

Employer Portal – Defined Contribution Reporting: Replication Process

Employers are required to file a **Defined Contribution (DC) report** (*payroll report*) in the Gemini Employer Portal for each payroll if the employer has employees enrolled in the TRS Supplemental Savings Plan (SSP) and SSP contributions are withheld from the compensation of the employee or if the employer pays matching or nonelective employer contributions to the SSP on behalf of eligible employees.

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. The first defined contribution report will need to be manually entered for the SSP; however, subsequent DC reports will be prepopulated using the prior posted DC report. The new DC report will need to be manually updated with any contributions changed from the previous posted DC report.

For those choosing File Upload as the reporting process, *refer to the Employer Portal – Contribution Reporting: New Report Procedures for more information*. Employers may use one method for reporting defined benefit (DB) contributions and use a different method for reporting defined contribution (DC) contributions for the SSP. For example, employers may use the File Upload process for DB reporting but choose to use the Replication process for DC reporting. To change your reporting method, contact TRS.

Employers must file DC reports after each payroll in accordance with the pay dates in their payroll schedule(s). **DC reports are due as soon as administratively feasible after contributions are withheld from compensation of the employee, but no later than 15 business days following the end of the month in which such amount is withheld from the compensation of the employee. Defined Contribution reporting is the mechanism to invest contributions as indicated by your employee; therefore, it is important to meet these requirements.**

Use the following steps to navigate through the Replication process for the Gemini Employer Portal.

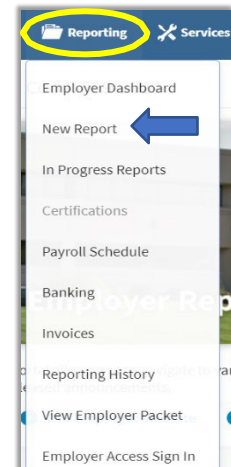
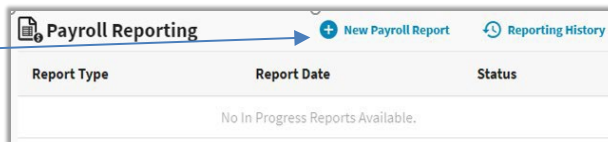
Note: Employers must have their Payroll Schedule(s) and Banking screens completed within the Gemini Employer Portal prior to beginning the contribution reporting process. *Refer to the Employer Portal - Payroll Schedule Procedures and the Employer Portal – Banking Procedures for more information.*

Employer Portal – Defined Contribution Reporting: Replication Process

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 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: Select Report Type and Schedule -

There are two (2) sections displayed on the Select **Report Type** screen: Defined Benefit or Defined Contribution. Select Defined Contribution and Proceed to Replication.

Defined Benefit

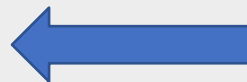
Submit a Defined Benefit report using File Upload.

Proceed to File Upload →

Defined Contribution

Submit a Defined Contribution deferred compensation report using Replication.

Proceed to Replication →



If you wish to update your reporting method, please contact TRS.

Employer Portal – Defined Contribution Reporting: Replication Process

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.

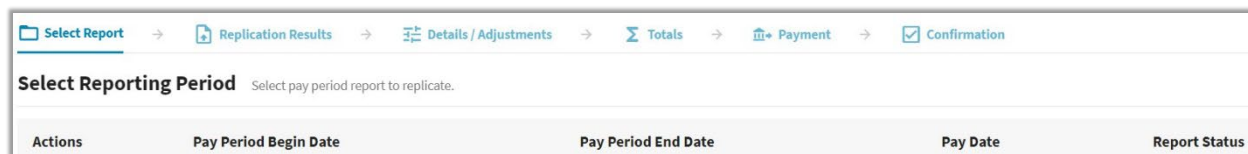


The **Payroll Schedule** section (*image below*) provides a list of payroll schedules previously entered by the employer. From the Select column, employers can click in the circle to choose the payroll schedule for which you want to create a contribution report.

Payroll Schedule						
Select	Fiscal Year	First Pay Date	Payroll Frequency	Payment Lag	Job Categories	Employment Types
<input type="radio"/>	2020-2021	07/15/2020	Semi-Monthly	Current	Administrator	All
<input type="radio"/>	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.



