

# TRS Supplemental Saving Plan (SSP)

## Plan and Reporting Training

September 2023

# Agenda

- **BRING MORE to Your Retirement**  
*Tonya Coleman, TRS SSP Retirement Education Specialist @ Voya Financial*
- **SSP Team** Introductions
- **SSP Deferrals Report:** What? When? How? Where? Why?
- SSP Contributions **Reporting**
- Miscellaneous **Tips & Tricks**



# *Bring More* to your retirement

## **TRS Supplemental Savings Plan (SSP)**



Plan administrative services are provided by Voya Institutional Plan Services, LLC (VIPS).  
VIPS is a member of the Voya® family of companies and are not affiliated with TRS. CN2646684\_1224

# Who is Voya



Over  
**6 million**  
customers

As of 12/31/2021

Nearly  
**50 years**  
experience with  
401(k) plans

As of 12/31/2021

**Top 4**  
record-keeper  
by # of plans

Pensions & Investments  
April 2021



myOrangeMoney®  
users contribute  
**34% more**  
than non-users

Wealth Solutions Customer Analytics  
and Insights – Data includes  
retirement plan sponsored business  
as of 06/30/2021, 6.2% vs. 8.3%

**Top rated**  
plan participant  
web experience  
**for last 9 years**  
2011 – 2020

[dalbar.com/Awards/AwardHistory](https://dalbar.com/Awards/AwardHistory)



**VOYA** | Cares®

**ETHISPHERE**  
WORLD'S MOST  
ETHICAL  
COMPANIES®  
2014 - 2022

**TOP**  
100  
BARRON'S  
Most  
Sustainable  
Companies  
2021

**BEST**  
PLACES TO WORK  
2022  
for LGBTQ+ Equality  
100% CORPORATE EQUALITY INDEX

**2021** MSCI ESG Leaders  
Indexes Constituent

**Bloomberg**  
Gender-Equality  
Index  
2022

**Great  
Place  
To  
Work®**  
Certified  
SEP 2021-SEP 2022  
USA

**DEI** BEST PLACE TO WORK FOR  
DISABILITY INCLUSION  
100% DISABILITY EQUALITY INDEX

# TRS Supplemental Savings Plan 457(b)

## Traditional 457(b)

- Pre-tax Contribution
- Tax-deferred Earnings
- \$22,500 Contribution Limit (2023)
- Pay Tax upon Withdrawal
- Age 50+ Catch-Up: \$7,500
- Rollovers (must be from qualified account)

## Roth 457(b)

- After-tax Contribution
- Tax-free withdrawals (as long as certain qualifying conditions are met)
- \$22,500 Contribution Limit (2023)
- Age 50+ Catch-Up: \$7,500
- Rollovers (must be from a qualified account)

# Distribution Options

- ✓ Funds are accessible after separation from service
- ✓ You can turn the funds into income and receive a set monthly amount for life
- ✓ You can take a lump sum distribution
- ✓ You can pull from it as needed
- ✓ You can set up systematic withdrawals for a specific period of time
- ✓ Required Minimum Distributions (RMD's) are required at 73

# Compare Your Savings Opportunities

## TRS 457(b)

- Eligibility (TRS active member)
- Distribution (no 10% penalty)
- Three-year special catch up
- Unforeseen emergency

## 403(b)

- Eligibility (Check with district)
- Distribution (10% penalty)
- 15-year catch-up
- Hardship/loan



# Local Voya Education Representatives

Local TRS SSP representatives\* are available to provide ongoing educational support to help meet eligible TRS members' retirement needs, including:

- Plan information and enrollment assistance
- Information on consolidation of retirement accounts
- Financial wellness education
- Individual meetings
- Group education meetings and seminars

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

Access the Local Representative Flyer at [trsilssp.voya.com](https://trsilssp.voya.com).

\*Information from registered Plan Service Representatives is for educational purposes only and is not legal, tax or investment advice. Local Plan Service Representatives are registered representatives of Voya Financial Advisors, Inc., member SIPC.



## Northern Illinois

Tonya Coleman  
(312) 342-5408  
[Tonya.Coleman@voy.com](mailto:Tonya.Coleman@voy.com)

## Western/Metro East Illinois

Stacey Russell  
(217) 502-9711  
[Stacey.Russell@voy.com](mailto:Stacey.Russell@voy.com)



## Eastern/Southern Illinois

Terri Bailey  
(217) 306-2455  
[Terri.Bailey@voy.com](mailto:Terri.Bailey@voy.com)





# **Supplemental Savings Plan (SSP)**

## **How to Report Defined Contributions (DC)**

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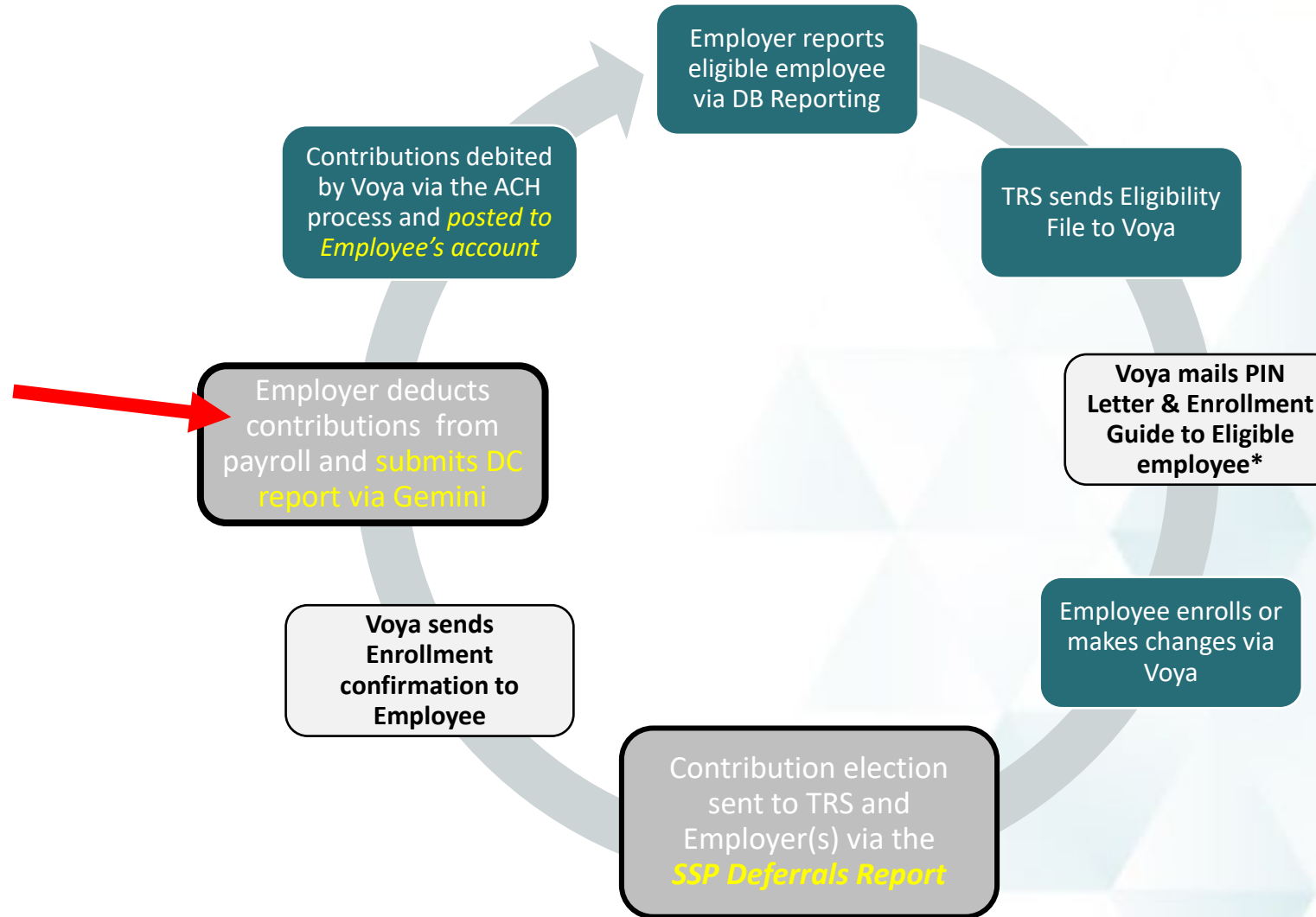
This presentation is provided for general informational purpose only and is not legal or tax advice. Legal and tax-related questions concerning the TRS Supplemental Savings Plan (SSP) must be directed to your legal counsel. The presentation is not a comprehensive review of the terms of the SSP or how it will be administered.



# TRS SSP Team

- ***Lori Dour*** Chief Benefits Officer
- ***Shiloah Tubbs*** Deferred Compensation Manager
- ***Angie Gerlach*** Deferred Compensation Plan Analyst
- ***Melissa Treat*** Deferred Compensation Plan Analyst
- ***Lisa Hunt*** SSP IT Product Owner
- ***Claire Rogers*** SSP Accountant
- ***Deron Bertolo*** Chief Financial Officer

# TRS SSP Process Flow



# Defined Contributions (DC)

## Why is employer 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 (DC) 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.

Defined Contribution (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.

# TRS SSP Deferrals Report

## WHAT IS AN SSP DEFERRALS REPORT?

The *TRS 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.*

# TRS SSP Deferrals Report

## How to know when to look for a new TRS SSP Deferrals Report



When a [new](#) *SSP Deferrals Report* generates, an [email](#) will be sent to your [District's Reporting](#) and [Accounting](#) Contacts.

**From:** TRS Gemini Messenger ([TRSGeminiMessenger@trsil.org](mailto:TRSGeminiMessenger@trsil.org))  
**To:** District *Reporting* and *Accounting* Contacts  
**Subject:** ATTENTION: Your District Has a New SSP Deferrals Report Updated (DATE)

Dear Reporting and Accounting Gemini Contact,

Your employer has a new SSP Deferrals Report that was updated on 01/15/2023 for Your District. This report contains new, updated or cancelled SSP deferrals for your employees that require your attention.

