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.

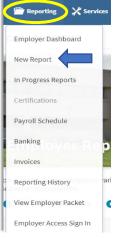
Employers will file contribution reports after each payroll or once per month in accordance with the pay dates in your payroll schedule(s). Contribution reports for all payrolls occuring in a month are due the 10<sup>th</sup> of the month following the month of the report(s).

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 • New Payroll Reportbutton located at the top of the Payroll

📙 Payroll Reportin	New Payroll Report	Reporting Histor
Report Type	Report Date	Status
	No In Progress Reports Available.	

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.

Report Type	
Oefined Benefit	O Defined Contribution

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 So	hedule					
Select	lect Fiscal Year First Pay Date		Payroll Frequency Payment Lag		Job Categories	Employment Types
0	2020-2021	07/15/2020	Semi-Monthly	Current	Administrator	All
0	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  $Proceed \rightarrow$  button. Upon clicking Proceed, you will be navigated to the **Select Reporting Period** screen.

Select Report	$\rightarrow \qquad \textcircled{P} \qquad \text{Replication Results} \qquad \rightarrow \qquad \textcircled{P} \qquad \textcircled{P} \qquad \text{Details / Adj}$	iustments $\rightarrow$ <b><math>\Sigma</math></b> Totals $\rightarrow$ $\widehat{\mathbf{m}}$ Payme	nt $\rightarrow$ $\checkmark$ Confirmation					
Select Reporting Period Select pay period report to replicate.								
Actions	Pay Period Begin Date	Pay Period End Date	Pay Date	Report Status				

From this screen, the user will select the pay period for which you want to create a contribution report. Hovering over the  $\pm$  button will display the Tool Tip button. Click the  $\pm$  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.

To create this report, we will replicate demographic dat from your last annual report.

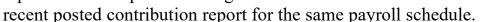
The replication file will be created using the district's 2019-20 Annual Report information. Demographics, contact information and limited employment information will be carried over into the replicated file. All other required information will need to be manually entered.

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.

**Create Report** 

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



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 -

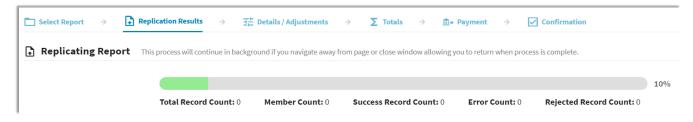
On the Replicating Report screen, a progress bar will display the file's progress during the replication process from 0 to 100% *(image below)*. The replication process occurs in the



X

Create Report	×
This is your first time reporting with the Teachers' Retirement System you will be redirected to manually add your records.	
Instructions: By clicking proceed, you will be directed to the Details/Adjustment screen. On the Details/Adjustment screen click Add record on the top right corner and follow the instructions.	
Proceed  Cancel	

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)*.

#### **Employer Portal – Contribution Reporting: Replication Process**

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.* 

🔒 Payroll Reporting	🕂 New Payroll Report	Reporting History
Report Type	Report Date	Status
	No In Progress Reports Available.	
4		

**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 *erevious* 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.

\$\$ Select Report \$\$ \$\$ \$\$ \$\$ \$\$ \$\$ \$\$ \$\$ \$\$ \$\$ \$\$ \$\$ \$\$	<u>m</u> + Payment →	Confirmation
Replication Results Summary Description of what this section does and some instructions.		
We have replicated your report for the period covering:	09/01/2020 - 09/01/20	20
The total number of replicated records:	2	
The total number of records that were rejected:	0	
The total number of records that have errors:	3	Error Report
The total number of replicated employees:	2	
The total amount of replicated earnings:	\$4,328.96	
The total amount of replicated 9% member contributions:	\$389.61	
The total amount of replicated member THIS Fund contributions:	\$53.68	
A total of 2 member(s) were replicated that were reported as having terminated employment on a previous r Please ensure the following members still have Earnings to be reported and that their Days Paid are accurate		
Ø Void Report Proceed →		



🕆 Reporting 💦 💥 Servic

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.

 $\fbox{ Select Report } \rightarrow \rega$  Replication Results  $\rightarrow$   $\exists \ddagger$  Details / Adjustments  $\rightarrow$   $\Sigma$  Totals  $\rightarrow$   $\textcircled{ are proved as a select select$ 

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.