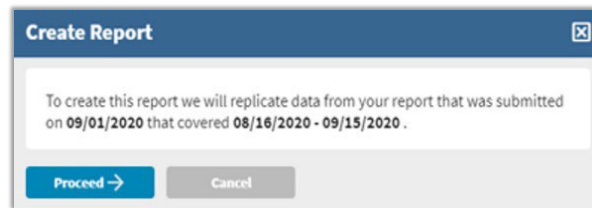
Select Reporting Period <small>Select pay period report to replicate.</small>				
Actions	Pay Period Begin Date	Pay Period End Date	Pay Date	Report Status

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

For the first DC report all required information will need to be manually entered. Users will need to add any employees who have SSP deferrals. Adding records is discussed below.

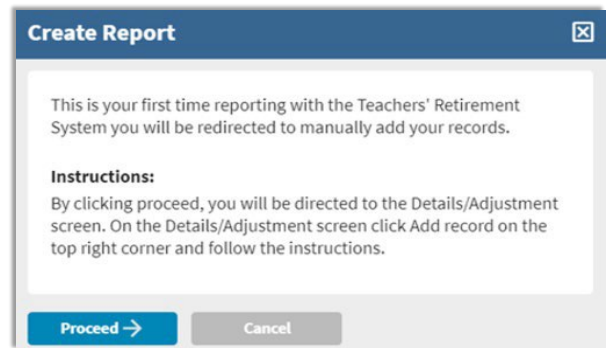
For subsequent contribution reports, the following message will appear.

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.



Employer Portal – Defined Contribution Reporting: Replication Process

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



Create Report

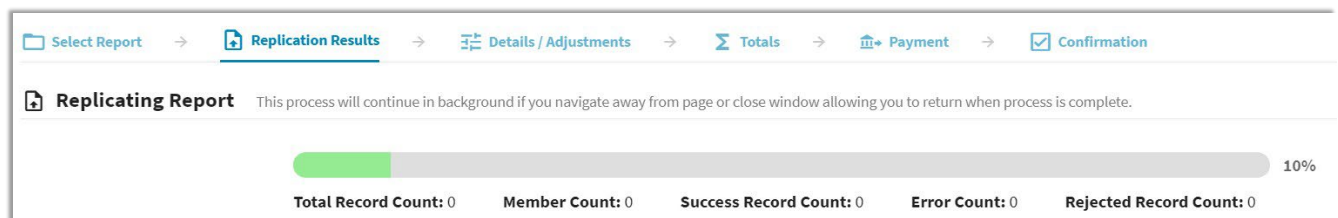
This is your first time reporting with the Teachers' Retirement System you will be redirected to manually add your records.

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**

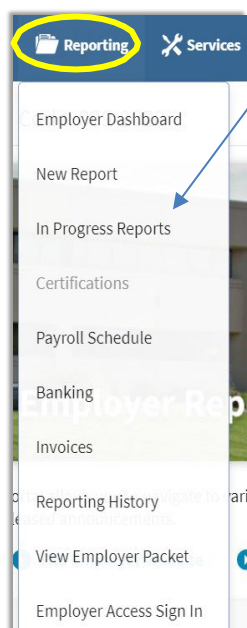
Defined Contribution Reporting Step 2: Replication Results -

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.

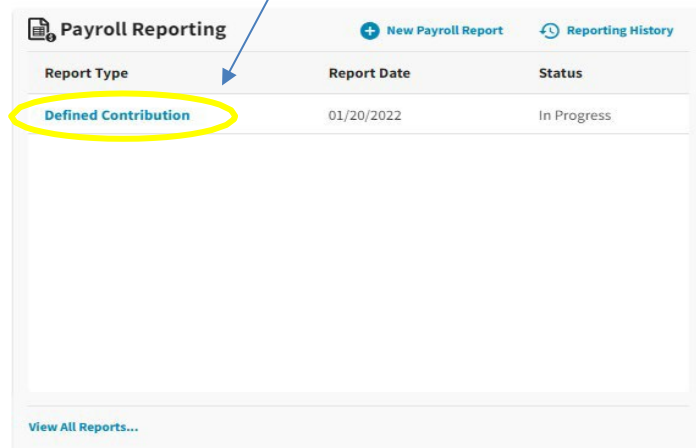


Returning to the Replication process -

Users who log out or leave the Replicating Report screen can return to the report once the replication process is complete. There are three 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.



