

TRS Supplemental Saving Plan (SSP)

SSP Deferred Compensation Reporting

Agenda

- **Why** is SSP Deferred Compensation Reporting Important?
- **What** is the Difference Between Defined Benefit (DB) and SSP Deferred Compensation Reporting?
- **How** to Read an SSP Deferrals Report
- **How** to Report SSP Deferred Compensation Contributions
- **Review** of Miscellaneous Edits
- Gemini Employer Portal **Tips & Tricks**
- Additional SSP **Information**

SSP Deferred Compensation (DC) Reporting

Why is SSP Deferred Compensation Reporting important?

Employer Role

Timely and accurately process and remit SSP contributions in accordance with TRS guidance.

Employers should review the most recent SSP Deferrals Report prior to each payroll to ensure contributions are withheld in accordance with the member's SSP elections.

SSP contributions should be reported **as soon as administratively possible** after being withheld from payroll, in accordance with 457(b) and **SSP Plan** rules.

Employee/Member Impact

An SSP Report should be submitted to TRS in Gemini (through the Submit Payment step) for the corresponding contribution amount(s) to be transferred via ACH to Voya's bank. Until this takes place, the **funds** are not deposited into the participant's SSP account.

SSP Deferred Compensation (DC) reports should be submitted as close to the employee's pay date as possible. This allows Voya to **invest the funds** as the employee intended.

Key Differences Between SSP and DB Reporting

	SSP Deferred Compensation	Defined Benefit
Reporting Cycle	Calendar Year 1/1/XX – 12/31/XX	Fiscal Year 7/1/XX – 6/30/XX
Due Date (based on Pay Date)	As close to the Pay Date as Possible*	10th of the following month
Summer Payrolls due (earning through 6/30, but paid after 6/30)	When <u>Paid</u> to the Member	July 10 th
Contact Information	Deferred Compensation Dept. <u>Email:</u> SSP@trsil.org <u>Phone:</u> 888-678-3675, option 3 Accounting <u>Email:</u> SSPAccounting@trsil.org <u>Phone:</u> 888-678-3675, option 2	Employer Services <u>Email:</u> Employers@trsil.org <u>Phone:</u> 888-678-3675, option 1 Accounting <u>Email:</u> Accounting@trsil.org <u>Phone:</u> 888-678-3675, option 2

* As soon as administratively feasible, but no later than fifteen (15) business days following the end of the month in which such amount is withheld from the Compensation of the Participant.

SSP Deferrals Report

SSP Deferrals Report

What is an SSP Deferrals Report?

The SSP Deferrals Report is a comprehensive report that generates each time your district has an update.

When will it generate?

A new report will generate each time an employee:

1. Enrolls (including automatic enrollment);
2. Makes a Change(s) to an existing deferral; or,
3. Cancels an existing deferrals.

SSP Deferrals Report Email Notification

From: TRS Gemini Messenger Prod TRSGeminiMessengerProd@trsil.org
To: All District Accounting and Reporting Contacts
Subject: ATTENTION: Your District Has a New SSP Deferrals Report Updated [DATE]



Dear Reporting and Accounting Contacts,

Your employer has a new SSP Deferrals Report that was updated on [DATE]. This report contains new, updated or cancelled SSP deferrals for your employees that require your attention.

Please review your district's most recent **SSP Deferrals Report** by clicking the **SSP Deferrals Report Quick Link** in the Employer Portal. Choose the most recent SSP Deferrals Report on the TRS Reports screen to view the information.

Log on to your web account at [Secure Sign-In](#) to view information related to your SSP Deferrals Report. If you have any questions, please contact our office at (888) 678-3675 or SSP@trsil.org.

**TEACHERS' RETIREMENT SYSTEM
OF THE STATE OF ILLINOIS**

(888) 678-3675

Follow us:   

<https://www.trsil.org> | ssp@trsil.org

2815 West Washington Street, Springfield, IL 62702

NOTE: Please do not respond to this email address. It is only for informational purposes.

The information contained in this communication may be confidential, is intended only for the use of the recipient named above, and may be legally privileged. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication, or any of its contents, is strictly prohibited. Thank you.

When should I look for a new SSP Deferrals Report?

- Pull the SSP Deferrals Report before the close of each pay period. This will ensure that the most accurate and up-to-date information is available at your fingertips.
- When a new SSP Deferrals Report generates, an email will be sent to your **District's Reporting and Accounting** Contacts.

SSP Tip

Add the **TRS Gemini Messenger** email address TRSGeminiMessenger@trsil.org as a contact in your email. This will help prevent the notification emails from going into Junk Mail or Spam.



Downloadable Versions of the SSP Deferrals Report

PDF

- Good for Reading / Printing
- Formatted Report



CSV

- Good for Data Analysis in Excel
- Easy to Sort and/or Apply Filters



SSP Deferrals Report – PDF Version

Accessed in the Gemini Employer Portal

The screenshot displays the TRS Reporting Dashboard for Springfield SD 186 (TRS Code: 084-1860). The navigation menu includes Tier Lookup, TRS Reports, Search Reports, **SSP Deferrals** (highlighted), SSP Deferrals CSV, Year To Date Report, Contact TRS, and Annual Certification Inquiry. The Quick Links section at the bottom includes Employer Access, TRS Employer Website, Gemini Information, TRS Reports, SSP Employer Information, and **SSP Deferrals Report** (highlighted).

Two Download Options - PDF
Services Menu: TRS Reports or Quick
Links: SSP Deferrals Reports

SSP Deferrals Report – PDF Version

Click the **BLUE** Download Icon next to the report you wish to download.

 Teachers' Retirement System
of the State of Illinois

Reporting

Services

Employer Information

Springfield SD 186 TRS Code: 084-1860

TRS Reports

 Search for TRS generated reports.

Search Criteria

Report Name

 SSP Deferrals Report

Report Run Date Range

Search

Clear

The SSP Deferrals Report includes member SSP deferral elections only and does not reflect Employer Matching or Employer Non-Elective Contributions (Contribution Categories 09/10). If applicable, employer contributions should be maintained by the employer and reported on the SSP Deferred Compensation report in Gemini.

Search Results

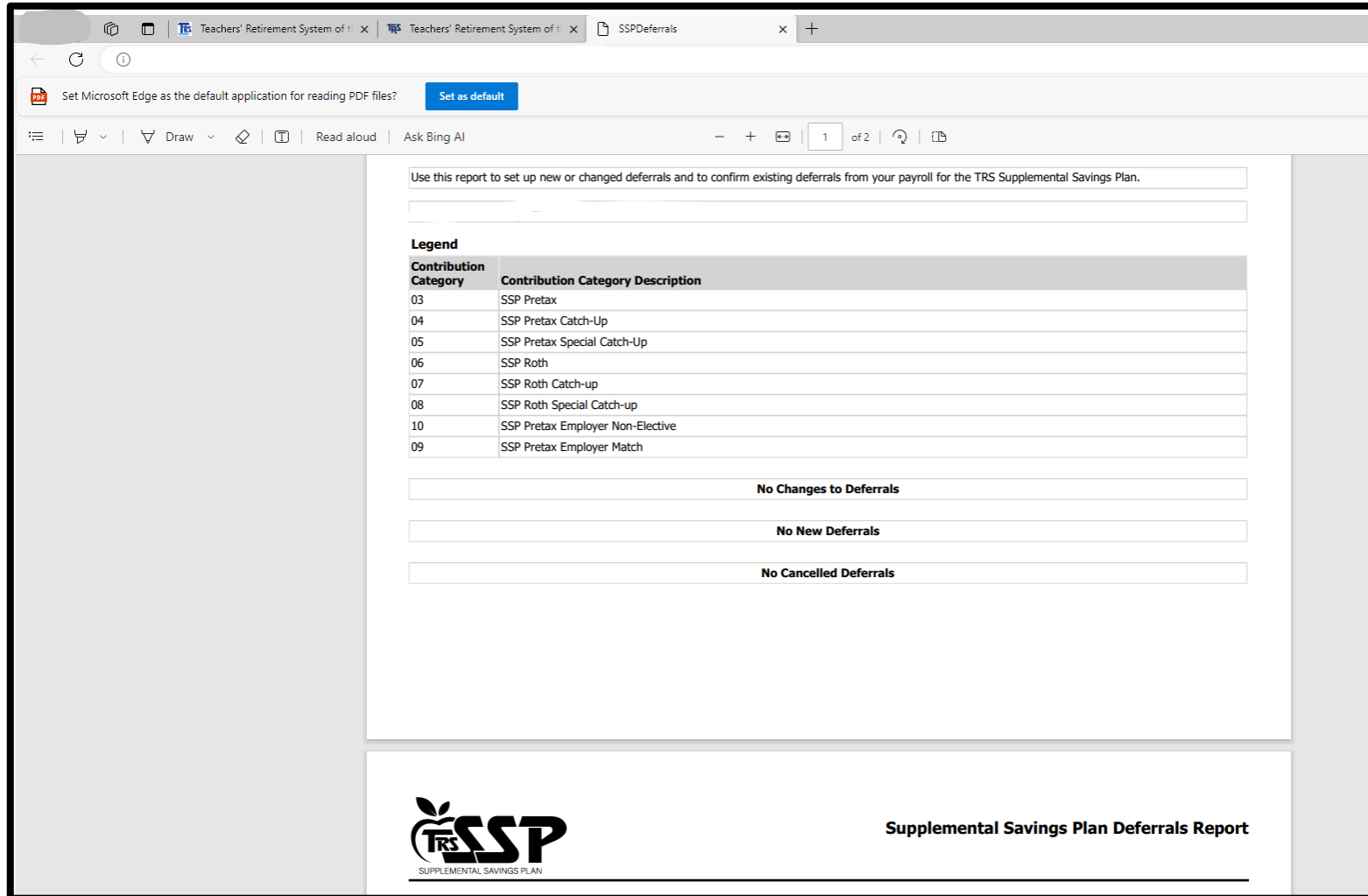
Actions	Fiscal Year	Report Name	Run Date
	2025-2026	SSP Deferrals Report	08/01/2025
	2024-2025	SSP Deferrals Report	07/29/2025
	2023-2024	SSP Deferrals Report	07/18/2025
	2022-2023	SSP Deferrals Report	06/27/2025
	2021-2022	SSP Deferrals Report	06/05/2025

SSP Tip

The reports will appear in date order with the most recent report at the top.

