

Employer Portal – Defined Contribution Reporting: File Upload 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 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 File Upload, employers will need to upload files when submitting their contribution reports.

For those choosing Replication as their reporting process, *refer to the Employer Portal – Defined Contribution Reporting: Replication Process - SSP 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 Employer Services.

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.**

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

yyyymmddXXXAAAAAA_OptionalSuffix or yyyymmdd-XXX-AAAAAA_OptionalSuffix

Refer to page 8 of the [Defined Benefit Employer Reporting File Format](#) for more details on file format instructions. Use the following steps to navigate through the File Upload process for the Gemini Employer Portal.

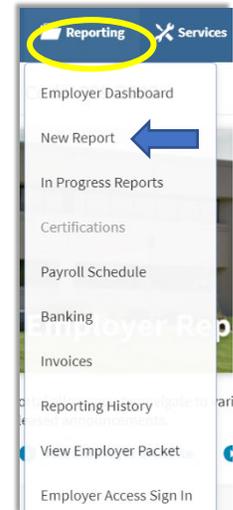
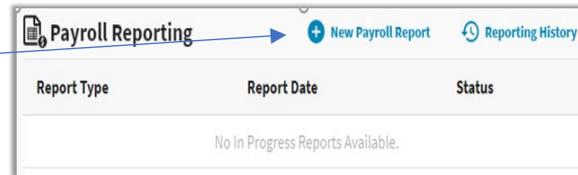
Note: Employers must have their Payroll Schedule(s) and Banking screens completed within the Gemini Employer Portal prior to beginning the contribution reporting process. *Refer to the Employer Portal - Payroll Schedule Procedures and the Employer Portal - Banking Procedures for more information.*

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

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

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

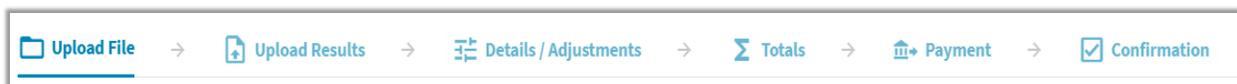


Note: User access to the contribution reporting process will be limited to the Portal users who are designated with the Security Role of Payroll Remitter. *Refer to the Employer Portal – Contacts Procedures for more information on Security Roles.*

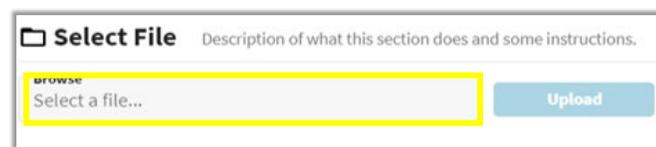
Contribution Reporting Step 1: Upload File -

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

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

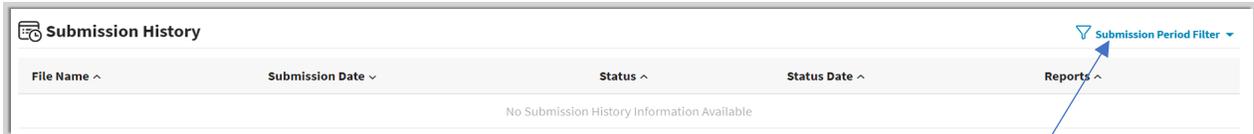


The **Select File** section will be used to browse and upload a file. Click in the Browse field and select the file you wish to upload. Once the file is selected, click the **Upload** button. Upon clicking Upload, you will be navigated to the **Upload Results** screen (*Step 2*).



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

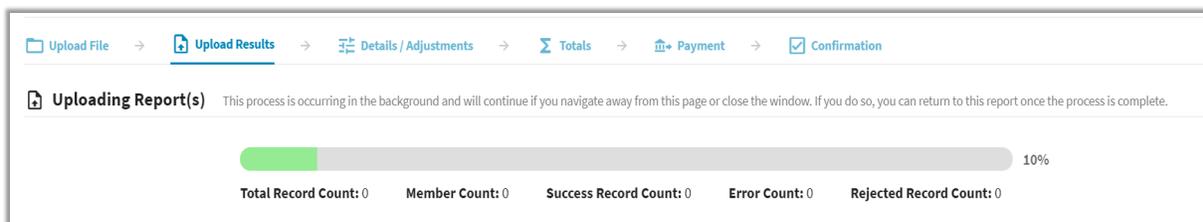
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Employers can refine the Submission History list by selecting the [Submission Period Filter](#) button located near the top of the submission history table. Once selected, the user can choose to filter the list for the previous 3, 6, or 12 months of data.

