

EMPLOYER BULLETIN

REMINDER: GEMINI EMPLOYER PORTAL IS OPEN

September 2021

The Gemini Employer Portal is fully operational and ready to accept all employer reports.

Since Gemini went “live” in September, 474 TRS employers have submitted and completed a total of 1,246 Payroll Reports by using the portal. We are extremely grateful to all those employers who have taken the time and effort to learn and take on the challenge of this new reporting process so quickly.



All employers are required to use Gemini for all 2021-22 payroll reporting.

However, as encouraging as the numbers are, 516 employers have yet to attempt any submission of payroll data via the Gemini Portal. It's time to learn and use Gemini.

No Late Fees – Yet.

Even though TRS is not assessing late reporting penalties during the early weeks of this transition to Gemini, the System fully intends to begin charging late fees at some point in the future.

It is imperative that all employers understand the urgency to learn Gemini now and to catch up your 2021-22 reporting in the Employer Portal.

Tips to Get Started

- You can submit data in one of two ways.
 1. File upload is the preferred method if you are an employer with 100+ TRS members. If you are working with a payroll software vendor, chances are TRS has been working with that vendor to ensure the vendors' software meets TRS requirements.
 2. Smaller employers can use the replication process which is a manual entry option.
- Once you are ready to submit your first file in Gemini, you must submit the first payroll report for July, then submit the other missed reports sequentially until you are current. We have found during this catch-up phase of the implementation that it is advisable to submit no more than one report per day until you are current.
- Until you can get current with your 2021-22 reporting in the Gemini Employer Portal, you can still make your contribution payments as you always have in the Employer Web Access area of the TRS website. Any payments made this way will be reflected on your payments screen in the new Employer Portal as a credit. This will ensure you will not be paying twice for the same report.

(more)

Need Help? Questions?

- All training and reference resources can be found at www.trsil.org/employers/Gemini/Resources. On this page, you will find training videos as well as written procedures for each screen in the Employer Portal.
- If you would also like to speak with TRS staff members, you can call the Employer Services Department at 888-678-3675, option 4 to reach the Gemini Call Group.
- Questions can also be sent to employers@trsil.org and someone will respond to you as soon as time allows.
- Each Thursday morning at 10 a.m., TRS holds an open forum Zoom call for all employers. It is an hour each week of answering as many questions from employers as time allows. If you are new to the reporting process in the Employer Portal, it will give you the opportunity to hear from other employers who have experienced and been successful with it.