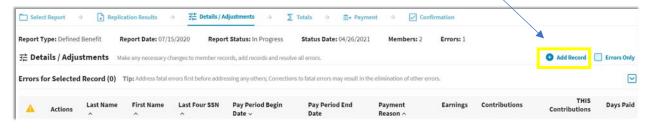
🖿 Sele	ect Report	> 🔒 Repli	cation Results 🚽	→ <u>∃</u> Details / A	adjustments $\rightarrow$ $\Sigma$	Totals → 🎰 Payn	nent $ ightarrow$ 🔽 C	onfirmation			
Report	Type: Defined	Benefit	Report Date: 07/15	6/2020 <b>Repo</b>	rt Status: In Progress	Status Date: 04/26/202	1 Members: 2	Errors: 1			
∃≟ Det	tails / Adjus	stments 🛛	lake any necessary ch	anges to member rec	ords, add records and resolv	e all errors.				+ Add Record	Errors Only
Errors	for Selected	Record (0)	Tip: Address fatal er	rors first before addr	essing any others; Correction	is to fatal errors may result in t	he elimination of other	errors.			$\checkmark$
Δ	Actions	Last Name	First Name	Last Four SSN	Pay Period Begin Date ~	Pay Period End Date	Payment Reason ^	Earnings	Contributions	THIS Contributions	Days Paid

To adjust the number of records displayed in the table, use the navigation section located near the bottom right corner of the table Rowsperpage 10  $\sim$  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 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 **search** 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:

A 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 after entering all necessary information. Click cont to return to the Details/Adjustments screen.

Add Record Details for SSN 2222 C   Errors for Record (o) Select to view error details. Tip: Address flat errors first before addressing any others; Corrections to fatal errors may result in the elemination of other errors.   Demographics   Secial accurity **   000-112222   Prefix •   First Name **   Middle Name   Last Name **   Suffix •   Date of Birth *   © Gender *   Employment Information   Pay Period Begin Date *   Pay Period End Date *   Pay Period Begin Date *   Pay Period End Date *   Pay Period Begin Date *   Pay Period End Date *   Pay Period Begin Date *   Pay Period End Date *   Pay Period Begin Date *   Pay Period End Date *   Pay Period Begin Date *   Pay Period End Date *   Pay Period End Date *   Pay Period Begin Date *   Pay Period End Date *   Pay Period Begin Date *   Pay Period End Date *   Pay Period Begin Date *   Pay Period End Date *   Pay Period End Date *   Pay Period Begin Date *   Sumployment End Reason *   Employment Reason *   Deferred *   Starrings & Contributions   Starrings & Starrings that Exceed Salary Limits *   Starrings Defined Contributions
Demographics   sedal score/by**   000-11-2222   Prefix v   First Name*   Middle Name   Last Name*   Suffix v   Bet of Birth* Cender* Pay Period End Date* Pay Date* Pay coll Frequency* Payroll Frequency* For payroll End Date* Payroll End Contribution Category* S Earnings that Exceed Salary Limits* S Employer Defined Contributions S Employer Defined Contributions
Beckl Becondry #*       000-11-2222       Prefix       First Name *       Middle Name       Last Name *       Suffix *         Date of Birth *       ©       Gender *       *       *          Employment Information       Pay Period End Date *       Pay Period End Date *       Pay Date *       Pay Period End Date *       *       *         Employment Enformation       Employment End Date *       Pay Date *       Pay Date *       *       *         Employment Begin Date *       ©       Employment End Reason *       Employment Type *       Job Category *       *         Contract Days       FTE Percentage       %       Contribution Category *       *         S Full Annual Rate       Payment Reason *       Deferred *       \$ Earnings *       \$ Earnings that Exceed Salary Limits *         S Contributions *       \$ THIS Contributions *       \$ Employer Defined Contributions
000-11-2222 Prefix First Name* Middle Name Last Name* Suffix   Date of Birth* Gender*     Employment Information     Pay Period Begin Date*   Pay Period End Date*   Imployment End Date* <
Employment Information Pay Period Begin Date * Pay Period End Date * Pay Period End Date * Pay Date
Pay Period Begin Date *       Pay Period End Date *       Pay Date *       Pay roll Frequency *       •         Employment Begin Date *       Employment End Date       Employment End Reason •       Employment Type *       Job Category *       •         Contract Days       FTE Percentage       %       Contribution Category *       •       •         Earnings & Contributions       S Full Annual Rate       Payment Reason *       Deferred *       •       \$ Earnings *       \$ Earnings that Exceed Salary Limits *         \$ Contributions *       \$ THIS Contributions *       \$ Employer Defined Contributions       •       •
Employment Begin Date*       Employment End Date       Employment End Reason •       Employment Type* •       Job Category •       •         Contract Days       FTE Percentage       %       Contribution Category *       •         Earnings & Contributions       S Full Annual Rate       Payment Reason *       Deferred *       •       \$ Earnings *       \$ Earnings that Exceed Salary Limits *         \$ Contributions *       \$ THIS Contributions *       \$ Employer Defined Contributions       •       •
Contract Days       FTE Percentage       %       Contribution Category*         Earnings & Contributions         S Full Annual Rate       Payment Reason*       Deferred*       S Earnings*       S Earnings that Exceed Salary Limits*         S Contributions*       S THIS Contributions*       S Employer Defined Contributions
Earnings & Contributions          S Full Annual Rate       Payment Reason *       Deferred *       S Earnings *       S Earnings that Exceed Salary Limits *         S Contributions *       S THIS Contributions *       S Employer Defined Contributions
S Full Annual Rate       Payment Reason *       Deferred *       S Earnings *
S Contributions * S THIS Contributions * S Employer Defined Contributions
The develop
Timekeeping
Docked Days*         Sick Leave/Personal Days*         Days Paid*         Post-Retirement Hours         Balanced Calendar
Contact Info
Email Address Phone *
Address Line 1 * City * State * Zip Code * Cou
Save Cancel

