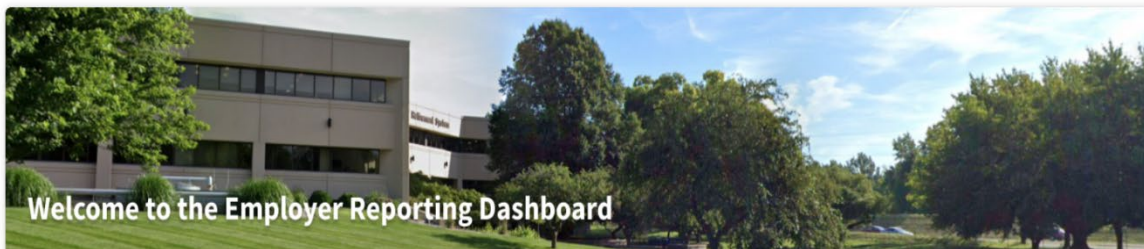




## Employer Portal – Employer Reporting Dashboard

Once you are signed into the Gemini Employer Portal, you will be taken to the landing page known as the **Employer Reporting Dashboard** (*image below*). The blue menu banner at the top of the Employer Reporting Dashboard is the **Employer Menu**. Located directly under the Employer Menu is the Employer Name and employer TRS Code. Every screen within the Gemini Employer Portal will have the Employer Menu, Employer Name and employer TRS Code displayed.



Employer Name TRS Code: ###-####





You can return to the Employer Reporting Dashboard at any time by clicking the TRS icon  on the Employer Menu or by hovering over  and selecting Employer Dashboard from the menu list.

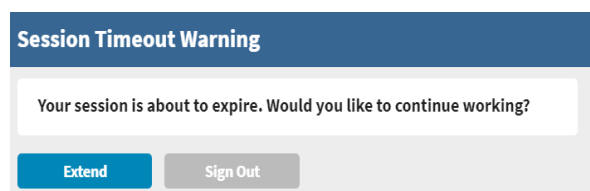
### Employer Menu: General Information –

The Employer Menu contains three (3) main menus: Reporting, Services and Employer Information. Each main menu option contains its own sub-menu. We will address these sub-menus in further detail below.

On the right-hand side of the Employer Menu, the user's name is displayed in the blue menu banner.


### Employer Portal Automatic Time-out –

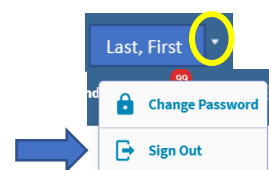
The Employer Portal session will automatically time out after 20 minutes of inactivity. Prior to session timeout, you will be prompted to extend the time for another 20 minutes. Click  to keep your session active or click the  to exit the Employer Portal. If you are timed out, you will receive a message.




**Note:** Information not previously saved will be lost if a time out occurs.

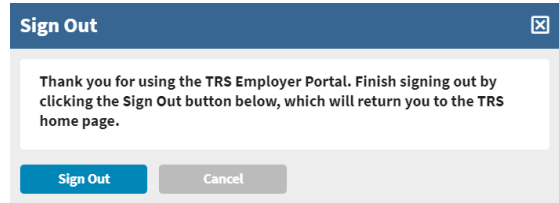
### Sign Out of Gemini Employer Portal -

To Sign Out of the Gemini Employer Portal, click on the dropdown arrow to the right of the user's name and click the  button.




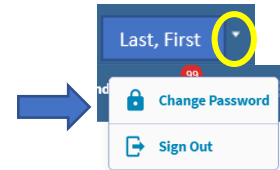
## Employer Portal – Employer Reporting Dashboard

The Sign Out pop-up window will appear (*image right*). To continue with the sign out process, click the **Sign Out** button. Click **Cancel** or the  button to close the Sign Out window.

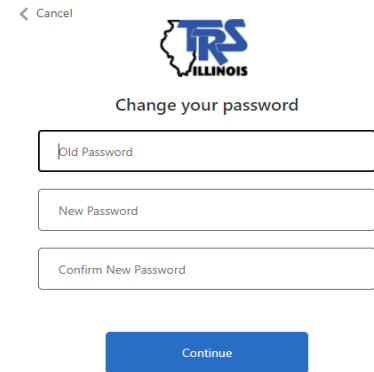


### Change Password –

To change your login password for the Gemini Employer Portal, you must first be signed into the Employer Portal. Once you are signed in, click on the dropdown arrow to the right of the user's name and select .

