EMPLOYER BULLETIN

RESEARCHING AND RESOLVING ANNUAL CERTIFICATION ERRORS

July 2024

As more districts begin the Annual Certification process this month, the following guidance will help with researching and resolving errors.

Errors

Warning Errors

On the Annual Certification Member Summary screen, thoroughly review the reported information and the full Error Resolution for each error code. If the reported information is incorrect, **do not certify the error**. Instead, make any necessary updates using Quick Edit under the Actions dropdown.

If the Employment Type is incorrect or you need to report an additional Payment Reason, use the Add Row feature on the Member Summary Details Screen. We suggest adding the new row before adjusting the earnings on the existing records.

If after making any necessary corrections, a nonfatal error invoked or the information as reported is correct, Certify the error. Select View More under the Error Resolution column, select Certify, then enter a detailed explanation if prompted. Some warning errors may not require a detailed explanation. For those that do, providing as much information as possible may prevent an inquiry from TRS. Only Certify a warning error once it has been thoroughly researched and verified that the reported information is correct.

Fatal Errors

A fatal error identifies incorrect or incomplete information and must be corrected.

Mass Update

If after all data has been rolled up it is discovered that there is a district-wide error in reporting Contract Days and/or Days Paid, use the Mass Update feature on the Annual Certification Member Summary page to make corrections to Contract Days and/or Days Paid.

Members selected for Mass Update will be rerun through the edit process. If you find that changes made through mass update are not accurate, the Annual Certification will need to be deleted and the process will need to be started again. All corrections are lost anytime Delete is used. Due to this, review changes made through Mass Update before resolving any other errors.

(more)

TEACHERS' RETIREMENT SYSTEM
OF THE STATE OF ILLINOIS

Questions

For additional information, please review the information found under the **Annual Certification** area on the TRS website. If you have questions, call or email our Employer Services Department at 1-888-678-3675, option 1, or **employers@trsil.org**.