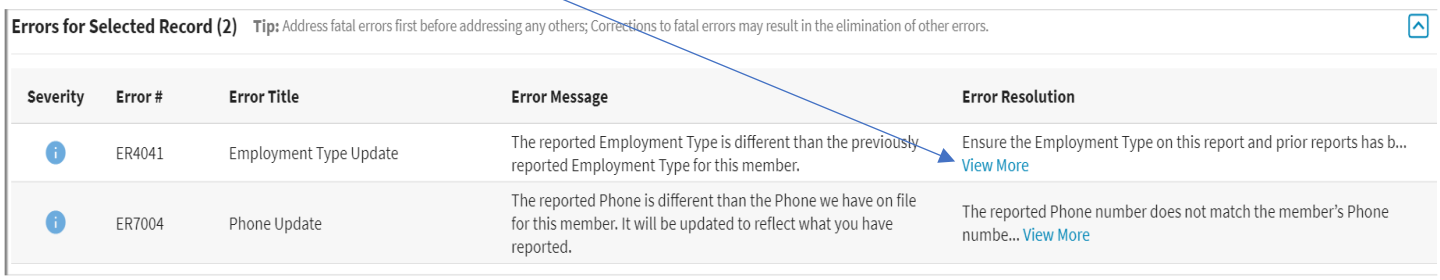
Viewing Records with Errors -

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 *(image below)*.



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 Selected Record** 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.



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

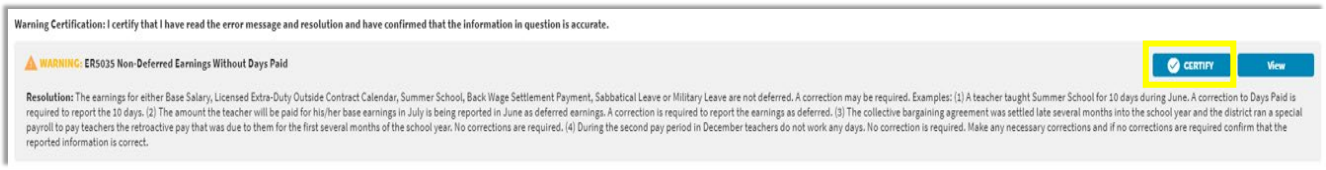
Addressing Records with Errors –

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 the CERTIFY button in the Warning Certification box to resolve the error *(image below)*.

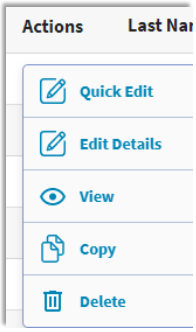


Info errors: Info errors are for your information only. No action is required for info errors.

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.