Contribution Reporting Step 2: Upload Results -

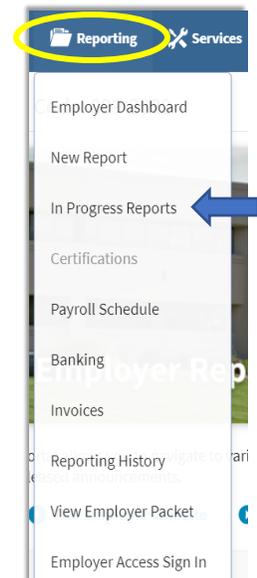
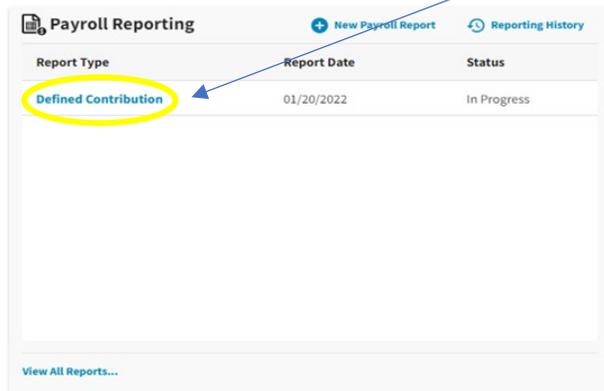
On the Upload Results screen, a progress bar will display the file's progress during the upload process from 0 to 100% (*image below*). The upload process occurs in the background of the Gemini Employer Portal and will continue processing even if the user navigates away from the Upload Results page or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



Returning to the Upload Results screen -

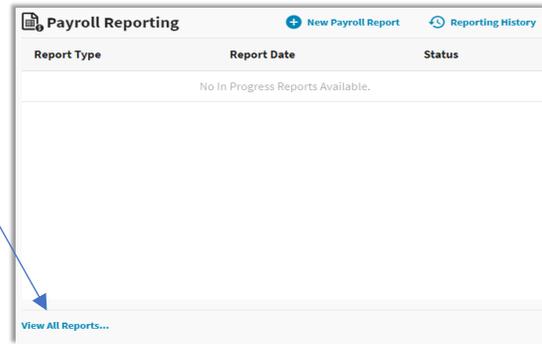
Users who log out or leave the Upload Results screen can return to the report once the upload process is complete. There are two options to navigate back to the Upload Results screen. The first option is to hover over [Reporting](#) in the Employer Menu and select the **In Progress Reports** from the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

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



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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.



Upload File Rejected -

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

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

Upload File Accepted -

Once the upload process has completed and the file has been accepted, it will appear on the **Upload Results** screen (*image below*). The total number of detail records in the file will be indicated under **Records**. **Rejected** indicates the total number of records that have a status of rejected from the uploaded file. Rejected records are records that did not pass the validation process during file upload. **Errors** indicates the total number of records with errors invoked in the file. The **Members** count is the total number of employees included in the file. The **Earnings, Contributions, Employer Defined Contributions** and **Member THIS Fund** columns are the sum of each column and include all detail records that were not rejected.

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

Upload Results Files successfully uploaded but not yet submitted.

Actions	Employer	Report Type	Report Date	Records	Rejected	Errors	Members	Earnings	Contributions	Employer Defined Contributions	Member THIS Fund
	074-0250 Monticello CUSD 25	Defined Contribution	03/04/2022	1	0	1	1	0.00	50.00	0.00	0.00

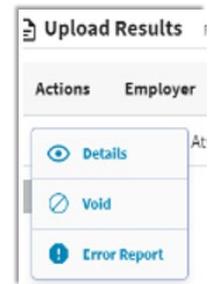
[← Previous](#)

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

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Upload Results Actions -

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



Details will navigate you to the Details/Adjustments screen.

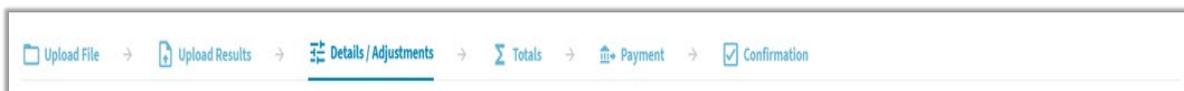
Void will void the most recent uploaded file.

Error Report will open the Contribution Reporting Error Report.

