

## Employer Portal – Quick Reference Guide

This document is a quick reference guide to all the processes that can be accomplished using the Gemini Employer Portal. The document also contains a checklist of all the tasks that the user must complete when setting up the employer account and the subsequent frequency (after account set up) for the same tasks.

### Tasks to Complete During Initial Employer Account Set-Up:

Done √	Task No.	Task	Action Required at Initial Set-Up	Frequency (After Initial Set-Up)	Gemini Portal Navigation	Procedure Document Location
	1.	<a href="#">User Registration</a>	*One-time only	N/A	Follow link in invitation email	Refer to Employer Portal - User Registration document
	2.	<a href="#">User Login</a>	As Needed	As Needed	<a href="#">Gemini Website URL</a>	Refer to Employer Portal - User Login document
	3.	<a href="#">Employer Dashboard</a>	N/A	N/A	Landing page of the Portal once the user logs in	Refer to Employer Portal - Employer Dashboard document
	4.	<a href="#">Maintain Location(s)</a>	Review data at initial set-up; make changes if necessary	As Needed	Employer Information Menu > Demographics > Locations	Refer to Employer Portal - Locations document
	5.	<a href="#">Maintain Contact(s)</a>	Review data at initial set-up; make changes if necessary	As Needed	Employer Information Menu > Demographics > Contacts	Refer to Employer Portal - Contacts document
	6.	<a href="#">Maintain Banking Information</a>	Add Banking at initial set-up	As Needed	Reporting Menu > Banking	Refer to Employer Portal - Banking document
	7.	<a href="#">Maintain Flex Plan(s)</a>	Add Flex Plan(s) at initial set-up <i>*if applicable</i>	Annually (Beginning of Each Fiscal Year)	Employer Information Menu > Participation > Flex Plan	Refer to Employer Portal - Flex Plan document
	8.	<a href="#">Maintain Sick Leave(s)</a>	Add Sick Leave(s) at initial set-up	Annually (Beginning of Each Fiscal Year)	Employer Information Menu > Participation > Sick Leave	Refer to Employer Portal - Sick Leave document
	9.	<a href="#">Maintain Board Paid TRS</a>	Add Board Paid TRS at initial set-up <i>*if applicable</i>	Annually (Beginning of Each Fiscal Year)	Employer Information Menu > Participation > Board Paid TRS	Refer to Employer Portal - Board Paid TRS document
	10.	<a href="#">Maintain Payroll Schedule(s)</a>	Add Payroll Schedule(s) at initial set-up	Annually (Beginning of Each Fiscal Year)	Reporting Menu > Payroll Schedule	Refer to Employer Portal - Payroll Schedule document

Tasks Related to Payroll Contribution Report:

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Task No.	Task	Frequency (After Initial Set-Up)	Gemini Portal Navigation	Procedure Document Location
1.	<a href="#">Contribution Reporting – File Upload Process</a>	After Every Pay Period.  Payroll contribution report can be submitted using any of the 2 methods – Upload File or File Replication	Employer Menu > Reporting > New Report  OR  Payroll Reporting Widget on Employer Dashboard > New Payroll Report	Refer to the following documents: <ul style="list-style-type: none"> <li>• Employer Portal - Contribution Reporting: File Upload Process document</li> <li>• Employer Portal - In Progress Reports document</li> <li>• <a href="#">Employer Reporting File Format document</a></li> <li>• <a href="#">Employer Reporting File Validations document</a></li> </ul>
2.	<a href="#">Contribution Reporting – Replication Process</a>			Refer to the following documents: <ul style="list-style-type: none"> <li>• Employer Portal - Contribution Reporting: Replication Process document</li> <li>• Employer Portal - In Progress Reports document</li> <li>• <a href="#">Employer Reporting File Format document</a></li> <li>• <a href="#">Employer Reporting File Validations document</a></li> </ul>
3.	<a href="#">Error Correction and Adjustments</a>	As Needed	Part of the contribution reporting process	Refer to Employer Portal - Adjustments document
4.	Payment Remittance	With Each Payroll Contribution Report	Part of the contribution reporting process	Refer to Employer Portal - Contribution Reporting: File Upload Process document OR Refer to Employer Portal - Contribution Reporting: Replication Process document
5.	<a href="#">Reporting History</a>	As Needed	Reporting Menu > Reporting History	Refer to Employer Portal - Reporting History document

### User Registration

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- User registration is a process where first time Gemini users can register themselves within the Portal.
- TRS will proactively send all current System Administrators an invitation email.
- All additional employer contacts will have to be added by the System Administrator.
- Registration requires multi-factor authentication.
- The link in the invitation email is only valid for 24 hours. Contact TRS if the email link has expired.
- **Quick Steps:**
  - Follow link in invitation email to open the registration page
  - Enter employer TRS code
  - Read and agree with portal terms and conditions
  - Verify user identity using the verification code received via email
  - Create password
  - Proceed to account login

### User Login

- User login is a process where a user will authenticate themselves (using a two-step authentication process) to gain access to the Gemini portal.
- This authentication must be completed each time the user wants to access the Gemini Portal.
- **Quick Steps – Login:**
  - Access the Gemini Employer Portal page
  - Enter email address and account password
  - Verify user identity using the verification code received via email
  - Continue to employer dashboard
- **Quick Steps - Logout:**
  - Access the Action button next to the username on the top right section of the dashboard screen and select *Sign Out*
  - Confirm sign out on the pop-up box
- **Quick Steps - Change Password:**
  - Access the Action button next to the username on the top right section of the dashboard screen and select *Change Password*
  - Enter email address and account password
  - Confirm old password and set new password
- **Quick Steps - Forgot Password:**
  - Access the Gemini Employer Portal page
  - Click the *Forgot your password?* link on the sign in page
  - Enter registered email address
  - Verify user identity using the verification code received via email
  - Set new password

