



FY21-21

EMPLOYER BULLETIN

TRS EMPLOYMENT BEGIN DATES NOW AVAILABLE IN EMPLOYER ACCESS

June 2021

A report query of TRS “Employment Begin Dates” is now available for all employers within the TRS secure Employer Access area: <https://employer.trsil.org/subsections/employeraccess/security/signIn.aspx>

Why Is the Report Needed?

With the implementation of Gemini, there are validations on the TRS “Employment Begin Date.” If the date you submit for a member is different than what TRS has on file for that member, an error will invoke. To resolve that error, you will need to know what TRS expects in the “Employment Begin Date” field.

What Is in the Report?

The report will display the TRS “Employment Begin Date” that TRS has on file for members most recently reported for your employer. Keep in mind that the most recent data TRS has for most members is from the FY2019-20 Annual Report. As the FY2020-21 Annual Reports are completed, this data will be updated.

How Do I Use the Report?

Do not use the dates in the report as the TRS “Employment Begin Date” without cross-checking the dates with the data you have on file. The report will list 7/1 of the year as the member’s employment begin date. If you have an employment begin date in the same fiscal year, report your date. If you have an employment begin date in a different fiscal year, which you have determined is correct, you should contact TRS Employer Services to discuss the best resolution. It is possible the member was reported to TRS when he/she should not have been, or alternatively, the member may not have been reported when he/she should have been.

The “Employment Begin Date” is the first date the member is physically at work in a TRS-covered position. For a current employee who has previously worked in a non-TRS covered position, you will report the member’s first day worked in a new TRS-covered position. For rehires, this date should be the most recent date he/she started working for your employer, not the member’s original start date. If you do not have the exact date for those hired before 7/1/21, you can use 7/1 and the year the member started in a TRS-covered position. **Do not report his/her hire date because those dates might be in a different fiscal year than the date the member first worked for the district and there are edits that compare this date to the date that TRS has.**

If a substitute, part-time noncontractual or extra-duty only teacher has gone a full school year without working for your employer, you should report a new “Employment Begin Date” (report the first date the member works for you again in a TRS position).

(more)

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How Do I Access the Report?

1. Log into the secure Employer Access Area.
2. From the left side menu, select “Reports” under the “Employee Information” section.
3. The report is titled “Employment Begin Dates File.”



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