



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](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](mailto:employers@trsil.org).

**TEACHERS' RETIREMENT SYSTEM  
OF THE STATE OF ILLINOIS**

2815 West Washington  
P.O. Box 19253  
Springfield, Illinois 62794-9253

(888) 678-3675  
[employers@trsil.org](mailto:employers@trsil.org)