Please access your SSP Deferrals Report from the Employer Portal. Upon log in, select Services on the top navigation bar. Then select SSP Deferrals under the TRS Reports option and choose the most recent SSP Deferrals Report 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 [employers@trsil.org](mailto:employers@trsil.org).

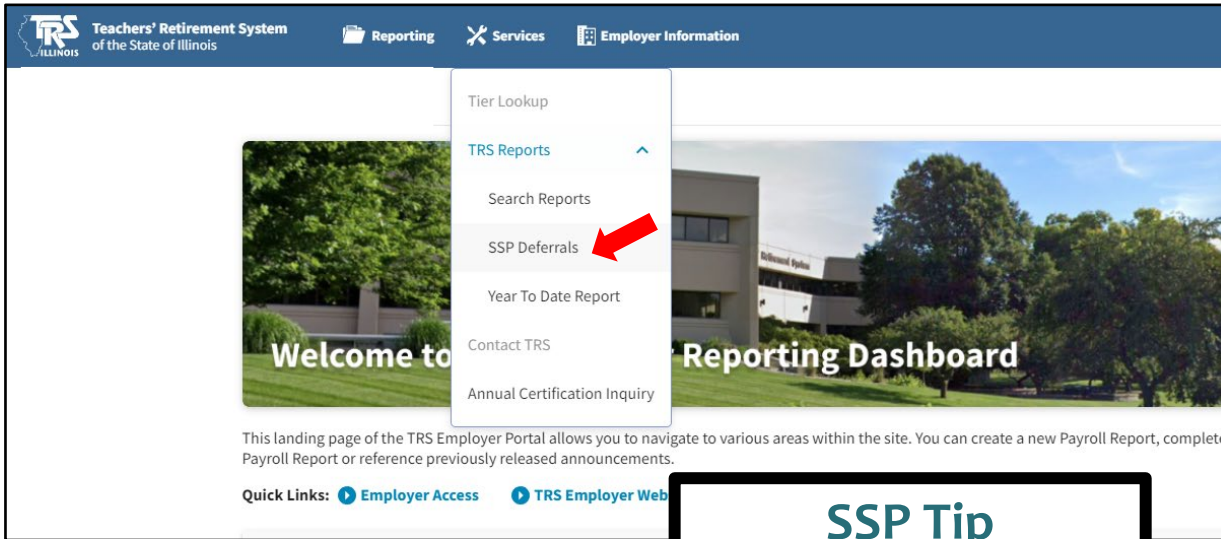
### SSP Tip

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



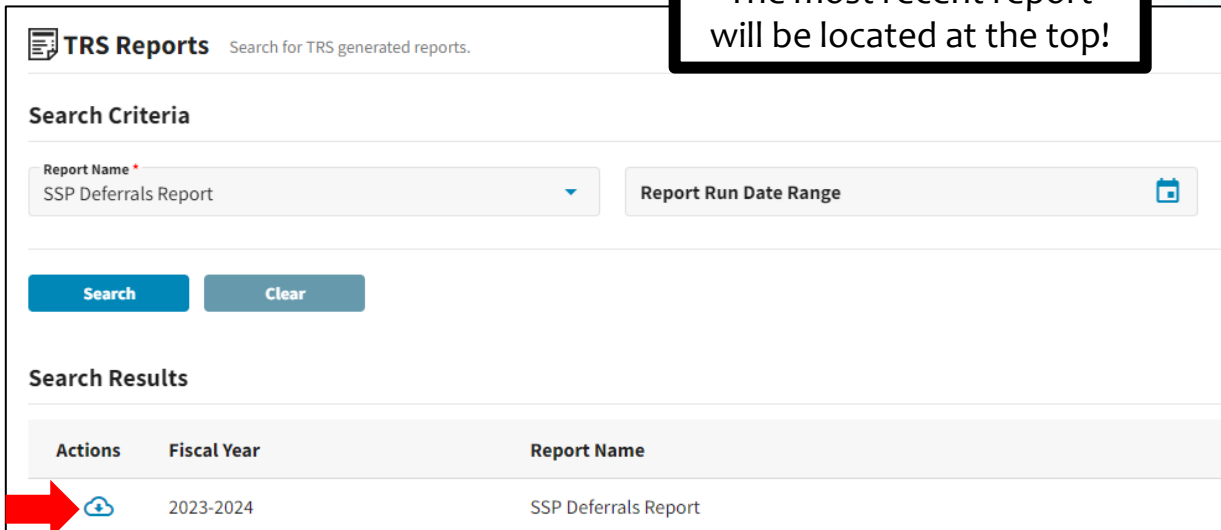
# TRS SSP Deferrals Report

Where do I access the TRS SSP Deferrals Report?



## SSP Tip

The most recent report will be located at the top!



## Gemini Employer Portal

### Four Steps

1. Services Menu
2. TRS Reports
3. SSP Deferrals
4. Cloud Icon to Download

# TRS SSP Deferrals Report



## Supplemental Savings Plan Deferrals Report as of 09/13/2023

Use this report to set up new or changed deferrals and to confirm existing deferrals from your payroll for the TRS Supplemental Savings Plan. \* If IRS Limit Met is "Yes", administratively revoke the applicable deferrals for the remainder of the calendar year. You are expected to reinstate the deferrals on the first paycheck with a Pay Date in the next calendar year.

055-XXXX School District

### 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 Matching
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
	Bateman, Jason	02/12/19XX	09/13/2023	03	\$75.00	\$0.00	Yes	Yes
	McCarthy, Melissa	12/22/19XX	09/13/2023	06	\$150.00	\$200.00		

### New Deferrals

Last 4 SSN	Name	Date of Birth	Contribution Effective Date	Contribution Category	Contribution	Auto Enrolled	* IRS Limit Met
	Rabbit, Jessica	12/02/19XX	09/05/2023	03	3%	Yes	
	Timberlake, Justin	07/22/19XX	09/08/2023	07	\$100		Yes

9/13/2023 2:01:45 AM

Page 1 of 3

SSPDeferrals

## Notable Details of the Report:

- DATE: Use the most recent report;
- LEGEND: Displays the Contribution Category Codes and Description;
- CATEGORIES: Changes, New, Canceled and Existing Deferrals; and,
- MEMBER INFORMATION

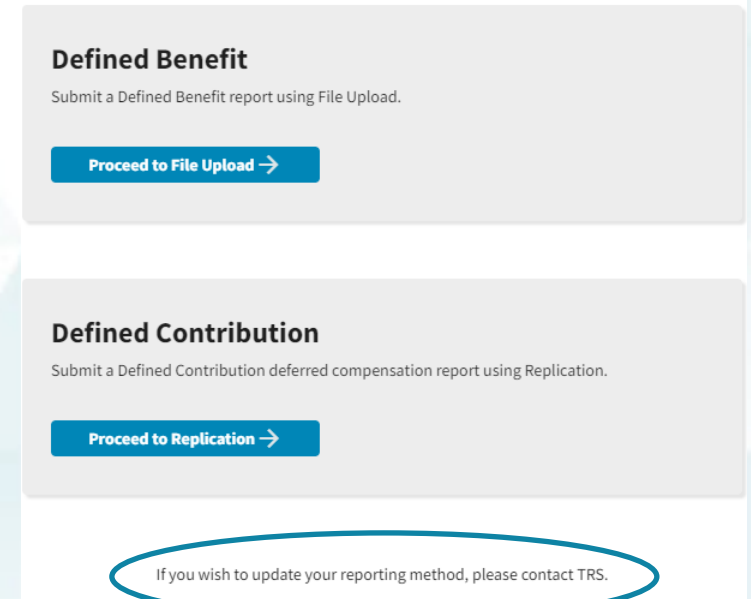
### SSP Tip

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



# TRS SSP Deferrals Processing

- **SSP deferrals (payroll deductions) must be processed in your payroll system.**
- **SSP Reporting must be completed in Gemini.**
  - You can submit *multiple* DB and DC reports each day
  - Reports can be submitted by using the File Upload Process or the Replication Process
    - [Defined Contribution Reporting – File Upload Process – SSP](#)
      - File Upload Process – refer to the [Supplemental Savings Plan Employer Reporting File Format \(Version 2.0\)](#)
    - [Defined Contribution Reporting – Replication Process – SSP](#)
- **SSP deferrals will be withdrawn from the account on file via ACH Pull**
  - This will occur in much the same way DB and THIS contributions are processed.
  - ***The ACH Company ID for the TRS SSP is 5555587807.*** Provide this to your financial institution.
  - Questions about SSP payments should be directed to [SSPAccounting@trsil.org](mailto:SSPAccounting@trsil.org)



The screenshot displays the Gemini reporting interface. It features two main sections: 'Defined Benefit' and 'Defined Contribution'. The 'Defined Benefit' section includes the instruction 'Submit a Defined Benefit report using File Upload.' and a blue button labeled 'Proceed to File Upload →'. The 'Defined Contribution' section includes the instruction 'Submit a Defined Contribution deferred compensation report using Replication.' and a blue button labeled 'Proceed to Replication →'. At the bottom of the interface, a blue oval highlights the text: 'If you wish to update your reporting method, please contact TRS.'

# SSP Contribution Reporting Demo

[Select this link to go to the demo.](#)

\*Please note that all records in this demo are test scenarios that were created specifically for this training.