The second option is to select **Defined Contribution** located within the **Payroll Reporting** widget located on the Employer Dashboard.



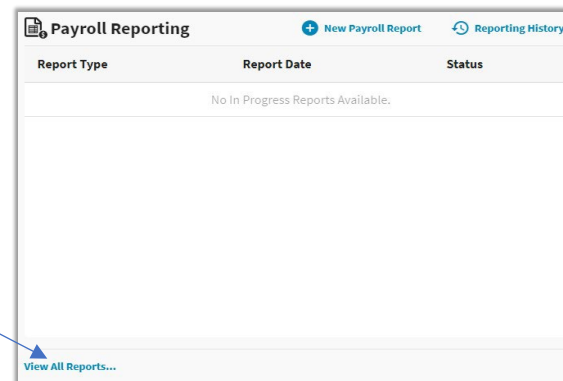
Payroll Reporting [New Payroll Report](#) [Reporting History](#)

Report Type	Report Date	Status
Defined Contribution	01/20/2022	In Progress

[View All Reports...](#)

Employer Portal – Defined Contribution Reporting: Replication Process

The third 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.*



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 defined contribution members. It also indicates the total amount of replicated member voluntary DC contributions and the total amount of replicated employer DC contributions.

Replication Results Summary Summary of pay period report replicated.

We have replicated your report for the period covering:	01/29/2022 - 02/15/2022
The total number of replicated records:	52
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 defined contribution members:	15
The total amount of replicated member voluntary DC contributions:	\$1,006.00
The total amount of replicated employer DC contributions:	\$20.00

 Void Report

Proceed →

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 unless DC contributions still need to be reported.

Employer Portal – Defined Contribution Reporting: Replication Process

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. **It is important that all contribution reporting errors are corrected prior to submitting the DC report.**

Defined 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.



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.

Select Report

→

Replication Results

→

Details / Adjustments

→

Totals

→

Payment

→

Confirmation

Report Type: Defined Benefit

Report Date: 07/15/2020

Report Status: In Progress

Status Date: 04/26/2021

Members: 2

Errors: 1

Details / Adjustments

Make any necessary changes to member records, add records and resolve all errors.

Add Record

Errors Only

Errors for Selected Record (0)

Tip: Address fatal errors first before addressing any others; Corrections to fatal errors may result in the elimination of other errors.

Actions

Last Name

First Name

Last Four SSN

Pay Period Begin

Pay Period End

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

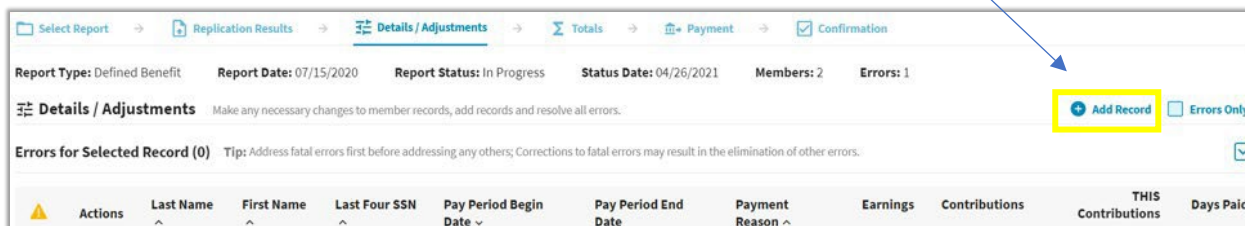
Rows per page 10 ▾ First < 1 2 3 > Last

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.

Employer Portal – Defined Contribution Reporting: Replication Process



Add a Record -

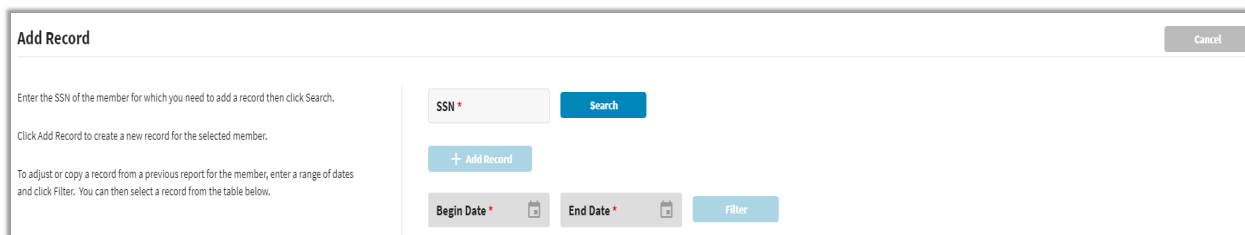
To add a new record to the contribution report, click the  button (image below) located near the top of the Details/Adjustments table.