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### Maintain Location(s)

- Located within Employer Information under Demographics
- Locations will be used for:

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- Physical correspondences between the employer and TRS
- Assigning address locations for the employer contacts
- Each employer is allowed one (1) Primary Location and has the option to list Secondary Locations on the Employer Portal.
- If there is any changes in the employer's location(s), the changes should be updated in the Gemini Employer Portal.
- The Primary Location displayed in the Gemini Employer Portal is the current address on file at TRS for the employer.
- Secondary Location - Not required. To be used only if an Employer has a secondary location for a contact
- When a Primary Location address is edited, the former location address is moved to the Location History table.
- A location address listed in the Location History table can be reactivated as a Secondary Location
- **Primary Location – Edit:**
  - Click the Action button to the left of the primary location address and select *Edit*
  - Following fields are required: Address Line 1, City, State, Zip Code and County
  - Effective date will automatically populate with the next day's date and can be edited
  - Click *Save* when finished
- **Secondary Location – Add:**
  - Select *Add Secondary Location* on the right side of the Location table
  - Following fields are required: Address Line 1, City, State, Zip Code and County
  - Secondary location can have an effective date up to 60 days into the future
  - Select *Save* when finished
- **Secondary Location – Edit:**
  - Click the Action button left of the address record and then select *Edit*
  - Make required edits and select *Save* when finished
- **Secondary Location – Inactivate:**
  - Click the Action button left of the address record and then select *Inactivate*
  - Select *Yes* to confirm
- **Location History – Reactivate:**
  - Click the Action button left of the address record and then select *Reactivate*
  - Confirm *Yes* on the reactivation pop-up

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## Maintain Contact(s)

- Located within Employer Information under the Demographics section
- Active contacts will be used for physical correspondence and communication between the employer and TRS
- Contacts area will be used to maintain user accounts for the Employer Portal
- Contacts who will require user access to the Employer Portal must have a valid email provided to receive the registration and authentication emails for the Portal
- **Employer Contacts Maintenance Tips:**
  - Set the active contact to a Primary Contact if this contact should be the first point of contact for that contact type topic
  - The Gemini system requires one (1) designated Primary contact for the Reporting Contact Type

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- Only one active contact can be designated as the Primary contact for each Contact Type
- Security Role designation is only necessary for contacts who have user access to the Portal
- Updating Security Roles will impact the user's access and permissions within the Portal
- Employer Portal users can be assigned more than one Security Role if the user will be performing various roles for the organization
- Contacts who no longer work for the organization should be *Inactivated* from the contact list
- Before inactivating a primary contact, locate another active contact and update them to primary for the same contact type(s)
- Inactive contacts will move to the Contacts History table and will no longer have access to the Portal
- If a new employee is replacing an existing active contact, do not update the existing contact's profile with the new employee's information. First, inactivate the existing contact and then add the new employee as a new contact
- Contacts who currently have access to the Portal but no longer need it should be updated using the *Remove User* option
- Removing a contact's user access to the Portal will not impact the contact's active status as an employer contact
- **Add New Contact:**
  - Click the *Add New Contact* button
  - Complete the required fields: Prefix, First Name, Last Name, Title, and Location
  - Select at least one contact type out of 7 types – Reporting, Accounting, Technology, Health Insurance, Superintendent/Director, Other, and SSP Contact
  - As applicable, select the Primary Contact box to the right of each Contact Type
  - Enter work phone, ext., mobile phone, fax number and email
  - Click *Save* when finished
- **Send an Invite (for Portal Registration):**
  - Select the Action button to the left of the contact's name
  - Security Role box pop-up will appear
  - Select at least one security role out of 4 roles - System Administrator, Payment Remitter, Read Only Staff and Payroll Reporter
  - Click *Send Invite*
- **Edit Contact:**
  - Select the Action button to the left of the employee's name
  - Select *Edit*
  - Edit required information and click *Save* when finished
- **Update Security Roles:**
  - Select the Action button to the left of the employee's name
  - Select *Security Roles*
  - Select the appropriate role(s)
  - Select *Save* when finished
- **Inactivate Contact:**
  - Select the Action button to the left of the employee's name
  - Select *Inactivate*
  - Select *Yes* to inactivate

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- **Remove User:**
  - Select the Action button to the left of the employee’s name
  - Select *Remove User*
  - Select *Yes* to remove user
- **Contact History – Reactivate Contact:**
  - Locate the inactive contact and select the Action button to the left of their name
  - Select *Reactivate*
  - Follow the steps under the Send an Invite section if the newly reactivated contact will need user access to the Portal

