

EMPLOYER BULLETIN

GEMINI EMPLOYER PORTAL OPEN JULY 1

June 2021



This is a reminder that beginning on Thursday, July 1 the new Gemini Employer Portal will be opened so TRS employers can officially register to use the pay-period reporting module.

On the morning of July 1, a TRS email will be sent to each employer's System Administrator with instructions for an employer to register in Gemini. Because of security concerns, the registration email will only be valid and accessible for 24 hours after its receipt. After 24 hours, you cannot use that email to register for Gemini.

If you are unable to complete the Gemini registration within the first 24 hours, you should contact the Employer Services Gemini Call Center at 888-678-3675, option 4, and request a new registration email.

If your System Administrator is someone other than yourself, we ask that you contact her/him about the release date of the Gemini Employer Portal registration email.

Next Steps for System Administrators

Once you have successfully registered and logged into the Gemini Employer Portal at <https://employerportal.trsil.org/>:

- Navigate to the Contacts screen and use the Contacts screen to add/edit/update employer contacts.
- If there are any contacts who will need access to the Gemini Employer Portal, send them an invitation and select any security role(s) needed to complete their TRS-related tasks.
- For help, refer to the Employer Portal Procedures online: <https://www.trsil.org/employers/Gemini/Contacts>

We understand that we are approaching the July 4 holiday weekend. Many staff will be on vacation and will be unable to respond to the registration email.

Don't worry. Next week, on or about July 6, 2021, TRS will send a second email to all System Administrators who have not yet completed the Gemini registration process. Again, this second registration will only be valid and accessible for 24 hours from its receipt.

Thank you for your cooperation in this matter and in the development of Gemini!

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

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