



FY23-11

EMPLOYER BULLETIN

GEMINI REMINDERS FOR CONTACTS/USERS, FEDERALLY-FUNDED SALARIES & BEGIN DATE ERROR CODE

Oct. 2022

Gemini Contacts and Users

In Gemini, employers can update contacts and users when needed.

The district employees listed as active contacts within the Employer Portal will be used for correspondence and communication between the employer and TRS. Employers will need to update contacts when new employees who will be working with TRS are hired and deactivate accounts when employees who have worked with TRS terminate employment.

A System Administrator invites and sets user roles for employer contacts.

Please take a few minutes to ensure that your Gemini contacts and users are up to date. Detailed instructions for updating contacts and users can be found on the TRS website at:

<https://www.trsil.org/employers/Gemini/Contacts>

Federally-Funded Salaries

Federally-funded salaries are reported on the Report Totals screen of your Gemini report. The Federally Funded Earnings section is used to report salaries paid from federal funds. Prior to Gemini, employers were required to report federal funds by member. With Gemini, federal funds will be reported by grant type.

Report by grant type all TRS-covered members' salaries that are paid from federal funds. Do not include salaries paid to retirees working within the post-retirement employment limits or non-TRS-covered employees. If your district pays any portion of the member 9% contribution in addition to salary and the board-paid contribution amount is reimbursed through the grant as a benefit, the Federally Funded Earnings field on the payroll report should include the appropriate factor. If the member 9% contribution is not reimbursed through the grant as a benefit, do not include the board-paid contribution in the Federally Funded Earnings field.

Employment Begin Date – 4011 Error Code

You may be encountering 4011 Error Codes when working on your pay period contribution reports. ER4011 means that you could potentially be reporting an incorrect begin date for a member.

The “Employment Begin Date” is the first date the member is physically at work in a TRS-covered position. For a current employee who has previously worked in a non-TRS covered position, you will report the member’s first day worked in a TRS-covered position. For rehires, this date should be the most recent date he/she started working for your employer, not the member’s original start date. If you do not have the exact
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date for those hired before 7/1/21, you can use 7/1 and the year the member started in a TRS-covered position. Do not report his/her hire date because those dates might be in a different fiscal year than the date the member first worked for the district and there are edits that compare this date to the date that TRS has.

If a substitute, part-time noncontractual or extra-duty only teacher has gone a full school year without working for your employer, you should report a new “Employment Begin Date” (report the first date the member works for you again in a TRS position).

A report showing the employment begin dates of all TRS-covered employees based on your last posted Annual Report is available in the Employer Access area of the TRS website. Please refer to [Employer Bulletin FY21-21: TRS Employment Begin Dates Now Available in Employer Access](#).

If after reviewing the member’s employment history and the employment begin date report you determine you have the correct date, contact the TRS Employer Services Department.

Questions

If you have reporting questions, please call the Employer Services Department at 888-678-3675, option 1 or email employers@trsill.org.