## Maintain Banking Information

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- The Banking area of the Gemini Employer Portal is located within the Reporting menu.
- Use the Banking section to designate bank account(s) that will be used to remit contribution payments to TRS for the defined benefit and the defined contribution plans.
- Defined benefit is the plan used to pay the current member and employer contributions (member TRS, employer TRS, member and employer THIS). Defined contribution is the Supplemental Savings Plan (SSP) offered by TRS.
- If there is any changes in the employer's banking information, the changes should be updated in the Gemini Employer Portal
- The Banking History section will display the employer’s historical and inactivated bank account information
- **Add a Bank Account:**
  - Click on the *Add Account* button at the top of the Banking table
  - Enter the bank’s routing number and click *Search* to find the name associated with the routing number
  - Enter the account number, select the account type (Checking or Savings), enter an account name, and select a retirement plan from the dropdown box (All, Defined Benefit, Defined Contribution)
  - Enter a Begin Date using the first date on which TRS should begin using this bank account for payments. The Begin Date cannot be prior to the current date
  - Enter an End Date if TRS should stop using this account for payments on a certain day. The End Date can be left blank
  - Read through the EFT authorization program and terms of use statement that is applicable for the entered banking information. To agree to the terms of this agreement, click the  Confirmed by\* checkbox. This is mandatory
  - Select *Save* when finished
- **Edit Bank Account:**
  - A bank account can only be edited if the current calendar date is a date prior to or an exact match of the Begin Date on the Bank Account record.
  - Locate the bank account record to be edited and select the Action button to its left
  - Select *Edit* and make required edits
  - Once all edits have been made, click the  Confirmed by\* checkbox
  - Click *Save* when finished

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- **Inactivate Bank Account:**

- If a bank account has been closed or is no longer needed for TRS contribution payments, the bank account should be inactivated
- Locate the bank account record to be inactivated and select the Action button to its left
- Select *Edit* and enter a date in the *End Date* field
- The End Date must be a future date from the current calendar date but no greater than 90 days from the current date.
- Click the  Confirmed by \* checkbox
- Click *Save* when finished

- **Delete Bank Account:**

- Bank accounts that have been used by the employer to remit a payment to TRS will not be eligible to be deleted
- Locate the bank account record to be deleted and select the Action button to its left
- Select *Delete*
- Select *Yes* to proceed with deletion

## Maintain Flex Plan(s)

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- The Flex Plan area of the Gemini Employer Portal is located within Employer Information under the Participation section.
- Employers are required to report to TRS if they have a reportable flexible benefit plan.
- After June 30<sup>th</sup> each year, the Flex Plan record(s) for the prior year will automatically be moved to the Flex Plan History section.
- **Add a Flex Plan:**
  - Click *Add Flex Plan* button at the top of the Flex Plan table
  - Select one of the fiscal years listed (current and one subsequent fiscal year will be available for selection)
  - Select Administrator or Teacher from the Job Category field
    - If teachers and administrators have the same flexible benefit plan, create a record for each job category even if the amounts are the same for both groups
  - Enter the Amount of the flexible benefit plan. The amount reportable is equal to the amount of the salary option
    - If different members under the same Job Category have varying flex plan benefit amounts, create a separate Flex Plan record for each flexible benefit plan amount.
  - Indicate if the Flex Plan record is available to all new hires or if it is a grandfathered plan –
    - If new hires are not eligible to receive the flexible benefit plan upon hire, select the ‘No’ (Grandfathered) button
    - If new hires are eligible to receive the flexible benefit plan upon hire, select the ‘Yes’ (Add-On) button.
  - If the Flex Plan record is a grandfathered flexible benefit plan, answer the switching allowed or switching not allowed question –
    - For plans that allow eligible members to ‘switch’ between the insurance and the salary benefit, select the ‘Yes’ (Switching Allowed) button

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- For plans that do not allow eligible members to switch from the insurance benefit to the salary benefit, select ‘No’ (Switching Not Allowed) button.
- Provide additional information in the Comments section
- Click *Save* when finished
- **Edit Flex Plan:**
  - Flex plan records can only be edited if:
    - There have not been any payroll reports submitted to TRS that include a positive flex plan payment reason; and
    - Present day is within the same fiscal year as that of the flex plan record attempted to be edited
  - Locate the flex plan to be edited and select the Action button to its left
  - Select *Edit* and make required edits
  - Click *Save* when finished
- **Delete Flex Plan:**
  - Flex plan records can only be deleted if there have not been any payroll reports submitted to TRS with the same fiscal year and job category matching that of the record to be deleted
  - Locate the flex plan to be deleted and select the Action button to its left
  - Select *Delete*
  - Select *Yes* to proceed with deletion
  - If the plan record cannot be deleted, the following message will appear – “*A Flex Plan payment has already been received for this Job Category this fiscal year. This record cannot be deleted*”. Contact TRS for further assistance

## Maintain Sick Leave(s)

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- The Sick Leave area of the Gemini Employer Portal is located within the Employer Information under the Demographics section.
- Employers are required to report to TRS the normal annual allotment of sick leave for teachers and administrators.
- After June 30<sup>th</sup> each year, the Sick Leave record(s) regarding the prior year’s sick leave information will automatically be moved to the Sick Leave History section.
- **Add Sick Leave:**
  - Click the *Add Sick Leave* button at the top of the Sick Leave table
  - Select one of the fiscal years listed (current and one subsequent fiscal year will be available for selection)
  - Select Administrator or Teacher from the Job Category field
    - If teachers and administrators have the same sick leave normal annual allotment, create a record for each job category even if the amounts are the same for both groups.
  - Enter the amount of normal annual allotment(s) –
    - Include personal days, business days, and any other non-vacation days that can be used as sick leave
    - If there is a tiered normal annual allotment or there are members who are covered under the selected job category who receive a varying number of sick leave days, enter all of the normal annual allotments in the fiscal year being reported
  - Click the enter button on the keyboard to retain the entered amount
  - Pressing enter will generate the “+” button