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

Contribution Reporting Step 3: Details/Adjustments -

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



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

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

Actions	Last Name	First Name	Last Four SSN	Pay Period Begin Date	Pay Period End Date	Payment Reason	Earnings	Contributions	THIS Contributions	Days Paid
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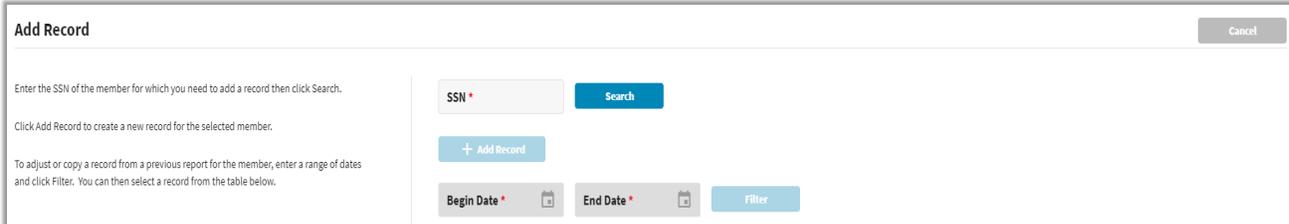
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Add a Record -

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

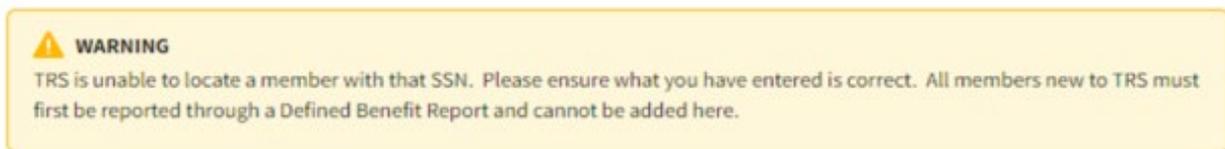
Note: Records that were rejected during the file upload process will need to be added manually using the **Add Record** process. Use the Contribution Reporting Error Report to retrieve the information relevant for the rejected records. *Refer to the Upload Results Actions section above for more information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

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



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.

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**

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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 # XXX-XX-XXXX
Prefix Mr.
First Name David
Middle Name
Last Name
Suffix

Date of Birth
Gender Male

Employment Information

Pay Period Begin Date *
Pay Period End Date *
Pay Date *
Payroll Frequency *
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 *
Contribution Category is required.

Earnings & Contributions

Full Annual Rate
Payment Reason *
Deferred
Compensation *
Earnings that Exceed Salary Limits
Contributions *
THIS Contributions
Employer Defined Contribution...

Timekeeping

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

© 2019 "Touhara" Retirement System of the State of Illinois

Timekeeping

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

Contact Info

Email Address
Phone *
Address Line 1 *
Address Line 2
City *
State *
Zip Code *
Country

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.

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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

Payment Reason – this must be BS – Base Salary for all Defined Contribution records.

Compensation – pre-tax gross compensation currently. Note this field is not used in the Gemini system at this time and is strictly for informational purposes for the employer.

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 amount includes both matching and nonelective employer contributions as described in Section 4.03 of the Plan document. This field should be zero if the employer does not make matching or nonelective employer contributions for its eligible employees. **The only associated Contribution Category allowed if this field is greater than zero is 03 – SSP Pretax.**

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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.

Report Type: Defined Benefit Report Date: 01/01/2021 Report Status: In Progress Status Date: 03/16/2021 Members: 104 Errors: 0

Details / Adjustments Description of what this section does and some instructions. [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 ^	Earnings	Contributions	THIS Contributions	Days Paid
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Showing 1 - 10 of 205. Rows per page: 10 First > Last

[← Previous](#) [Submit Details](#)

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

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

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 per... 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 [View](#) to be navigated to the field the error is connected to. Make any necessary changes needed to resolve the fatal errors.

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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  to resolve the error.

Warning Certification: I certify that I have read the error message and resolution and have confirmed that the information in question is accurate.

 **WARNING:** ERS055 SSP Contributions Mismatch

 Certify

 View

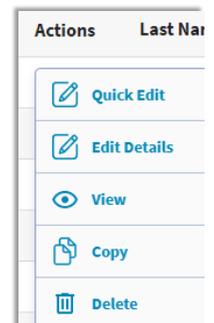
Resolution: The combined total of SSP Contributions reported for this pay period do not match with the member's elected SSP Deferral dollar amount for the reported Contribution Category. Please correct the Contributions to match the member's election.

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.

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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 below to resolve all fatal and warning errors. Changes cannot be made to the Social Security # field as it is read only. **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.

