



FY22-36

# EMPLOYER BULLETIN

## IMPORTANT: UPDATED ANNUAL CERTIFICATION PROCESS FOR 2021-22

June 2022

In our last bulletin titled [Employer Bulletin FY22-26](#), we defined “Up to Date”\* and offered two options for the Annual Certification Process. After extensive testing, our teams have uncovered issues which must be resolved to provide the best results for all parties.

**All employers who wish to begin their annual reporting process, regardless of their “Up to Date” status, should use the legacy Annual Report System (ARS).**

For those employers who wish to wait and possibly use the Gemini system, we will provide guidance/training once the issues are resolved. If you wish to use the Gemini system for reporting, you should continue to submit your pay period reports for the fiscal year. For those employers who choose to wait, please be aware of the reporting deadline of August 15, 2022.

As a reminder for those using the legacy system, **we strongly urge employers who have not been reporting in Gemini to upload, but not submit** some reports in Gemini so that you can become familiar with the system and work out any issues that you may encounter.

### Thank You

We appreciate you and your efforts. The time and energy spent on this endeavor has yielded great results with more to come. Please know we are committed to providing the best possible experience and appreciate your understanding as we continue to fine-tune the Gemini system and this process.

### Questions

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

\* “Up to date” is defined as reporting through the end of April 2022 by June 15, 2022.

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