



FY22-30

EMPLOYER BULLETIN

SUPPLEMENTAL SAVINGS PLAN: REPORTING IN GEMINI; CONNECTING WITH VOYA

May 2022

Teachers' Retirement System is pleased to report that the Supplemental Savings Plan (SSP) continues its steady growth – the result of a strong partnership with employers who share our commitment to help TRS members *Bring More* to their futures.

In just two months, more than 140 employers have transmitted SSP contributions using the Gemini Pay Period Reporting System. Here are a few tips to help you manage the reporting process:

- Contact your financial institution and make sure that **Voya Institutional Trust Company** is set up as a trusted vendor and is authorized to initiate an Automated Clearing House (ACH) debit.
 - ✓ Voya's ACH Company ID is 5555587807.
 - ✓ Voya's IRS W-9 form can be accessed [via this link](#).
- Each time a member enrolls in the SSP or makes a change to their payroll deferral, a comprehensive SSP Deferrals Report is generated.
 - ✓ Each report is available under TRS Reports in the Gemini Employer Portal and an email is sent to you.

For example:

From: TRS Gemini Messenger (TRSGeminiMessenger@trsil.org)
To: Reporting and Accounting Contacts
Subject: Your SSP Deferrals Report has Generated Successfully



Dear QA Tester,

Your SSP Deferrals Report for 02/07/2022 for Porta CUSD 202 has been generated successfully.

You can access your SSP Deferrals Report from the Employer Portal. Upon log in, select Services on the top navigation bar. Then select SSP Deferrals under the TRS Reports option and choose the appropriate SSP Deferrals Report to view the information.

You can log on to your web account at [Secure Sign-In](#) to view information related to your Deferrals Report. If you have any questions, please contact our office at (888) 678-3675 or employers@trsil.org.

Employer Services
TEACHERS' RETIREMENT SYSTEM
OF THE STATE OF ILLINOIS (888) 678-3675

Follow us: <https://www.trsil.org> | employers@trsil.org

2815 West Washington Street, Springfield, IL 62702

NOTE: Please do not respond to this email address. It is only for informational purposes.

(more)

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- When recording members' payroll deferrals and reporting them in Gemini, please take note of the Contribution Category and Contribution Effective Date on the SSP Deferrals Report. **The Pay Period Begin Date must be on or after the Contribution Effective Date.** If this is unclear, please call TRS Employer Services to get a clarification.
- Once you submit an SSP (DC) Report in Gemini to TRS through the Payment step in the process, each corresponding amount will be transferred via ACH to Voya's bank from the bank account you have placed on file in Gemini.
- For assistance, you may reference [Employer SSP Reporting Training](#), Defined Contribution Reporting processes at [Gemini Resources](#) and [TRS SSP Employer FAQs](#) on the TRS website at trsil.org.

Thank you for your cooperation in the implementation of Gemini and the SSP. Reach out to Employer Services with questions on how to successfully report transactions for both TRS retirement plans – the Defined Benefit (DB) pension plan and Defined Contribution (DC) SSP – in Gemini.

Questions

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