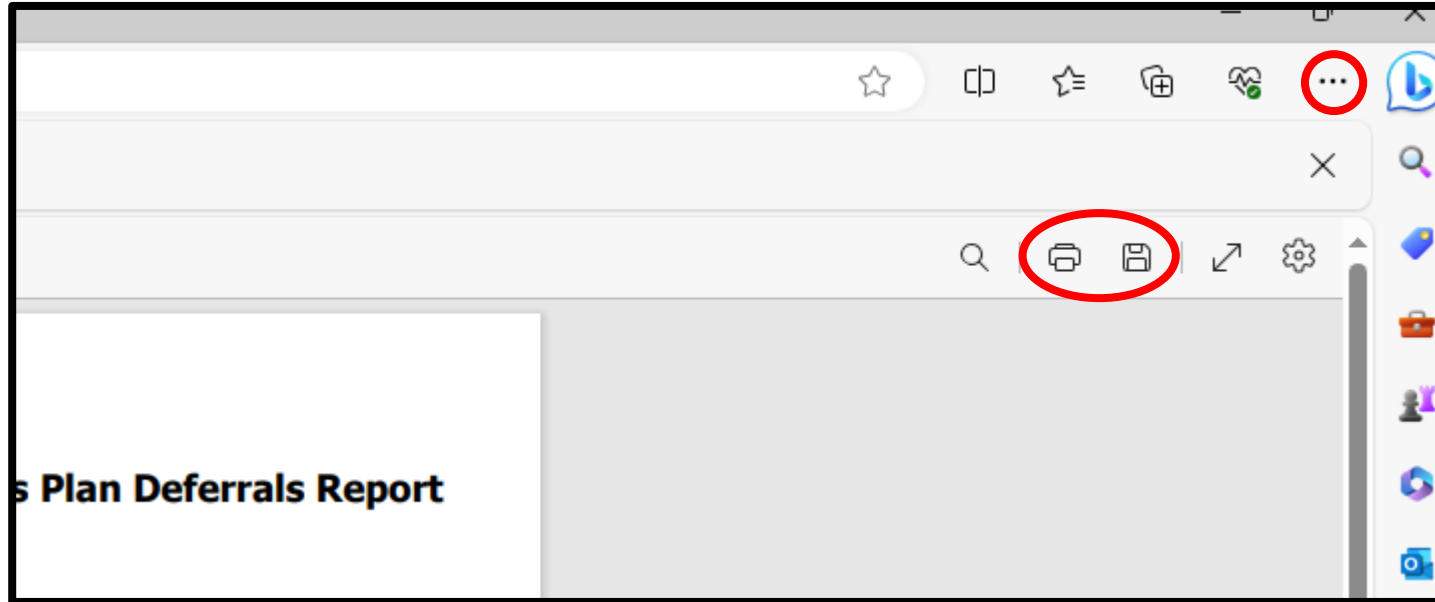
SSP Deferrals Report - PDF Version

Once the report is selected and downloaded, it will look like this:



SSP Deferrals Report - PDF Version

You may save or print the document by using the three dots in the upper right-hand corner or the print or save icons.



SSP Deferrals Report - Important Information (PDF & CSV)

- **DATE:** Use the most recent report.
- **LEGEND:** Displays the Contribution Category Codes and Description.
- **MEMBER INFORMATION:** The Name, DOB, SSN (last four) are provided.
- **CONTRIBUTION EFFECTIVE DATE, CONTRIBUTION AMOUNT & CONTRIBUTION CATEGORIES**
- **AUTOMATIC ENROLLMENT / CONTRIBUTION LIMIT MET COLUMNS**
- **DEFERRALS ARE GROUPED BY:** Changes, New, Canceled and Existing Deferrals.

Don't Forget!

Review the *SSP Deferrals Report* before the close of each pay period to ensure that all deferrals are withheld correctly.

TRS SSP Deferrals Report – PDF Version Page 1



Supplemental Savings Plan Deferrals Report
as of **08/25/2025**

Use this report to set up new or changed deferrals and to confirm existing deferrals from your payroll for the TRS Supplemental Savings Plan. SSP deferrals, including new enrollments or changes, should be deducted from the participant's paycheck which covers the first pay period with a **Pay Period Begin Date on or after the Contribution Effective Date**. Records with a + indicate updates based on the "as of" date on this report.

*If IRS Limit Met is "Yes", the member has met their **457b** limit for the current calendar year. Administratively revoke the applicable deferrals for the remainder of the calendar year and reinstate the deferrals on the first paycheck with a Pay Date in the next calendar year.

111-1111	Beverly Hills High School 111
----------	-------------------------------

Legend

Contribution Category	Contribution Category Description
03	SSP Pretax
04	SSP Pretax Catch-up
05	SSP Pretax Special Catch-up
06	SSP Roth
07	SSP Roth Catch-up
08	SSP Roth Special Catch-up
09	SSP Pretax Employer Match
10	SSP Pretax Employer Non-Elective

Changes to Deferrals ★

Last 4 SSN	Name	Date of Birth	Contribution Effective Date	Contribution Category	Current Contribution	New Contribution	Auto Enrolled	*IRS Limit Met
1111	Belding, Richard	xx/xx/xxxx	08/05/2025	06	\$250.00	16 %		
2222	Morris, Zack	xx/xx/xxxx	08/18/2025	03	5 %	6 %		
+3333	Kapowski, Kelly	xx/xx/xxxx	08/22/2025	06	1 %	\$20.00		

8/25/2025 2:02:17 AMPage 1 of 2SSPDeferrals



TRSP
SUPPLEMENTAL SAVINGS PLAN

as of 08/25/2025

Last 4 SSN	Name	Date of Birth	Contribution Effective Date	Contribution Category	Contribution	Auto Enrolled	*IRS Limit Met
xxxx	Slater, A.C.	xx/xx/xxxx	07/28/2025	07	50 %		

Last 4 SSN	Name	Date of Birth	Cancellation Effective Date	Contribution Category	Current Contribution	New Contribution	Auto Enrolled	*IRS Limit Met
xxxx	Spano, Jesse	xx/xx/xxxx	08/13/2025	03	\$25.00	0 %		

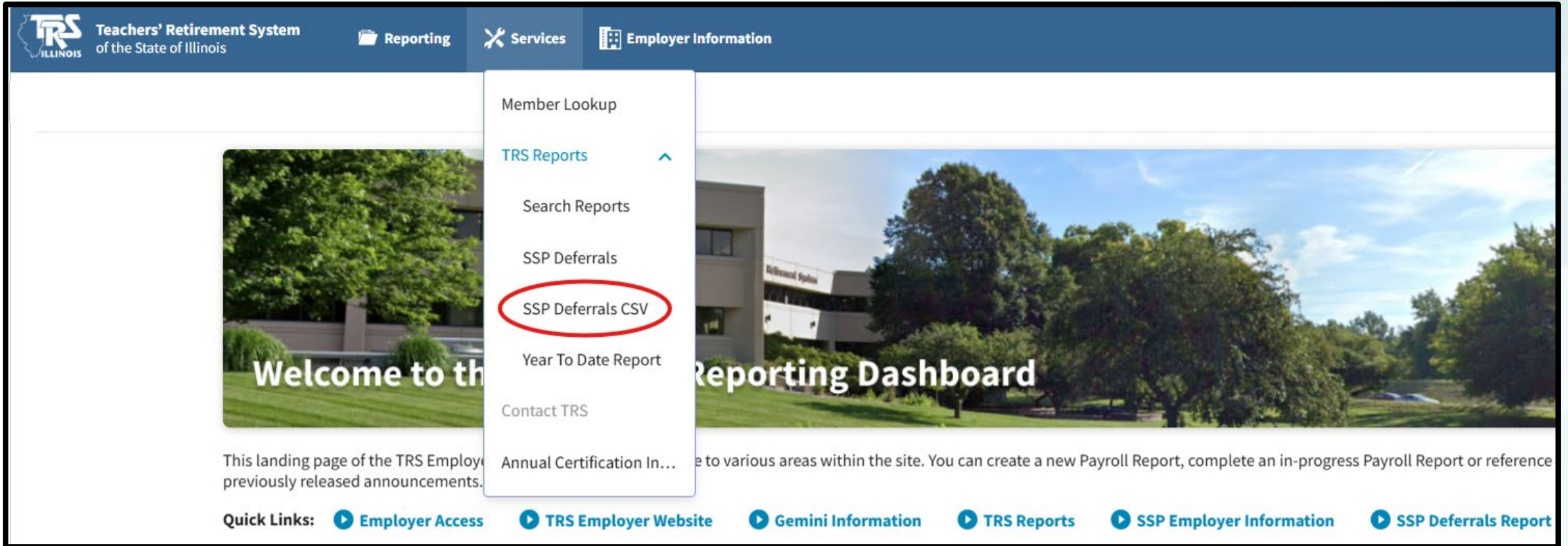
[illegible]

SSPDeferrals



SSP Deferrals Report – CSV Version

Select SSP Deferrals Report CSV from the TRS Reports menu.



The screenshot displays the Teachers' Retirement System (TRS) of the State of Illinois Reporting Dashboard. The top navigation bar includes the TRS logo, the text "Teachers' Retirement System of the State of Illinois", and three main menu items: "Reporting", "Services", and "Employer Information". A dropdown menu is open under the "Reporting" tab, listing several options: "Member Lookup", "TRS Reports" (with an upward arrow), "Search Reports", "SSP Deferrals", "SSP Deferrals CSV" (circled in red), "Year To Date Report", "Contact TRS", and "Annual Certification In...". The background of the dashboard features a large image of a building and trees, with the text "Welcome to the Reporting Dashboard" overlaid. Below the image, there is a paragraph of text and a "Quick Links" section with several links: "Employer Access", "TRS Employer Website", "Gemini Information", "TRS Reports", "SSP Employer Information", and "SSP Deferrals Report".

SSP Deferrals Report – CSV Version

Be sure to read the instructions for using the SSP Deferrals Report CSV, then click Save.

SSP Deferrals Report CSV

Report Type
SSP Deferrals Report CSV

As of Date
09/10/2025

Use this report to set up new or changed deferrals and to confirm existing deferrals from your payroll for the TRS Supplemental Savings Plan. SSP deferrals, including new enrollments or changes, should be deducted from the participant's paycheck which covers the first pay period with a Pay Period Begin Date on or after the Contribution Effective Date.

The SSP Deferrals Report includes member SSP deferral elections only and does not reflect Employer Matching or Employer Non-Elective Contributions (Contribution Categories 09/10). If applicable, employer contributions should be maintained by the employer and reported on the SSP Deferred Compensation report in Gemini.

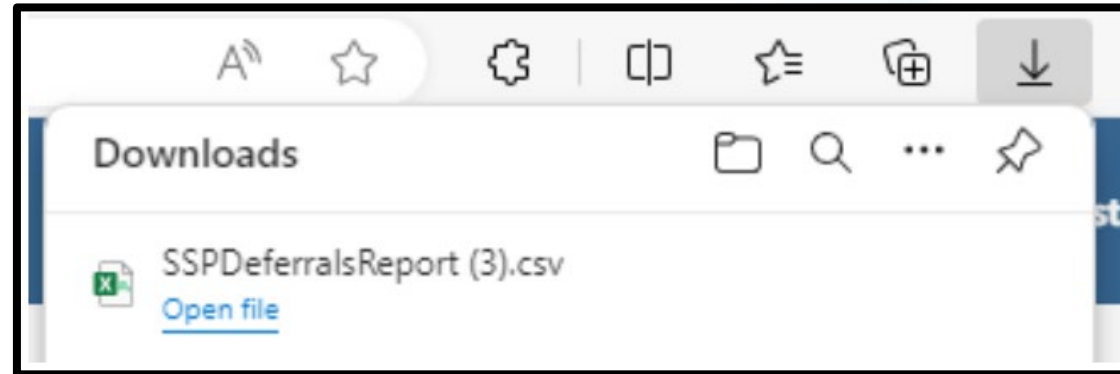
*If IRS Limit Met is "Yes", the member has met their 457b limit for the current calendar year. Administratively revoke the applicable deferrals for the remainder of the calendar year and reinstate the deferrals on the first paycheck with a Pay Date in the next calendar year.