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- Click the “+” button to enter additional allotment amounts
- Repeat this step until all allotments have been entered for the Sick Leave record
- Provide additional information in the Comments section
- Click *Save* when finished
- **Edit Sick Leave:**
  - Locate the leave record to be edited and select the Action button to its left
  - Select *Edit* and make required edits
  - Click *Save* when finished

## Maintain Board Paid TRS

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- The Board Paid TRS area of the Gemini Employer Portal is located within Employer Information under the Participation section.
- Employers are required to report to TRS if they pay any portion of a member’s TRS 9 percent retirement contributions.
- After June 30<sup>th</sup> each year, the Board Paid TRS record(s) regarding the prior year’s board paid TRS information will automatically be moved to the % Board Paid TRS History section.
- **Add Board Paid TRS:**
  - Click the *Add Board Paid TRS* button at the top of the Board Paid TRS table
  - Select Administrator or Teacher from the Job Category field
    - Only one entry per job category per fiscal year can be created
  - Select one of the fiscal years listed (current and one subsequent fiscal year will be available for selection)
  - Employer pays any portion of member contribution checkbox –
    - Click the checkbox if the district pays any portion of any member’s 9 percent TRS retirement contribution to indicate yes/true.
    - Leave the checkbox un-checked if the district does not pay any portion of any member’s 9 percent TRS retirement contribution to indicate no/not true.
  - Provide additional information in the Comments section
  - Click *Save* when finished
- **Edit Board Paid TRS:**
  - Locate the record to be edited and select the Action button to its left
  - Select *Edit* and make required edits
  - Click *Save* when finished

## Maintain Payroll Schedule

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- Employers are required to create a Payroll Schedule(s) prior to uploading the first Pay-Period Report into the Gemini Employer Portal at the beginning of each fiscal year.
- The Payroll Schedule identifies the Pay-Period Begin Date, End Date and Pay Date for each pay-period report and the Pay Dates should be the same dates employees are paid by the employer.
- The Payroll Schedule area of the Gemini Employer Portal is located within the Reporting menu.
- Separate payroll schedule(s) should be created if pay dates, payroll frequency, and/or the payment lag are not the same for each job category and/or types of employees.

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- Once all Pay Dates for a fiscal year have been completed, the Payroll Schedule is automatically moved to the Payroll Schedule History section.
  - **Add Payroll Schedule:**
    - Click on the *Add Payroll Schedule* button at the top of the Payroll Schedule table
    - Select the Fiscal Year from the dropdown box and enter the First Pay Date of the schedule
    - Select the Payroll Frequency (weekly, bi-weekly, semi-monthly, or monthly) and Payment Lag from the dropdown box (Payment Lag refers to the number of days that are between the Pay Period End Date and the Pay Date)
    - Choose the Job Categories the payroll schedule applies to (Teacher/Administrator)
    - Select the type of employees covered under the payroll schedule (Full Time, Part-time Contractual, Substitute, Part-time Non-contractual/Hourly, and/or Extra-Duty). At least one job category/employee type from each section must be selected
    - Click *Generate Schedule* when finished
    - The Schedule Detail table will display a list of pay period dates in sequence order beginning with pay period #1 – 12, 24, 26 or 52, based on the payroll frequency used in the wizard
    - To view additional pay period rows, scroll to the bottom of the Schedule Detail table and locate the table navigation options and select Rows per page or a page number
    - The payroll schedule detail displayed on this screen is **not saved**
    - Scroll to the bottom of the screen and click *Save*
  - **Delete Payroll Schedule:**
    - The payroll schedule cannot be deleted if any contribution reports are associated with the Pay Date(s) listed in the schedule
    - Select the Action button to the left of the Payroll Schedule that is to be deleted
    - Select *Delete*
    - Select *Yes* to confirm deletion
  - **Edit Payroll Schedule:**
    - If any contribution reports are associated with the Pay Date(s) listed in the schedule, the payroll schedule cannot be edited
    - Select the Action button to the left of the Payroll Schedule to be edited
    - Select *Edit*
- Reset Schedule Attributes
- Click the *Reset* button to right of the payroll frequency field
  - Select *Yes* to continue
  - Make desired changes to the Fiscal Year, First Pay Date, Payment Lag, and/or Payroll Frequency
  - Click *Generate Schedule* when finished
- Update Payroll Attributes
- Select or deselect checkboxes for Job Category and/or Employment Types
  - Click *Save* on the bottom of the screen when finished
- Edit Pay Period Data
- Click the Action button to the left of the pay period row and select *Edit*
  - Make required changes to the Begin Date, End Date, Pay Date and/or Flex Pay or Special Pay checkboxes
  - Click *Save* when finished

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### Assigning Flex Pay

- Click the Action button to the left of the pay period row and select *Edit*
- Check the Flex Pay checkbox and click *Save*

### Assigning Special Pay

- Click the Action button to the left of the pay period row and select *Edit*
- Check the Special Pay checkbox and click *Save*

### Add a Row

- Click the *Add Row* button on the top right corner of the Schedule Detail table
- Add required details to the Begin Date, End Date, and Pay Date
- Check the Flex Pay and/or Special Pay checkbox if applicable
- Click *Save* when finished

