



FY21-19

EMPLOYER BULLETIN

GEMINI EMPLOYER PORTAL TRAINING DATES AND LAUNCH TIMING

June 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 for their benefit.

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

Four of the same sessions will be held in June between 9 a.m. and 12:30 p.m. and offered through Zoom. Select a hyperlink below to attend your training date. No registration is required for these training sessions. Each session will accommodate up to 1,000 attendees, so there should be ample room for everyone.

Date	Meeting Hyperlink	Meeting ID	Passcode
Tues., June 8	https://zoom.us/j/96915462034?pwd=WmdnYXhKcGVXa0JRNUZPZWQwVVJSZzo9	969 1546 2034	436464
Thurs., June 10	https://zoom.us/j/99384474285?pwd=dFVmNnlkN2RPT0JPbW4rbUEvNIJHQTo9	993 8447 4285	436464
Mon., June 14	https://zoom.us/j/97861102926?pwd=Sy8zRlZJMmJ5Q3RoWigSODBuVGEwUT09	978 6110 2926	436464
Wed., June 16	https://zoom.us/j/99492010468?pwd=R2djK1EwSm1jTlNwYnRXaDZuQjl1QT09	994 9201 0468	436464

- We advise you to log in 15 minutes prior to the 9 a.m. start time, just in case you have any technical issues with the log-in.
- 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. (more)

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- The training will be recorded and placed on the TRS Employer website for future reference and to help instruct new staff you hire after implementation.
- The training sessions are supported by written procedures and several short instructional videos that are posted on the TRS website: <https://www.trsil.org/employers/Gemini/Resources>.
- **TRS has set up a Gemini Call Center dedicated exclusively to helping you with questions and issues. Call (888) 678-3675 and select Option 4.**

The Timing for the Gemini Launch

- **June 8** – Employer Portal training
- **June 10** – Employer Portal training
- **June 14** – Employer Portal training
- **June 16** – Employer Portal training
- **Week of June 21** – 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 appreciate your cooperation and dedication.

If you have any questions, please contact TRS Employer Services at 888-678-3675 or at employers@trsil.org.