## 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)*.

Report T	ype: Defined	Benefit <b>Rep</b>	ort Date: 01/01/2021	Report Status: In Pro	gress Status Date: 03/16/	/2021 Members: 104	Errors: 0				
∃≟ Det	ails / Adju	stments Descri	ption of what this section	does and some instructions.						🔁 Add Record	Frrors Only
Errors f	or Selected	Record (0) Tip	Address fatal errors first l	before addressing any others;	Corrections to fatal errors may resul	lt in the elimination of other error	Sec.				$\checkmark$
	Actions	Last Name 🔨	First Name 🔨	Last Four SSN ^	Pay Period Begin Date 🗸	Pay Period End Date	Payment Reason ^	Earnings	Contributions	THIS Contributions	Days Paid
Showing 1	- 10 of 205.									Rows per page 10 🔻	First 🔇 🔪 Last
( F	Previous	Submit Details									

A count of the total errors per record is indicated by color under the Warning column  $\triangle$  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 Mew More button.

Errors for Selected Record (2) 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			
0	ER4041	Employment Type Update	The reported Employment reported Employment Type	Type is different than the previously e for this member.	Ensure the Employment Type on this report and prior reports has b View More			
0	ER7004	Phone Update		rrent than the Phone we have on file Ipdated to reflect what you have	The reported Phone number does not match the member's Phone numbe View More			

**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 **①**. To make changes, open Edit Details from the Actions dropdown box then click <sup>Mew More</sup> from the Error Resolution column for the error in question. This will open an Error Resolution box which displays the full error resolution. Click <sup>Mew More</sup> 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 A must be certified by the employer. To certify, open Edit Details from the Actions dropdown box then click Mew 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 determine button in the Warning Certification box to resolve the error (*image below*).

Warning Certification: I certify that I have read the error message and resolution and have confirmed that the information in question is accurate.		
A second s		_
A WARNING: ER5025 Non-Deferred Earnings Without Days Paid	CERTIFY Vie	
n a bay ser 🛛 se la la la companyer da yana kasa da baya da baya ya companyer da baya kasa da baya kasa ba kasa ka 🕨		
Resolution: The earnings for either Base Salary, Licensed Extra-Duty Outside Contract Calendar, Summer School, Back Wage Settlement Payment, Sabbatical Leave or Military Leave are not deferred. A correction may be required. Examples: (1) A teacher taught Summer School for 10 days duri		
required to report the 10 days. (2) The amount the teacher will be paid for his/her base earnings in July is being reported in June as deferred earnings. A correction is required to report the earnings as deferred. (3) The collective bargaining agreement was settled late several months into the sc		
payroll to pay teachers the retroactive pay that was due to them for the first several months of the school year. No corrections are required, (4) During the second pay period in December teachers do not work any days. No correction is required, Make any necessary corrections and if no correct	tions are required confirm that th	the
reported information is correct		

**Info errors:** Info errors <sup>1</sup> 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  $\checkmark$  button and select an action item.



Quick Edit: 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 See. 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 **Sove** once all changes have been made. Click **Cove** to return to the **Details/Adjustments** screen.