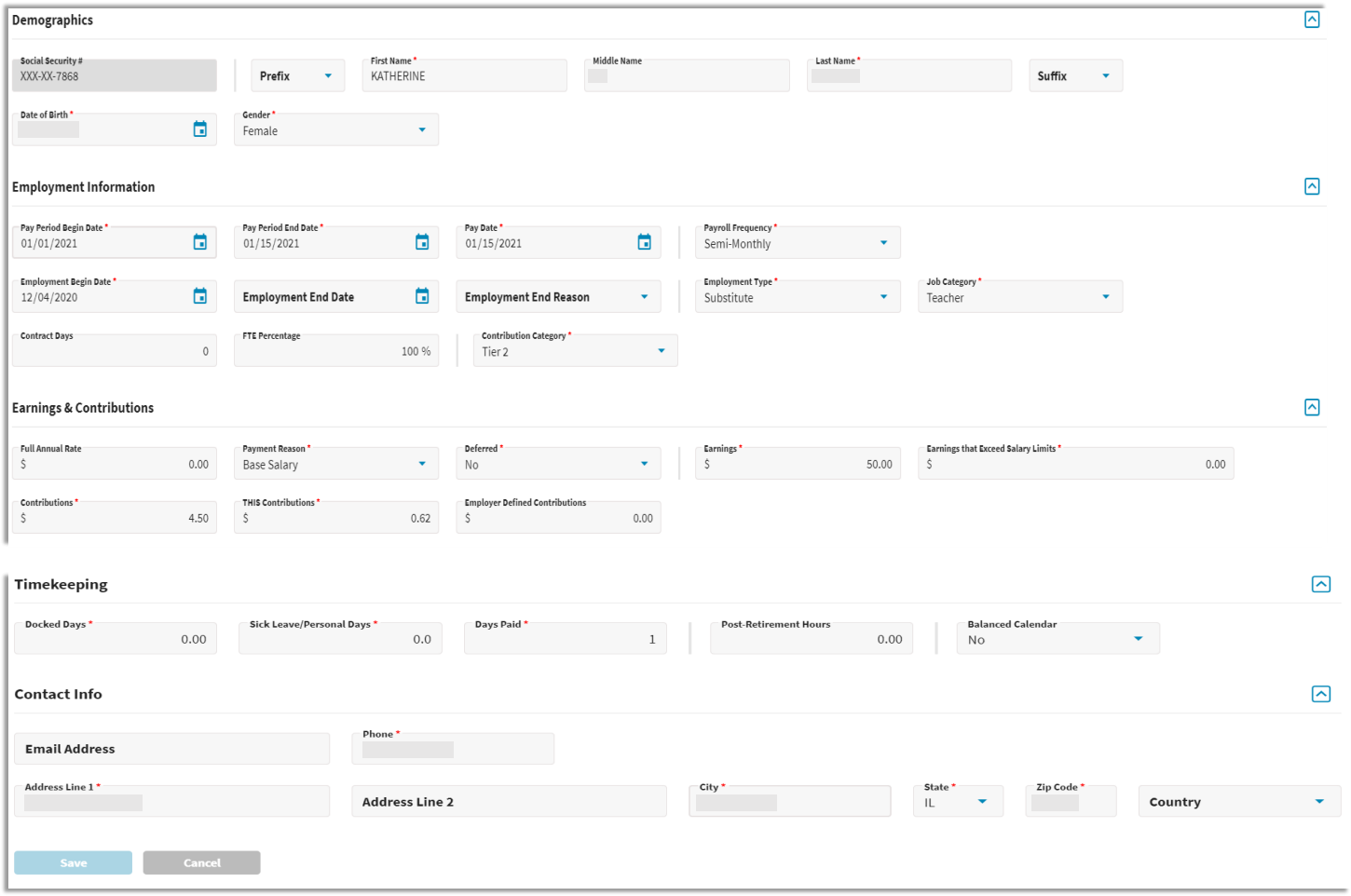
<u>Edit Details:</u> will navigate the user to the **Edit Record Details** screen *(image below)*. This screen allows you to enter, review and correct fields in the report for the selected member. The **Errors for Record** section will list all errors invoked for the selected member in order of severity. *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.

<u>View:</u> the Edit Details screen can be viewed with read-only capabilities.

<u>Copy:</u> 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.

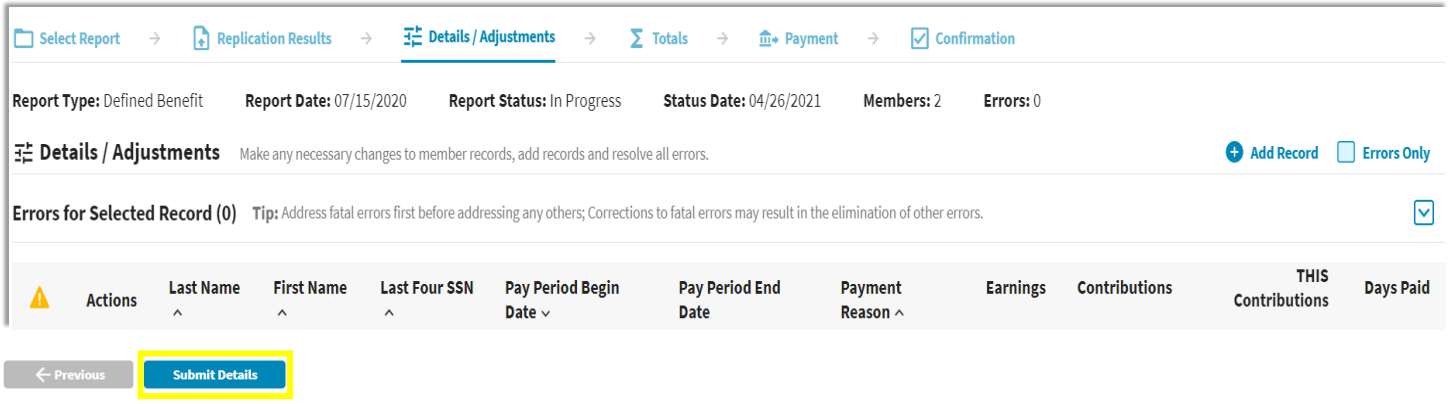
Delete: will delete the selected row from the contribution report.