Save

Cancel

SSP Deferrals Report – CSV Version

The report will be downloaded directly to the user's computer and will be named ***SSPDeferralsReport.csv***.



SSP Deferrals Report – CSV Version

SSPDeferralsReport (4)													
File Home Insert Page Layout Formulas Data Review View Automate Help Laserfiche Acrobat													
Clipboard Font Alignment Number Styles Cells Editing Sensitivity Add-ins Analyze Data													
E10													
A	B	C	D	E	F	G	H	I	J	K	L	M	N
1													
2	9/30/2025	555-1234	Pretend School District CUSD 1234										
3													
4	Contribution Category	Contribution Category Description											
5	03	SSP Pretax											
6	04	SSP Pretax Catch-up											
7	05	SSP Pretax Special Catch-up											
8	06	SSP Roth											
9	07	SSP Roth Catch-up											
10	08	SSP Roth Special Catch-up											
11	09	SSP Pretax Employer Match											
12	10	SSP Pretax Employer Non-Elective											
13													
14	Last 4 SSN	Name	Date of Birth	Contribution Effective Date	Contribution Category	Previous Contribution	Elected Contribution	Auto Enrolled	Deferral Status	IRS Limit Met			
15	1111	Mouse, Minnie	x/x/xxxx	8/22/2025	06	1%	2%		Changed				
16	2222	Mouse, Mickey	x/x/xxxx	8/18/2025	03	5%	6%		Changed				
17	3333	Duck, Donald	x/x/xxxx	8/13/2025	03	3%	0%		Cancelled				
18	4444	Duck, Daisy	x/x/xxxx	4/22/2025	03		\$1,400.00		Existing	Yes			
19	5555	Rabbit, Roger	x/x/xxxx	6/30/2024	03		3%	Yes	Existing				
20	7777	Rabbit, Jessica	x/x/xxxx	1/7/2025	03		3%	Yes	Existing				
21													
22													
23													
24													
25													

SSP Deferred Compensation Reporting

SSP Deferred Compensation Reporting

Two Reporting Methods:

1. Replication Method (Data Entry)
2. File Upload Method

Your district's SSP Deferred Compensation (DC) Reporting Method will default to the same method as your Defined Benefits (DB) Reporting.

If you wish to change your Reporting Method, please email SSP@trsil.org.

SSP Deferred Compensation Reporting

Starting a new SSP Deferred Compensation (DC) Report (for **both** Reporting Methods)

Option 1: click **Reporting Menu** and **New Report**

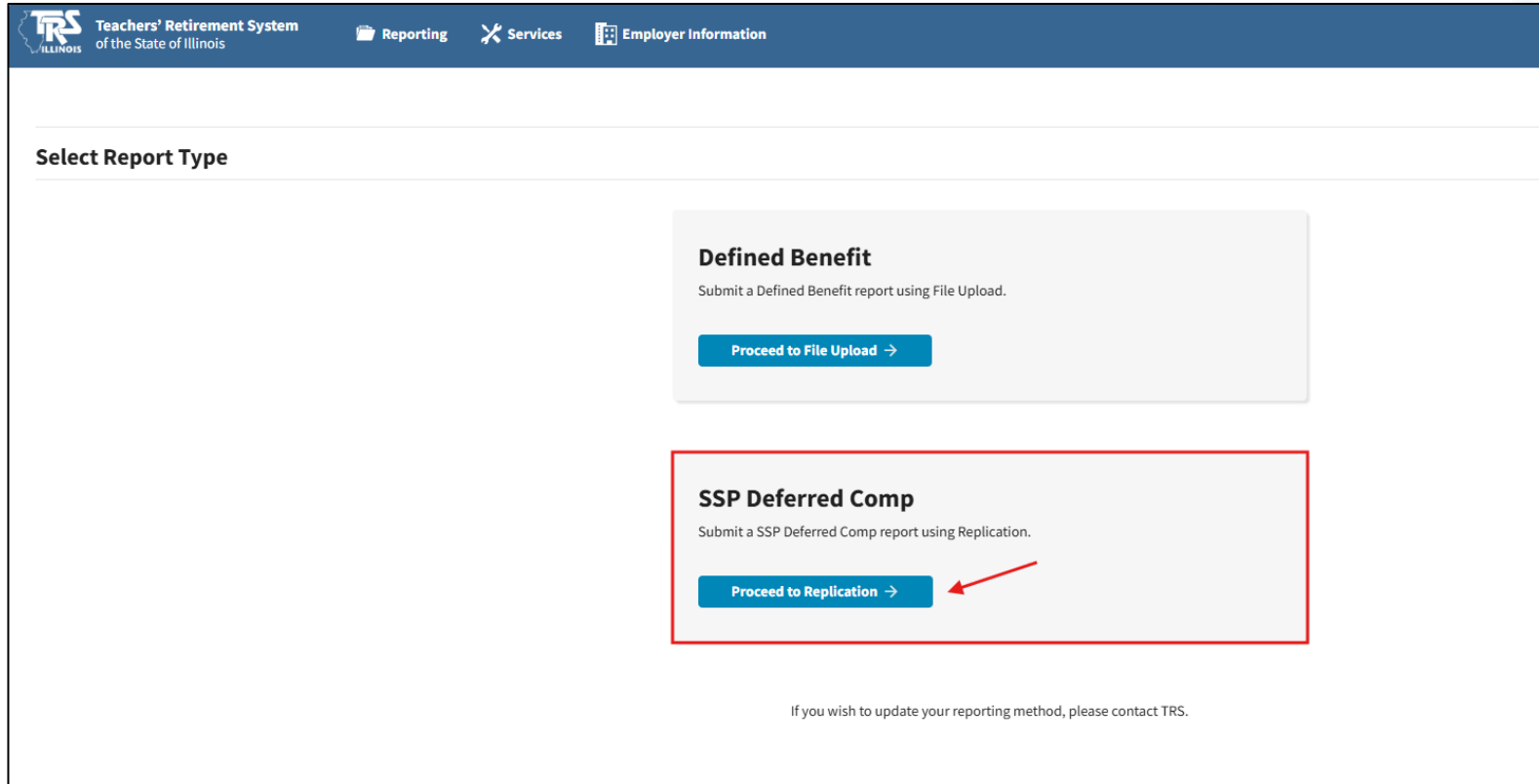
Option 2: click **New Payroll Report** to the right of Payroll Reporting

The screenshot shows the 'Employer Reporting Dashboard' for the Teachers' Retirement System of the State of Illinois. The top navigation bar includes 'Reporting', 'Services', and 'Employer Information'. A dropdown menu for 'Reporting' is open, showing options: 'Employer Dashboard', 'New Report' (circled in red), 'In Progress Reports', 'Pending Certifications', 'Payroll Schedule', 'Banking', 'Invoices', 'Reporting History', 'View Employer Packet', and 'Employer Access Sign In'. Below the dashboard header, there are quick links to 'Employer Website', 'Gemini Information', 'TRS Reports', 'SSP Employer Information', and 'SSP Deferrals Report'. The 'Payroll Reporting' section is visible on the right, with a '+ New Payroll Report' button (circled in red) and a 'Reporting History' link. Below this is a table with columns 'Report Type', 'Report Date', and 'Status', which currently shows 'No In Progress Reports Available.'.

Replication Reporting Method

Replication Reporting Method

Click “Proceed to Replication” to proceed.



Teachers' Retirement System
of the State of Illinois

Reporting Services Employer Information

Select Report Type

Defined Benefit
Submit a Defined Benefit report using File Upload.

[Proceed to File Upload →](#)

SSP Deferred Comp
Submit a SSP Deferred Comp report using Replication.

[Proceed to Replication →](#)

If you wish to update your reporting method, please contact TRS.

Replication Reporting Method

Select the appropriate Pay Schedule and click Proceed.

 Teachers' Retirement System
of the State of Illinois

Reporting

Services

Employer Information

Select Report → Replication Results → Details / Adjustments → Totals → Payment → Confirmation

Select Payroll Schedule

	Fiscal Year	First Pay Date	Payroll Frequency	Payment Lag	Job Categories	Employment Types
☐	2021-2022	07/08/2021	Bi-Weekly	Current	All	All
☐	2022-2023	07/07/2022	Bi-Weekly	Current	Administrator	All
☐	2022-2023	07/21/2022	Bi-Weekly	14 Days	Teacher	All
☐	2023-2024	07/06/2023	Bi-Weekly	Current	All	All
☐	2023-2024	08/03/2023	Bi-Weekly	19 Days	Teacher	All
☒	2025-2026	07/03/2025	Bi-Weekly	-7 Days	Administrator	Full Time
☐	2025-2026	07/31/2025	Bi-Weekly	14 Days	Teacher	Part-Time Contractual, Substitute, Full Time, Part-Time Non-Contractual (Hourly)

Showing 1 - 7 of 7

Rows per page All ▾ First < > Last

Proceed →

Replication Reporting Method

Create Report Box

Select Reporting Period Select pay period report to replicate.

Actions	Pay Period Begin Date	Pay Period End Date	Pay Date	Report Status
	06/27/2025	07/10/2025	07/03/2025	Posted
	07/11/2025	07/24/2025	07/17/2025	Posted
	07/25/2025			Posted
	08/08/2025			Posted
	08/22/2025			Ready
	09/05/2025			Ready
	09/19/2025	10/02/2025	09/25/2025	Ready
	10/03/2025	10/10/2025	10/09/2025	Not-Ready
	10/17/2025	10/30/2025	10/23/2025	Not-Ready
	10/31/2025		11/06/2025	Not-Ready

Showing 1 - 10 of 26

Rows per page 10 ▾

Create Report

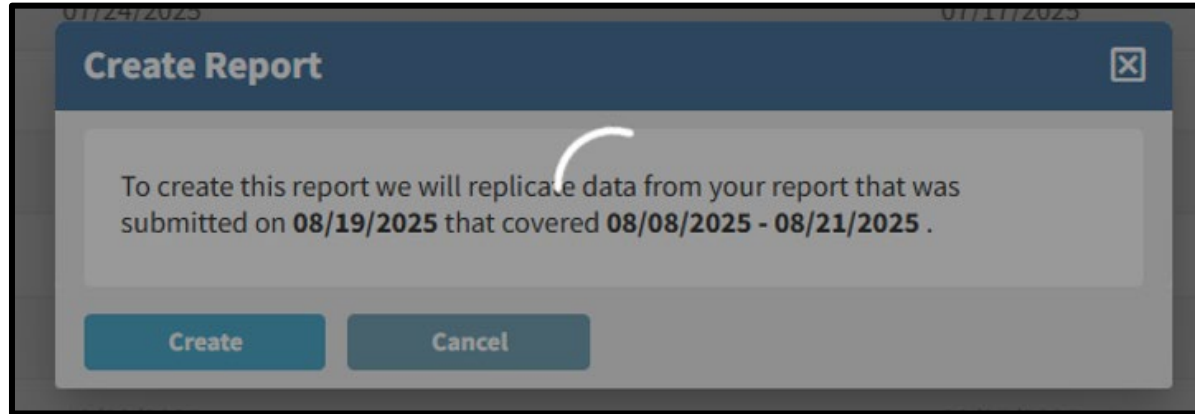
To create this report we will replicate data from your report that was submitted on **08/19/2025** that covered **08/08/2025 - 08/21/2025**.

