

# EMPLOYER BULLETIN

## GEMINI ANNUAL CERTIFICATION; ARS REPORTING & DEADLINE

July 2022

### Annual Certification

Employers who have reported all of their 2021-22 earnings to TRS through Gemini are now able to begin the Annual Certification Process. To begin this process, select the link, “Click here if ready to start/continue the Annual Certification process,” under the Annual Certification widget on your Employer Reporting Dashboard screen. After the data has been reviewed and any necessary updates made, employers will certify this information and it will be submitted to the Annual Reporting System (ARS) in the Employer Access area of the TRS website. Once the certified information is submitted into the ARS, employers must:

- Address all edits
- Ensure sick leave days are correctly reported for terminated members
- Ensure leave information has been correctly reported for members on board approved and/or FMLAs
- Complete the Compliance Questionnaire and Remittances
- Complete the required information on the Submit to TRS screen prior to submitting the Annual Report. You must click Submit to complete the process and transfer the information to TRS
- If any additional contributions are owed after the Annual Report Remittances report is completed, remit the contributions through the legacy First Data online payment system. Enter “2022” for the fiscal year and “60” as the pay period. Contributions must be made by August 15 to avoid penalties.

[Refer to the TRS Annual Certification Process presentation for completing the Annual Certification process.](#)

### Annual Reporting System (ARS)

Refer to the following links for completing the Annual Report once the rolled-up data has been imported into the ARS.

- [Annual Report tutorial presentation,](#)
- [Chapter 5 in the TRS Employer Guide,](#)
- [FY22-37: Instructions for Filing the Annual Report of Earnings and Related Reports,](#)

(more)

- [FY23-02: Completing the Annual Report's Edit Report](#) and
- [FY23-03: Annual Report Reminders](#).

## Filing Deadline

**The filing deadline for the 2021-22 Annual Report is Monday, August 15, 2022 at 11:59 p.m.** Service and creditable earnings information must be reported in accordance with the laws and rules applicable to TRS. An Annual Report failing to materially conform to the laws and rules applicable to TRS will not be deemed received until it is properly corrected and resubmitted to TRS. **A \$250-per-day late filing penalty will be assessed for each day past the deadline that the report is not on file with TRS.**

## Questions

For questions about completing the Annual Report or other related reports, email questions to [employers@trsill.org](mailto:employers@trsill.org) or call the TRS Employer Services Department at 888-678-3675, option 1. TRS staff members are available to unlock accounts from 7:30 a.m. to 4:30 p.m., Monday through Friday.