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.



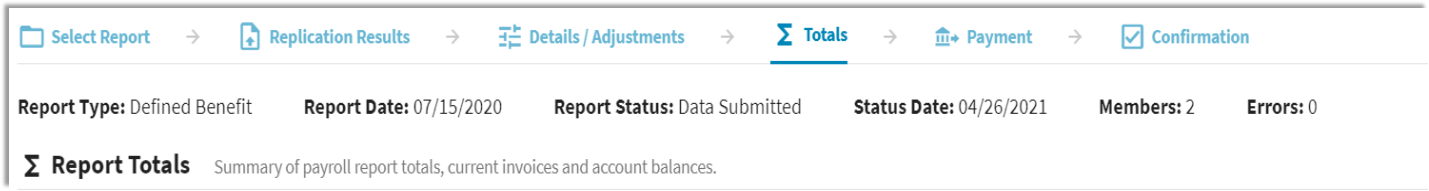
Note: *Refer to the [Employer Reporting File Format](#) document for details on field descriptions and examples.*

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**

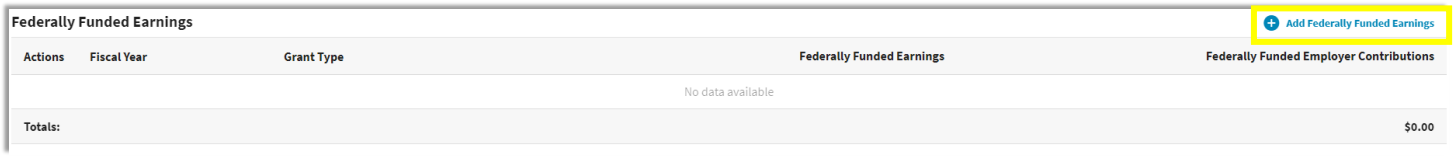
The **Adjustments** section *(image below)* reflects any adjustments from a previous reporting period included in the current Contribution Report. Employer's will have access to process adjustments to reported information that has been submitted using the Gemini Employer Portal.

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

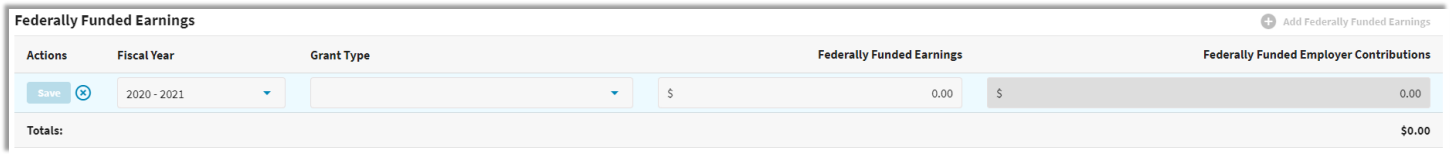
Tier	Fiscal Year	Earnings	Contributions	THIS Fund	Emp Contributions	Emp THIS Fund
			No data available			
Totals:		$0.00	$0.00	$0.00	$0.00	$0.00

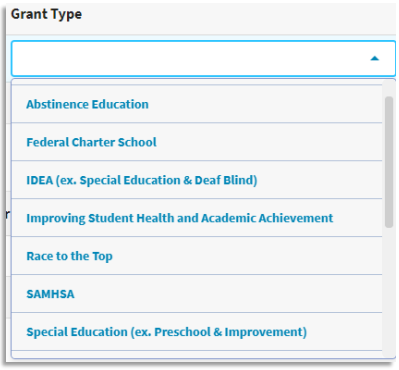
The **Federally Funded Earnings** section *(image below)* is used to report salaries paid from federal funds. Prior to Gemini, employers were required to report federal funds by member. With Gemini, federal funds will be reported by Grant Type.