Create **Cancel**

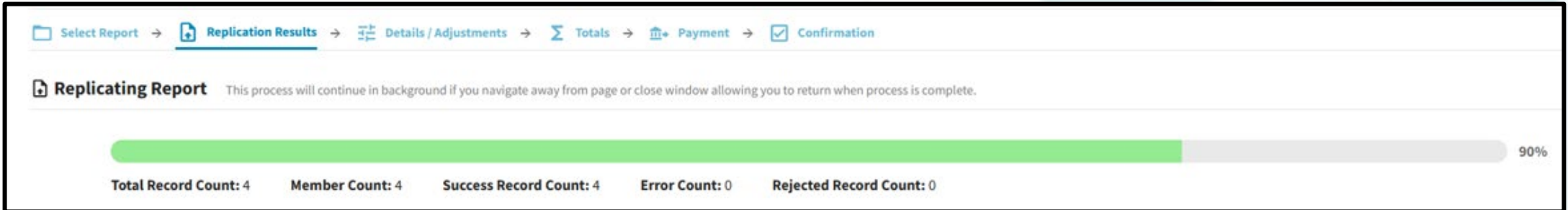
Review dates provided
in “Create Report” box
and click *Create*.

Replication Reporting Method

Gemini will begin to process...



...and will continue to replicate.



Replication Reporting Method

Replication Results Summary

Select Report → **Replication Results** → Details / Adjustments → Totals → Payment → Confirmation

Replication Results Summary

Summary of pay period report replicated.

CSV Report Detail

We have replicated your report for the period covering:

08/22/2025 - 09/04/2025

The total number of replicated records:

4

The total number of records that were rejected:

0

The total number of records that have errors:

0

Error Report

The total number of replicated SSP members:

4

The total amount of replicated Member SSP Contrib:

The total amount of replicated Employer SSP Contrib:

Void Report

Proceed →

Items to note:

1. Replication Results (timeline)

2. Pay Period

3. Results

4. Error Report Link

5. CSV Report Detail Link

6. Proceed/Void Report

Replication Reporting Method

Review the Details/Adjustments Screen

Select Report →

Replication Results →

Details / Adjustments →

Totals →

Payment →

Confirmation

Report Summary ID:

Report Type: SSP Deferred Comp

Report Date: 08/28/2025

Report Status: In Progress

Status Date: 09/15/2025 11:57:39 AM

Members: 4

Errors: 5

Details / Adjustments

Make any necessary changes to member records, add records and resolve all errors.

Report Actions

Search by last name...

Error Code

Clear All Sorting

Errors Only

Errors for Selected Record (0)

Tip: Address fatal errors first before addressing any others; Corrections to fatal errors may result in the elimination of other errors.

	Actions	Last Name	First Name	Last Four SSN	Pay Period Begin Date	Pay Period End Date	Contribution Category	Compensation	Member SSP Contrib	Employer SSP Contrib
2					08/22/2025	09/03/2025	SSP Roth		51.00	0.00
1					08/22/2025	09/04/2025	SSP Roth		183.78	0.00
1					08/22/2025	09/04/2025	SSP Pretax		367.00	0.00
1					08/22/2025	09/04/2025	SSP Pretax		100.00	0.00

← Previous

Submit Details →



Replication Reporting Method

Once Errors have been resolved, click SUBMIT DETAILS.

[Select Report](#) → [Replication Results](#) → [Details / Adjustments](#) → [Totals](#) → [Payment](#) → [Confirmation](#)

Report Summary ID: 200997 **Report Type:** SSP Deferred Comp **Report Date:** 08/28/2025 **Report Status:** In Progress **Status Date:** 09/15/2025 11:57:39 AM **Members:** 4 **Errors:** 0

Details / Adjustments Make any necessary changes to member records, add records and resolve all errors. [Report Actions](#) [Clear All Sorting](#) ☐ Errors Only

Errors for Robert D Schurman SSN 3434 BS (0) Tip: Address fatal errors first before addressing any others; Corrections to fatal errors may result in the elimination of other errors. ☒

	Actions	Last Name  1	First Name  2	Last Four SSN  3	Pay Period Begin Date  4	Pay Period End Date	Contribution Category	Compensation	Member SSP Contrib	Employer SSP Contrib
					08/22/2025	09/04/2025	SSP Roth		50.00	0.00
					08/22/2025	09/04/2025	SSP Pretax		183.78	0.00
					08/22/2025	09/04/2025	SSP Pretax		367.00	0.00
					08/22/2025	09/04/2025	SSP Pretax		100.00	0.00

[< Previous](#) [Submit Details >](#)

Replication Reporting Method

Totals Screen - Click 'Save and Proceed to Payment' once reviewed.

Select Report → Replication Results → Details / Adjustments → Totals → Payment → Confirmation

Report Summary ID:

Report Type: SSP Deferred Comp

Report Date: 08/28/2025

Report Status: Data Submitted

Status Date: 09/15/2025 04:16:28 PM

Members: 4

Errors: 0

Σ Report Totals

Summary of payroll report totals, current invoices and account balances.

CSV Report Detail

Regular

Contribution Category	Fiscal Year	Compensation	Member SSP Contrib	Employer SSP Contrib
SSP Pretax	2025-2026		650.78	0.00
SSP Roth	2025-2026		50.00	0.00
Totals:			\$700.78	\$0.00

Adjustments

Contribution Category	Fiscal Year	Compensation	Member SSP Contrib	Employer SSP Contrib
No data available				

I certify that the information on this form is based on official records and is true to the best of my knowledge. By signing, I certify that this information is correct. I am aware that pursuant to the Illinois Pension Code, 40 ILCS 5/1-135, any person who knowingly makes any false statement or falsifies or permits to be falsified any record in an attempt to defraud the Teachers' Retirement System is guilty of a Class 3 felony. Please be advised that if the TRS Board has a reasonable suspicion that a false record has been filed with the System, it is required to report the matter to the appropriate state's attorney for investigation.

☒

Certified By: Gerlach, Angela

← Previous

Save and Proceed to Payment →



Replication Reporting Method

Enter the totals in the appropriate payment boxes:
Mbr Contributions Totals & Emp Contributions Totals Due

 Teachers' Retirement System
of the State of Illinois

ReportingServicesEmployer Information

Select Report → Replication Results → Details / Adjustments → Totals → **Payment** → Confirmation

Report Summary ID:Report Type: SSP Deferred CompReport Date: 08/28/2025Report Status: Totals SubmittedStatus Date: 09/15/2025 04:28:55 PMMembers: 4Errors: 0

Payment InformationSummary of total payment due.[CSV Report Detail](#)

Current Report

Contribution Type	Compensation	Member SSP Contrib	Employer SSP Contrib
Regular	20,832.73	700.78	0.00
Totals:	\$20,832.73	\$700.78	\$0.00

Member SSP Contrib Total Due: \$700.78

Bank Account *
BANK

\$ Amount *

Employer SSP Contrib Total Due: \$0.00

Bank Account *
BANK

Amount *
\$ 0.00

Total Payment Due: \$700.78

Total Payment: \$0.00

Authorization Date *
09/18/2025

Once the payment is confirmed, the Authorization Date cannot be changed.

← PreviousProcess Payment →

Replication Reporting Method

Enter the appropriate payment Authorization Date.

 Teachers' Retirement System
of the State of Illinois

ReportingServicesEmployer Information

Select Report → Replication Results → Details / Adjustments → Totals → **Payment** → Confirmation

Report Summary ID:Report Type: SSP Deferred CompReport Date: 08/28/2025Report Status: Totals SubmittedStatus Date: 09/15/2025 04:28:55 PMMembers: 4Errors: 0

Payment Information Summary of total payment due. [CSV Report Detail](#)

Current Report

Contribution Type	Compensation	Member SSP Contrib	Employer SSP Contrib
Regular	20,832.73	700.78	0.00
Totals:	\$20,832.73	\$700.78	\$0.00

Member SSP Contrib Total Due: \$700.78

Bank Account *
BANK

\$ Amount *

Employer SSP Contrib Total Due: \$0.00

Bank Account *
BANK

\$ Amount *
0.00

Total Payment Due: \$700.78

Total Payment: \$0.00

Authorization Date *
09/18/2025



Once the payment is confirmed, the Authorization Date cannot be changed.

← Previous

Process Payment →

Replication Reporting Method

TRS Teachers' Retirement System of the State of Illinois

Reporting Services Employer Information

Env: CAT Version: 3.14.0.92 AG Gerlach, Angela

Select Report → Replication Results → Details / Adjustments → Totals → **Payment** → Confirmation

Report Summary ID: Report Type: SSP Deferred Comp Report Date: 08/28/2025 Report Status: Totals Submitted Status Date: 09/15/2025 04:28:55 PM Members: 4 Errors: 0

Payment Information Summary of total payment due. [CSV Report Detail](#)

Current Report

Contribution Type	Compensation	Member SSP Contrib	Employer SSP Contrib
Regular	20,832.73		0.00
Totals:	\$20,832.73		

Member SSP Contrib Total Due: \$700.78 Bank Account * BANK Amount * \$

Employer SSP Contrib Total Due: \$0.00 Bank Account * BANK Amount * \$

Total Payment Due: \$700.78 Total Payment: \$700.78

Once the payment is confirmed, the Authorization Date cannot be changed.

← Previous Process Payment →

Confirm Payment Screen

1. Future Authorization Date
2. Mbr & Emp* Contribution Totals
3. CONFIRM Payment

Select date

Confirm Payment

Do you confirm that it is OK for TRS to charge the chosen accounts \$700.78?

Account: BANK Amount: \$700.78 Authorization Date: 09/18/2025

Confirm Cancel

Member SSP Contrib Total Due: \$700.78 Bank Account * BANK Amount * \$ 700.78

Employer SSP Contrib Total Due: \$0.00 Bank Account * BANK Amount * \$ 0.00

Total Payment Due: \$700.78 Total Payment: \$700.78 Authorization Date * 09/18/2025

Once the payment is confirmed, the Authorization Date cannot be changed.

← Previous Process Payment →

Replication Reporting Method

Confirmation Screen



Teachers' Retirement System
of the State of Illinois

Reporting

Services

Employer Information

Select Report

 →

Replication Results

 →

Details / Adjustments

 →

Totals

 →

Payment

 →

Confirmation

Confirmation

CSV Report Detail

Print

Thank You!