# Quick Tips

# 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



20

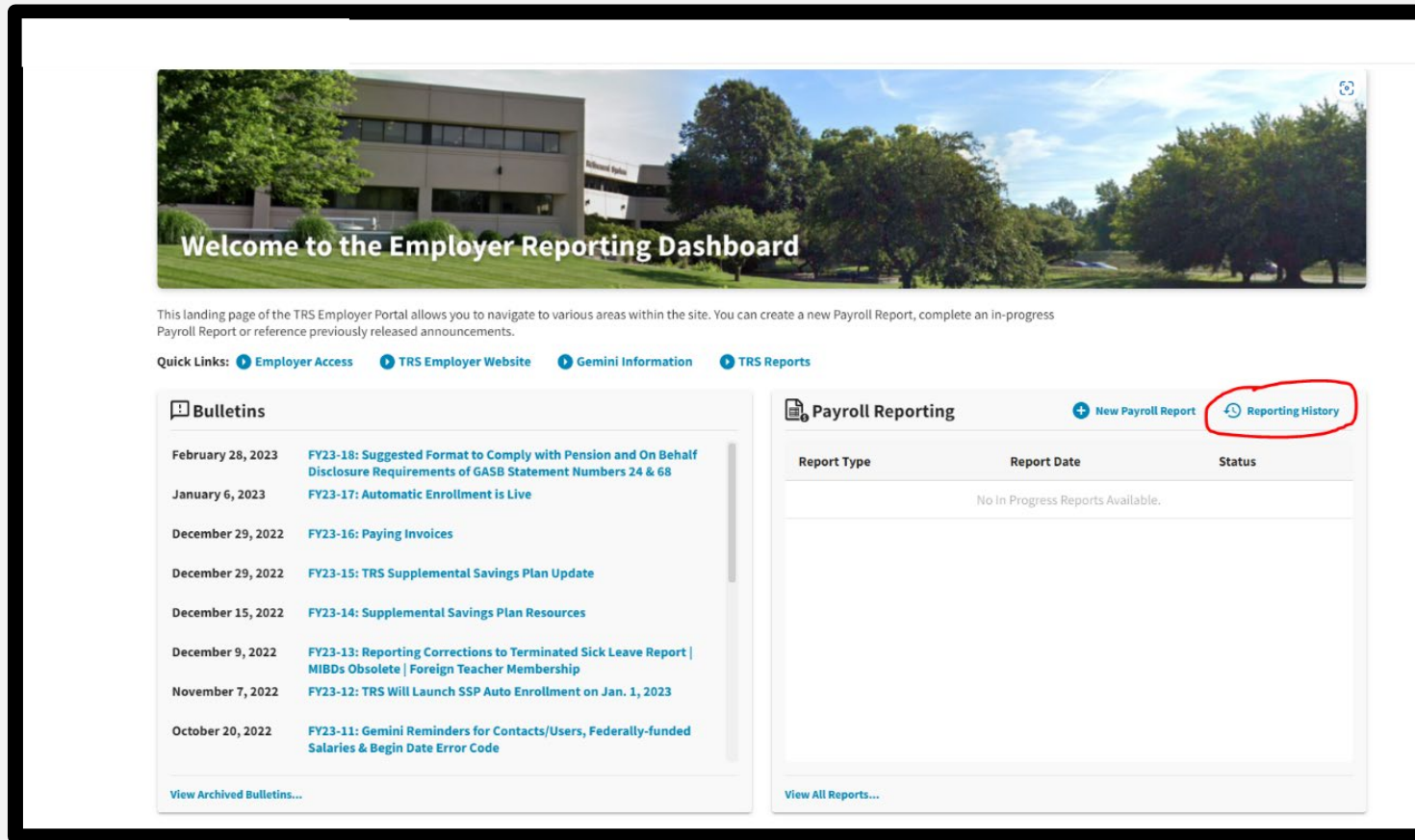


SUPPLEMENTAL SAVINGS PLAN



# How to View Prior Reports in Gemini

In the *Gemini Employer Reporting Dashboard Payroll Reporting Box*, click on **Reporting History** to view any previously submitted report.



The screenshot displays the Gemini Employer Reporting Dashboard. At the top, a banner image of a building is accompanied by the text "Welcome to the Employer Reporting Dashboard". Below this, a brief description states: "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." A "Quick Links" section includes "Employer Access", "TRS Employer Website", "Gemini Information", and "TRS Reports". The main content area is divided into two panels. The left panel, titled "Bulletins", lists several announcements with dates ranging from October 20, 2022, to February 28, 2023. The right panel, titled "Payroll Reporting", features a "New Payroll Report" button and a "Reporting History" link, which is circled in red. Below the "Reporting History" link is a table with columns for "Report Type", "Report Date", and "Status". The table currently shows "No In Progress Reports Available." and a "View All Reports..." link at the bottom.

**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](#)

**Bulletins**

- February 28, 2023 [FY23-18: Suggested Format to Comply with Pension and On Behalf Disclosure Requirements of GASB Statement Numbers 24 & 68](#)
- January 6, 2023 [FY23-17: Automatic Enrollment is Live](#)
- December 29, 2022 [FY23-16: Paying Invoices](#)
- December 29, 2022 [FY23-15: TRS Supplemental Savings Plan Update](#)
- December 15, 2022 [FY23-14: Supplemental Savings Plan Resources](#)
- December 9, 2022 [FY23-13: Reporting Corrections to Terminated Sick Leave Report | MIBDs Obsolete | Foreign Teacher Membership](#)
- November 7, 2022 [FY23-12: TRS Will Launch SSP Auto Enrollment on Jan. 1, 2023](#)
- October 20, 2022 [FY23-11: Gemini Reminders for Contacts/Users, Federally-funded Salaries & Begin Date Error Code](#)

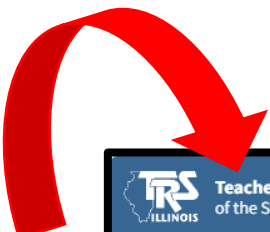
[View Archived Bulletins...](#)

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

Report Type	Report Date	Status
No In Progress Reports Available.		

[View All Reports...](#)

To return to the HOME PAGE, click the TRS Logo



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

Reporting Services Employer Information

Env: CAT Version: 2.24.0.41161 QT Tester, QA

Upload File → Upload Results → **Details / Adjustments** → Totals → Payment → Confirmation


Report Summary ID: 87210 Report Type: Defined Contribution Report Date: 09/19/2023 Report Status: In Progress Status Date: 09/18/2023 04:02:30 PM Members: 12 Errors: 10

**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 v	Pay Period End Date	Payment Reason ^	Contribution Category	Compensation	Contributions	Emp Defined Contributions
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To view an ‘IN PROGRESS’ Defined Contributions (DC) Report, click on the report 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](#)

### Bulletins

September 8, 2023	<a href="#">FY24-04: SSP Trainings, Resources &amp; Plan Updates</a>
August 10, 2023	<a href="#">FY24-03: Annual Certification Reminders</a>
July 13, 2023	<a href="#">FY24-02: Important Reminder: Pay-period Reports Cannot Cross Fiscal Years</a>
July 7, 2023	<a href="#">FY24-01: Instructions for Filing the 2022-2023 Annual Certification</a>
June 16, 2023	<a href="#">FY23-22: 120 Days/600 Hours Post-retirement Limits Extended to June 30, 2026</a>
May 12, 2023	<a href="#">FY23-21: Due Dates &amp; Deadlines</a>
May 3, 2023	<a href="#">FY23-20: SSP Deferred Payment Update and Delinquent Contributions Emails</a>
April 18, 2023	<a href="#">FY23-19: 2023-24 Contribution Rate Changes and Tier Limitations</a>

[View Archived Bulletins...](#)

### Payroll Reporting

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

Report Type	Report Date	Status
<a href="#">Defined Contribution</a>	08/18/2023	In Progress

[View All Reports...](#)

You may search by employee name by using the *‘Search by last name...’* box.

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

Member: 12

Errors: 2

Details / Adjustments

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

Search by last name...  
Ryan

Clear All Sorting

Errors for Clarence Ryan

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	Last Four SSN	Pay Period Begin Date	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	