Demographics

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

Employment Information

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

Earnings & Contributions

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

Timekeeping

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

Email Address [REDACTED]	Phone * [REDACTED]				
Address Line 1 * 1	Address Line 2	City * [REDACTED]	State * IL	Zip Code * [REDACTED]	Country United States of America

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

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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
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← Previous **Submit Details**

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

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 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

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 from a previous reporting period included in the current Contribution Report. Employers 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

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

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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 for the contribution report.

The screenshot shows the 'Payment Information' screen. At the top, there is a navigation breadcrumb: [Select Report](#) → [Replication Results](#) → [Details / Adjustments](#) → [Totals](#) → [Payment](#) → [Confirmation](#). Below this, report details are listed: 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. The main heading is 'Payment Information' with a subtext 'Summary of total payment due.'

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

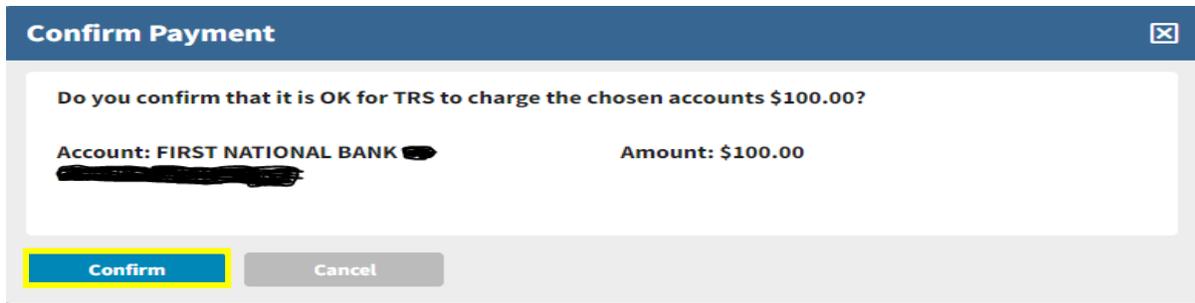
The screenshot shows a green box with the text 'Total Payment Due: \$100.00'. Below it is a dropdown menu for 'Bank Account *' and a text input field for '\$ Amount *' which is highlighted with a yellow border. At the bottom, another green box shows 'Total Payment: \$0.00'.

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

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Confirm Payment ✕

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

Account: FIRST NATIONAL BANK [REDACTED] Amount: \$100.00

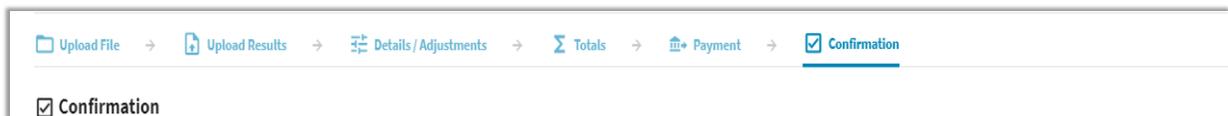
Confirm Cancel

After clicking [Process Payment](#), a Confirm Payment screen will appear (*image above*). 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.

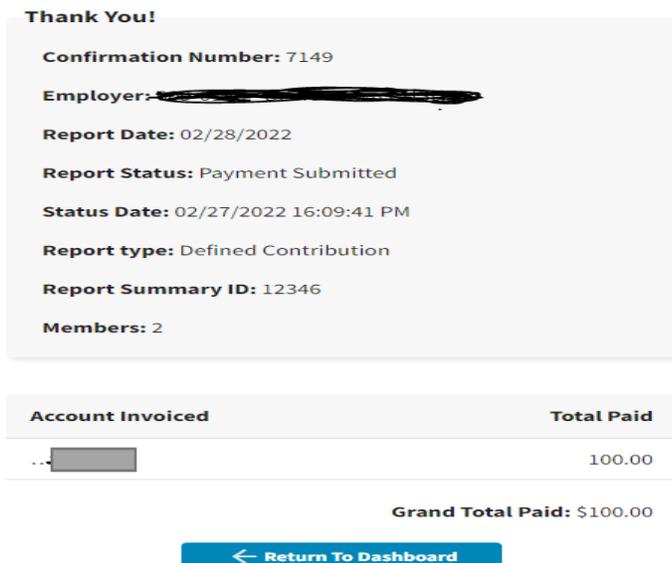


Upload File → Upload Results → Details/Adjustments → Totals → Payment → **Confirmation**

Confirmation

This screen provides you with a confirmation number that is associated with the payment submitted to TRS from the **Payment** screen (*image below*). 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.



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](#)

Employer Portal – Defined Contribution Reporting: File Upload Process

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.