Confirmation Number:

Employer:

Report Date: 08/28/2025

Report Status: Payment Submitted

Status Date: 09/18/2025 11:54:35 AM

Report Type: SSP Deferred Comp

Report Summary ID:

File Name: Replication

Members: 4

Grand Total Paid: \$700.78

File Upload Reporting Method

SSP Deferred Compensation Reporting

Starting a new SSP Deferred Compensation (DC) Report (for **both** Reporting Methods)

Option 1: click **Reporting Menu** and **New Report**

Option 2: click **New Payroll Report** to the right of Payroll Reporting

The screenshot shows the 'Employer Reporting Dashboard' for the Teachers' Retirement System of the State of Illinois. The top navigation bar includes 'Reporting', 'Services', and 'Employer Information'. A dropdown menu for 'Reporting' is open, with 'New Report' highlighted. The dashboard features a 'Welcome' message, a 'Quick Links' section, and two main sections: 'Annual Certification' and 'Payroll Reporting'. The 'Payroll Reporting' section has a '+ New Payroll Report' button circled in red. Below this, there is a table with columns for 'Report Type', 'Report Date', and 'Status', which currently shows 'No In Progress Reports Available.'.

Report Type	Report Date	Status
No In Progress Reports Available.		

File Upload Reporting Method

Click on “Select a file...” box, choose the file, and click UPLOAD.

The screenshot displays the Teachers' Retirement System of Illinois web application. The top navigation bar includes the TRS logo, the text "Teachers' Retirement System of the State of Illinois", and links for "Reporting", "Services", and "Employer Information". The main content area features a breadcrumb trail: "Upload File" → "Upload Results" → "Details / Adjustment" → "Totals" → "Payment" → "Confirmation". Below this, the "Select File" section contains a "Browse" button, a "Select a file..." text box, and an "Upload" button. A red arrow points from the "Select a file..." text box to a file explorer window. The file explorer shows the path "This PC > GerlaAF (\\lapps01) > 2023 Fall Training > Mock Payroll Files" and lists two files: "202309162023140160_SSPReporting" (1 KB) and "202309162023140160_SSPReporting" (1 KB). Below the file explorer, a table shows the submission history with columns for "File Name", "Status", and "Status Date".

Submission History

File Name	Status	Status Date
202309172023140160_SSPReportingEdits.txt	In Progress	09/29/2023
N/A	In Progress	09/29/2023
N/A	Void	09/29/2023
N/A	In Progress	09/29/2023
N/A	Rejected	09/29/2023
N/A	Void	09/29/2023
202309272223140160_SSPReportingFileUpload.txt	Void	09/27/2023

File Upload Reporting Method

The selected file will begin to upload.

Teachers' Retirement System of the State of Illinois

Participant Employer Common

Upload Results Files successfully uploaded but not yet submitted.

Actions	Employer	Report Type	Report Date	Records	Rejected	Errors	Members	Compensation	Member SSP Contrib	Employer SSP Contrib	Member THIS Fund
Details Rejected Members Void Error Report CSV Report Detail		SSP Deferred Comp	09/12/2025	18	0	0	18				

Once the upload is complete, you will move to the **Upload Results Screen**.

Using the down arrow in the Actions Menu, click **DETAILS** from the drop-down menu.

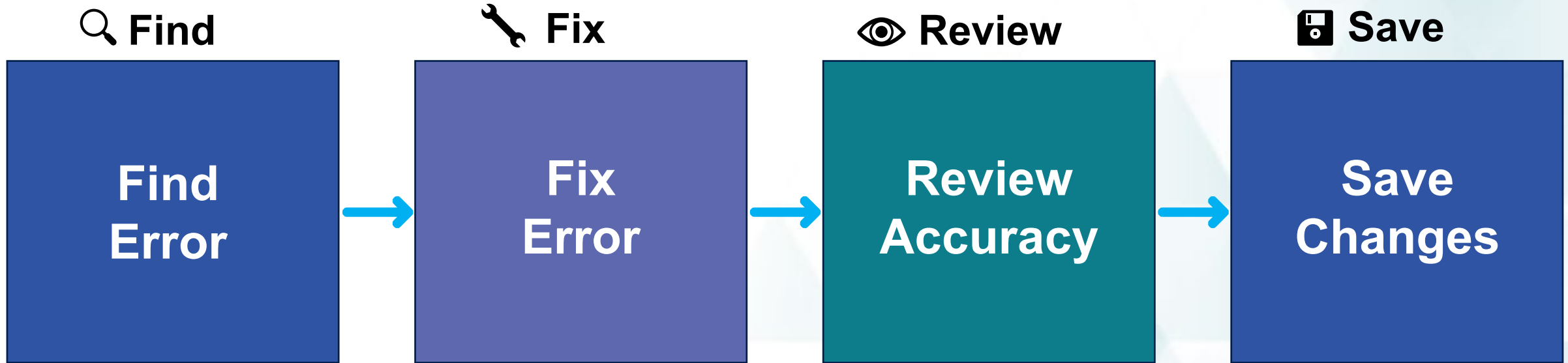
The **Results Summary** page will appear (see slide 28), and the rest of the reporting process is the same as the **Replication Reporting Method**.

SSP Deferred Compensation Edits

✓ FIND ✓ FIX ✓ REVIEW ✓ SAVE

Working Through Edits

Find, Fix, Review & Save



Examples

ER5055: SSP Contribution Mismatch

This Edit generated because there is a discrepancy between the TRS SSP Deferrals Report and the Contribution Amount entered in Gemini.

Ryan, Clarence	10/13/1971	07/04/2023	06		\$250.00
Ryan, Clarence	10/13/1971	07/04/2023	07		\$250.00

[Select Report](#) → [Replication Results](#) → [Details / Adjustments](#) → [Totals](#) → [Payment](#) → [Confirmation](#)

Report Summary ID: **Report Type:** SSP Deferred Comp **Report Date:** 09/11/2025 **Report Status:** In Progress **Status Date:** 09/18/2025 02:08:18 PM **Members:** 4 **Errors:** 1

Details / Adjustments Make any necessary changes to member records, add records and resolve all errors. [Report Actions](#) [Clear All Sorting](#) ☒ **Errors Only**

Errors for Selected Record (0) Tip: Address fatal errors first before addressing any others; Corrections to fatal errors may result in the elimination of other errors. [View More](#)

Severity	Error #	Error Title	Error Message	Error Resolution
	ER5055	SSP Contributions Mismatch	The reported SSP Contributions do not match the member's elected SSP Deferral Amount for the reported Contribution Category.	The combined total of SSP Contributions reported for this pay per... View More

	Actions	Last Name	First Name	Last Four SSN	Pay Period Begin Date	Pay Period End Date	Payment Reason	Contribution Category	Compensation	Contributions	Emp Defined Contributions
1		Ryan	Clarence	1130	08/12/2023	08/25/2023	BS	07 - SSP Roth Catch-up	2,222.00	225.00	0.00
1		Ryan	Clarence	1130	08/12/2023	08/25/2023	BS	06 - SSP Roth	2,222.00	225.00	0.00

[← Previous](#) [Submit Details](#)

The employer should verify the exact deferral amount that was taken on payroll. If \$225.00 was deducted on payroll, then that is what should be reported in Gemini.
The deferral should be corrected on the next pay period.

How to Certify a Warning

A **Warning** should only be certified ONLY if the transaction has been verified and is justifiable.

1. Use the **BLUE DOWN ARROW** to the left of the employee's name and click **EDIT DETAILS**.
2. Click **View More** under **Error Resolution**. This will bring up the **WARNING** box as pictured below.
3. In the **WARNING** box, click the blue **CERTIFY** button.
4. Click **SAVE** at the bottom of the screen.

Collapse All 

Expand All 

Errors for Record (1) Select to view error details. **Tip:** Address fatal errors first before addressing any others; Corrections to fatal errors may result in the elimination of other errors.

Severity

Error #

Error Title

Error Message

Error Resolution



ER5055

SSP Contributions Mismatch

The reported SSP Contributions do not match the member's elected SSP Deferral Amount for the reported Contribution Category.

The combined total of SSP Contributions reported for this pay per...
[View More](#)

Warning Certification: I certify that I have read the error message and resolution and have confirmed that the information in question is accurate.

 **WARNING:** ER5055 SSP Contributions Mismatch

 **Certify**

View

Resolution: The combined total of SSP Contributions reported for this pay period do not match with the member's elected SSP Deferral dollar amount for the reported Contribution Category. Please correct the Contributions to match the member's election.

Demographics



Warnings should **only** be certified **if** the contribution matches the actual payroll deduction.
For example, if the district is making up a missed deferral from a prior pay period.

ER5055: SSP Contribution Mismatch

IF **\$250.00** was taken on payroll, and the **\$225.00** was a typo, you need to correct the Contribution Amount.

Severity	Error #	Error Title	Error Message					Error Resolution			
	ER5055	SSP Contributions Mismatch	The reported SSP Contributions do not match the member's elected SSP Deferral Amount for the reported Contribution Category.					The combined total of SSP Contributions reported for this pay per... View More			
	Actions	Last Name	First Name	Last Four SSN	Pay Period Begin Date	Pay Period End Date	Payment Reason	Contribution Category	Compensation	Contributions	Emp Defined Contributions
1	 Quick Edit	Clarence		1130	08/12/2023	08/25/2023	BS	07 - SSP Roth Catch-up	2,222.00	225.00	0.00
1	 Edit Details	Clarence		1130	08/12/2023	08/25/2023	BS	06 - SSP Roth	2,222.00	225.00	0.00
 Previous		 View									
		 Copy									
		 Delete									

There are **TWO** ways to make the correction on the report.

Option 1: Edit Details

Select the blue down arrow next to the employee's name and select 'Edit Details'.

ER5055: SSP Contribution Mismatch

Once the Contribution has been edited, click the **SAVE** button at the bottom of the screen.

Pay Period Begin Date *
08/12/2023

Pay Period End Date *
08/25/2023

Pay Date *
08/18/2023

Payroll Frequency *
Bi-Weekly

Employment Begin Date *
07/04/2023

Employment End Date
Employment End Reason

Employment Type *
Full Time

Job Category *
Teacher

Contract Days
180

FTE Percentage
100 %

Contribution Category *
07 - SSP Roth Catch-up

Earnings & Contributions

\$ Full Annual Rate

Payment Reason *
Base Salary

Deferred

Compensation *
\$ 2,222.00

Earnings that Exceed Salary Limits
\$ 0.00

Contributions *
\$ 250.00

THIS Contributions
\$ 0.00

Employer Defined Contributions *
\$ 0.00

Fiscal Year *
2023-2024

Timekeeping

Docked Days
0.00

Sick Leave/Personal Days

Days Paid
0

Post-Retirement Hours

Balanced Calendar

Contact Info

Email Address
testparticipant1866isqa@voya.com

Phone *
(698) 419-8198

Address Line 1 *
30 Braintree Hill Office Park

Address Line 2
608001866

City *
Braintree

State *
MA

Zip Code *
02184

Country
United States of America

Save

Cancel

© 2023 Teachers' Retirement System of the State of Illinois

PLEASE NOTE: The deduction MUST BE verified on payroll prior to editing to ensure accurate reporting.

ER5055: SSP Contribution Mismatch

Option 2: Quick Edit

Select the blue down arrow next to the employee's name and select 'Quick Edit.'

