

# EMPLOYER BULLETIN

## PREPARING FOR THE GEMINI EMPLOYER PORTAL

May 2021



Teachers' Retirement System is excited to be moving forward toward the July 1 launch of the new Gemini pay-period reporting module. Thank you for joining us on this journey.

Gemini is more than just a 21st Century upgrade to our member data reporting system. Gemini also is the key to the future introduction of the System's new Supplemental Savings Plan.

We look forward to working with you over the next months to train your staff in how to use the Gemini Employer Portal on the TRS website.

There will be challenges. Gemini is new. The technology is more cutting-edge. Some terminology will be different.

But the goal remains the same – ensure that the payroll data and service time of your TRS members is accurately recorded.

We're all facing a learning curve as we move forward with Gemini. But we'll be with you every step of the way.

### Training in the Employer Portal

Gemini Employer Portal training is scheduled for the second and third weeks of June. TRS is scheduling several training sessions, which will be held via Zoom or another web-based tool.

Each session will contain the same lessons, so there is no need to attend all webinars. However, you can attend more than one if you wish. The training will be recorded and placed on the TRS website for future reference and to help instruct new staff you hire after implementation.

The training will be supported by written procedures and several short instructional videos that are posted on the TRS website. TRS has set up a Gemini Call Center dedicated exclusively to helping you with questions and issues.

Invitations and contact information will be distributed to all employers in a subsequent email prior to the training.

(more)



---

## The Timing for the Gemini Launch

---

- **Mid-June** – Employer Portal training
- **Last Week in June** – The Employer Portal will be opened for all employers to complete some preliminary set-up procedures prior to full implementation.
- **July 1** – Go-live for the Gemini pay-period reporting module
- **August 15** – Deadline for the 2020-2021 Annual Report.

---

## Annual Reports for the 2020-2021 School Year

---

Despite the transition to Gemini, all employers will need to submit an Annual Report to TRS for the 2020-2021 school year. The deadline for the annual report is August 15, 2021. The expectation is that this will be the final TRS Annual Report. Pay-Period reporting will cancel the need for future Annual Reports.

---

## TRS Supplemental Savings Plan (SSP)

---

Currently, TRS is focusing its efforts on a successful launch of Gemini. The System does not have any updates at this time regarding the implementation of the SSP, which will be offered to active members in the future.

---

## Thank You!

---

On behalf of all of us at TRS, thank you for your participation in this very important phase of developing Gemini. We are creating the future, and your cooperation and dedication is appreciated.

If you have any questions, please contact TRS Employer Services at 888-678-3675 or at [employers@trsill.org](mailto:employers@trsill.org).

