



FY22-39

EMPLOYER BULLETIN

2022-23 GEMINI REPORTING

June 2022

Effective Wednesday, June 29, 2022, employers can:

- Create payroll schedules for the 2022-23 school year.
- Enter normal annual allotments of sick/personal leave for teachers and administrators.
- Indicate if the district pays any portion of TRS-covered members' 9 percent retirement contributions.
- Enter flexible benefit plan information.

You must enter a payroll schedule before you can submit defined benefit or defined contribution reports for the 2022-23 school year.

Please enter the sick leave, board-paid TRS and flexible benefit plan information for the 2022-23 school year. Ensure sick leave, board-paid TRS and flexible benefit plan information have been entered for 2021-22.

Following are links to instructions for entering the above information.

- Payroll schedules - https://www.trsil.org/employers/Gemini/payroll_schedule and <https://youtu.be/JXJf-hlmWeM>
- Sick leave - <https://www.trsil.org/employers/Gemini/SickLeave>
- Flexible benefit plan - <https://www.trsil.org/employers/Gemini/FlexPlan>
- Board paid TRS - <https://www.trsil.org/employers/Gemini/BoardPaidTRS>

Questions

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

**TEACHERS' RETIREMENT SYSTEM
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