Select Report → Replication Results → Details / Adjustments → Totals → Payment → Confirmation

Report Summary ID: Report Type: SSP Deferred Comp Report Date: 09/11/2025 Report Status: In Progress Status Date: 09/18/2025 02:08:18 PM Members: 4 Errors: 1

Details / Adjustments Make any necessary changes to member records, add records and resolve all errors. Report Actions Search by last name... Error Code Clear All Sorting Errors Only

Errors for Selected Record (0) Tip: Address fatal errors first before addressing any others; Corrections to fatal errors may result in the elimination of other errors.

⚠	Actions	Last Name	First Name	Last Four SSN	Pay Period Begin Date	Pay Period End Date	Payment Reason	Contribution Category	Compensation	Contributions	Emp Defined Contributions
	⌵	Ryan	Clarence	1130	08/12/2023	08/25/2023	BS	07 - SSP Roth Catch-up	2,222.00	250.00	0.00
1	 Quick Edit	Clarence	Clarence	1130	08/12/2023	08/25/2023	BS	06 - SSP Roth	2,222.00	225.00	0.00

← Pre Edit Details Details View Copy Delete

ER5055: SSP Contributions Mismatch

Once the change has been made, click the SAVE button.



Teachers' Retirement System
of the State of Illinois

Reporting

Services

Employer Information

Select Report

→

Replication Results

→

Details / Adjustments

→

Totals

→

Payment

→

Confirmation

Report Summary ID:

Report Type: SSP Deferred Comp

Report Date: 09/11/2025

Report Status: In Progress

Status Date: 09/18/2025 02:08:18 PM

Members: 4

Errors: 1

Details / Adjustments

Make any necessary changes to member records, add records and resolve all errors.

Report Actions

Search by last name...

Error Code

Clear All Sorting

Errors Only

Errors for Selected Record (0)

Tip: Address fatal errors first before addressing any others; Corrections to fatal errors may result in the elimination of other errors.

ER5055

SSP Contributions Mismatch

The reported SSP Contributions do not match the member's elected SSP Deferral Amount for the reported Contribution Category.

The combined total of SSP Contributions reported for this pay per...[View More](#)

	Actions	Last Name	First Name	Last Four SSN	Pay Period Begin Date	Pay Period End Date	Payment Reason	Contribution Category	Compensation	Contributions	Emp Defined Contributions
		Ryan	Clarence	1130	08/12/2023	08/25/2023	BS	07 - SSP Roth Catch-up	2,222.00	250.00	0.00
1	Save	Ryan	Clarence	1130	08/12/2023	08/25/2023	Base Salary	06 - SSP Roth	2,222.00	250.00	0.00

Previous

Submit Details

	Actions	Last Name	First Name	Last Four SSN	Pay Period Begin Date	Pay Period End Date	Payment Reason	Contribution Category	Compensation	Contributions	Emp Defined Contributions
		Ryan	Clarence	1130	08/12/2023	08/25/2023	BS	07 - SSP Roth Catch-up	2,222.00	250.00	0.00
1	Save	Ryan	Clarence	1130	08/12/2023	08/25/2023	Base Salary	06 - SSP Roth	2,222.00	250.00	0.00

PLEASE NOTE: The deduction MUST BE verified on payroll prior to editing to ensure accurate reporting.



ER4059: Contribution Category Mismatch

This Edit will generate when there is a discrepancy between the TRS SSP Deferrals Report and the Contribution Category entered in Gemini.

[Select Report](#) → [Replication Results](#) → [Details / Adjustments](#) → [Totals](#) → [Payment](#) → [Confirmation](#)

Report Summary ID: **Report Type:** SSP Deferred Comp **Report Date:** 09/11/2025 **Report Status:** In Progress **Status Date:** 09/18/2025 02:08:18 PM **Members:** 4 **Errors:** 1

Details / Adjustments Make any necessary changes to member records, add records and resolve all errors. [Report Actions](#) [Clear All Sorting](#) ☒ **Errors Only**

Errors for Selected Record (0) Tip: Address fatal errors first before addressing any others; Corrections to fatal errors may result in the elimination of other errors. ☒

	Actions	Last Name	First Name	Last Four SSN	Pay Period Begin Date	Pay Period End Date	Payment Reason	Contribution Category	Compensation	Contributions	Emp Defined Contributions
					08/12/2023	08/25/2023	BS	03 - SSP Pretax	3,250.00	235.00	50.00
1					08/12/2023	08/25/2023	BS	06 - SSP Roth	2,000.00	550.00	0.00
					08/12/2023	08/25/2023	BS	03 - SSP Pretax	2,000.00	00.00	0.00

Name	Last Four SSN	Pay Period Begin Date	Pay Period End Date	Payment Reason	Contribution Category	Compensation	Contributions
		08/12/2023	08/25/2023	BS	03 - SSP Pretax	3,250.00	235.00
		08/12/2023	08/25/2023	BS	06 - SSP Roth	2,000.00	550.00
		08/12/2023	08/25/2023	BS	03 - SSP Pretax	3,000.00	00.00
		08/12/2023	08/25/2023	BS	10 - SSP Pretax Employer Non-Elective	3,201.00	00.00
		08/12/2023	08/25/2023	BS	03 - SSP Pretax	3,200.00	00.00

Error resolution

Please review the SSP Deferrals Report to determine the appropriate Contribution Category for this member. Ensure your payroll records reflect the correct Contribution Category for taxability purposes.

If the incorrect Contribution Category was taken on payroll (Pretax vs. Roth), please **correct on a future pay date** to ensure proper taxes are taken. The elected Contribution Category must be reported in Gemini.

ER4059: Contribution Category Mismatch

Use the drop-down menu under 'Contribution Category' to edit using the QUICK EDIT Option.

Actions	Last Name	First Name ▾	Last Four SSN ^	Pay Period Begin Date ▾	Pay Period End Date	Payment Reason ^	Contribution Category	Compensation	C
▾					08/25/2023	BS	03 - SSP Pretax	3,250.00	
1 Save ⊗				📅	08/25/2023 📅	Base Salary	06 - SSP Roth ▴	2,000.00	
▾					08/25/2023	BS	Select None	000.00	
▾					08/25/2023	BS	03 - SSP Pretax	201.00	
▾					08/25/2023	BS	04 - SSP Pretax Catch-Up	200.00	
▾					08/25/2023	BS	05 - SSP Pretax Special Catch-Up	156.00	
▾					08/25/2023	BS	06 - SSP Roth	000.00	
▾					08/25/2023	BS	07 - SSP Roth Catch-up	000.00	
▾					08/25/2023	BS	08 - SSP Roth Special Catch-up	300.00	
▾					08/25/2023	BS	06 - SSP Roth	6,500.00	

ER4059: Contribution Category Mismatch

Use the drop-down menu under 'Contribution Category' to edit using the EDIT DETAILS Option.

Severity	Error #	Error Title	Error Message	Error Resolution
	ER4059	SSP Contribution Category Mismatch	This member does not have an active elected deferral for the reported Contribution Category.	Please review the SSP Deferrals Report to determine the appropria... View More

Demographics

Social Security #

Prefix
▼

First Name *

Middle Name

Last Name *

Suffix
▼

Date of Birth *

Gender *

Employment Information

Pay Period Begin Date *
08/12/2023 

Pay Period End Date *
08/25/2023 

Pay Date *
08/18/2023 

Payroll Frequency *
Bi-Weekly ▼

Employment Begin Date *
07/02/2023 

Employment End Date


Employment End Reason
▼

Employment Type *
Full Time ▼

Job Category *
Teacher ▼

Contract Days
180

FTE Percentage
100 %

Contribution Category *
03 - SSP Pretax ▼

Select None

03 - SSP Pretax

04 - SSP Pretax Catch-Up

05 - SSP Pretax Special Catch-Up

06 - SSP Roth

07 - SSP Roth Catch-up

Earnings & Contributions

\$ Full Annual Rate

Payment Reason *
Base Salary

D
\$

Contributions *
\$ 550.00

THIS Contributions
\$ 0.00

En
\$

Compensation *
\$ 2,000.00

Earnings that Exceed Salary Limits
\$ 0.00

Fiscal Year *
2023-2024 ▼

ER4031: SSP Record for Non-Enrollee

This Edit will generate if the employee does not have a current enrollment for this pay period.

- If the employee is **NOT** on your district's *SSP Deferrals Report*, you **should not** take the deferral on payroll.
- If the deferral **was** taken on payroll, please refund the deferral to the employee and **delete the deferral** from this report.
- Remember the **Effective Date Rule**: SSP deferrals should be withheld from an employee's paycheck on the **first pay period** with a **Pay Period Begin Date** *on or after* the **Contribution Effective Date**.
- If a member's deferral has been cancelled, deferrals are to be discontinued immediately.

ER5086: SSP Contribution Limit Warning

Warning Message: According to our records and based on the Pay Date, this member is close to reaching their maximum 457(b) IRS contribution limit for this contribution category for the calendar year.

Action: Please review your SSP Year to Date Report and your payroll records to confirm the member's total 457(b) contributions for the year. To ensure the employee does not exceed the annual limits, please closely monitor payroll and administratively update/cease deferrals when necessary. Must certify warning to move on.

ER5090: Reported Contribution Amount Exceeds IRS Annual 457(b) Limit for this Contribution Category

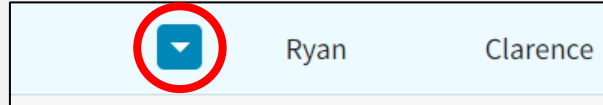
Fatal Message: This reported contribution will cause the member to exceed the IRS Annual 457(b) Limit for this contribution category for the reported calendar year.

Action: It will be necessary to reduce the contribution amount to not exceed the limit and submit the updated amount to TRS. Excess contributions will need to be refunded, and future deferrals will need to stop for the rest of the calendar year.

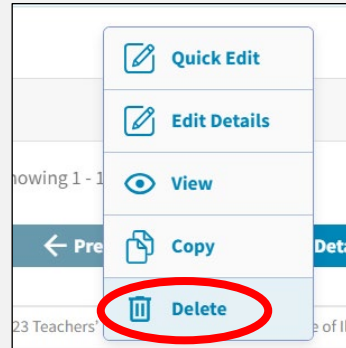
Quick Tips

How to Delete a Record

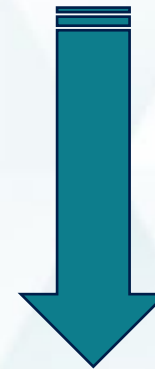
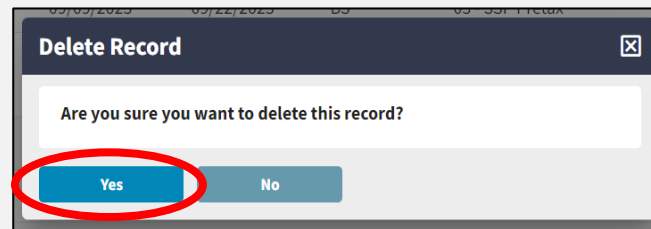
1. Click the **Blue Arrow** to the left of the employee's name.