The screenshot shows the 'Details / Adjustments' tab in the Employer Portal. At the top, there is a navigation bar with tabs: Select Report, Replication Results, Details / Adjustments (active), Totals, Payment, and Confirmation. Below the navigation bar, there is a summary section with fields: Report Type: Defined Benefit, Report Date: 07/15/2020, Report Status: In Progress, Status Date: 04/26/2021, Members: 2, and Errors: 1. Below this, there is a section for 'Details / Adjustments' with a sub-header 'Make any necessary changes to member records, add records and resolve all errors.' In this section, the 'Add Record' button is highlighted with a yellow box. To the right of the 'Add Record' button is a checkbox labeled 'Errors Only'. Below this, there is a section for 'Errors for Selected Record (0)' with a tip: 'Address fatal errors first before addressing any others; Corrections to fatal errors may result in the elimination of other errors.' At the bottom, there is a table with columns: Actions, Last Name, First Name, Last Four SSN, Pay Period Begin Date, Pay Period End Date, Payment Reason, Earnings, Contributions, THIS Contributions, and Days Paid.

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.*

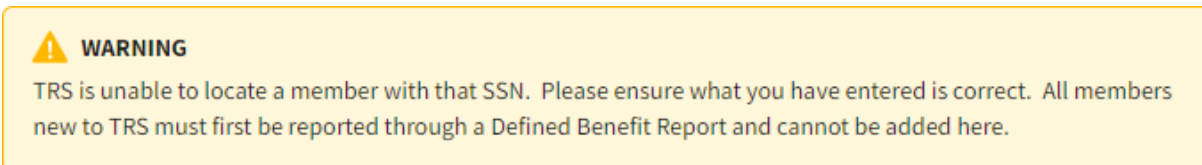
The Add Record box will appear (image below). Enter a 9-digit Social Security number for the member you wish to add in the SSN box then click the  button. To close the Add Record box, click the  button.



The screenshot shows the 'Add Record' modal box. It has a title bar with 'Add Record' and a 'Cancel' button. The main content area has instructions: 'Enter the SSN of the member for which you need to add a record then click Search.' Below this is a text input field for 'SSN' and a 'Search' button. There is also a '+ Add Record' button. Below the 'Search' button, there is a section for 'To adjust or copy a record from a previous report for the member, enter a range of dates and click Filter. You can then select a record from the table below.' This section includes input fields for 'Begin Date' and 'End Date', and a 'Filter' button.

If the entered SSN search returns the member you wish to add a record for, click the  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:



The screenshot shows a warning message box with a yellow background and a warning icon. The text reads: **WARNING**
TRS is unable to locate a member with that SSN. Please ensure what you have entered is correct. All members new to TRS must first be reported through a Defined Benefit Report and cannot be added here.

Note: New members may not be added through a Defined Contribution Report. New members must first be reported and posted through a Defined Benefit Report.

Employer Portal – Defined Contribution Reporting: Replication Process

The **Add Record Details** screen will appear (*image below*). The Demographic fields, Contact Info fields, Employment Begin Date, Employment Type, and Job Category will be pre-filled with information from the last Defined Benefit Report posted and are required fields. **Any changes to Demographics data, Timekeeping data, or Contact Info data in a Defined Contribution Report WILL NOT update the Gemini system. Any changes to Employment Begin Date, Employment Type, and Job Category WILL NOT update the Gemini system on a Defined Contribution report. Only those fields below highlighted in RED and have a red asterisk should be updated for Defined Contribution reporting and will update the Gemini system.** All other changes should be made through a Defined Benefit report, if necessary. Click **Save** after entering all necessary information. Click **Cancel** to return to the **Details/Adjustments** screen.