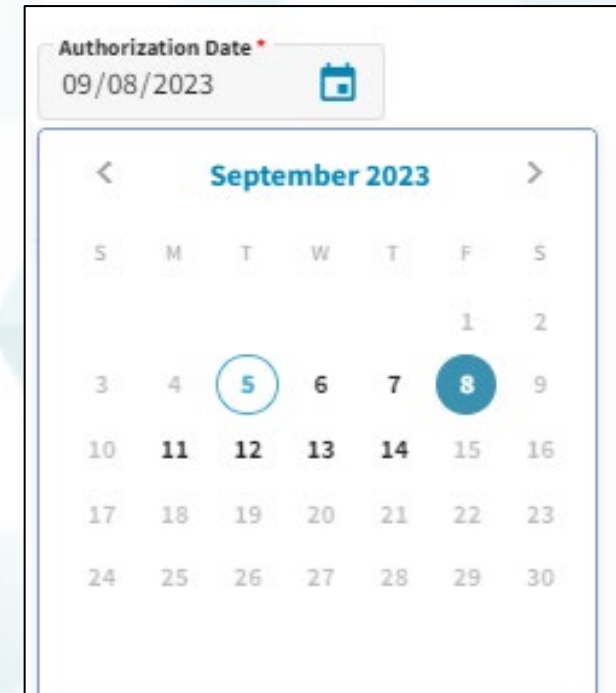
← Previous

Submit Details



# Future Authorization Date

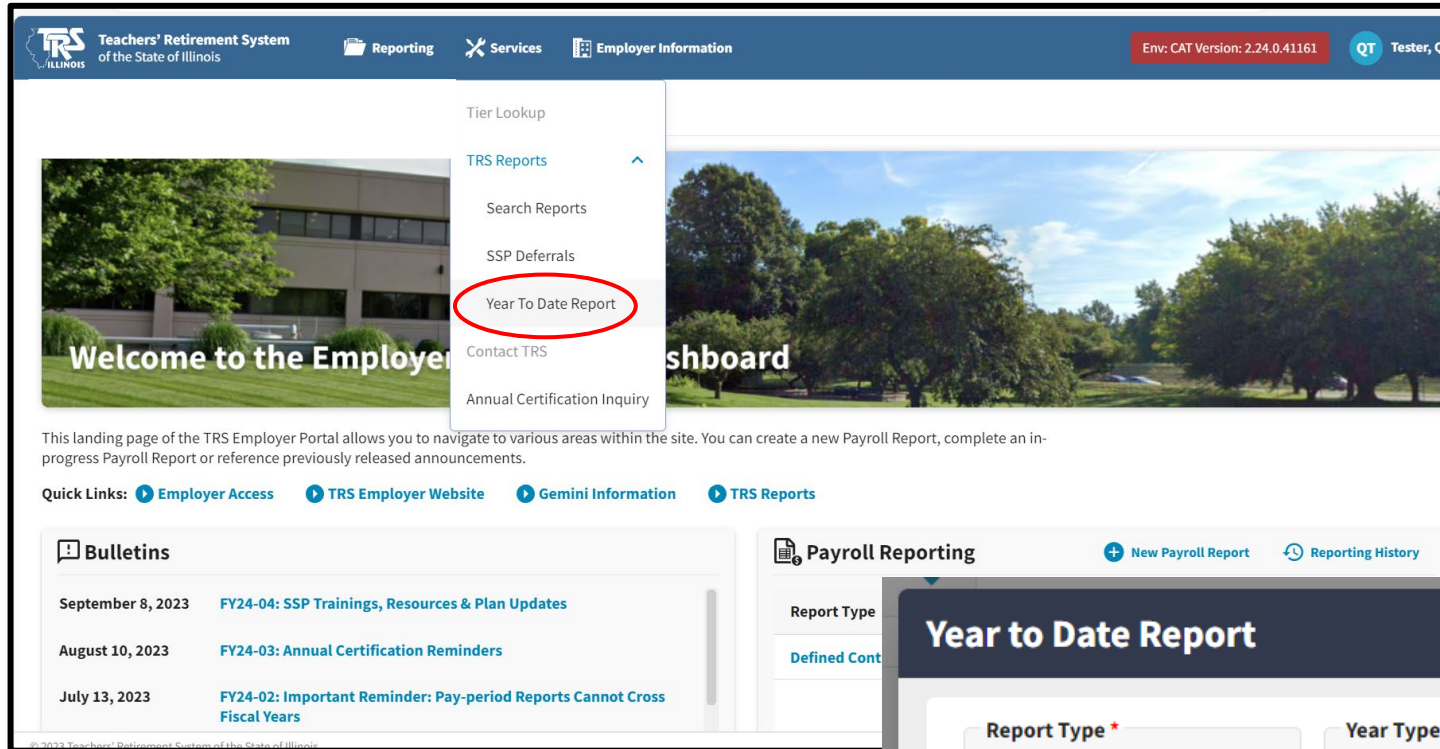
- Authorization Date represents the date your payment information and withdrawal authorization will be transmitted to the financial institution responsible for processing the payment.
  - When submitting SSP payments in the Gemini Employer Portal, employers can enter a future authorization date **up to six (6) calendar days** past the Pay Date of the report you are submitting.
  - If submitting payment on a report with a Pay Date in the past, employers will **not** be able to select a future authorization date.
  - The authorization date *cannot* be a weekend or a stock market or banking holiday.
- Date Report was submitted in Gemini: **09/05/2023**
  - Pay Date: **09/08/2023**
  - Can set the future authorization date up to **09/14/2023**



The screenshot displays a web interface for selecting an authorization date. At the top, a label "Authorization Date" with a red asterisk is followed by the date "09/08/2023" and a calendar icon. Below this is a calendar for "September 2023". The calendar shows days of the week (S, M, T, W, T, F, S) and dates from 1 to 30. The date "5" is circled in blue, and the date "8" is highlighted in dark blue. The date "8" is the Pay Date, and the date "5" is the selected Authorization Date, which is 3 days past the Pay Date.



# Year to Date (YTD) Report



- Select Services, TRS Reports, Year to Date Report.
- In the pop-up window, select the Report Type - Defined Contributions, Year Type – Calendar Year, and the appropriate Calendar Year from the drop-down menu.
- Click the SAVE button.

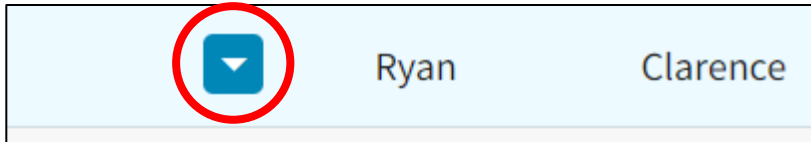
This report is an easy way to determine the contributions that have been reported for your employees in any given Calendar Year.

The screenshot shows a pop-up window titled 'Year to Date Report'. It has three dropdown menus: 'Report Type' (set to 'Defined Contributions'), 'Year Type' (set to 'Calendar Year'), and 'Calendar Year' (set to '2023'). Below these fields are two buttons: 'Save' and 'Cancel'. At the bottom, there's a 'Report Name' field.

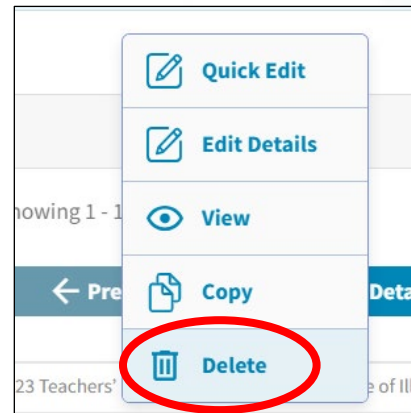


# How to Delete a Record in a Report

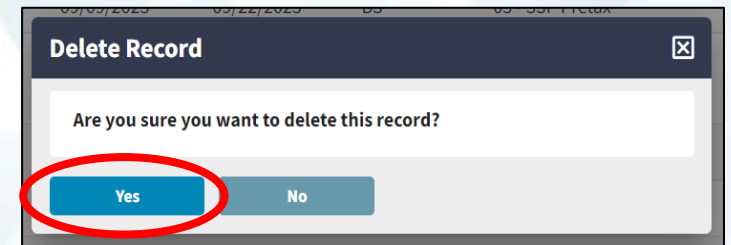
1. Click the Blue Arrow to the left of the employee's name.



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



3. Confirm by clicking YES.

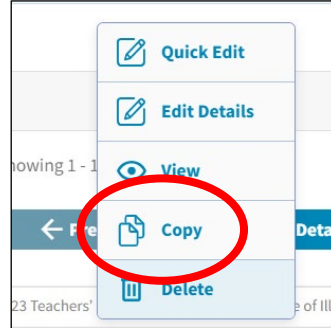


# How to Copy a Record in a Report

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



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



3. Once in the record, update the information required then click 'SAVE'.

**Career Development System** TRS Code: 314-0160

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**Employment Information**

Pay Period Begin Date * 09/09/2023	Pay Period End Date * 09/22/2023	Pay Date * 09/15/2023	Payroll Frequency * Bi-Weekly
Employment Begin Date * 07/01/2023	Employment End Date * 	Employment End Reason * 	Employment Type * Full Time
Contract Days 180	FTE Percentage 100 %	Contribution Category * 07 - SSP Roth Catch...	Job Category * Teacher

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**Earnings & Contributions**

Full Annual Rate \$ 61,000.00	Payment Reason * Base Salary	Deferred No	\$ Compensation *	\$ Earnings that Exceed Salary Limits
\$ Contributions *	\$ THIS Contributions	\$ Employer Defined Con...	Fiscal Year * 2023-2024	

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**Timekeeping**

Docked Days	Sick Leave/Personal Days 2.0	Days Paid	Post-Retirement Hours 0.00	Balanced Calendar No
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# Additional Information

# TRS SSP Reporting Resources

- **Voya TRS SSP participant resources:**

- TRS SSP Portal: [trsilssp.voya.com](https://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.

- **Miscellaneous Procedures**

- [Employer Portal - Defined Contribution Reporting: File Upload Process \(trsil.org\)](https://trsil.org)
- [EP Procedures Defined Contribution Reporting-Replication Process – SSP \(trsil.org\)](https://trsil.org)
- [How to Add a Contact in Gemini \(trsil.org\)](https://trsil.org)
- [Employer Portal: Payroll Schedule Procedures \(trsil.org\)](https://trsil.org)
- [Employer Portal - Banking Procedures \(trsil.org\)](https://trsil.org)

- **Employer communications, training and FAQs:**

- SSP: <https://www.trsil.org/employers/Supplemental-Savings-Plan>
- Gemini: <https://www.trsil.org/employers/Gemini/Resources>
- FAQs: [TRS SSP Employer FAQs | Teachers' Retirement System of the State of Illinois \(trsil.org\)](https://www.trsil.org/employers/Supplemental-Savings-Plan)

- **Email Inquiries:**

- Employer Reporting : [Employers@trsil.org](mailto:Employers@trsil.org)
- SSP Payment : [SSPAccounting@trsil.org](mailto:SSPAccounting@trsil.org)