2. In the drop-down menu, select **Delete**.



3. Confirm by clicking **Yes**.



How to Add a Record

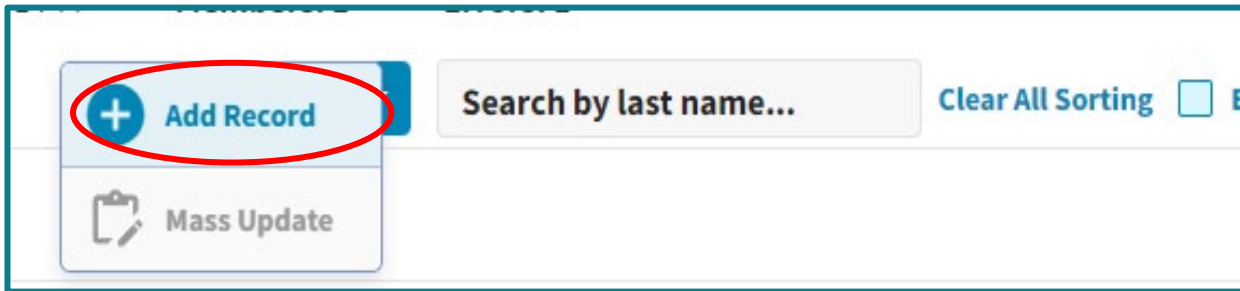
1



3:01 PM Members: 2 Errors: 2

Report Actions ▼ Search by last name... Clear All Sorting ☐ Errors Only

2

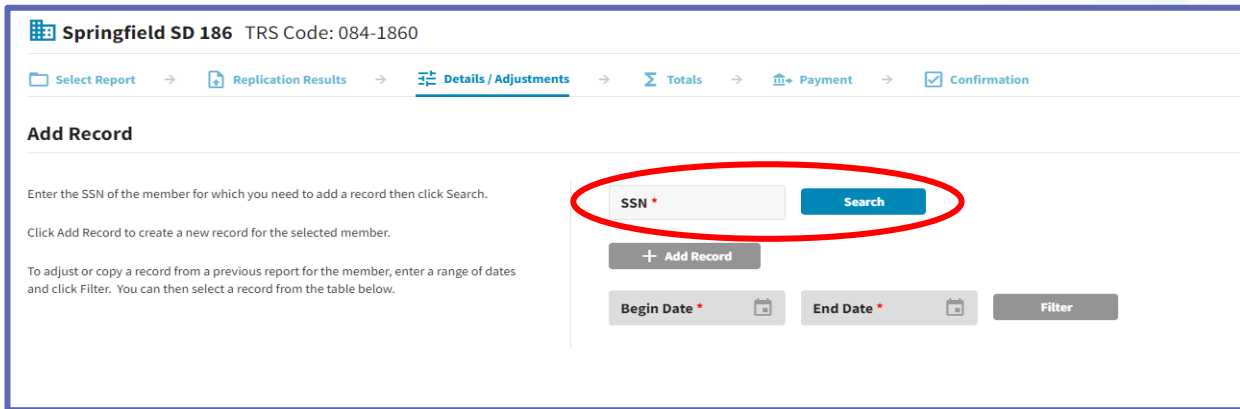


+ Add Record

Mass Update

Search by last name... Clear All Sorting ☐ E

3



Springfield SD 186 TRS Code: 084-1860

Select Report → Replication Results → **Details / Adjustments** → Totals → Payment → Confirmation

Add Record

Enter the SSN of the member for which you need to add a record then click Search.

Click Add Record to create a new record for the selected member.

To adjust or copy a record from a previous report for the member, enter a range of dates and click Filter. You can then select a record from the table below.

SSN * **Search**

+ Add Record

Begin Date * End Date * Filter

1. Select the **Report Actions**.
2. Click **Add Record**.
3. Enter employee's **SSN**.
4. Select employee.
5. Click the **Add Record** button below the **SSN** box.

The Employee will now appear in your report.

How to Add a Record

When manually **adding a record**, be sure to fill all cells with a **red asterisk (*)**, then click 'SAVE'.

Pay Period Begin Date *
08/12/2023

Pay Period End Date *
08/25/2023

Pay Date *
08/18/2023

Payroll Frequency *
Bi-Weekly

Employment Begin Date *
07/04/2023

Employment End Date
Employment End Reason

Employment Type *
Full Time

Job Category *
Teacher

Contract Days
180

FTE Percentage
100 %

Contribution Category *
07 - SSP Roth Catch-up

Earnings & Contributions

\$ Full Annual Rate

Payment Reason *
Base Salary

Deferred

Compensation *
\$ 2,222.00

Earnings that Exceed Salary Limits
\$ 0.00

Contributions *
\$ 250.00

THIS Contributions
\$ 0.00

Employer Defined Contributions *
\$ 0.00

Fiscal Year *
2023-2024

Timekeeping

Docked Days
0.00

Sick Leave/Personal Days

Days Paid
0

Post-Retirement Hours

Balanced Calendar

Contact Info

Email Address
testparticipant1866isqa@voya.com

Phone *
(698) 419-8198

Address Line 1 *
30 Braintree Hill Office Park

Address Line 2
608001866

City *
Braintree

State *
MA

Zip Code *
02184

Country
United States of America

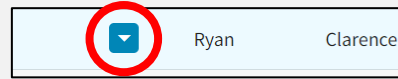
Save

Cancel

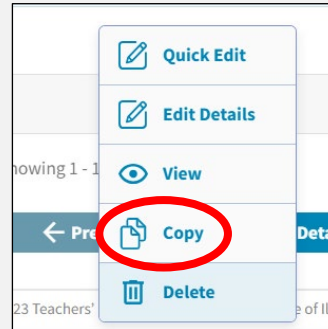
© 2023 Teachers' Retirement System of the State of Illinois

How to Copy a Record

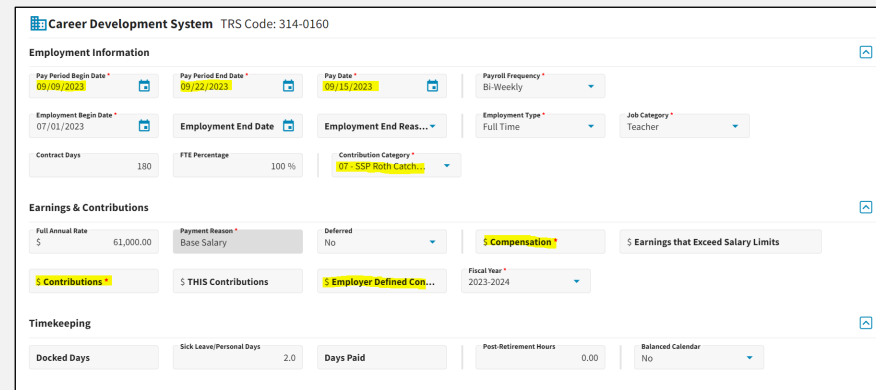
1. Click the Blue Arrow to the left of the employee's name.



2. In the drop-down menu, select 'COPY'.



3. Update required information and click 'SAVE'.



How to Search by Name in a Report

Type the employee's last name in the box. The report will automatically filter.

[Select Report](#) → [Replication Results](#) → [Details / Adjustments](#) → [Totals](#) → [Payment](#) → [Confirmation](#)

Report Summary ID: **Report Type:** SSP Deferred Comp **Report Date:** 09/11/2025 **Report Status:** In Progress **Status Date:** 09/18/2025 02:08:18 PM **Members:** 4 **Errors:** 1

Details / Adjustments Make any necessary changes to member records, add records and resolve all errors. [Report Actions](#) ▼ [Error Code](#) ▼ [Clear All Sorting](#) ☒ [Errors Only](#)

Errors for Selected Record (0) Tip: Address fatal errors first before addressing any others; Corrections to fatal errors may result in the elimination of other errors. ☒

Severity	Error #	Error Title	Error Message ^	Error Resolution
	ER5055	SSP Contributions Mismatch	The reported SSP Contributions do not match the member's elected SSP Deferral Amount for the reported Contribution Category.	The combined total of SSP Contributions reported for this p

	Actions	Last Name	First Name v	Last Four SSN ^	Pay Period Begin Date v	Pay Period End Date	Payment Reason ^	Contribution Category	Compensation	Contributions	E
1	▼	Ryan	Clarence	1130	08/12/2023	08/25/2023	BS	07 - SSP Roth Catch-up	2,222.00	225.00	
1	▼	Ryan	Clarence	1130	08/12/2023	08/25/2023	BS	06 - SSP Roth	2,222.00	225.00	

[← Previous](#) [Submit Details](#)

Flexible Viewing Options

TRS

Teachers' Retirement System
of the State of Illinois

Reporting

Services

Employer Information

Career Development System

TRS Code: 314-0160

Select Report

Replication Results

Details / Adjustments

Totals

Payment

Confirmation

Report Summary ID: 87198

Report Type: Defined Contribution

Report Date: 08/18/2023

Report Status: In Progress

Status Date: 09/18/2023 08:54:05 AM

Members: 12

Errors: 0

Details / Adjustments

Make any necessary changes to member records, add records and resolve all errors.

Search by last name...

Clear All Sorting

Add Record

Errors Only

Errors for Selected Record (0)

Tip: Address fatal errors first before addressing any others; Corrections to fatal errors may result in the elimination of other errors.

Actions	Last Name	First Name	Last Four SSN	Pay Period Begin Date	Pay Period End Date	Payment Reason	Contribution Category	Compensation	Contributions	Emp Defined Contributions
				08/12/2023	08/25/2023	BS	03 - SSP Pretax		550.00	0.00
				08/12/2023	08/25/2023	BS	04 - SSP Pretax Catch-Up		45.00	0.00
				08/12/2023	08/25/2023	BS	03 - SSP Pretax		45.00	0.00
				08/12/2023	08/25/2023	BS	09 - SSP Pretax Employer Match		0.00	45.00
				08/12/2023	08/25/2023	BS	03 - SSP Pretax		450.00	0.00
				08/12/2023	08/25/2023	BS	03 - SSP Pretax		235.00	50.00
				08/12/2023	08/25/2023	BS	06 - SSP Roth		10.00	0.00
				08/12/2023	08/25/2023	BS	03 - SSP Pretax		11,500.00	0.00
				08/12/2023	08/25/2023	BS	03 - SSP Pretax		42.00	120.00
				08/12/2023	08/25/2023	BS	03 - SSP Pretax		100.00	0.00

Showing 1 - 10 of 18.

Previous

Submit Details

Rows per page

All

5

10

25

50

100

First

<

1

2

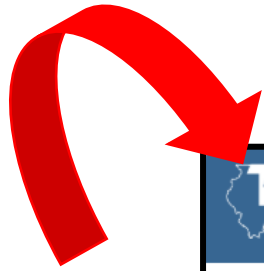
>

Last

© 2023 Teachers' Retirement System of the State of Illinois

How to Return to the Landing Page (Home Base)

Click the TRS Logo on any page in the Employer Portal.



**Teachers' Retirement System**
of the State of Illinois

Reporting

Services

Employer Information

Springfield SD 186 TRS Code: 084-1860

Select Report → Replication Results → **Details / Adjustments** → Totals → Payment → Confirmation

Report Summary ID: 01006 Report Type: SSP Deferred Comp Report Date: 09/11/2025 Report Status: In Progress Status Date: 09/18/2025

Details / Adjustments **Report Actions** Search by last name...

