The **Employer Packet** process generates reports and/or invoices that will include information related to the employer's submitted contribution report. There are four (4) reports available within the Employer Packet including: Error Report, Possible Terminated Employees, Retiree Returned to Work Threshold Monitoring, and Summary of Changes. Invoice items that are included in the Employer Packet will be due and payable with the employer's next submitted contribution report and payment. All information provided in the Employer Packet reports will reflect the posted data from the contribution report.

The Employer Packet will be available for use five (5) business days after a contribution report has reached a status of Posted. An email will be sent to the employer's primary reporting contact *(and primary accounting contact)* when the employer packet is available. A carbon copy email will be distributed to all remaining employer reporting and accounting contacts. Use the following steps to navigate to the Employer Packet area of the Employer Portal.

Once you are signed into the Employer Portal, hover over **Reporting**, move your cursor down and select **View Employer Packet** *(image right)*. Once selected, the user will be re-directed to the View Employer Packet screen.

📁 **Reporting**   ✖ Servic

Employer Dashboard

New Report

In Progress Reports

Certifications

Payroll Schedule

Banking

Invoices

Reporting History

View Employer Packet

Employer Access Sign In
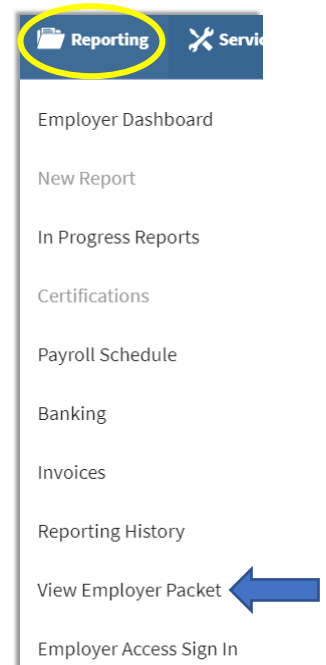
View Employer Packet –
The table available on the View Employer Packet screen displays fiscal year, file name, report type, report date, date submitted and item count *(image below)*. To adjust the number of records displayed in the table, use the navigation section located near the bottom right corner of the table.   Rows per page 10 ▼   First ‹ **1 2 3** › **Last**

📁 **View Employer Packet** This screen allows you to view reports and invoices which were generated as part of the contribution reporting process. Please use the "VIEW" option to view the packet contents.

Actions	Fiscal Year	File Name	Report Type	Report Date	Date Submitted	Item Count
⊙	2020-2021	202104192000723250.txt	Defined Benefit	08/01/2020	04/19/2021	2
⊙	2020-2021	202104162000723250.txt	Defined Benefit	08/01/2020	04/16/2021	2
⊙	2020-2021	202104201000723250.txt	Defined Benefit	07/02/2020	04/20/2021	2
⊙	2020-2021	202104151000723250.txt	Defined Benefit	07/01/2020	04/15/2021	2
⊙	2020-2021	202104201000723250.txt	Defined Benefit	07/01/2020	04/20/2021	3
⊙	2020-2021	202104153000723250.txt	Defined Benefit	07/01/2020	04/15/2021	1

Showing 1 - 6 of 6.   Rows per page 10 ▼ First ‹ 1 › Last

A brief description and/or explanation of each field displayed in the View Employer Packet table is provided below.

Fiscal Year – displays as reported in the contribution report.

File Name – displays the name of the contribution report provided by the employer. **Note:** Contribution reports submitted using the replication process will not have a file name displayed; this field will state *Replicated Report. No File Name.*

Report Type – displays defined benefit or defined contribution.

Report Date – displays the Pay Date of the contribution report. If multiple payrolls are combined into one monthly report, the report date will be the first of the month that is being reported *(i.e., 08/01/20XX).*

Date Submitted – displays the date the contribution report was submitted to TRS.

Item Count – displays the number of reports included in the employer packet.

View Employer Packet Actions –

From the View Employer Packet screen, you have the following action item: View. Click on the **Action** ⊙ icon left of the record's fiscal year field to view the employer packet reports. The user will be re-directed to the Download Reports screen.

Download Reports -

The Download Reports screen will display the same file details as provided on the View Employer Packet screen *(image below)*. All reports generated within the selected employer packet will be listed in the table by Report Name.

