

# EMPLOYER BULLETIN

## PAYING INVOICES

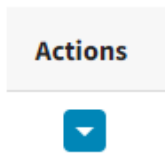
**December 2022**

As explained in [Employer Bulletin FY23-08](#), submitting payments via First Data has been discontinued. TRS has received questions about making payments for billed items. Billed items must be paid with a pay period contributions report. The invoice section will include amounts due for the Employer’s Report of Adjustment to Earnings, adjustments processed in Gemini, employer costs for salary increases in excess of 6 percent, granted sick leave days, salaries in excess of the governor’s salary and penalties for late submission of reports.

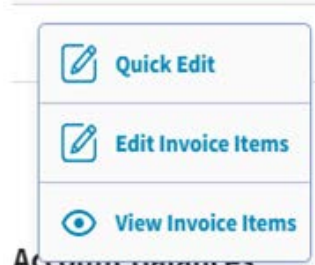
### Making Payments From the Totals Screen

From the Actions dropdown (see Screen Shot 1), employers will pay their invoices by selecting “Quick Edit” or “Edit Invoice Items” (See Screen Shot 2).

**Screen Shot 1**



**Screen Shot 2**



Quick Edit lists the total of all invoiced items. When selecting this pay option, the remittance amount must exactly match Current Amount Due. If an employer wants to make a partial payment, Edit Invoice must be selected.

Actions	Due Date	Invoice Number	Invoice Type	Current Amount Due	Remittance Amount	Remaining Amount
Save	10/10/2022	284711	20 - Retirement Costs/Other	7,102.64	\$ 0.00	7,102.64

Edit Invoice shows each person included in the invoice. The district can choose to pay a percentage for each individual, the same dollar amount for each individual or enter the amount they are paying under Quick Edit.

(more)

Report Summary ID: [REDACTED] Report Type: Defined Benefit Report Date: 08/15/2022 Report Status: Data Submitted Status Date: 10/14/2022 14:32:53 PM Members: [REDACTED] Errors: [REDACTED]

**Invoice Items for 20 - Retirement Costs/Other** Summary of Invoice selected.

Invoice #: [REDACTED] Due Date: 10/10/2022 Amount Due: \$7,102.64 Remittance Amount: \$0.00 Remaining Amount: \$7,102.64

Select One of the following to adjust:

Percentage for Each Individual

Amount for Each Individual

**Invoice Item Details** Details of Invoice selected.

Actions	SSN ^	Name ^	Invoice Type	Amount Due	Remittance Amount	Remaining Amount
	[REDACTED]	[REDACTED] Christine C	Employer's Excess Salary Increase Contri... <a href="#">View More</a>	1,173.04	0.00	1,173.04
	[REDACTED]	[REDACTED] Jeanette Lynn	Employer's Excess Salary Increase Contri... <a href="#">View More</a>	1,413.00	0.00	1,413.00
	[REDACTED]	[REDACTED] Mardi	Employer's Excess Salary Increase Contri... <a href="#">View More</a>	4,516.60	0.00	4,516.60

[← Previous](#)

Invoice payments will then appear in the Account Balances section of the Report Totals screen. Payment amounts will be included in the Total Payment Due field on the Payment Information Screen.

## Questions

Call the Employer Services Department at 888-678-3675, option 1 or email [employers@trsill.org](mailto:employers@trsill.org).

