



FY21-14

# EMPLOYER BULLETIN

## IMPORTANT UPDATE: PAYROLL SCHEDULE NOTIFICATION

April 20, 2021

Earlier today, you received an auto-generated email from Teachers' Retirement System informing you that it is time for you to submit your anticipated payroll schedule for the upcoming 2021-2022 school year through the Employer Access area of the TRS website.

**Please disregard that email message. You do not have to submit your payroll schedule for the 2021-2022 school year at this time.**

Beginning with the 2021-2022 school year, all employers will be required to enter a full payroll schedule or schedules in the new TRS Gemini Employer Portal. Your new entries will include information such as "Pay Period Begin," "Pay Period End" and "Pay Dates."

TRS will provide training for this new payroll schedule notification through Gemini in May.

Any questions should be directed to the TRS Accounting Department at (888) 678-3675 – option 2 or to [employers@trsil.org](mailto:employers@trsil.org).

**TEACHERS' RETIREMENT SYSTEM  
OF THE STATE OF ILLINOIS**

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