

EMPLOYER BULLETIN

USING THE GEMINI EMPLOYER PORTAL

July 2021

Once you have registered in the new Gemini Employer Portal, you can practice reporting TRS member data in Gemini after completing the set-up process. You will be able to upload a “test” report to TRS and, if applicable, view an error report based on that test file.



Before uploading a test report, you must complete the following steps:

1. Register as a user. If you have not registered as a user in the Gemini Employer Portal, contact your System Administrator.
2. Add information regarding flexible benefit plans (if applicable), board paid TRS contributions and sick leave normal annual allotments.
3. Add banking information.
4. Create payroll schedules.

Please refer to Employer Bulletins [FY21-22](#) and [FY21-23](#). These bulletins contain detailed procedures and links to instructional videos that can help with each of the steps listed above. This information also can be found under <https://www.trsil.org/employers/Gemini/Resources> on the TRS website.

Once the above steps have been completed, employers will be able to upload test files and view any Error Reports based on those tests.

However, you will not be able to progress any further in the Gemini contribution reporting process beyond uploading a test file. Also, employers choosing the Replication process (manual entry) cannot replicate any files at this time. Due to the design of the replication process, there is no advantage to testing replicated reports prior to the full end-to-end process being implemented.

Once the test file has been uploaded, any Error Report can be viewed on the “Upload Results” screen or the “In Progress Reports” screen by clicking on the “Actions” drop down arrow. An Error Report will be in PDF format. The PDF can be converted to an Excel format. If you need assistance with this conversion, contact your IT support staff.

Note: Both Payroll Reporter AND Payment Remitter roles must be given to the individual who will be uploading the test files.

(more)



A description of each error can be found at the end of the Error Report.

However, at this time you will not be able to correct and/or certify any errors or edits.

Please use this time to become familiar with uploading reports in Gemini, dealing with the errors and working with your vendor to produce a clean file and resolve any issues or errors in the vendor's systems. Reach out to your payroll vendor for assistance if you have load errors (file format issues).

Once this initial phase of Gemini is complete, TRS will “cleanse” all previously submitted test reports you have uploaded. The goal is to give you a “clean slate” when the Employer Portal is opened for end-to-end processing.

TRS will notify you as soon as the Employer Portal is ready for end-to-end processing.

Questions

If you have questions regarding the errors that have been reported contact TRS Employer Services at 1-888-678-3675 or email employers@trsil.org.