### Delete a Row

- Click the Action button to the left of the pay period row and select *Delete*
- Click *Yes* to proceed

## Contribution Reporting – File Upload

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- Contribution reports (payroll report) must be filed after each payroll or once per month (in accordance with the pay dates in the payroll schedule).
- If the file is reported once per month, it must contain all pay periods occurring in that month.
- Report due date is 10<sup>th</sup> of the month following the month of the report.
- *Payroll Schedule(s)* and *Banking* screens must be completed prior to beginning the contribution reporting process.
- Only Portal users who are designated with the security role of *Payroll Remitter* will be able to access the contribution reporting process
- Contribution report files must be uploaded in the correct format or they will be rejected during the load process
- Contribution files must be named as follows:

yyyymmddXXXAAAAAAA\_OptionalSuffix or yyyymmdd-XXX-AAAAAAA\_OptionalSuffix

- The file upload process for a new payroll report can be started from the Employer Dashboard in one of the two ways –
  - Hover over *Reporting* in the *Employer Menu* and select *New Report*OR
  - Click on the *New Payroll Report* button located at the top of the *Payroll Reporting* widget
- **Step 1: Upload File:**
  - On the *Upload File* screen, click in the *Browse* field under the *Select File* section and select the file to be uploaded
  - Click the *Upload* button
  - **Tip:** The *Submission History* section provides a list of files previously uploaded and their current statuses. The submission history list can be refined by selecting the *Submission Period Filter* button located near the top of the submission history table

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- **Step 2: Upload Results:**

- A progress bar will display the file's progress during the upload process from 0 to 100% (on the *Upload Results* screen)
- The upload process occurs in the background and will continue even if the user navigates away from the *Upload Results* screen or logs out of the Portal
- Users who remain active on the *Upload Results* screen will receive a message once the file upload process is complete
- Users who log out or leave the *Upload Results* screen can return to the report using one of the two ways:
  - Hover over *Reporting* in the *Employer Menu* and select the *In Progress Reports* from the sub-menu OR
  - 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 and an error message will be displayed
- Correct the file issue(s), rename the corrected file and start the File Upload process over from the beginning

### Upload File Accepted –

- If the file has been accepted, it will appear on the Upload Results screen
- *Records* - Indicates the total number of detail records in the file
- *Rejected* - Indicates the total number of records that have a status of rejected in the uploaded file
- *Errors* - Indicates the total number of records with errors invoked in the file
- *Members* - Total number of employees included in the file
- *Earnings, Contributions, Employer Defined Contributions, and Member THIS Fund* - sum of each corresponding column for records that were not rejected
- **Tip:** Employers may choose to use the provided upload result values and compare these amounts to their internal payroll data records

### Upload Results Actions –


- Click on the *Action* button left of the employer name to complete an action
- *Details* - will navigate the user 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 (report includes error'd and rejected records from the file)

- **Step 3: Details/Adjustments:**

- On click of *Details* (from the previous step), the user is navigated to the *Details/Adjustments* screen
- Detail records that were not rejected from the file upload process will be listed under the *Details/Adjustments* table
- All edits and/or adjustments that are required to any individual detail records must be completed during this phase
- All fatal and warning errors appearing on the *Details/Adjustments* screen must be resolved before moving on to the next step. Changes cannot be made to the Social Security # field as it is read only
- **Add a Record –**

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- **Tip:** Records that were rejected during the file upload process must be added manually using this process
- Click the *Add Record* button located near the top of the *Details/Adjustments* table
- Enter a 9-digit SSN for the member to be added in the SSN box and click *Search*
- **Tip:** To adjust or copy a record from a previous report for the member, enter a range of dates in the *Begin* and *End Date* fields, and click the *Filter* button
- If the entered SSN search returns the member the user wants to add a record for, click the *Add Record* button to continue
- If the entered SSN is unknown, a warning message will appear
- If the unknown SSN has been entered correctly, continue by clicking the *Add Record* button
- Enter all fields indicated with a red asterisk (required fields)
- Once finished, click *Save*
- **Viewing Records with Errors –**
  - **Tip:** Errors can be sorted by checking the *Errors Only* box located at the top of the *Details/Adjustments* table
  - The *Warning* column  to the left of *Actions* indicates the total errors count per record
  - Click on the box containing the error total
  - 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
  - **Tip:** Check for ER4004 first. If this error has invoked for any record, the payroll schedule will need a correction. Once the payroll schedule has been updated, void this file, rename the file, and begin the file upload process over again starting from step 1.
- **Addressing Records with Errors –**
  - Fatal errors:
    - Changes must be made to resolve fatal errors
    - From the *Actions* dropdown box, click *Edit Details*
    - Click *View More* from the *Error Resolution* column for the error in context
    - Click *View* to navigate to the field the error is connected to
    - Make 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:
    - These errors must be certified by the employer
    - From the *Actions* dropdown box, click *Edit Details*
    - Click *View More* from the *Error Resolution* column for the error in context
    - If the information is correctly reported, click *Certify* to resolve the error
  - Info Errors:
    - These errors are for the employer’s information only. No action is required for info errors
    - **Tip:** Correct all fields invoking errors prior to clicking *Save*. Clicking *Save* after each correction will navigate the user back to the *Details/Adjustments* screen and the user must return to the *Edit Record Details* screen again to make any additional changes.
- **Details/Adjustments Actions –**
  - To complete an action for a record, click the *Action* button and select an action item