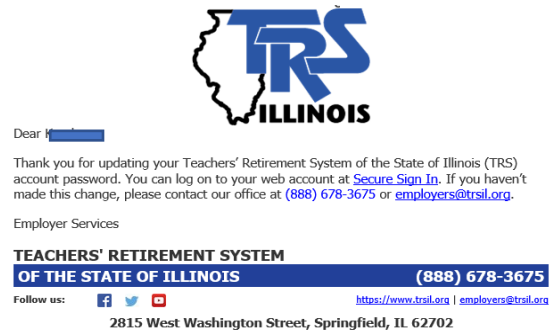


The Change your password window will appear. Complete the fields by entering your old password, new password and confirm new password. Click the **Continue** button to proceed with the change your password process. You will be returned to the Employer Portal dashboard.



To exit from the Change your password task, click the **Cancel** button at the top of the window. You will be returned to the Employer Reporting Dashboard.

You will receive an email from TRS once your password to the Employer Portal has been successfully changed. Check your email inbox for the confirmation email. A sample of the confirmation email is provided.



Your new Employer Portal password is ready for use. You will be required to use your new password upon your next entry into the Gemini Employer Portal.

**Note:** For security purposes, please contact TRS immediately if you ever receive an email from TRS indicating that your password has been updated and you did not complete the Change your Password process.

### Employer Menu: Navigation –

To navigate within the Employer Portal, you will use the Employer Menu (*image below*) and your cursor to hover over one of the three (3) main menus: Reporting, Services or Employer Information. Hovering over the main menu item will expand its sub-menu, allowing you to move your cursor to the desired menu option.



## Employer Portal – Employer Reporting Dashboard

**Note:** The user’s assigned Security Role(s) will impact and/or limit the user’s ability to access or perform tasks within the Gemini Employer Portal.

### Employer Menu: Reporting -

The Reporting sub-menu has ten (10) menu options. Each option is related to employer reporting tasks that are associated with the Gemini Employer Portal. The Reporting sub-menu options are listed below accompanied with a brief description.

**Employer Dashboard:** select to return to the Gemini Employer Portal landing page.

**New Report:** select to begin the contribution reporting process for a ‘new’ payroll report.

**In Progress Reports:** select to retrieve a payroll report that has been uploaded and/or not yet submitted to TRS.

**Certifications:** this feature is not available at this time.

**Payroll Schedules:** select to navigate to the Payroll Schedule screen.

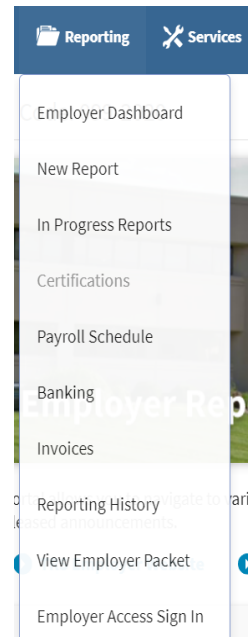
**Banking:** select to navigate to the Banking screen.

**Invoices:** this feature is not available at this time.

**Reporting History:** select to retrieve all employer generated payroll reports.

**View Employer Packet:** select to retrieve employer packet information generated from TRS.

**Employer Access Sign In:** select to be re-directed to the TRS Employer Access Area.



### Employer Menu: Services -

The Services sub-menu has three (3) menu options. Each option is related to employer resources that are associated with the Gemini Employer Portal. The Services sub-menu options are listed below accompanied with a brief description.

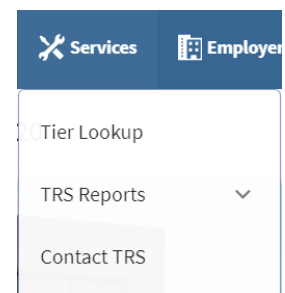
**Tier Lookup:** this feature is not available at this time.

**TRS Reports:** select to retrieve all reports generated by TRS.

**Contact TRS:** this feature is not available at this time.

**Note:** Employers will continue to have access to retrieve Tier information from the Employee Information section in the Employer Access system. Once signed into the Employer Access website, click on Employee Lookup from the menu (*image right*).

TRS contact information can be accessed from the Employer page of the TRS website.



## Employer Portal – Employer Reporting Dashboard

### Employer Menu: Employer Information -

The Employer Information sub-menu has five (5) menu options. Each option is related to general employer information that is associated with the Gemini Employer Portal. The Employer Information sub-menu options are listed below accompanied with a brief description.