# Q & A

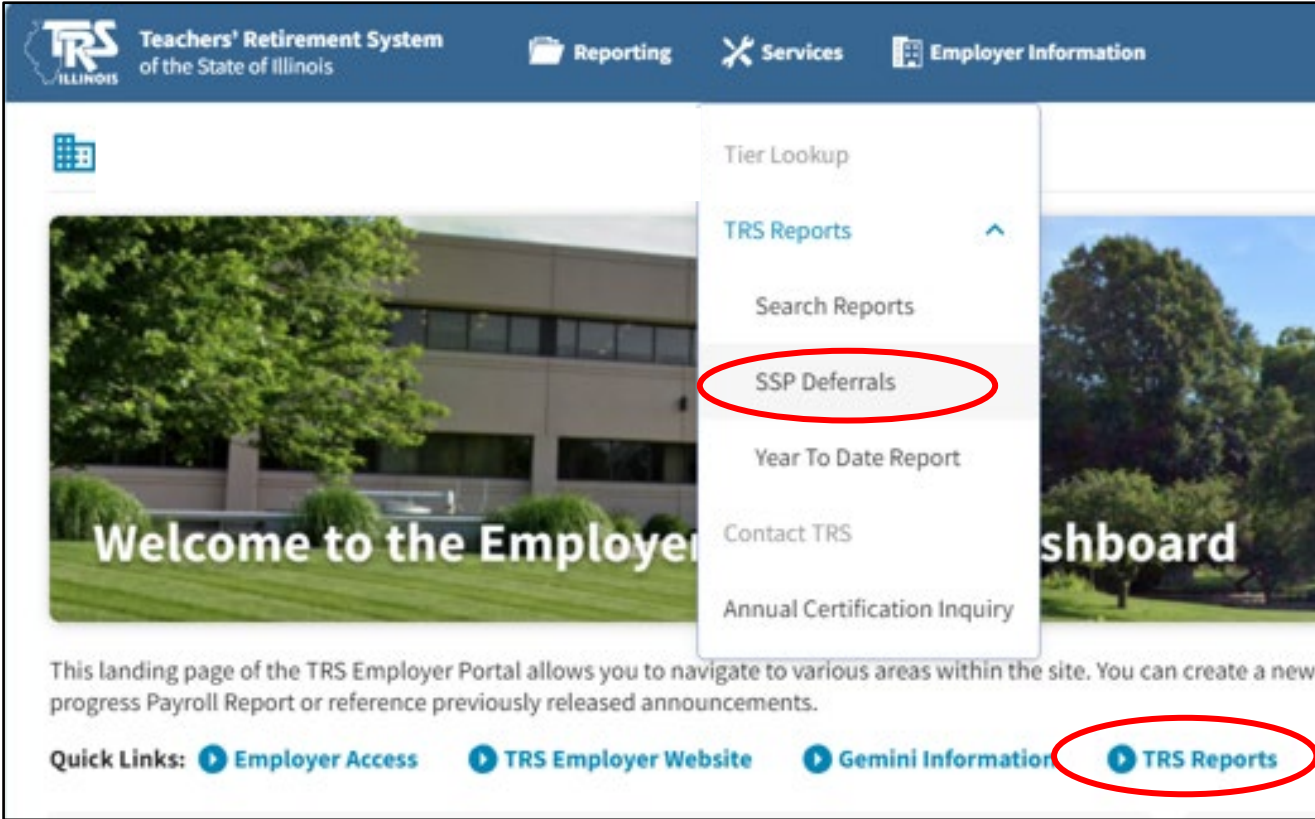
*Thank you for attending!*

# SSP Contribution Reporting Demo

\*Please note that all records in this demo are test scenarios that were created specifically for this training.




# How to Download the TRS SSP Deferrals Report from Gemini




Services Menu: TRS Reports or  
Quick Links: TRS Reports

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

Env: CAT Version: 2.24.0.41161 QT Tester,

 **TRS Reports** Search for TRS generated reports.


**Search Criteria**

Report Name \*  
SSP Deferrals Report

Report Run Date Range

Search Clear

**Search Results**

Actions	Fiscal Year	Report Name	Run Date
	2023-2024	SSP Deferrals Report	08/17/2023

**SSP Tip**

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

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

Teachers' Retirement System of t... Teachers' Retirement System of t... SSPDeferrals

Set Microsoft Edge as the default application for reading PDF files? Set as default

Read aloud Ask Bing AI 1 of 2

Use this report to set up new or changed deferrals and to confirm existing deferrals from your payroll for the TRS Supplemental Savings Plan.

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
10	SSP Pretax Employer Non-Elective
09	SSP Pretax Employer Match

No Changes to Deferrals

No New Deferrals

No Cancelled Deferrals

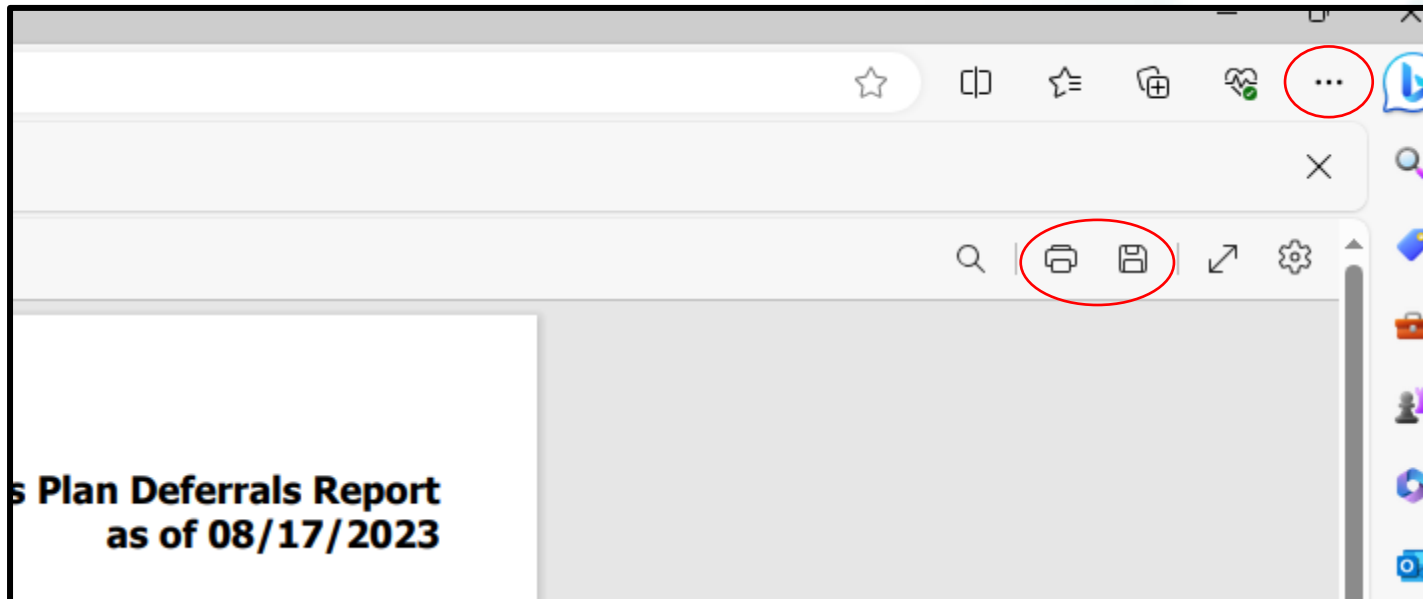
8/17/2023 9:53:37 AM Page 1 of 2 SSPDeferrals



Supplemental Savings Plan Deferrals Report  
as of 08/17/2023



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



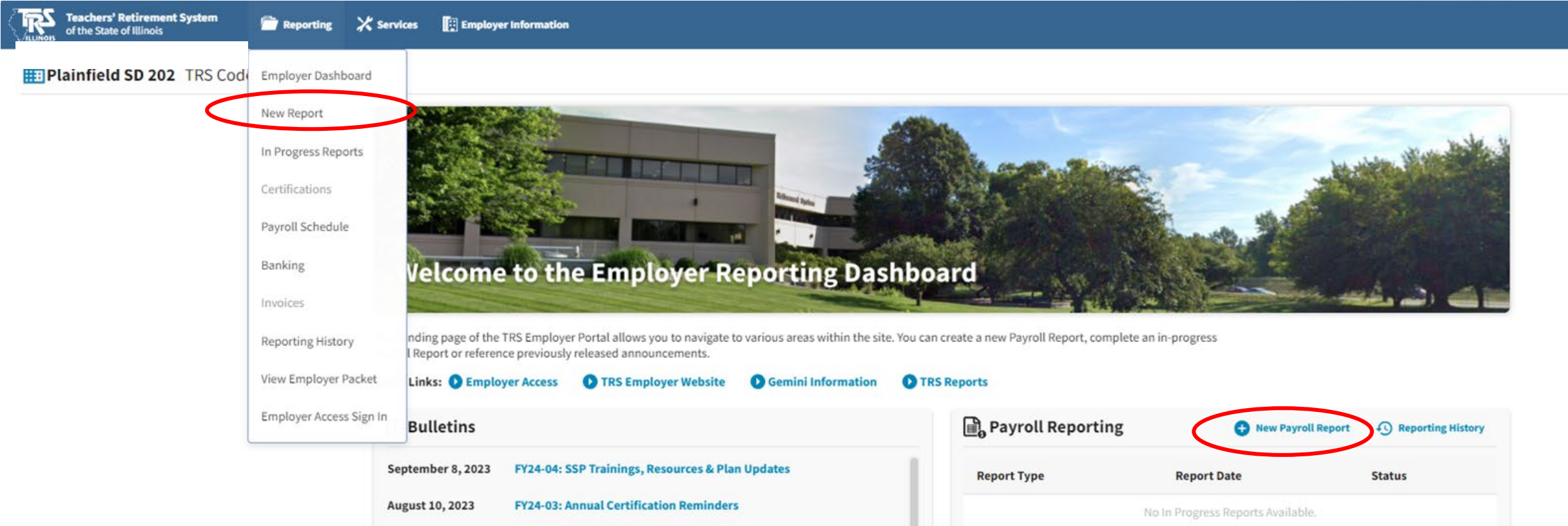
## **Two methods of Reporting:**

- Replication Method (Data Entry)
- File Upload Method

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

To begin a new *Defined Contributions (DC) Report* (regardless of Reporting Method),  
click **Reporting** and **New Report**  
or

 **New Payroll Report**



The screenshot shows the TRS Employer Reporting Dashboard. The top navigation bar includes 'Reporting', 'Services', and 'Employer Information'. A dropdown menu for 'Plainfield SD 202 TRS Code' is open, with 'New Report' highlighted. The main content area features a banner for 'Welcome to the Employer Reporting Dashboard' and a section for 'Payroll Reporting' with a 'New Payroll Report' button highlighted. Below the banner, there are links to 'Employer Access', 'TRS Employer Website', 'Gemini Information', and 'TRS Reports'. A 'Bulletins' section lists recent updates, and a table for 'Payroll Reporting' shows no in-progress reports available.