Demographics

Social Security #	Prefix Mr.	First Name * David	Middle Name	Last Name * J	Suffix
Date of Birth *	Gender * Male				

Employment Information

Pay Period Begin Date * <small>Pay Period Begin Date is required.</small>	Pay Period End Date * <small>Pay Period End Date is required.</small>	Pay Date * <small>Pay Date is required.</small>	Payroll Frequency * <small>Payroll Frequency is required.</small>	Employment Begin Date * 07/01/2019	Employment End Date	Employment End Reason	Employment Type * Full Time	Job Category * Administrator
Contract Days	FTE Percentage	Contribution Category * <small>Contribution Category is required.</small>						

Earnings & Contributions

\$ Full Annual Rate	Payment Reason * <small>Payment Reason is required.</small>	Deferred	\$ Compensation * <small>Compensation is required.</small>	\$ Earnings that Exceed Salary Limits
\$ Contributions * <small>Contributions is required.</small>	\$ THIS Contributions	\$ Employer Defined Contribution... <small>Employer Defined Contributions is required.</small>		

Timekeeping

Docked Days	Sick Leave/Personal Days	Days Paid	Post-Retirement Hours	Balanced Calendar
-------------	--------------------------	-----------	-----------------------	-------------------

P:\0000 Testhouse\Definition Custom of the State of Illinois

Contact Info

Email Address	Phone *				
Address Line 1 * 1024 Main St	Address Line 2	City *	State * IL	Zip Code *	Country United States of America

Save

Cancel

Review of Required Fields –

Pay Period Begin Date – must match the payroll schedule selected for the appropriate defined contribution report.

Pay Period End Date - must match the payroll schedule selected for the appropriate defined contribution report.

Pay Date - must match the payroll schedule selected for the appropriate defined contribution report.

Payroll Frequency - must match the payroll schedule selected for the appropriate defined contribution report.

Employment Begin Date – will be prefilled when the record is added and should not be changed in a Defined Contribution Report.

Employment Type – will be prefilled when the record is added and should not be changed in a Defined Contribution Report.

Job Category - will be prefilled when the record is added and should not be changed in a Defined Contribution Report.

Contribution Category – this field indicates what type of contribution is being reported in the record. Only one type may be reported in each record. It must be one of the following:

- 03 – SSP Pretax
- 04 – SSP Pretax Catch-Up
- 05 – SSP Pretax Special Catch-Up
- 06 – SSP Roth
- 07 – SSP Roth Catch-Up
- 08 – SSP Roth Special Catch-Up
- 09 – SSP Pretax Employer Match
- 10 – SSP Pretax Employer Non-Elective

Payment Reason – this defaults to BS - Base Salary for all Defined Contribution records.

Compensation – [SSP Compensation Definition](#), including examples and FAQs.


IMPORTANT: Please note SSP compensation is **not** the same as TRS earnings but should generally be the same as other 457(b) or 403(b) plans you may offer.

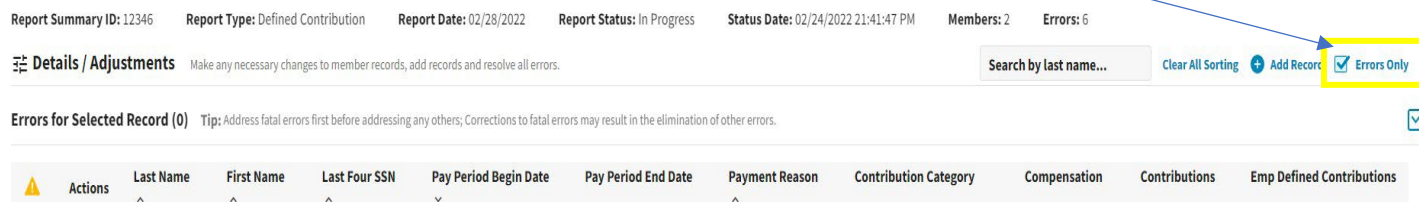
Employer Portal – Defined Contribution Reporting: Replication Process


Contributions – this is the amount of contributions that were withheld from the employee’s paycheck for the indicated contribution category to be paid to the SSP and invested on the employee’s behalf.

