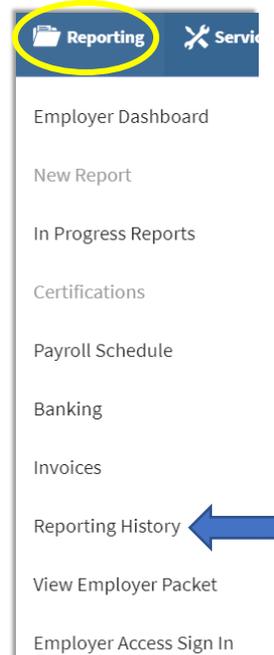
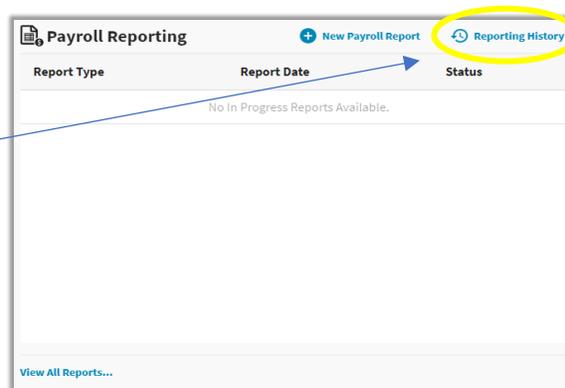


Employer Portal – Reporting History Procedures

The **Reporting History** area of the Gemini Employer Portal will be used to access all employer-submitted reports that are in one of the reporting history statuses. There are various statuses for reporting history reports including: Void, Edit Rejected, Load Rejected, Awaiting Post, and Posted (*see page 2 for details*). Reports that have an In Progress Report status will not be accessible from the Reporting History screen. Use the following steps to navigate to the Reporting History area of the Employer Portal.

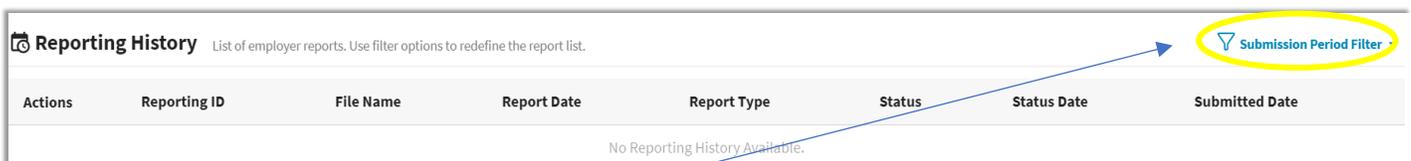
Once you are signed into the Employer Portal, there are two ways to access the Reporting History screen. The first option is to hover over **Reporting**, move your cursor down to **Reporting History** and click on it (*image right*).

The second option is to click on the **Reporting History** button located near the top of the Payroll Reporting widget that is located on the Employer Dashboard (*image right*).



Reporting History –

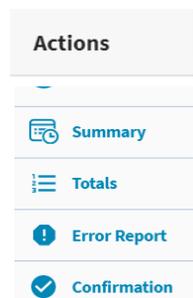
The table available on the Reporting History screen displays: reporting ID, file name, report date, report type, status, status date and submitted date. Any reports with the status of Void, Edit Rejected, Load Rejected, Awaiting Post or Posted for the last 30 days will appear in the list. If there are no reports available to display, the following message will appear: No Reporting History Available.



You can choose **Submission Period Filter** to define the period in which the report was submitted. Your choices are: Last 3 months, Last 6 months or Last 12 months.

Reporting History Actions –

From the Reporting History screen, you have the following action items: Details, Summary, Totals, Error Report, and Confirmation (*image right*).



Employer Portal – Reporting History Procedures

Click on the **Action**  button left of the record's Reporting ID field to complete an action. Each action item will navigate you to the read-only screens.

Details will navigate you to the Details/Adjustments screen.

Summary will navigate you to the Upload Results or Replication Results screen.

Totals will navigate you to the Report Totals screen.

Error Report will display the Contribution Reporting Error Report.

Confirmation will navigate you to the Confirmation screen.

Reporting History Report Statuses -

A brief description and/or explanation of the various report statuses that are available from the Reporting History area.

Load Rejected – the status displayed when an uploaded contribution report file has failed the load batch process. The load batch process determines if the reported data meets the required reporting standards by validating the format of the file's header, detail, and footer sections. If the number of known errors exceeds the load batch threshold, the uploaded contribution report is rejected. No data is retained within the contribution reporting process if the file has a status of Load Rejected.

Edit Rejected – the status displayed when a contribution report (*file upload or replicated file*) has failed the edit batch process. The edit batch process performs validations on the employment and contribution data for each member detail record within the file. If the validation results in an error, the detail record will be flagged with a fatal, warning and/or informational edit error. If the total number of records with errors exceeds the edit batch threshold, the contribution report is rejected.

Void – the status displayed when a contribution report (*file upload or replicated file*) has been manually voided by the employer. All data included in the voided contribution file will be deleted. Before a contribution report can be voided, it must first reach a status of In Progress.

Awaiting Post – the status displayed for a contribution report (*file upload or replicated file*) that has completed all steps of the contribution reporting process and there is a pending payment to TRS.

Posted – the status displayed for a contribution report (*file upload or replicated file*) whose payment has been received by TRS.

For statuses of contribution reports not listed above, *refer to the Employer Portal – In Progress Reports Procedures.*