View: 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.

emographics											
ocial Security # (XX-XX-7868		Prefix 🔹	First Name * KATHERINE		Middle Name		Last Name *		Suffix 🔹		
ate of Birth *		Gender* Female	•								
nployment Informatio	n										
ay Period Begin Date * 1/01/2021		Pay Period End Date* 01/15/2021		Pay Date * 01/15/2021		Payroll Frequency * Semi-Monthly	•				
mployment Begin Date * 2/04/2020		Employment End Date	<b>İ</b>	Employment End Reason	ı <b>-</b>	Employment Type * Substitute	•	Job Category * Teacher	•		
ontract Days	0	FTE Percentage	100 %	Contribution Category * Tier 2	•						
rnings & Contribution	s										
ll Annual Rate	0.00	Payment Reason * Base Salary	•	Deferred * No	•	Earnings * Ŝ	50.00	Earnings that Exceed S \$	alary Limits *	0.00	
ntributions *	4.50	THIS Contributions * \$	0.62	Employer Defined Contributions \$	0.00						
nekeeping											
ocked Days *	0.00	Sick Leave/Personal D	ays * 0.0	Days Paid *	1	Post-Retirement H	Hours	Balanced	Calendar	•	
ntact Info											
mail Address			Phone *								
Address Line 1 *			Address Line	2		City *		State *	Zip Code *	Country	
Save	Cancel										

**Note:** *Refer to the <u>Employer Reporting File Format</u> 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.

#### **Employer Portal – Contribution Reporting: Replication Process**

eport Type	: Defined Benefit	Report Date: 07/	15/2020 <b>Repo</b>	t Status: In Progress	Status Date: 04/26/2021	Members: 2	Errors: 0		
🔁 Details / Adjustments Make any necessary changes to member records, add records and resolve all errors.									
rrors for S	Selected Record	(0) Tip: Address fatal	errors first before addre	essing any others; Corrections	s to fatal errors may result in th	ne elimination of other err	DIS.		٥

Contribution Reporting Step 4: Totals -

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

$\square Select Report \rightarrow \square Re$	eplication Results $\rightarrow$ $\Xi_{+}^{+}$	Details / Adjustments $ ightarrow$	Totals → m→ Payment	→ Confirmation
Report Type: Defined Benefit	Report Date: 07/15/2020	Report Status: Data Submitt	ed Status Date: 04/26/2021	Members: 2 Errors: 0
<b>Σ Report Totals</b> Summary	/ of payroll report totals, current inv	voices and account balances.		

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 <u>employers@trsil.org</u>.

Adjustments	Adjustments									
Tier	r 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 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 <u>employers@trsil.org</u> if the grant type you need to report Federally Funded salaries is not available in the list.

Federally Fur	nded Earnings				Add Federally Funded Earnings
Actions	Fiscal Year	Grant Type	Federally Funded Earnings		Federally Funded Employer Contributions
Save 😣	2020 - 2021 🔹	· · · · · · · · · · · · · · · · · · ·	\$ 0.00	ŝ	0.00
Totals:					\$0.00
		Grant Type Abstinence Education Federal Charter School IDEA (ex. Special Education & Deaf Blind) Improving Student Health and Academic Achievement Race to the Top SAMHSA Special Education (ex. Preschool & Improvement)	Grant Type Title I Title I Title II Title IV Title V Title X Vocational Education	· · · · · · · · · · · · · · · · · · ·	

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	<b>Remaining Amount</b>
				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 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 $\rightarrow$ Re	eplication Results $\rightarrow = \exists H$	Details / Adjustments	$\rightarrow$ <b><math>\Sigma</math></b> Totals	→ m+ Payment	→ ✓ Confirmat	ion
Report Type: Defined Benefit	Report Date: 07/15/2020	Report Status: Totals	Submitted	Status Date: 04/26/2023	1 Members: 2	Errors: 0
â+ 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.

<b>₫+ Payment Information</b>	Description of what this section	n does and some instructions.				
Account Balances						
Account Type			Fiscal Ye	ar 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 # In	voice Type					Remittance Amount
			No Selected Invoices Available.			
Totals:						\$0.00

#### **Employer Portal – Contribution Reporting: Replication Process**

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 set button under Bank Account. Enter an amount for

Total Payment Due: \$0.00			
Bank Account * US BANK, NA5555	•	Amount * \$	0.00
¶ <sup>#</sup> Split Payment			
Total Payment: \$0.00			

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 **Provided** button will return you to the Report Totals screen.

After clicking Proces Payment  $\rightarrow$ , 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

Confirm Payment					
Do you confirm	n that it is OK for TRS to	charge the chosen accounts \$13,494.22?			
Account:	- 700592	Amount: \$400.22			
Account:	- 700592	Amount: \$94.00			
Account:	- 700592	Amount: \$13,000.00			
Confirm	Cancel				

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 **CRETURE TO Dashboard** button at any time to be returned to your Employer Dashboard.

Thank You!					
Confirmation Number: 1007					
Employer: 014-0030 - Wesclin CUSD 3					
Report Date: 01/01/2021					
Report Status: Payment Submitted					
Status Date: 03/23/2021					
Report type: Defined Benefit					
Report Summary ID: 1041					
Members: 205					
Account Invoiced Total Paid					
No data available					
Grand Total Paid: \$0.00					
← Return To Dashboard					