Employer Defined Contributions – this is the amount of contributions **paid by the employer** on the employee’s behalf to be paid to the SSP and invested on the employee’s behalf. This field should be zero if the employer does not make matching or nonelective employer contributions for its eligible employees. **The only associated Contribution Categories allowed if this field is greater than zero are 09 – SSP Pretax Employer Match or 10 – SSP Pretax Employer Non-Elective.**

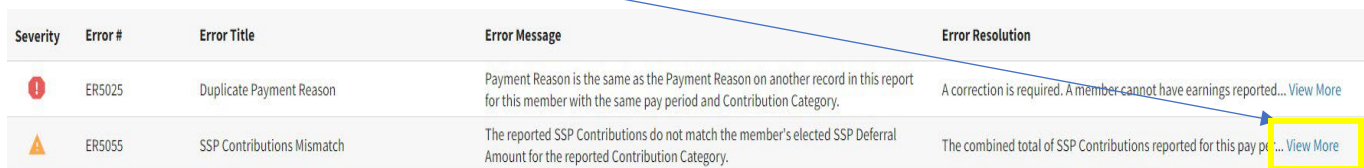
Viewing Records with Errors -



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.





Severity	Error #	Error Title	Error Message	Error Resolution
	ER5025	Duplicate Payment Reason	Payment Reason is the same as the Payment Reason on another record in this report for this member with the same pay period and Contribution Category.	A correction is required. A member cannot have earnings reported... View More
	ER5055	SSP Contributions Mismatch	The reported SSP Contributions do not match the member's elected SSP Deferral Amount for the reported Contribution Category.	The combined total of SSP Contributions reported for this pay pe... 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 . 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  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  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.


 **WARNING:** ER5055 SSP Contributions Mismatch

Resolution: The combined total of SSP Contributions reported for this pay period do not match with the member's elected SSP Deferral dollar amount for the reported Contribution Category. Please correct the Contributions to match the member's election.


 Certify

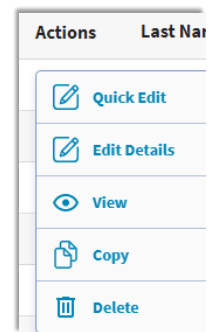
 View



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 , 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.





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, Contribution Category, Compensation, Contributions or Employer Defined Contributions. Once all necessary changes are made, click . 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  once all changes have been made. Click  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 .

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

Make any necessary changes to the fields shown in red below to resolve all fatal and warning errors. **Any changes to Demographics data, Timekeeping data, or Contact Info data in a Defined Contribution Report WILL NOT update the Gemini system. Any changes to Employment Begin Date, Employment Type, and Job Category WILL NOT update the Gemini system on a Defined Contribution report. Only those fields below highlighted in RED and have a red asterisk should be updated for Defined Contribution reporting and will update the Gemini system.** All other changes should be made through a Defined Benefit report, if necessary. Click  after entering all necessary information. Click  to return to the **Details/Adjustments** screen.

Employer Portal – Defined Contribution Reporting: Replication Process

Demographics

Social Security # XXX-XX-	Prefix Mr.	First Name * David	Middle Name	Last Name *	Suffix
Date of Birth *	Gender * Male				

Employment Information

Pay Period Begin Date * <small>Pay Period Begin Date is required.</small> 07/01/2019	Pay Period End Date * <small>Pay Period End Date is required.</small>	Pay Date * <small>Pay Date is required.</small>	Payroll Frequency * <small>Payroll Frequency is required.</small> Full Time	Job Category * Administrator
Contract Days	FTE Percentage %	Employment End Date	Employment End Reason	Contribution Category * <small>Contribution Category is required.</small>

Earnings & Contributions

\$ Full Annual Rate	Payment Reason * <small>Payment Reason is required.</small>	Deferred	\$ Compensation * <small>Compensation is required.</small>	\$ Earnings that Exceed Salary Limits
\$ Contributions * <small>Contributions is required.</small>	\$ THIS Contributions	\$ Employer Defined Contribution... <small>Employer Defined Contributions is required.</small>		

Timekeeping

Docked Days	Sick Leave/Personal Days	Days Paid	Post-Retirement Hours	Balanced Calendar
-------------	--------------------------	-----------	-----------------------	-------------------

Contact Info

Email Address	Phone *			
Address Line 1 * 1024 Main St	Address Line 2	City *	State * IL	Zip Code * Country United States of America

Note: Refer to the [SSP 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.

Report Summary ID: 12346 Report Type: Defined Contribution Report Date: 02/28/2022 Report Status: In Progress Status Date: 02/24/2022 21:41:47 PM Members: 2 Errors: 0

Details / Adjustments Make any necessary changes to member records, add records and resolve all errors. Search by last name... Clear All Sorting Add Record Errors Only

Errors for Selected Record (0) Tip: Address fatal errors first before addressing any others; Corrections to fatal errors may result in the elimination of other errors.

