

EMPLOYER BULLETIN

SSP DEFERRALS REPORT UPDATE & UPCOMING EMPLOYER SSP REPORTING TRAINING

February 2022

We have reached the next milestone in the rollout of the TRS Supplemental Savings Plan (SSP). Employers/districts that have signed the SSP Participation Agreement and have enrolled SSP employees have received a SSP Deferrals Report in Gemini and an email.

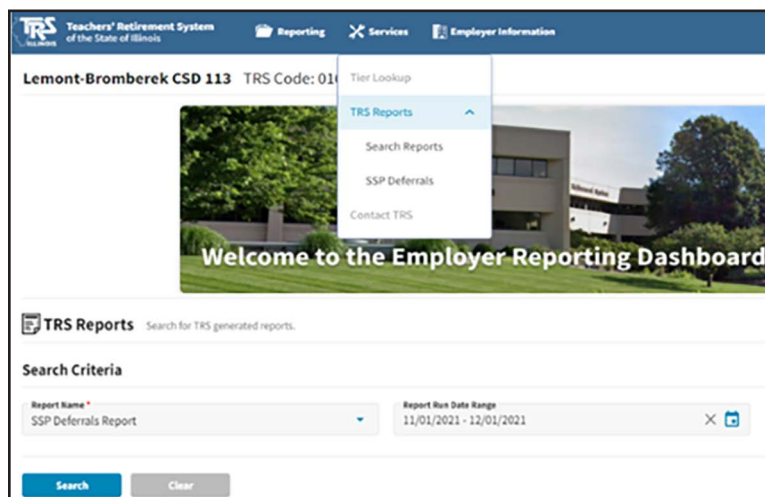
- An email is sent each time a SSP Deferrals Report is generated.

From: TRS Gemini Messenger (TRSGeminiMessenger@trsil.org)

To: Reporting and Accounting contacts in the Gemini system – please review and confirm these contacts are correct

Subject: Your SSP Deferrals Report has Generated Successfully For XX/XX/XXXX (date)

- A new SSP Deferrals Report is generated when/if deferrals are added, changed or canceled.
- The SSP Deferrals Report can be accessed in Gemini under TRS Reports.



If you did not receive an email and/or a SSP Deferrals Report is not available in your Employer Portal, you do not have any employees enrolled at this time.

- Employees can enroll or make changes each business day.
- The SSP Deferrals Report is a **daily** process that will generate each day an employee enrolls or makes changes.

(more)



- You should always check for the latest report when processing payroll to ensure accurate deferrals are withheld.

Initial TRS SSP deferrals should be deducted on payrolls **with pay period begin dates on or after March 1, 2022.**

- Future enrollments, changes or cancellations will be effective the 1st of the month following the members' election.
- If unable to take the deferral or make changes the first pay period beginning on or after the effective date, the members' election should be made **as soon as administratively practicable.**

We will address SSP questions on the regularly scheduled Gemini Employer Open Forum Zoom Meeting:

Thursday, February 24

10 – 11 a.m.

Zoom link: <https://zoom.us/j/93960137866?pwd=ZGs4RUkvWHkwYmxlZ1JBW4xeEVkUTog>

Meeting ID: 939 6013 7866

Passcode: 280609

Employer SSP Reporting Training

You're invited to SSP Reporting Training that will replace the regular Open Forum Zoom Meeting next week:

Thursday, March 3

10 – 11 a.m.

Zoom link:

<https://us06web.zoom.us/j/87371424813?pwd=UG9veFV3VlBmVGNGYVRWeGFVU4dz09>

Meeting ID: 873 7142 4813

Passcode: 362535

For assistance prior to the scheduled Employer SSP Reporting Training, information can be accessed at:

- TRS Supplemental Savings Plan: <https://www.trsil.org/employers/Supplemental-Savings-Plan>
- Gemini Resources: <https://www.trsil.org/employers/Gemini/Resources>
- Email TRS Employer Services: employers@trsil.org.

