EMPLOYER BULLETIN

REPORTING DAYS PAID IN GEMINI

March 2025

We are providing further guidance on reporting days paid in Gemini.

In each pay period, TRS-covered employers are required to report Days Paid as the number of days members worked and/or used accumulated leave time (sick leave, personal leave, vacation). Report the number of Days Paid from the Pay Period Begin Date to the Pay Period End date using the school calendar(s) or the members' individual calendars. Days paid could vary for members based on start dates, individual yearly calendars and work schedules. Generally, the days paid will not be the same each pay period.

For example:

> If the payroll schedule pays teachers and administrators on the 15th and 30th of the month and the payment lag is current, you will report the number of days paid based on the members' calendar/schedule/timesheet for that pay period.

Pay-period Dates

Pay-Period Begin Date: 2/3/2025	Pay-Period End Date: 2/14/25	Pay Date: 2/14/25

Number of Days to Report

For 12-month administrators with 260 contract days: report 10 days paid.

For other administrators with contract days less than 260: report the number of days the administrators were paid for from 2/3/25 to 2/14/25 based on the calendars for their positions.

For teachers: report the number of days paid from 2/3/25 to 2/14/25 based on the school calendar.

For substitute and part-time noncontractual (hourly): report the number of days the teachers were paid for based on their timesheets.

For part-time contractual teachers: report the number of days paid from 2/3/25 to 2/14/25 based on their individual work calendars.

With Gemini, the reporting focus has shifted from annual to pay period. It is imperative that earnings and service are correctly reported on each pay-period report to ensure that members are credited with accurate earnings and service credit. Days paid are used in the calculation of service credit and service credit has a direct effect on the value of the retirement annuity.

(more)

Correcting Reported Days

Please review the days paid that have been reported for your members. If the days paid have been reported incorrectly, process adjustments to each pay period in which days paid are incorrectly reported. For instructions on processing adjustments, please refer to **Employer Portal Procedures – Adjustment and Retro Record Reporting Procedures** on the TRS website.

Questions?

If you have any questions, email **employers@trsil.org** or call the TRS Employer Services Department at 888–678–3675, option 1.