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- Quick Edit - This will allow the user to make changes to any of the fields that appear in the row - *Pay Period Begin Date, Pay Period End Date, Payment Reason, Earnings, Contributions, THIS Contributions or Days Paid*
- Once all necessary changes are made, click *Save*
- Edit Details - This will navigate the user to the *Edit Record Details* screen (used in the steps above)
- View - This will open the *Edit Details* screen with read-only capabilities
- Copy - This can be used to duplicate any record selected
- **Tip:** Employers may find the copy feature useful if they need to add an additional record for a member without having to manually enter each field. Once all necessary changes are made, click *Save*.
- Delete - This will delete the selected row from the contribution report
- 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
  
- **Step 4: Totals:**
  - The *Totals* screen is used to view the contribution report totals
  - The *Adjustments* section reflects any adjustments from a previous reporting period included in the current report
  - The *Federally Funded Earnings* section is used to report salaries paid from federal funds
    - Click *Add Federally Funded Earnings* to enter the federally funded salaries
    - Choose the appropriate year from the *Fiscal Year* dropdown
    - Choose the appropriate grant type from the *Grant Type* dropdown (there are 14 available grant types to choose from)
    - Enter the dollar amount paid from the chosen fund in the *Federally Funded Earnings* box
    - Click *Save* when done
  - The *Invoices* section will display all unpaid invoices
    - Employers will pay their invoices by entering a payment amount in the *Remittance Amount field(s)*
    - Invoice payments will be added to the payroll contribution report totals and this payment will be remitted by the employer
  - The *Account Balances* section displays the current balance in each of the contribution account types. This section is view only
  - Once finished, click the *Save and Proceed to Payment* button located near the bottom of the screen
  
- **Step 5: Payment:**
  - The *Payment Information* screen gives an overview of the total payment due to TRS for the contribution report
  - The *Account Balances* section summarizes the change in account balances and reflects the current amounts due for each account type
  - The *Current Report* section displays the total contributions for the contribution report
  - The *Selected Invoices* section is based on the remittance amounts entered in the *Invoices* section from the previous *Report Totals* screen
  - The total payment due will be deducted from the bank account listed
  - Use the dropdown box to select a different bank account
  - Click the *Split Payment* button under the *Bank Account* dropdown box to split the payment between multiple accounts

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- Enter an amount for payment in the *Amount* field for each bank account
- Once finished, click the *Process Payment* button to initiate the payment
- If the detailed payment information is correct, select the *Confirm* button
- **Step 6: Confirmation:**
  - This screen provides a confirmation number that is associated with the payment submitted to TRS from the *Payment* screen
  - After the contribution reporting process is complete, the report will be updated to a status of *Awaiting Post*
  - Once the report has completed the post batch process (automatically runs nightly), the status will update to *Posted*

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## Contribution Reporting – Replication Process

- Contribution reports (payroll report) must be filed after each payroll or once per month (in accordance with the pay dates in the payroll schedule).
- If the file is reported once per month, it must contain all pay periods occurring in that month.
- Report due date is 10<sup>th</sup> of the month following the month of the report.
- *Payroll Schedule(s)* and *Banking* screens must be completed prior to beginning the contribution reporting process.
- Only Portal users who are designated with the security role of *Payroll Remitter* will be able to access the contribution reporting 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.
- This process will use a prior report or the last annual report to prepopulate a new report.
- The new report will be manually updated with the information that has changed since the last report.
- The replication process for a new payroll report can be started from the Employer Dashboard in one of the two ways –
  - Hover over *Reporting* in the *Employer* Menu and select *New Report*
  - OR
  - Click on the *New Payroll Report* button located at the top of the *Payroll Reporting* widget
- **Step 1: Select Report Type and Schedule:**
  - Use the *Report Type* section to select the appropriate type of contribution report
  - There are two choices: *Defined Benefit* or *Defined Contribution*. Click in the circle to the left of either report type to make a selection
  - From the *Select* column, click in the circle to choose the payroll schedule for which a contribution report is to be created
  - **Note:** A separate contribution report must be completed for each Job Category in which a payroll schedule has been created
  - Click the **+** button to the left of the desired pay period to select the pay period for which the contribution report is to be created
  - Demographics, contact information and limited employment information will be carried over into the replicated file. All other required information will need to be manually entered
  - Delete any members that are no longer with the district and add any new employees
  - First time users will have to manually add records

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- **Step 2: Replication Results:**

- A progress bar will display the file's progress during the replication process from 0 to 100% (on the *Replicating Report* screen)
- The replication process occurs in the background and will continue even if the user navigates away from the *Replicating Report* screen or logs out of the Portal
- Users who remain active on the *Replicating Report* screen will receive a message once the file replication process is complete
- Users who log out or leave the *Replicating Report* screen can return to the report using one of the two ways:
  - Hover over *Reporting* in the *Employer Menu* and select the *In Progress Reports* from the sub-menu OR
  - Click the *View All Reports* button located at the bottom of the *Payroll Reporting* widget located on the *Employer Dashboard*
- **Note:** If the replication is from the prior year Annual Report, the system will direct the user to the *Details/Adjustments* screen once replication is completed. Proceed to Step 3 below.
- Once the file has been replicated, it will appear on the *Replication Results Summary* screen
- This 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 employees
- It also indicates the total replicated earnings, 9% member contributions and member THIS Fund contributions.
- If the replicated report includes members the district previously reported as terminated, a message will appear along with a list of the terminated members
- Delete these members from the replicated report if they are terminated and there are no earnings or days paid to report