📁 **Download Reports**   Please use the "Download" option to view a report.

Report Type: Defined Benefit   **Fiscal Year:** 2020-2021   **Report Date:** 05/14/2021   **Date Submitted:** 05/12/2021

File Name: 2021051220020220410.txt

Actions	Report Name	Report Description
⬆	Retiree Returned to Work Threshold Monitoring Report	Retiree Returned to Work Threshold Monitoring Report
⬆	Summary of Changes Report	Summary of Changes Report

Locate the report you wish to view and select the **Download** ⬆ icon left of the Report Name. The selected report will open in a new browser tab as a PDF. Users may choose to download/save/print the employer packet report(s) for their own records.

Employer Packet Reports -

The following is a brief description and explanation of the various employer packet reports that are available five (5) business days after a contribution report has been submitted and posted through the Gemini Employer Portal.

Error Report – this report displays all records with errors invoked after the contribution report has been updated to a status of Posted. The Errors to Resolve section includes all records with an error severity of fatal, rejected and/or warning. Records denoted as **Rejected** are detail records that were not accepted at the completion of the file upload process. Refer to the Error Legend section *(located at the end of the Error Report)* to address the errors using the supplied error messages and error resolutions.

Tip: <u>Error records included in this section should be addressed first by the employer, preferably before the submission of their next contribution report.</u>

The Informational Errors section includes all records with an error severity of info. These are errors that have invoked due to information being changed from the prior report and/or information being updated in the TRS system to match what has been reported by the employer. Employers should review these errors to confirm that changes have been processed as needed and expected.

Possible Terminated Employees – this report lists names of members who were not included on your most recent contribution report but have been reported previously. Employers should review the member(s) listed and complete one of the following actions: 1) on your next contribution report, include an Employment End Date and an Employment End Reason if the member has terminated employment with your organization or 2) if the member is still actively employed with the organization, include all missing contribution records for the member on your next contribution report submission.

Summary of Changes – this report summarizes all changes made internally by TRS to data reported from the employer. The report displays data changes by grouping them into five (5) categories. These categories include: Contact Information, Demographic information, Employment Information/Earnings and Contributions/Time Keeping, Social Security Numbers, and Voided Record(s). Employers should review the data to confirm that changes have been processed as needed and expected.

Retiree Return to Work Threshold Monitoring – this report provides data related to retired members and their total post-retirement hours limitation reported in the current fiscal year. Employers should use this information to monitor retired members working within their district. The report will display retired members by name, total accumulated post-retirement hours reported from your district, total accumulated post-retirement hours reported by all employers and the last report received date.

Employers will be notified with an informational error code during the contribution reporting process when a retiree is nearing the annual post-retirement limitation threshold (ER6023) and when the member has exceeded the annual post-retirement limitation threshold (ER6024).

Note: Retired members who have been approved to work in a Subject Shortage Area position *(Public Act 101-0049)* will not be included in this report.

Employer Adjustment/Error Correction Invoice Report – this report details internal adjustments/corrections made to member reported data by TRS staff. The Invoice Detail section of the report will display the member's originally reported data and the TRS corrected data. Any changes to the contribution amounts as the result of the adjustment/correction will be reflected in the Invoice Summary section. The contribution amounts owed and/or credited to the employer for the invoice report will appear in the Invoices section on the Report Totals screen during the contribution reporting process *(image below)*.

Invoices

Actions	Due Date	Invoice Number	Invoice Type	Current Due Amount	Remittance Amount	Remaining Amount
⊙	06/10/2021	600069	Adjustment - Error Correction Invoice	(558.99)	0.00	0.00
⊙	06/10/2021	600070	Adjustment - Error Correction Invoice	(502.92)	0.00	0.00
⊙	06/10/2021	600071	Adjustment - Error Correction Invoice	(500.91)	0.00	0.00
⊙	06/10/2021	600074	Adjustment - Error Correction Invoice	0.00	0.00	0.00
⊙	06/10/2021	600075	Adjustment - Error Correction Invoice	114.57	0.00	0.00
⊙	06/10/2021	600077	Adjustment - Error Correction Invoice	(589.83)	0.00	0.00
⊙	07/10/2021	600089	Adjustment - Error Correction Invoice	0.02	0.00	0.00
Totals:				($2,038.06)		