Teachers' Retirement System of the State of Illinois

Reporting Services Employer Information

Plainfield SD 202 TRS Code

Employer Dashboard

New Report

In Progress Reports

Certifications

Payroll Schedule

Banking

Invoices

Reporting History

View Employer Packet

Employer Access Sign In

Welcome to the Employer Reporting Dashboard

ending 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 Report or reference previously released announcements.

Links: [Employer Access](#) [TRS Employer Website](#) [Gemini Information](#) [TRS Reports](#)

Bulletins

September 8, 2023 [FY24-04: SSP Trainings, Resources & Plan Updates](#)

August 10, 2023 [FY24-03: Annual Certification Reminders](#)

Payroll Reporting

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


Report Type	Report Date	Status
No In Progress Reports Available.		



To report DC via **Replication**, click “Proceed to Replication” to proceed.

The screenshot shows the 'Select Report Type' page of the Teachers' Retirement System of the State of Illinois. The page has a blue header with the TRS logo, navigation links for Reporting, Services, and Employer Information, and a red status bar indicating 'Env: CAT Version: 2.24.0.41161' and a user profile 'QT Tester, QA'. Below the header, the 'Select Report Type' section contains two options: 'Defined Benefit' (light blue box) and 'Defined Contribution' (light gray box). The 'Defined Contribution' option is highlighted with a red rectangular border. It includes the text 'Submit a Defined Contribution deferred compensation report using Replication.' and a blue button labeled 'Proceed to Replication →'. The 'Defined Benefit' option includes the text 'Submit a Defined Benefit report using File Upload.' and a blue button labeled 'Proceed to File Upload →'. At the bottom of the page, a small note states: 'If you wish to update your reporting method, please contact TRS.'

Select the appropriate Pay Schedule and click Proceed.

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

ReportingServicesEmployer Information

Env: CAT Version: 2.24.0.41161

QT Tester, QA

Select ReportReplication ResultsDetails / AdjustmentsTotalsPaymentConfirmation

### Select Payroll Schedule

Select	Fiscal Year	First Pay Date	Payroll Frequency	Payment Lag	Job Categories	Employment Types
<input type="radio"/>	2021-2022	07/08/2021	Bi-Weekly	3 Days	Administrator	Full Time
<input type="radio"/>	2022-2023	07/07/2022	Bi-Weekly	Current	Administrator	Full Time
<input checked="" type="radio"/>	2023-2024	07/06/2023	Bi-Weekly	Current	All	Part-Time Contractual, Full Time

Proceed →

Select the appropriate Pay Period and click Proceed.

Select Reporting Period Select pay period report to replicate.

Actions	Pay Period Begin Date	Pay Period End Date	Pay Date	Report Status
	07/01/2023	07/14/2023	07/06/2023	Posted
	07/15/2023	07/28/2023	07/20/2023	Posted
Create	07/29/2023	08/11/2023	08/03/2023	Posted
	08/12/2023	08/25/2023	08/18/2023	Ready
	08/26/2023	09/08/2023	09/01/2023	Ready
	09/09/2023	09/22/2023	09/15/2023	Ready
	09/23/2023	10/06/2023	09/29/2023	Ready
	10/07/2023	10/20/2023	10/13/2023	Ready
				Ready
				Ready

Rows per page: 10 First 1 2 3 Last

Actions	Pay Period Begin Date	Pay Period End Date	Pay Date	Report Status
	07/01/2023	07/14/2023	07/06/2023	Posted
	07/15/2023	07/28/2023	07/20/2023	Posted
	07/29/2023	08/11/2023	08/03/2023	Posted
	08/12/2023	08/25/2023	08/18/2023	Ready
	08/26/2023	09/01/2023	09/01/2023	Ready
	09/09/2023	09/15/2023	09/15/2023	Ready
	09/23/2023	09/29/2023	09/29/2023	Ready
	10/07/2023	09/13/2023	09/13/2023	Ready
	10/21/2023	10/27/2023	10/27/2023	Ready
	11/04/2023	11/10/2023	11/10/2023	Ready

Showing 1 - 10 of 26. Rows per page: 10 First 1 2 3 Last

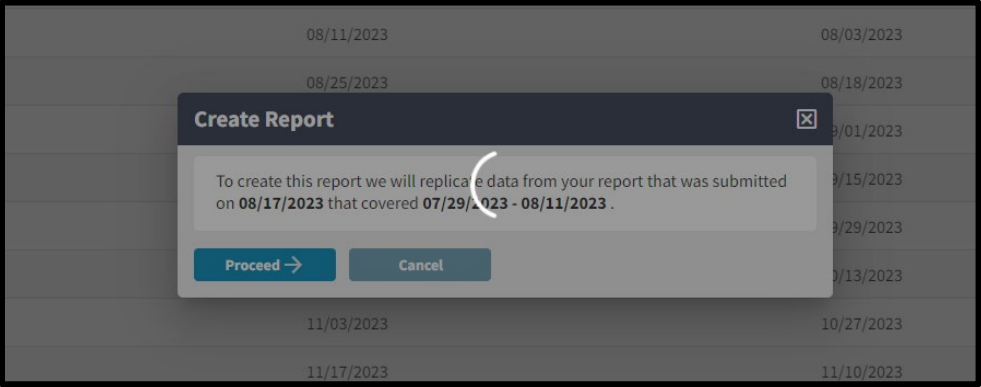
**Create Report**

To create this report we will replicate data from your report that was submitted on 08/17/2023 that covered 07/29/2023 - 08/11/2023 .

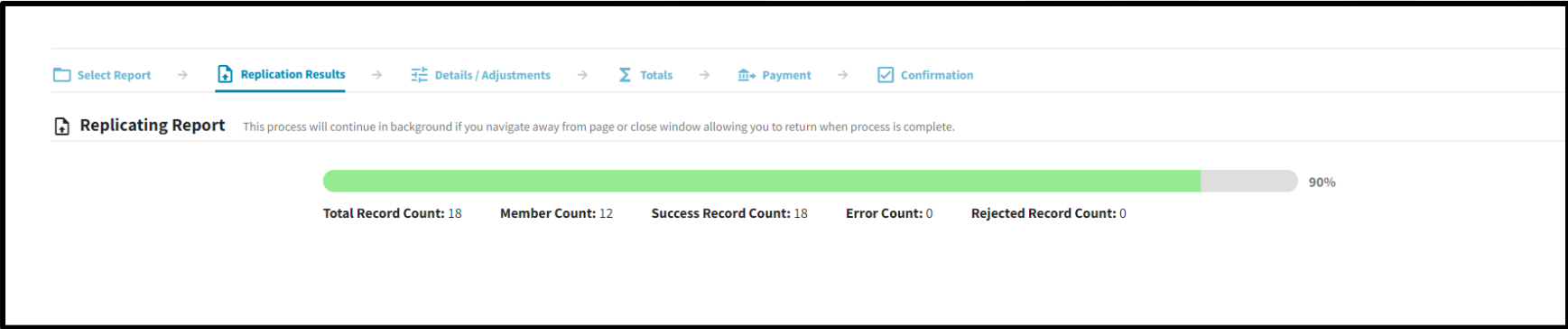
[Proceed →](#) [Cancel](#)

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


Gemini will begin to process...



...and will then continue to replicate.



# Replicated Defined Contributions Report



Teachers' Retirement System  
of the State of Illinois

Reporting

Services

Employer Information

Env: CAT Version: 2.24.0.41161

QT Tester, QA

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
		Clidesdale	Theresa	1603	08/12/2023	08/25/2023	BS	03 - SSP Pretax	2,000.00	550.00	0.00
		Flannigan	Demetrius	1131	08/12/2023	08/25/2023	BS	04 - SSP Pretax Catch-Up	1,210.00	45.00	0.00
		Flannigan	Demetrius	1131	08/12/2023	08/25/2023	BS	03 - SSP Pretax	1,220.00	45.00	0.00
		Flannigan	Demetrius	1131	08/12/2023	08/25/2023	BS	09 - SSP Pretax Employer Match	1,210.00	0.00	45.00
		Freleigh	Jocelyn	1872	08/12/2023	08/25/2023	BS	03 - SSP Pretax	8,000.00	450.00	0.00
		Ladney	William	1643	08/12/2023	08/25/2023	BS	03 - SSP Pretax	3,250.00	235.00	50.00
		Larkin	Michelle	1117	08/12/2023	08/25/2023	BS	06 - SSP Roth	12,000.00	10.00	0.00
		Larkin	Michelle	1117	08/12/2023	08/25/2023	BS	03 - SSP Pretax	12,000.00	11,500.00	0.00
		Main	Jessica	1133	08/12/2023	08/25/2023	BS	03 - SSP Pretax	3,210.00	42.00	120.00
		Moore	Stephanie	1968	08/12/2023	08/25/2023	BS	03 - SSP Pretax	3,000.00	100.00	0.00

Showing 1 - 10 of 18.

Rows per page 10


First 1 2 Last

Previous

Submit Details



To view all records within the report, click the box next to 'Rows per page' and select ALL.