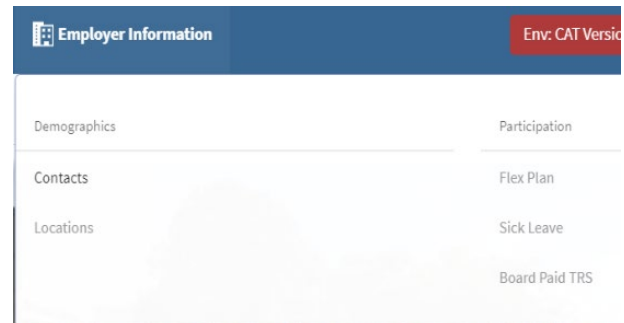
**Contacts**: select to navigate to the Contacts screen.

**Locations**: select to navigate to the Locations screen.

**Flex Plan**: select to navigate to the Flex Plan screen.

**Sick Leave**: select to navigate to the Sick Leave screen.

**Board Paid TRS**: select to navigate to the Board Paid TRS screen.



### Quick Links -

The Employer Reporting Dashboard provides **Quick Links** (*image below*) to additional TRS websites and to the TRS Reports section within the Gemini Employer Portal. Once a user clicks on a Quick Link for a different TRS website outside of the Gemini Portal, a new browser tab will open re-directing the user to the selected website link. For example, clicking on the TRS Employer Website quick link will open a new browser tab with the following website: <https://www.trsil.org/employers>.

Quick Links: [Employer Access](#) [TRS Employer Website](#) [Gemini Information](#) [TRS Reports](#)

### Bulletins -

The Employer Reporting Dashboard provides a **Bulletins** widget (*image right*) where employers can view TRS released Employer Bulletins and other announcements.

Users can click on a bulletin from the list and be re-directed to the website page where the documentaion can be downloaded and viewed. Clicking [View Archived Bulletins...](#) will navigate you to the Employer Bulletins & Emails section of the TRS website's Employer page.

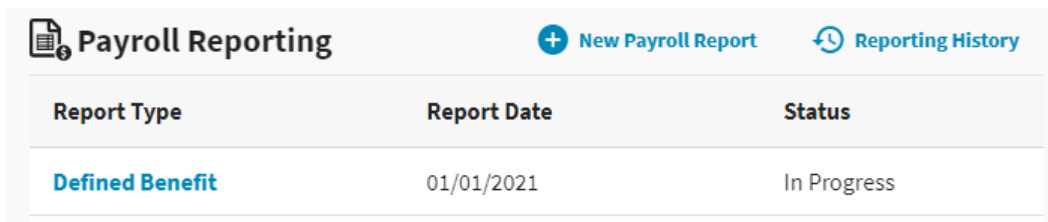


## Employer Portal – Employer Reporting Dashboard

### Payroll Reporting -

The Employer Reporting Dashboard provides a **Payroll Reporting** widget (*image below*) where employers can create a New Payroll Report, complete an In Progress Payroll Report, or view the Reporting History.

Employers have the ability to view their last three payroll reports which have a status of In Progress in this section. Contribution Reports must be completed in order of oldest to newest based on the Report Date. The reports will be listed in ascending order based on the report date.



| Report Type     | Report Date | Status      |
|-----------------|-------------|-------------|
| Defined Benefit | 01/01/2021  | In Progress |

Upon selection of a report under the **Report Type** column, you will be navigated to the next step in the contribution reporting process based on the **Status** of the selected report.

To view additional contribution reports not listed in the Payroll Reporting widget, select the [View All Reports...](#) button near the bottom of the widget. The user will be re-directed to the In Progress Reports screen. This screen provides a list of payroll contribution reports that have not yet completed the 6-step Contribution Reporting process.

Selecting [+ New Payroll Report](#) will navigate you to the Select File or Select Report screen based on your employer's chosen reporting method of file upload or data entry. The File Upload process is recommended by TRS, especially for employers with 50 or more TRS-covered members. Data Entry is available with the replication process, but the replication process requires some manual entry features that could be time consuming. *Refer to the Employer Portal – Contribution Reporting – New Report Procedures and the Employer Portal – Contribution Reporting – Replication Report Procedures for more information about the Contribution Reporting process.*

**Note:** In order to start a new payroll report, the employer must have their Payroll Schedule(s) and Banking screens completed within the Portal. *Refer to the Employer Portal - Payroll Schedule Procedures and the Employer Portal - Banking Procedures for more information.*

By selecting [Reporting History](#), employers will be navigated to the Reporting History screen. *Refer to the Employer Portal – Reporting History Procedures for more information.*