



FY22-26

EMPLOYER BULLETIN

GEMINI & SUPPLEMENTAL SAVINGS PLAN UPDATE

April 2022

Your immediate attention is requested as Teachers' Retirement System reaches a critical stage in the development of the Gemini Pay-Period Reporting System and the Supplemental Savings Plan (SSP).

TRS appreciates the help and cooperation of those employers who have done their part to transition to Gemini. However, this cooperation has not been universal. Approximately 58% of employers have fully implemented Gemini pay-period reporting while 26% are in progress. However, 16% of employers have posted no Defined Benefit report or only one report in Gemini since September 2021.

Beginning in March of 2019 – *more than three years ago* – all employers have received a continuous stream of information and assistance from TRS to allow them to transition to Gemini.

Gemini is the only way for employers to remit contributions for their employees participating in the SSP. As we close in on the end of the 2021-2022 school year, here are the next steps for Gemini and the SSP:

1. Establishing a one-time-only annual hybrid process for the required TRS certification of each employer's member data for the 2021-2022 school year.
2. Reinstating statutory penalties in school year 2022-2023 on employers who do not timely report through Gemini.
3. Deactivating in school year 2022-2023 the First Data payment system currently being used and switching exclusively to Gemini.
4. Implementing auto-enrollment for the SSP no earlier than January 2023.

Annual Certification Process for 2021-2022

Every year, employers must certify payroll and service data for all 160,000 active TRS members. This certification is essential for TRS to provide members with their annual statement of benefits as required by law.

To assist employers who still have not transitioned to Gemini reporting during the 2021-2022 year, TRS will make available two methods of reporting an annual summary of member data to the System. The method each district uses will depend on how far along it is in the implementation of Gemini.

- **Reporting through the Gemini Pay-Period Module:** Employers who have been using Gemini to report 2021-22 data after each pay period and are up to date in these reports will finalize their cumulative data for the year in Gemini. They will continue to use Gemini in the 2022-2023 school year.
 - TRS will define "up to date" in Gemini as employers who meet a June 1, 2022 deadline for reporting all 2021-2022 payrolls through the end of April 2022.

(more)

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

2815 West Washington
P.O. Box 19253
Springfield, Illinois 62794-9253
(888) 678-3675
employers@trsil.org



- **Reporting through the legacy Annual Report process:** Employers who still have not started using Gemini or are behind in submitting pay-period reports will be required to submit an Annual Report for 2021-2022 using the legacy reporting system. These employers will be required to use Gemini in the 2022-2023 school year.

Starting in the 2022-2023 school year, all data reports will be submitted following each pay period through the Gemini system. The old annual reporting process through the Employer Portal will be deactivated and not available for employers to report data for the 2022-2023 school year.

Statutory Penalties for Late Reporting

Beginning in the 2022-2023 school year, TRS will reinstate statutory monetary penalties for non-compliance with reporting requirements.

Under state law (40 ILCS 5/16-155) TRS assesses penalties on employers that do not timely report member data and submit required contributions. During the transition from the legacy reporting method to Gemini, TRS has waived these penalties to ease employers' conversion to Gemini.

- Penalties will be imposed on employers not using Gemini beginning on August 10, the deadline for reporting July data through Gemini. Employers not using the Gemini system will be fined "\$50 per day for each day that elapses from the due date until the day such report and employee contributions are received by the System."
- On August 15, employers that do not have all 2021-2022 member data correctly filed with TRS will be penalized \$250 per day until the data is submitted.

Deactivation of First Data System

To complete the transition to Gemini, the legacy First Data system used by employers to remit required contributions to TRS will be deactivated after 2021-2022 payments are complete. All employer contributions will be remitted to TRS through Gemini.

Auto-enrollment in the SSP

State law requires auto-enrollment of all eligible new TRS members in the Supplemental Savings Plan as soon as practicable on or after Jan. 1, 2022. All employers must use the Gemini reporting system to ensure that eligible new members will be auto-enrolled in the SSP as the law mandates.

TRS intends to implement auto-enrollment no earlier than January 2023. The System will provide information, on automatic enrollment as that date approaches.

In order for eligible TRS members to participate in the SSP, the employer must adopt, sign and return a participation agreement to the System. Employers can upload a completed SSP Employer Participation Agreement using the secure Document Upload area within their online TRS Employer Access Account. [The Participation Agreement is available at this link.](#)

Thank you for your cooperation in the implementation of Gemini and the SSP. The TRS Employer Services Department plans on using a portion of its weekly Zoom call with employers to discuss in greater detail the contents of this bulletin.

Questions

If you have any questions, please call or email Employer Services at 888-678-3675 or employers@trsill.org.