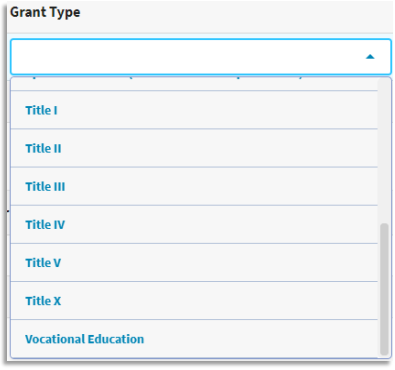


Click Add Federally Funded Earnings to enter federally funded salaries. From the Fiscal Year dropdown choose the appropriate year. From the Grant Type dropdown choose the appropriate grant type the salaries were paid from. There are 14 available grant types to choose from *(image below)*. Enter the dollar 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.







The **Invoices** section will display all unpaid employer 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.

Select Report → Replication Results → Details / Adjustments → Totals → Payment → Confirmation

Report Type: Defined Benefit **Report Date:** 07/15/2020 **Report Status:** Totals Submitted **Status Date:** 04/26/2021 **Members:** 2 **Errors:** 0

Payment Information Summary of total payment due.

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.

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

Account Balances

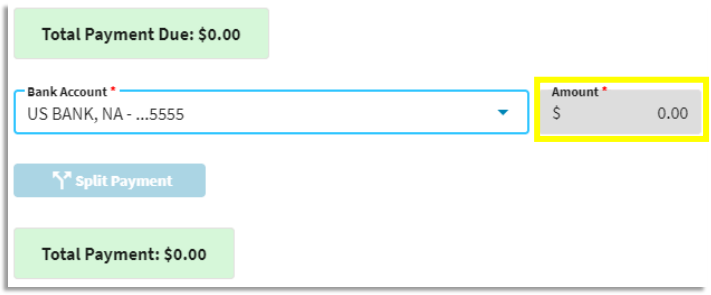
Account Type	Fiscal Year	Current Balance as of 01/26/2021	Net Changes from Current Report	New Balance	Amount Due
		No Account Balances Available.			
Totals:					$0.00

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

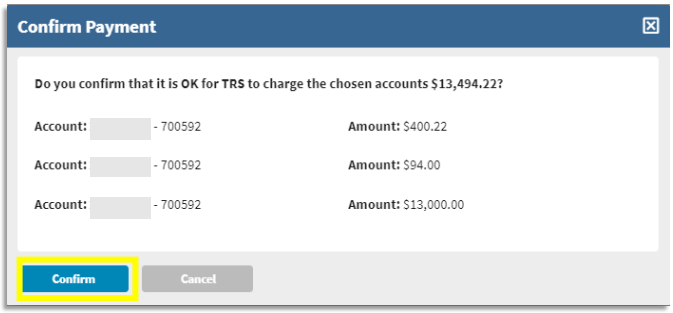
Invoice #	Invoice Type	Remittance Amount
	No Selected Invoices Available.	
Totals:		$0.00



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.

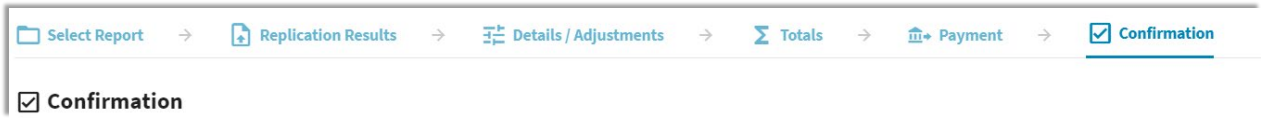


After clicking Process Payment →, a Confirm Payment screen will appear *(image right)*. If the detailed payment information is correct, select the Confirm button.

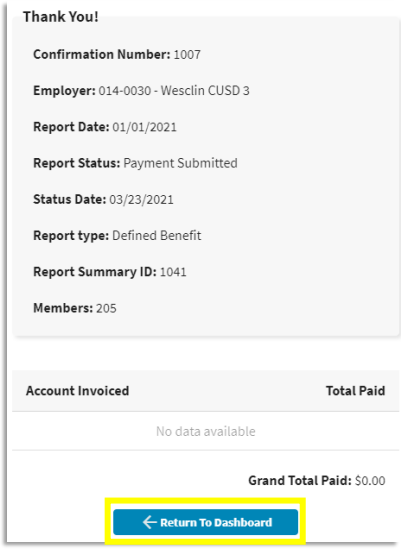
If you need to make any adjustments to the bank account information and/or the amount of the payment, select the Cancel button to be returned to the Payment screen.

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.