



FY22-35

# EMPLOYER BULLETIN

## SUMMER PAY REPORTING IN GEMINI

June 2022

### Summer Payrolls for *Defined Benefit* Reporting

As we approach the end of the fiscal year, districts will be processing summer payrolls in order to submit the final reports for the 2021-2022 fiscal year and remit the corresponding TRS contributions to TRS by the July 10th deadline.

When reporting the summer payrolls to TRS, districts have a few different options depending on the number of payrolls and timing of the pay dates. Regardless of which option is chosen, each report that is uploaded must have a pay period begin date, end date and pay date that matches a pay period that is listed on the district's payroll schedule.

#### Option 1

Submit separate files for each payroll date. Each file will need to have a different begin date, end date and pay date. The begin date, end date and pay date cannot be the same date and must match the payroll schedule created in Gemini.

This option is best suited for employers who run multiple payrolls with separate pay dates and pay periods and would like to upload each pay period in a separate file.

#### Option 2

Submit all remaining payroll files for 2021-2022 in one report. Each file will need to have a different pay period begin date, end date and pay date. The begin date, end date and pay date cannot be the same date and must match the payroll schedule created in Gemini.

This option is best suited for employers who run multiple payrolls with separate pay dates and pay periods but would like to upload once with all pay periods included in the same file.

**Example:** If there are five summer payrolls, each member would have five records in the file, one for each pay period.

#### Option 3

Combine all of the final earnings in one report. You will report one total amount for each applicable payment reason.

(more)

This option is best suited for employers who have one or multiple summer pay periods that have the **same pay date** (day the wages are paid, not processed).

## Summer Payrolls for Defined Contribution Reporting

The same guidelines that apply to defined benefit reporting also apply to defined contribution reporting with one exception. SSP reporting and contributions are to be submitted when the employees' payroll is **paid** (not processed). If the payroll closes in June, but isn't paid until a later date, the contributions should not be remitted in June, but according to the pay date. If the payrolls are paid in advance, the reporting and contributions should be completed upon payment, so deferrals can be invested timely once they are withheld from a member's paycheck. Each report that is uploaded must have a pay period begin date, end date and pay date that matches a pay period that is listed on the district's payroll schedule.

Employers who choose to combine all of the final earnings in one report for defined benefit reporting and wait to pay the payrolls until July and August may need to add rows to the payroll schedule and check the Special Pay box in order to ensure that their defined contribution report matches a pay period that is listed on the district's payroll schedule.

Employers who choose to combine all of the final earnings in one report for defined benefit reporting and process and pay on the same date should remit the SSP contributions for all remaining earnings on one defined contribution report. Employers will need to certify the warning error ER5055 – SSP Contributions Mismatch and submit.

## Questions

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