Make any necessary changes to member records, add records and resolve all errors.

Errors for Selected Record (0) **Tip:** Address fatal errors first before addressing any others; Corrections to fatal errors may result in the elimination of other errors.**SSP**
SUPPLEMENTAL SAVINGS PLAN

How to View an 'In Progress' Report

Click on the Report Type in the Payroll Reporting Box



Welcome to the Employer Reporting Dashboard

This landing page of the TRS Employer Portal allows you to navigate to various areas within the site. You can create a new Payroll Report, complete an in-progress Payroll Report or reference previously released announcements.

Quick Links: [Employer Access](#) [TRS Employer Website](#) [Gemini Information](#) [TRS Reports](#) [SSP Employer Information](#) [SSP Deferrals Report](#)

Annual Certification

[Click here if ready to start/continue the Annual Certification process.](#)

Pending Certifications

Certification Type	Member	Last 4 SSN	Status
Sick Leave			Ready To Submit
Sick Leave			Ready To Submit
Sick Leave			Ready To Submit

[View All Pending Certifications...](#)

Bulletins

September 16, 2025 [FY26-07: Defined Benefit Fall 2025 Reporting Reminders](#)

School Year Setup

[Click here if ready to start the School Year Setup Process.](#)

Payroll Reporting

[New Payroll Report](#) [Reporting History](#)

Report Type	Report Date	Status
SSP Deferred Comp	09/11/2025	In Progress

How to View Prior Reports in Gemini

In the Payroll Reporting Box, click on Reporting History to view any previously submitted reports.



Teachers' Retirement System
of the State of Illinois

Reporting

Services

Employer Information



Welcome to the Employer Reporting Dashboard

This landing page of the TRS Employer Portal allows you to navigate to various areas within the site. You can create a new Payroll Report, complete an in-progress Payroll Report or reference previously released announcements.

Quick Links:

[Employer Access](#)

[TRS Employer Website](#)

[Gemini Information](#)

[TRS Reports](#)

[SSP Employer Information](#)

[SSP Deferrals Report](#)

Annual Certification

[Click here if ready to start/continue the Annual Certification process.](#)

Pending Certifications

Certification Type	Member	Last 4 SSN	Status
--------------------	--------	------------	--------

School Year Setup

[Click here if ready to start the School Year Setup Process.](#)

Payroll Reporting

[New Payroll Report](#)

[Reporting History](#)

Report Type	Report Date	Status
-------------	-------------	--------



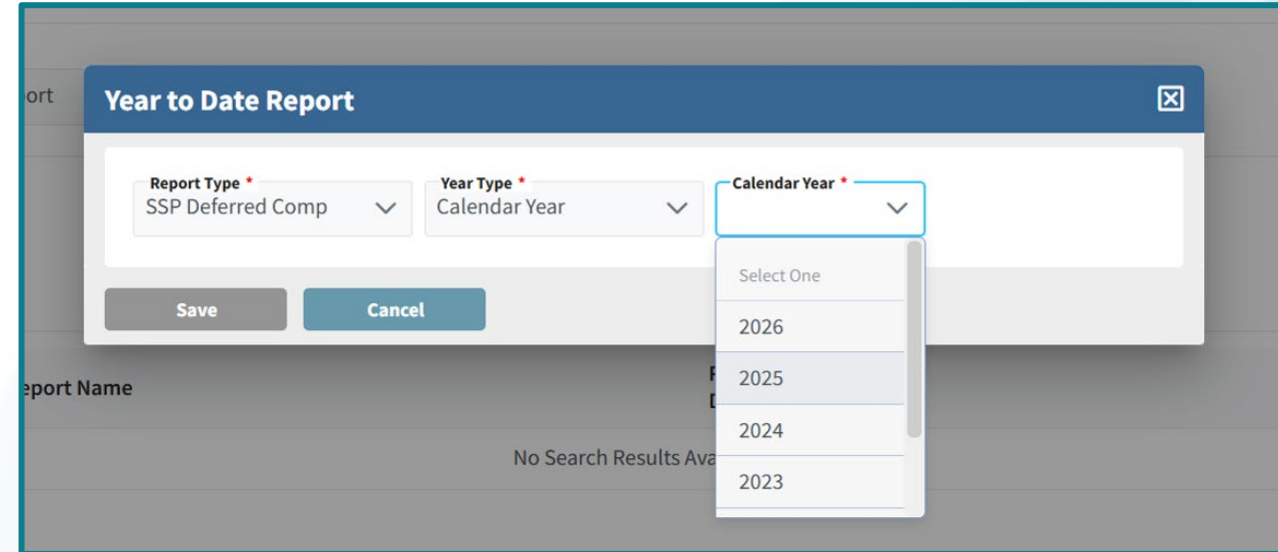
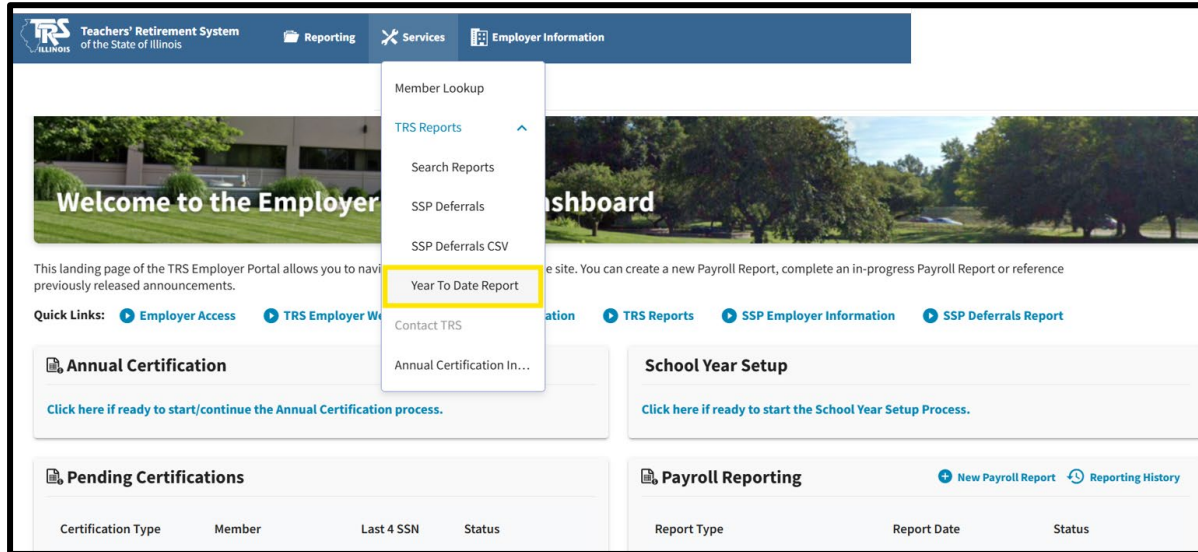
SSP

SUPPLEMENTAL SAVINGS PLAN

64

How to Generate a Year to Date (YTD) Report

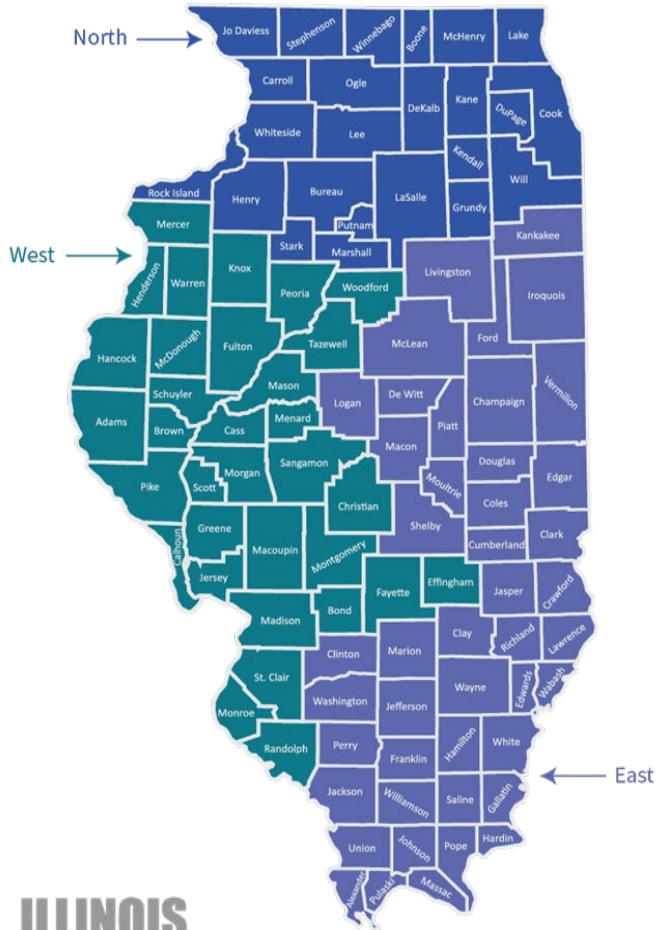
This report is an easy way to determine the contributions that have been reported for your employees in any given Calendar Year.



- **Services Menu > TRS Reports > Year to Date Report**
- Pop-up window: select **Report Type** (SSP Deferred Comp), **Year Type** (Calendar Year), and the appropriate **Calendar Year** from the drop-down menu.
- Click the **SAVE** button.

Additional Information

Local Voya Retirement Education Specialists



Western/Metro East Illinois

Stacey Russell

(217) 502-9711

Stacey.Russell@voya.com



Eastern/Southern Illinois

Terri Bailey

(217) 306-2455

Terri.Bailey@voya.com

SERVICES

- TRS SSP plan information and education
- 1-on-1 appointments
- Financial wellness education
- Investment education
- Retirement planning
- Webinars and seminars

To schedule an appointment, go to
<https://trssp457b.timetap.com>



TRS SSP Valuable Resources

MEMBER RESOURCES

- **Voya TRS SSP Participant Resources**
 - TRS SSP Portal: trsilssp.voya.com
 - TRS SSP Service Center: **844-877-4572 (844-TRS-457B)**
 - Voya Customer Service Associates are available **Monday through Friday, 7 a.m. to 7 p.m. CT**, except for stock market holidays.
- **Member Communications and FAQs**
 - [New Hire Flyer](#)
 - [Plan Highlights](#)
 - [Summary Plan Description \(SPD\)](#)
 - [TRS SSP Plan Document](#)
 - [SSP Member FAQs](#)

EMPLOYER RESOURCES

- **TRS Websites**
 - SSP: <https://www.trsil.org/employers/Supplemental-Savings-Plan>
 - SSP FAQs: <https://www.trsil.org/employers/Supplemental-Savings-Plan/FAQs>
 - Gemini: <https://www.trsil.org/employers/Gemini/Resources>
- **SSP Reporting Questions:** SSP@trsil.org | Phone Number: **888-678-3675, option 3**
- **SSP Payments:** SSPAccounting@trsil.org | Phone Number: **888-678-3675, option 2**



CONTACT US!

TRS SSP Deferred Compensation Inquiries/Questions

Email: SSP@trsil.org

Employer Support Line (SSP): 888-678-3675, Option #3

SSP Payment Inquiries: SSPAccounting@trsil.org

Thank you for watching!