Teachers' Retirement System  
of the State of Illinois

Reporting

Services

Employer Information

Env: CAT Version: 2.24.0.41161

QT Tester, QA

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
▼	Clidesdale	Theresa	1603	08/12/2023	08/25/2023	BS	03 - SSP Pretax	2,000.00	550.00	0.00
▼	Flannigan	Demetrius	1131	08/12/2023	08/25/2023	BS	04 - SSP Pretax Catch-Up	1,210.00	45.00	0.00
▼	Flannigan	Demetrius	1131	08/12/2023	08/25/2023	BS	03 - SSP Pretax	1,220.00	45.00	0.00
▼	Flannigan	Demetrius	1131	08/12/2023	08/25/2023	BS	09 - SSP Pretax Employer Match	1,210.00	0.00	45.00
▼	Freleigh	Jocelyn	1872	08/12/2023	08/25/2023	BS	03 - SSP Pretax	8,000.00	450.00	0.00
▼	Ladney	William	1643	08/12/2023	08/25/2023	BS	03 - SSP Pretax	3,250.00	235.00	50.00
▼	Larkin	Michelle	1117	08/12/2023	08/25/2023	BS	06 - SSP Roth	12,000.00	10.00	0.00
▼	Larkin	Michelle	1117	08/12/2023	08/25/2023	BS	03 - SSP Pretax	12,000.00	11,500.00	0.00
▼	Main	Jessica	1133	08/12/2023	08/25/2023	BS	03 - SSP Pretax	3,210.00	42.00	120.00
▼	Moore	Stephanie	1968	08/12/2023	08/25/2023	BS	03 - SSP Pretax	3,000.00	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

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When manually entering 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

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**ER5055 generated for this record because the reported contributions do not match what was entered in the DC Report.**

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: 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: 2

Details / Adjustments

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

Search by last name...

ryan

Clear All Sorting

Add Record

Errors Only

Errors for Clarence Ryan SSN 1130 BS (1)

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... <a href="#">View More</a>

	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	225.00	0.00
		Ryan	Clarence	1130	08/12/2023	08/25/2023	BS	06 - SSP Roth	2,222.00	225.00	0.00

Previous

Submit Details

The bookkeeper 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.


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

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'.


Errors for Clarence Ryan SSN 1130 BS (1) 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... <a href="#">View More</a>

	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

← Prev  View  Details

 Copy

 Delete

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**

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

## OPTION 2: QUICK EDIT

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

Navigation: [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: 1

**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 Clarence Ryan SSN 1130 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	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	<b>Quick Edit</b>		Clarence	1130	08/12/2023	08/25/2023	BS	06 - SSP Roth	2,222.00	225.00	0.00

Actions: [← Pre](#)   [Edit Details](#)   [Details](#)   [View](#)   [Copy](#)   [Delete](#)

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

Teachers' Retirement System of the State of Illinois
Reporting
Services
Employer Information
Env: CAT Version: 2.24.0.41161
QT Tester, QA

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: 1

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

Search by last name... ryan    Clear All Sorting    Add Record    Errors Only

**Errors for Clarence Ryan SSN 1130 BS (1)**    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... <a href="#">View More</a>

⚠	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
	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.**



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.

# 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



## ER4059: CONTRIBUTION CATEGORY MISMATCH

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

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: 1

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 Theresa Clidesdale

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
<div></div>	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... <a href="#">View More</a>

<div></div>	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
	<div></div>	Ladney	William	1643	08/12/2023	08/25/2023	BS	03 - SSP Pretax	3,250.00	235.00	50.00
<div>1</div>	<div></div>	Clidesdale	Theresa	1603	08/12/2023	08/25/2023	BS	06 - SSP Roth	2,000.00	550.00	0.00
	<div></div>	Moore	Stephanie	1968	08/12/2023	08/25/2023	BS	03 - SSP Pretax	3,000.00	90.00	0.00


Name	Last Four SSN ^	Error resolution				Compensation	Contrib
m	1643	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.				3,250.00	
sa	1603					2,000.00	
anie	1968	08/12/2023	08/25/2023	BS	03 - SSP Pretax	3,000.00	
se	1132	08/12/2023	08/25/2023	BS	10 - SSP Pretax Employer Non-Elective	3,201.00	
se	1132	08/12/2023	08/25/2023	BS	03 - SSP Pretax	3,200.00	

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

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	Co
▼	Ladney	William	1643	08/12/2023	08/25/2023	BS	03 - SSP Pretax	3,250.00	
1 Save	Clidesdale	Theresa	1603	08/12/2023	08/25/2023	Base Salary	06 - SSP Roth	2,000.00	
▼	Moore	Stephanie	1968	08/12/2023	08/25/2023	BS	Select None	000.00	
▼	Rehnae	Sharese	1132	08/12/2023	08/25/2023	BS	03 - SSP Pretax	201.00	
▼	Rehnae	Sharese	1132	08/12/2023	08/25/2023	BS	04 - SSP Pretax Catch-Up	200.00	
▼	Truesdale	Rolan	1134	08/12/2023	08/25/2023	BS	05 - SSP Pretax Special Catch-Up	156.00	
▼	Larkin	Michelle	1117	08/12/2023	08/25/2023	BS	06 - SSP Roth	000.00	
▼	Larkin	Michelle	1117	08/12/2023	08/25/2023	BS	07 - SSP Roth Catch-up	000.00	
▼	Woodlin	Lori	1136	08/12/2023	08/25/2023	BS	08 - SSP Roth Special Catch-up	300.00	
▼	Woodlin	Lori	1136	08/12/2023	08/25/2023	BS	06 - SSP Roth	6,500.00	

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... <a href="#">View More</a>

### Demographics

Social Security #  
XXX-XX-1603


Prefix ▼

First Name \*  
Theresa

Middle Name


Last Name \*  
Clidesdale


Suffix ▼


Date of Birth \*  
03/02/1949 

Gender \*  
Male ▼


### 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

Compensation \*  
\$ 2,000.00

Earnings that Exceed Salary Limits  
\$ 0.00

Fiscal Year \*  
2023-2024 ▼

### Earnings & Contributions

\$ Full Annual Rate

Payment Reason \*  
Base Salary

D

Contributions \*  
\$ 550.00

THIS Contributions  
\$ 0.00

En  
\$

Once all Errors have been resolved, click SUBMIT DETAILS.

[Upload File](#) → [Upload 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.        [Clear All Sorting](#)    [+ Add Record](#)    ☐ Errors Only

**Errors for Theresa Clidesdale SSN 1603 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 ^	First Name ^	Last Four SSN ^	Pay Period Begin Date v	Pay Period End Date	Payment Reason ^	Contribution Category	Compensation	Contributions	Emp Defined Contributions
		Rehnae	Sharese	1132	08/12/2023	08/25/2023	BS	10 - SSP Pretax Employer Non-Elective	3,201.00	0.00	52.00
		Rehnae	Sharese	1132	08/12/2023	08/25/2023	BS	03 - SSP Pretax	3,200.00	310.00	0.00
		Ryan	Clarence	1130	08/12/2023	08/25/2023	BS	07 - SSP Roth Catch-up	2,222.00	250.00	0.00
		Ryan	Clarence	1130	08/12/2023	08/25/2023	BS	06 - SSP Roth	2,222.00	250.00	0.00
		Selfner	Courtney	1874	08/12/2023	08/25/2023	BS	06 - SSP Roth	1,250.00	512.00	0.00
		Truesdale	Rolan	1134	08/12/2023	08/25/2023	BS	03 - SSP Pretax	3,156.00	223.00	50.00
		Woodlin	Lori	1136	08/12/2023	08/25/2023	BS	04 - SSP Pretax Catch-Up	300.00	75.00	0.00
		Woodlin	Lori	1136	08/12/2023	08/25/2023	BS	06 - SSP Roth	6,500.00	412.00	0.00

Showing 11 - 18 of 18.    Rows per page: 10    First < 1 2 > Last

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

Once the Report Totals are verified, click 'Save and Proceed to Payment.'

**Σ Report Totals** Summary of payroll report totals, current invoices and account balances.

**Regular**

Contribution Category	Fiscal Year	Compensation	Contributions	Employer Defined Contributions
SSP Pretax	2023-2024	39,036.00	13,445.00	220.00
SSP Pretax Catch-Up	2023-2024	1,510.00	120.00	0.00
SSP Pretax Employer Match	2023-2024	1,210.00	0.00	45.00
SSP Pretax Employer Non-Elective	2023-2024	3,201.00	0.00	52.00
SSP Roth	2023-2024	21,972.00	1,184.00	0.00
SSP Roth Catch-up	2023-2024	2,222.00	250.00	0.00
<b>Totals:</b>		<b>\$69,151.00</b>	<b>\$14,999.00</b>	<b>\$317.00</b>


**Adjustments**

Contribution Category	Fiscal Year	Compensation	Contributions	Employer Defined Contributions
No data available				
<b>Totals:</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

[< Previous](#) [Save and Proceed to Payment →](#)



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


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

Reporting
 Services
 Employer Information

Env: CAT Version: 2.24.0.41161
 QT Tester, QA

Upload File
 Upload Results
 Details / Adjustments
 Totals
 **Payment**
 Confirmation

Report Summary ID: 87198
 Report Type: Defined Contribution
 Report Date: 08/18/2023
 Report Status: Totals Submitted
 Status Date: 09/19/2023 11:09:59 AM
 Members: 12
 Errors: 0

**Payment Information**
 Summary of total payment due.

**Current Report**

Contribution Type	Compensation	Member Contribution	Employer Defined Contributions
Regular	69,151.00	14,999.00	317.00
<b>Totals:</b>	\$69,151.00	\$14,999.00	\$317.00

Mbr Contributions Total Due: \$14,999.00

Bank Account \*  
 BMO HARRIS BANK, NA - ...8005

\$ Amount \*

Emp Contributions Total Due: \$317.00

Bank Account \*  
 BMO HARRIS BANK, NA - ...8005

\$ Amount \*

Total Payment Due: \$15,316.00


Total Payment: \$0.00

Authorization Date \*  
 09/19/2023

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

Previous
 Process Payment

Enter the appropriate payment Authorization Date.