Actions	Last Name	First Name	Last Four SSN	Pay Period Begin Date	Pay Period End Date	Payment Reason	Contribution Category	Compensation	Contributions	Emp Defined Contributions
<input type="button" value="Previous"/> <input type="button" value="Submit Details"/>										

Employer Portal – Defined Contribution Reporting: Replication Process

Defined Contribution Reporting Step 4: Totals -

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

[Select Report](#) → [Replication Results](#) → [Details / Adjustments](#) → **[Totals](#)** → [Payment](#) → [Confirmation](#)

Report Summary ID: 12346 **Report Type:** Defined Contribution **Report Date:** 02/28/2022 **Report Status:** Data Submitted **Status Date:** 02/27/2022 15:22:08 PM **Members:** 2 **Errors:** 0

Σ Report Totals Summary of payroll report totals, current invoices 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 each Contribution Category. Contribution Categories are summed together to arrive at the amounts shown on the Totals line for each column listed.

Regular

Contribution Category	Fiscal Year	Compensation	Contributions	Employer Defined Contributions
SSP Pretax	2021-2022	2,000.00	50.00	0.00
SSP Roth	2021-2022	1,000.00	50.00	0.00
Totals:		\$3,000.00	\$100.00	\$0.00

The **Adjustments** section (*image below*) reflects any adjustments to posted records 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.

Adjustments

Contribution Category	Fiscal Year	Compensation	Contributions	Employer Defined Contributions
No data available				
Totals:		\$0.00	\$0.00	\$0.00

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.

Employer Portal – Defined Contribution Reporting: Replication Process

Defined Contribution Reporting Step 5: Payment -

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

[Select Report](#) → [Replication Results](#) → [Details / Adjustments](#) → [Totals](#) → [Payment](#) → [Confirmation](#)

Report Summary ID: 12346 Report Type: Defined Contribution Report Date: 02/28/2022 Report Status: Totals Submitted Status Date: 02/27/2022 15:36:58 PM Members: 2 Errors: 0

Payment Information Summary of total payment due.

The **Current Report** section displays the total contributions for the contribution report.

Current Report			
Contribution Type	Compensation	Member Contribution	Employer Defined Contributions
Regular	3,000.00	100.00	0.00
Totals:	\$3,000.00	\$100.00	\$0.00

The total payment due will be deducted from the Bank Account listed. To select the Bank Account, use the dropdown box. Enter an amount for your payment in the Amount field for the Bank Account.

Total Payment Due: \$100.00

Bank Account * \$ Amount *

Total Payment: \$0.00

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 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 below*).

Confirm Payment ✕

Do you confirm that it is OK for TRS to charge the chosen accounts \$100.00?

Account: FIRST NATIONAL BANK Amount: \$100.00

[Confirm](#) [Cancel](#)

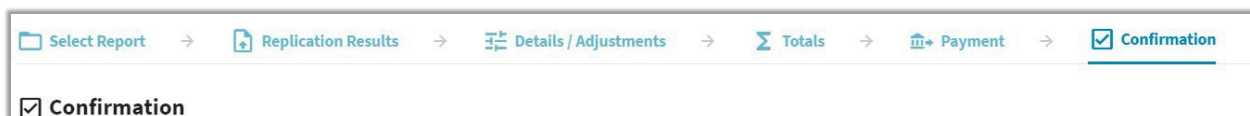
Employer Portal – Defined Contribution Reporting: Replication Process

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.

Defined 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 the Supplemental Savings Plan from the **Payment** screen (*image below*). You may choose to print this confirmation page for your records.

Thank You!

Confirmation Number: 7149

Employer: [REDACTED]

Report Date: 02/28/2022

Report Status: Payment Submitted

Status Date: 02/27/2022 16:09:41 PM

Report type: Defined Contribution

Report Summary ID: 12346

Members: 2

Account Invoiced	Total Paid
[REDACTED]	100.00

Grand Total Paid: \$100.00

[← Return To Dashboard](#)

After the contribution reporting process is complete, the report will be updated to a status of Payment Submitted. 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 Payment Submitted or Posted status.* Users can click the [← Return To Dashboard](#) button at any time to be returned to your Employer Dashboard.