



Gemini System Update FY23-02

Release Version: 2.17.0

Release Date: 3/13/2023

External Release Notes

We are continually striving to improve the Gemini experience for you. Your feedback, received through our [weekly employer forums](#) or communications with Employer Services or Accounting staff, is incorporated into the application as it is developed. Gemini System Updates are provided with each new release to keep you informed by providing a summary of new features, improvements to existing features, resolved issues and known issues in the latest version of Gemini. Occasionally we may also include "tips and tricks" or "coming soon" items as well.

What's New:

Deferred Payments – Employers may now enter a Draft Date on the payment screen to schedule their pay period reporting and associated payment. Draft Dates will default to the current date if before 2 p.m. or to the next business day if payment is entered after 2 p.m.; however, the user has the option of selecting a different date. The Draft Date cannot be a weekend or banking holiday.

If the Draft Date for a defined benefit payment is beyond the due date for the pay period schedule, the employer will be advised that late payment penalties will be applied. The user may choose to then cancel and select an alternative date. Payments for the defined contribution plan (SSP) should be remitted as soon as administratively feasible after being withheld. Although penalties are not assessed on late defined contribution payments, the employer will be solely responsible for the correction of any operational or compliance errors resulting from the failure to remit deferrals to the SSP in a timely manner.

The Draft Date will be listed on the payment confirmation page. **Once the payment is submitted, the draft date cannot be changed.** Also note that draft dates for subsequent report payments must be entered in chronological order.

(TRS Reference #s: 100215, 90881, 109946)

Resolved Issues:

- **SSP Deferrals Report** - Employers who only had an SSP Deferral cancellation come through during the processing of the Feedback file from Voya were not automatically receiving their SSP Deferrals Report notifying them of the cancellation. Reports were manually generated, and emails manually sent to the employer. This has been corrected.

(TRS Reference #121085)

- **Amount Due** – The amount due on the Employer Payment screen for the current year primary accounts (Member Contributions, Employer Contributions, THIS and Federal Funds) was not including positive current balances incurred for reasons other than adjustments to earnings. This has been corrected.
(TRS Reference #: HT30017921)

Coming Soon:

SSP Delinquent Contributions Email - An email will be automatically distributed to employers who have members that are enrolled in the plan and have been identified as having missing or late contributions. This email will identify the members by first and last name and indicate the contribution category expected as well the deferral effective date. The email will also provide instructions for viewing your most recent SSP Deferral Report.

(TRS Reference #: 109399)

Tips and Tricks:

- **Printing** - There have been several requests from employers to have print capabilities within Gemini. To support you until we can add this feature in Gemini, we are sharing some tips on how to print using features available within your personal computer.

If you use a Windows-based computer, [this article](#) provides tips for how to print what is on a screen. Note that the print screen button on your keyboard, (prt scr) may require the use of different accompanying keys depending on your keyboard and windows version. Our friend Angie, a member of the deferred compensation team, has assembled an example of the technique she uses [that may be viewed at this link](#).

For those of who may be using Macs, you will want to refer to [this article](#) for screen print instructions.

- **Employment Terminations** – As a reminder, if you have an employee whose employment has terminated, please report their Employment End Date, Employment End Reason and Final Sick Leave Days on their last pay period reporting. Should the termination occur after the employee's final pay has been reported, you can still report the termination via an adjustment in your next pay period submission. In this case, be sure your pay period dates on the record match exactly with the final period reported for the employee. It is important for member employment records to be updated in a timely manner as it affects their access to their funds in both the defined benefit and the Supplemental Savings Plan. Each pay period, review the Employer Packet for the prior period's Possible Terminated Employees Report. This report lists contractual members who were missing from the pay period reports and will aid you in identifying members whose termination dates must be reported.

If you have questions, concerns or feedback you would like to share, please email employers@trsil.org for reporting items or accounting@trsil.org for accounting items.

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