 Teachers' Retirement System  
of the State of Illinois

Reporting

Services

Employer Information

Env: CAT Version: 2.24.0.41161

QT Tester, QA

Upload File → Upload Results → Details / Adjustments → Totals → **Payment** → Confirmation

Report Summary ID: 87198   Report Type: Defined Contribution   Report Date: 08/18/2023   Report Status: Totals Submitted   Status Date: 09/19/2023 11:09:59 AM   Members: 12   Errors: 0

**Payment Information**   Summary of total payment due.

**Current Report**

Contribution Type	Compensation	Member Contribution	Employer Defined Contributions
Regular	69,151.00	14,999.00	317.00
<b>Totals:</b>	\$69,151.00	\$14,999.00	\$317.00

Mbr Contributions Total Due: \$14,999.00


Bank Account \*  
BMO HARRIS BANK, NA - ...8005   \$ Amount \*

Emp Contributions Total Due: \$317.00

Bank Account \*  
BMO HARRIS BANK, NA - ...8005   \$ Amount \*

Total Payment Due: \$15,316.00

Total Payment: \$0.00

Authorization Date \*  
09/19/2023 

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

← Previous   Process Payment →

Teachers' Retirement System of the State of Illinois

Reporting Services Employer Information

Env: CAT Version: 2.24.0.41161 QT Tester, QA

Upload File Upload Results Details / Adjustments Totals **Payment** Confirmation

Report Summary ID: 87198 Report Type: Defined Contribution Report Date: 08/18/2023 Report Status: Totals Submitted Status Date: 09/19/2023 11:09:59 AM Members: 12 Errors: 0

**Payment Information** Summary of total payment due.

**Current Report**

Contribution Type	Compensation	Member Contribution	Employer Defined Contributions
Regular	69,151.00	14,999.00	317.00
<b>Totals:</b>	<b>\$69,151.00</b>	<b>\$14,999.00</b>	<b>\$317.00</b>

Mbr Contributions Total Due: \$14,999.00 Bank Account \* BMO HARRIS BANK, NA - ...8005 \$ Amount \*

Emp Contributions Total Due: \$317.00 Bank Account \* BMO HARRIS BANK, NA - ...8005 \$ Amount \*

Total Payment Due: \$15,316.00 Total Payment: \$0.00

← Previous Process Payment →

September 2023

S M T W T F S

1 2

3 4 5 6 7 8 9

10 11 12 13 14 15 16

17 18 19 20 21 22 23

24 25 26 27 28 29 30

Authorization Date represents the date your payment information and withdrawal authorization will be transmitted to the financial institution responsible for processing the payment.

# Confirm Payment Screen

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

Select date

Mbr Contributions Total Due: \$14,999.00 Bank Account \* BMO HARRIS BANK, NA - ...8005 \$ 14,999.00

Emp Contributions Total Due: \$317.00 Bank Account \* BMO HARRIS BANK, NA - ...8005 \$ Amount \* 317.00

Total Payment Due: \$15,316.00 Total Payment: \$15,316.00 Authorization Date \* 09/19/2023

← Previous Process Payment →

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

**Confirm Payment**

Do you confirm that it is OK for TRS to charge the chosen accounts \$15,316.00?

Account: BMO HARRIS BANK, NA - ...8005 Amount: \$15,316.00 Authorization Date: 09/19/2023

Confirm Cancel

# Confirmation Screen

Upload File

→

Upload Results

→

Details / Adjustments

→

Totals

→

Payment

→

Confirmation

Confirmation

Thank You!

Confirmation Number: 63620

Report Date: 08/18/2023

Report Status: Payment Submitted

Status Date: 09/19/2023 11:54:36 AM

Report type: Defined Contribution

Report Summary ID: 87198

Members: 12

Account Invoiced	Total Paid	Authorization Date
...8005	15,316.00	09/19/2023

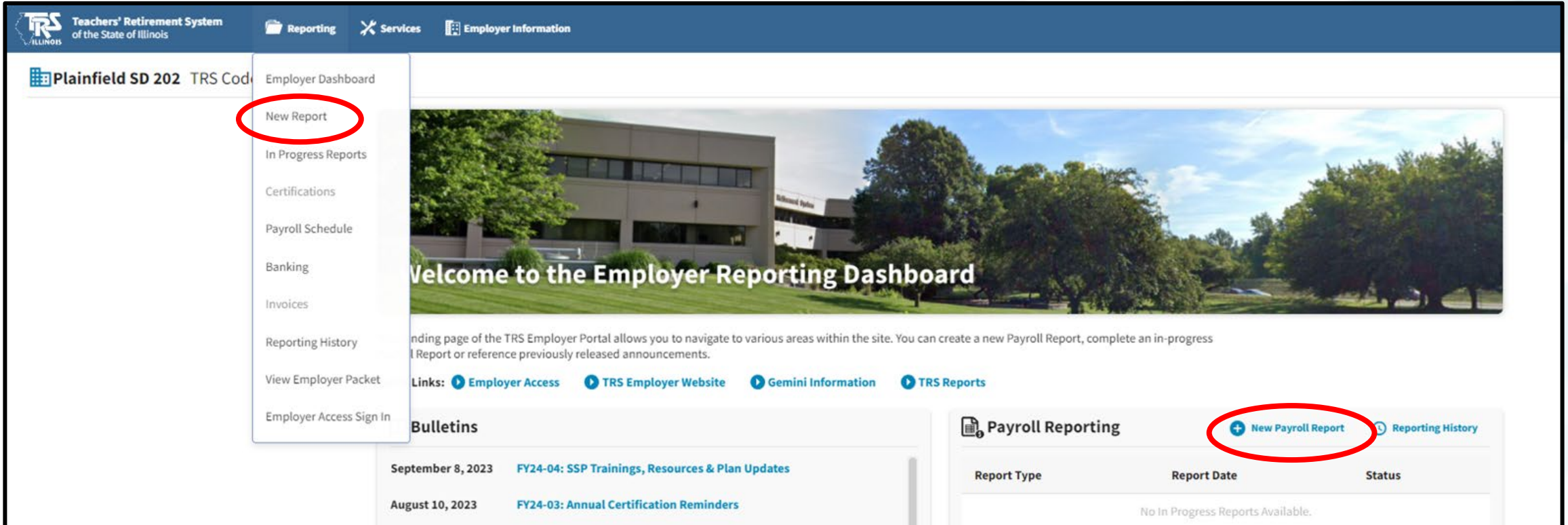
Grand Total Paid: \$15,316.00

Return To Dashboard

# File Upload Reporting Method


To begin a new *Defined Contributions (DC) Report* (regardless of Reporting Method), click **Reporting** and **New Report** or

 **New Payroll Report**




The screenshot shows the TRS Employer Reporting Dashboard for Plainfield SD 202. The left sidebar contains a menu with the following items: Employer Dashboard, **New Report** (circled in red), In Progress Reports, Certifications, Payroll Schedule, Banking, Invoices, Reporting History, View Employer Packet, and Employer Access Sign In. The main content area features a banner image of a school building with the text "Welcome to the Employer Reporting Dashboard". Below the banner, there is a section for "Links" with buttons for Employer Access, TRS Employer Website, Gemini Information, and TRS Reports. A "Bulletins" section lists two items: "September 8, 2023 FY24-04: SSP Trainings, Resources & Plan Updates" and "August 10, 2023 FY24-03: Annual Certification Reminders". On the right side, there is a "Payroll Reporting" section with a button for **+ New Payroll Report** (circled in red) and a link for Reporting History. Below this is a table with columns for Report Type, Report Date, and Status, which currently shows "No In Progress Reports Available."

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


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

ReportingServicesEmployer Information

Env: CAT Version: 2.24.0.41161QT Tester, QA


 **Career Development System** TRS Code: 314-0160

Upload File → Upload Results → Details / Adjustments → Totals → Payment → Confirmation

 **Select File** Click in Browse field below to select a file for upload.

Browse  
Select a file...


Upload

 **Submission History** Submission Period Filter ▼

File Name	Submission Date ▼	Status	Status Date ▼	Reports
202309172023140160_SSPReportingEdits.txt	09/18/2023	In Progress	09/18/2023	



# The Defined Contribution (DC) Report via File Upload Method will appear the same as the Replication Method.

 Teachers' Retirement System  
of the State of Illinois

Reporting

Services

Employer Information

Env: CAT Version: 2.24.0.41161

QT Tester, QA

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
		Clidesdale	Theresa	1603	08/12/2023	08/25/2023	BS	03 - SSP Pretax	2,000.00	550.00	0.00
		Flannigan	Demetrius	1131	08/12/2023	08/25/2023	BS	04 - SSP Pretax Catch-Up	1,210.00	45.00	0.00
		Flannigan	Demetrius	1131	08/12/2023	08/25/2023	BS	03 - SSP Pretax	1,220.00	45.00	0.00
		Flannigan	Demetrius	1131	08/12/2023	08/25/2023	BS	09 - SSP Pretax Employer Match	1,210.00	0.00	45.00
		Freleigh	Jocelyn	1872	08/12/2023	08/25/2023	BS	03 - SSP Pretax	8,000.00	450.00	0.00
		Ladney	William	1643	08/12/2023	08/25/2023	BS	03 - SSP Pretax	3,250.00	235.00	50.00
		Larkin	Michelle	1117	08/12/2023	08/25/2023	BS	06 - SSP Roth	12,000.00	10.00	0.00
		Larkin	Michelle	1117	08/12/2023	08/25/2023	BS	03 - SSP Pretax	12,000.00	11,500.00	0.00
		Main	Jessica	1133	08/12/2023	08/25/2023	BS	03 - SSP Pretax	3,210.00	42.00	120.00
		Moore	Stephanie	1968	08/12/2023	08/25/2023	BS	03 - SSP Pretax	3,000.00	100.00	0.00

Showing 1 - 10 of 18.

Rows per page 10

First

1

2

Last

Previous

Submit Details