### Replication Results Actions –

- *Proceed* - will navigate the user to the *Details/Adjustments* screen
- *Void* - will void the replicated 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 (report includes error'd and rejected records from the report)


- **Step 3: Details/Adjustments:**

- On click of *Proceed* (from the previous step), the user is navigated to the *Details/Adjustments* screen
- Detail records that were not rejected from the file replication process will be listed under the *Details/Adjustments* table
- All edits and/or adjustments that are required to any individual detail records must be completed during this phase
- All fatal and warning errors appearing on the *Details/Adjustments* screen must be resolved before moving on to the next step. Changes cannot be made to the Social Security # field as it is read only
- **Add a Record –**
  - **Tip:** Records that were rejected during the file replication process must be added manually using this process
  - Click the *Add Record* button located near the top of the *Details/Adjustments* table
  - Enter a 9-digit SSN for the member to be added in the SSN box and click *Search*

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- **Tip:** To adjust or copy a record from a previous report for the member, enter a range of dates in the *Begin* and *End Date* fields, and click the *Filter* button
- If the entered SSN search returns the member the user wants to add a record for, click the *Add Record* button to continue
- If the entered SSN is unknown, a warning message will appear
- If the unknown SSN has been entered correctly, continue by clicking the *Add Record* button
- Enter all fields indicated with a red asterisk (required fields)
- Once finished, click *Save*
- **Viewing Records with Errors –**
  - **Tip:** Errors can be sorted by checking the *Errors Only* box located at the top of the *Details/Adjustments* table
  - The *Warning* column  to the left of *Actions* indicates the total errors count per record
  - Click on the box containing the error total
  - 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
- **Addressing Records with Errors –**
  - Fatal errors:
    - Changes must be made to resolve fatal errors
    - From the *Actions* dropdown box, click *Edit Details*
    - Click *View More* from the *Error Resolution* column for the error in context
    - Click *View* to navigate to the field the error is connected to
    - Make 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:
    - These errors must be certified by the employer
    - From the *Actions* dropdown box, click *Edit Details*
    - Click *View More* from the *Error Resolution* column for the error in context
    - If the information is correctly reported, click *Certify* to resolve the error
  - Info Errors:
    - These errors are for the employer’s information only. No action is required for info errors
    - **Tip:** Correct all fields invoking errors prior to clicking *Save*. Clicking *Save* after each correction will navigate the user back to the *Details/Adjustments* screen and the user must return to the *Edit Record Details* screen again to make any additional changes.
- **Details/Adjustments Actions –**
  - To complete an action for a record, click the *Action* button and select an action item
  - Quick Edit - This will allow the user to make changes to any of the fields that appear in the row - *Pay Period Begin Date, Pay Period End Date, Payment Reason, Earnings, Contributions, THIS Contributions or Days Paid*
  - Once all necessary changes are made, click *Save*
  - Edit Details - This will navigate the user to the *Edit Record Details* screen (used in the steps above)
  - View - This will open the *Edit Details* screen with read-only capabilities

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- *Copy* - This can be used to duplicate any record selected
- **Tip:** Employers may find the copy feature useful if they need to add an additional record for a member without having to manually enter each field. Once all necessary changes are made, click *Save*.
- *Delete* - This will delete the selected row from the contribution report
- 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
  
- **Step 4: Totals:**
  - The *Totals* screen is used to view the contribution report totals
  - The *Adjustments* section reflects any adjustments from a previous reporting period included in the current report
  - The *Federally Funded Earnings* section is used to report salaries paid from federal funds
    - Click *Add Federally Funded Earnings* to enter the federally funded salaries
    - Choose the appropriate year from the *Fiscal Year* dropdown
    - Choose the appropriate grant type from the *Grant Type* dropdown (there are 14 available grant types to choose from)
    - Enter the dollar amount paid from the chosen fund in the *Federally Funded Earnings box*
    - Click *Save* when done
  - The *Invoices* section will display all unpaid invoices
    - Employers will pay their invoices by entering a payment amount in the *Remittance Amount field(s)*
    - Invoice payments will be added to the payroll contribution report totals and this payment will be remitted by the employer
  - The *Account Balances* section displays the current balance in each of the contribution account types. This section is view only
  - Once finished, click the *Save and Proceed to Payment* button located near the bottom of the screen
  
- **Step 5: Payment:**
  - The *Payment Information* screen gives an overview of the total payment due to TRS for the contribution report
  - The *Account Balances* section summarizes the change in account balances and reflects the current amounts due for each account type
  - The *Current Report* section displays the total contributions for the contribution report
  - The *Selected Invoices* section is based on the remittance amounts entered in the *Invoices* section from the previous *Report Totals* screen
  - The total payment due will be deducted from the bank account listed
  - Use the dropdown box to select a different bank account
  - Click the *Split Payment* button under the *Bank Account* dropdown box to split the payment between multiple accounts
  - Enter an amount for payment in the *Amount* field for each bank account
  - Once finished, click the *Process Payment* button to initiate the payment
  - If the detailed payment information is correct, select the *Confirm* button
  
- **Step 6: Confirmation:**

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- This screen provides a confirmation number that is associated with the payment submitted to TRS from the *Payment* screen
- After the contribution reporting process is complete, the report will be updated to a status of *Awaiting Post*
- Once the report has completed the post batch process (automatically runs nightly), the status will update to *Posted*

