

# EMPLOYER BULLETIN

## GEMINI REGISTRATION & NEXT STEPS

July 2021

The first step in the implementation of the new Gemini Employer Portal is proceeding as planned.

On July 1, TRS distributed more than 1,100 emails to Employer System Administrators inviting them to register as a Gemini user. To date, 742 System Administrators representing 662 unique employers have registered.



To those of you who reacted last week to our first invitation to register for Gemini, we at TRS thank you.

If you did not complete the registration process within 24 hours of the original invite, don't worry. TRS sent a second round of invites earlier today (July 6, 2021). As with the first round, you will have 24 hours from the distribution of the invitations to complete the registration process.

If you are not able to complete the registration, call TRS Employer Services at (888) 678-3675, option 4, to be sent another invite.

### System Administrators' Next Steps

The next step is for all System Administrators to invite and set user roles for the other employer contacts. Procedures for this task can be found here: <https://www.trsil.org/employers/Gemini/Contacts>

As a reminder, the following roles are available for employers:

#### System Administrator

This security role will have limited access to the Gemini Employer Portal. The System Administrator will be responsible for the overall maintenance of the organization's Contacts and Employer Portal user accounts. There can be up to three (3) System Administrators assigned per employer.

#### Payment Remitter

This security role will have access to view contribution reports, enter and remit contribution payments and maintain banking information in the Gemini Employer Portal.

(more)

## **Payroll Reporter**

This security role will have the greatest access to the Gemini Employer Portal. The Payroll Reporter will be responsible for completing the contribution reporting process, as well as creating and maintaining payroll schedules, locations, sick leave, board paid TRS, and flex plan screens. TRS will require a series of tasks from the Payroll Reporter with the majority of these tasks being performed on an annual basis.

## **Read-Only Staff**

This security role will have access to view various screens and reports within the Employer Portal with read-only capabilities. However, there are no permissions to edit data for this security role.

You can set one role or multiple roles for each individual you invite. Access to certain screens and functions will be limited based on the roles assigned.

## **Questions**

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If you have any questions, don't hesitate to contact the Gemini Call Group at (888) 678-3675 or [employers@trsill.org](mailto:employers@trsill.org).