

EMPLOYER BULLETIN

REVISED GEMINI IMPLEMENTATION PLAN

June 2021

With the help of a dedicated Pilot Group of employers, TRS is moving forward in the implementation of the Gemini pay-period reporting module.

The Pilot Group has not been shy in making recommendations designed to improve Gemini and to make the new Employer Portal efficient and effective for our 991 employers.

TRS is listening.

We're working to implement a number of the Pilot Group's recommendations, including:

- Improving Gemini performance so the system is faster when data corrections are being made.
- Refining the payment remittance module to be more aligned with employer processing.
- Making it easier for employers to navigate lists of their TRS members when entering data.

These improvements and enhancements will take time. As a result, TRS is adjusting its plans for making Gemini operational this summer.

Gemini will “go live” on July 1 for the limited purpose of allowing employers to:

- Complete user registration and login
- Manage contacts, users and locations
- Create payroll schedules
- Add flex plans, board paid TRS contributions and sick leave
- Add banking information

The full operational use of the Gemini Employer Portal – uploading member payroll data – will begin when the Pilot Group's recommendations are developed, tested and deployed.

(more)



To make the best use of this added time, over the summer TRS will schedule training sessions or open forums designed to sharpen the skills needed to administer the Gemini Employer Portal. Each session will be dedicated to specific subjects and will be recorded and archived for future reference.

Employers that contract with payroll vendors should continue to work with these vendors to be ready to produce payroll files in the new Gemini file format. If employers and vendors already are able to produce a Gemini payroll file, please hold them for now. TRS will notify employers when they can take the next steps of uploading the files (including creating files using the Replication process) and making error corrections in Gemini.

Contribution Payments in Employer Access Until Further Notice

Until further notice, all payments to TRS should continue to be made each pay period using the existing contribution payment method. To allow for these contribution payments, all employers will need to submit their payroll schedules via the current Employer Web Access area. Originally, TRS believed the submission of payroll schedules was not needed for the 2021-2022 school year. However, with the new “phased-in” approach for Gemini, the submission of these dates will be necessary. All employers will receive a separate system-generated email soon explaining the process.

TRS will notify employers in advance when the payments can be made in Gemini.

For now, all payments to TRS should continue to be made each pay period using the existing contribution payment method. TRS will notify employers in advance when the payments can be made in Gemini.

Thank you

The success for Gemini is key to the implementation of the new TRS Supplemental Savings Plan, which by law must be available for all active members of the System.

Thank you for your understanding and patience as we continue to work together on Gemini.