## Error Correction and Adjustments

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- Adjustments will be needed if a previously reported contribution record requires alternation or if a missed contribution record needs to be added to the current payroll contribution report.
- **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](mailto:employers@trsil.org)

### Reporting a Missed Contribution Record (Retro Adjustment):

- **Retro Adjustment via Payroll Contribution File:**
  - Include the retro contribution record in any of the subsequent payroll contribution reports
  - The retro record must have the same details as it would have had if it was reported with the report to which it truly belonged
  - The pay period begin date, pay period end date, pay date, earnings, and days worked information should reflect the details of the missing contribution record
- **Manually Adding Retro Contribution Record:**
  - During the contribution file reporting process for a subsequent report, click on the *Add Record* button on the top right section of the *Details/Adjustments* screen
  - Enter the 9-digit SSN for the employee that is to be added in the SSN box and click *Search*
  - If the entered SSN search returns the member the user wants to add a record for, click the *Add Record* button to continue
  - If the entered SSN is unknown, a warning message will appear
  - If the unknown SSN has been entered correctly, continue by clicking the *Add Record* button
  - Enter all required data (fields marked with a red asterisk) and any other relevant information (as needed)
  - Once done, click *Save*
- **Copy and Edit Existing Contribution Record:**
  - If the employee for whom the retro record is to be added is included in the current contribution report, use the following steps:
    - During the contribution reporting process, locate the employee from the *Details/Adjustments* screen
    - Click on the dropdown box next to their name and select *Copy*
  - If the employee for whom the retro record is to be added is not included in the current contribution report but was reported with a previous contribution report, use the following steps:
    - During the contribution file reporting process, click on the *Add Record* button on the top right section of the *Details/Adjustments* screen
    - Enter the 9-digit SSN for the employee that is to be added in the SSN box and click *Search*
    - If the entered SSN search returns the member the user wants to add a record for, click the *Add Record* button to continue
    - Use the *Begin* and *End Date* fields (as needed) to retrieve posted contributions records from the desired date range and click *Filter*
    - Click the dropdown box next to the appropriate record and select *Copy*

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- Update all fields indicated with a red asterisk (required fields) including pay period begin and end dates, pay date, payment reason, earnings, and timekeeping information
- Once done, click *Save*

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### Reporting an Adjusted Contribution Record:

- Corrections reported can be positive or negative
- When reporting adjustments, the following rules must be followed:
  - Any earnings related field should contain the adjusted delta information (\$200 if the record needs to be changed from \$1000 to \$1200)
  - Timekeeping related fields should contain the true total days and not just the delta value
- **Prior Pay Period Adjustment via Payroll Contribution File:**
  - Include the additional adjustment records in any subsequent contribution report
  - Ensure that the pay period dates and pay dates are correctly reported in the adjustment record and the above mentioned rules are followed
  - The system will add/subtract (as applicable) the adjusted amount to the original record to determine total account balance
- **Edit the Previously Reported Contribution Record**
  - During the contribution file reporting process, click on the *Add Record* button on the top right section of the *Details/Adjustments* screen
  - Enter the 9-digit SSN for the employee that is to be added in the SSN box and click *Search*
  - Use the *Begin* and *End Date* fields (as needed) to retrieve posted contributions records from the desired date range and click *Filter*
  - Click the dropdown box next to the appropriate record and select *Edit*
  - Enter all required and other relevant information paying special attention to the pay period dates, pay date, earnings & contribution, and timekeeping fields
  - Report the adjustment amounts (positive or negative) in the earnings fields and total days in the timekeeping fields
  - Once done, click *Save*
- **Manually Add Adjustment Contribution Record:**
  - During the contribution file reporting process, click on the *Add Record* button on the top right section of the *Details/Adjustments* screen
  - Enter the 9-digit SSN for the employee that is to be added in the SSN box and click *Search*
  - If the entered SSN search returns the member the user wants to add a record for, click the *Add Record* button to continue
  - If the entered SSN is unknown, a warning message will appear
  - If the unknown SSN has been entered correctly, continue by clicking the *Add Record* button
  - Enter all required data (fields marked with a red asterisk) and any other relevant information (as needed)
  - Report the adjustment amounts (positive or negative) in the earnings fields and total days in the timekeeping fields
  - Once done, click *Save*

### Reporting History

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- 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 - Void, Edit Rejected, Load Rejected, Awaiting Post, or Posted.
- Reports that have an In Progress Report status will not be accessible from the Reporting History screen.
- The Reporting History screen can be accessed from the Employer Dashboard in one of the two ways –
  - Hover over *Reporting* in the *Employer* Menu and select *Reporting History*
  - OR
  - Click on the *Reporting History* button located at the top of the *Payroll Reporting* widget
- Any report in one of the above mentioned statuses from the last 30 days will appear in the list.
- Choose the *Submission Period Filter* button to define the period in which the report was submitted. Choices are: Last 3 months, Last 6 months or Last 12 months.
- **Reporting History Actions:**
  - Click on the *Action* button to the left of the record's Reporting ID field to complete an action
  - Each action item will navigate the user to a read-only screen
  - *Details* will navigate the user to the Details/Adjustments screen
  - *Summary* will navigate the to the Upload Results or Replication Results screen
  - *Totals* will navigate the user to the Report Totals screen
  - *Error Report* will display the Contribution Reporting Error Report
  - *Confirmation* will navigate the user to the Confirmation screen.