



FY22-31

# EMPLOYER BULLETIN

## NOW AVAILABLE: GEMINI PAY-PERIOD REPORTING FILE LAYOUT, VERSION 2.0

May 2022

The Gemini Pay-period Reporting File Layout, version 2.0 is now available. The current layout document, version 1.5 has been split into two separate documents, one for Defined Benefit reporting and one for Supplemental Savings Plan (SSP) reporting. Both versions can be found on the [Gemini Resources page](#).

The main difference between version 1.5 and 2.0 is the addition of the fiscal year (FY) field to each Header, Footer and Detail record in the file. Including the correct FY will be critical to your reporting for the upcoming summer months. Reporting File Layout 2.0 was shared with the payroll software vendors some time ago so they could begin making the necessary changes to the requirements.

**Beginning June 15, 2022, only version 2.0 of the layout will be accepted by Gemini.** If you attempt to complete an upload of a file on or after June 15 with the current version 1.5, your file will be rejected. Additionally, you should report each FY in a separate report beginning June 15, 2022. In other words, do not report July Administrator records for FY2022-23 with Teacher records for FY2021-22 in the same report for the same pay period.

We will send at least one reminder as the cutover date approaches.

### Questions

If you have any questions, contact Employer Services at 888-678-3675 or [employers@trsil.org](mailto:employers@trsil.org).

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