Employer Reporting Update
June 4, 2020

ILLINOIS
Association of School Business Officials

Introductions

Grant Brauer
- Employer Services Manager
- *Gemini Product Owner*

Chris Foster
- Business Analyst
- *Gemini Project Lead Business Analyst*

Lisa Locki
- Employer Services Project Manager
- *Gemini Subject Matter Expert*

Purpose

- ♊ *Gemini Project Overview*

- *Implementation Timeline*
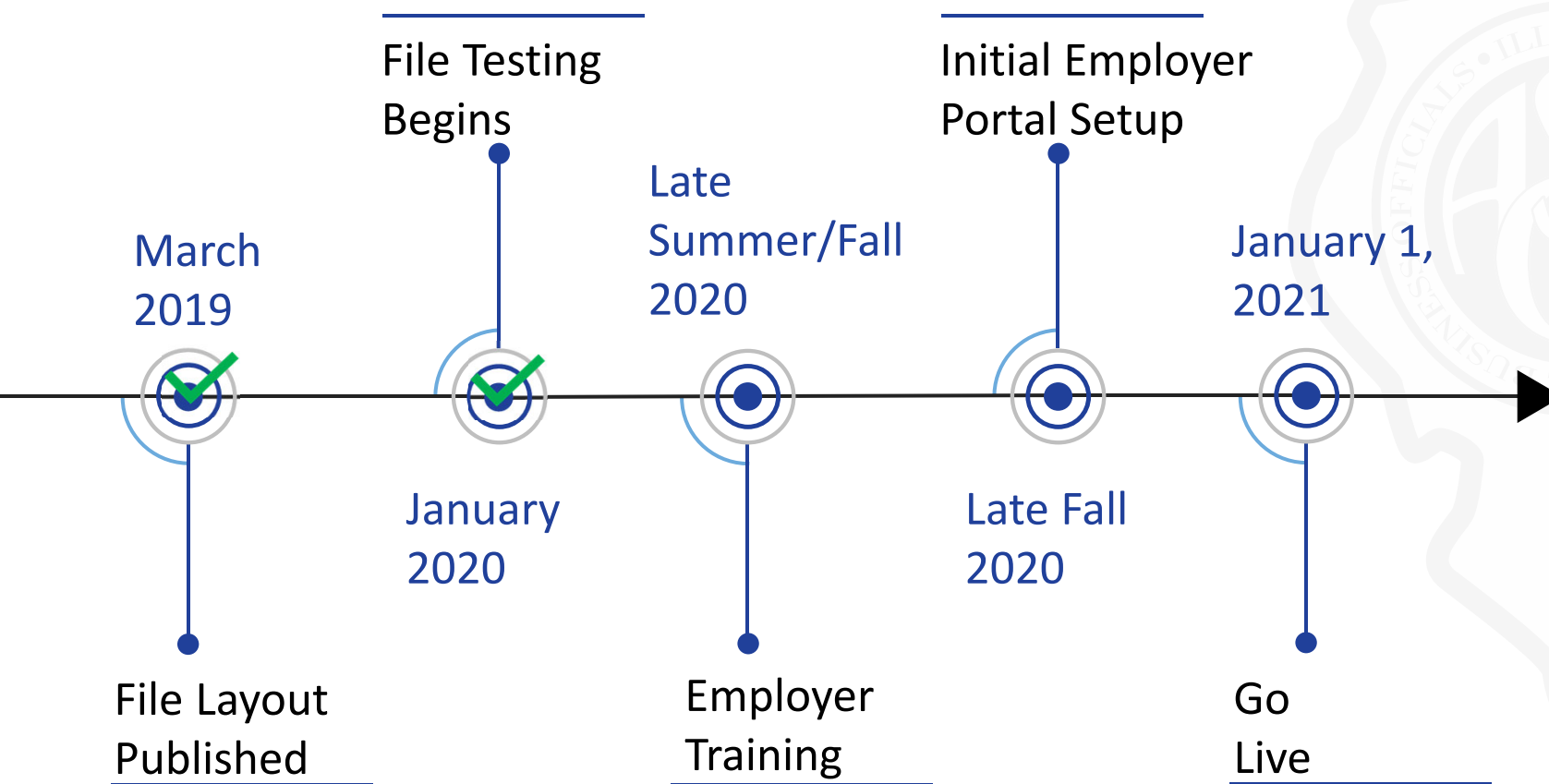
- *New Reporting Process*

- *Key Concepts*

- *Q&A*

Gemini Project

- What is Gemini?

  - Gemini is a new software being developed to accommodate the new Defined Contribution Plan.

  - TRS must create and administer a voluntary defined contribution (DC) plan for its members. This requires employers to report to TRS more frequently.

  - It was determined the first phase of this project should be the implementation of a new Employer Reporting system to accommodate the changes required by PA 100-0769.

ILLINOIS
Association of School Business Officials

Per-Pay Period Reporting

- Why are we building Gemini?

  - The Annual Reporting process as you know it will be going away, although we may have a simple annual certification of the information you submitted throughout the year

  - TRS will be requiring employers to switch from the current Annual Reporting process to reporting every pay period

  - Current defined benefit (DB) information can be reported every pay period or once a month

  - New defined contribution (DC) plan information will need to be reported every pay period

Implementation Timeline

March 2019
File Layout Published

January 2020
File Testing Begins

Late Summer/Fall 2020
Employer Training

Late Fall 2020
Initial Employer Portal Setup

January 1, 2021
Go Live

Employer Portal

- To facilitate the new reporting system TRS will be creating a new online interface for employers

  - The current Employer Access will eventually go away

- This interface will allow employers to submit their data to TRS and remit their contribution payments

- It will have increased employer self-service functions compared to our current Employer Web Access including:

  - Sending payments and receiving invoices
  - Maintaining current payroll schedules, sick leave, and flex plan information
  - Feedback (reports)

  - Managing contacts and their access to the Portal
  - Making adjustments to previously reported data in Gemini

New Reporting Process

Step 1:
Data Submission

Step 2:
Error Correction

Step 3:
Summary

Step 4:
Payment

- Employers will complete the process by remitting required contribution payments to TRS through the online Employer Portal

- Employers send their data for the most recent pay period to TRS

- Employers will be provided a summary of all the data they have just submitted including totals, expected contributions, and any other important information

- TRS will notify employers of any errors found in the data they just submitted and give them the opportunity to correct them or, potentially, bypass them by certifying the reported information is correct

Data Submission Options

File Upload 💾

- Working with your payroll vendor you can generate a file containing all your data for the given pay period

- Using the Employer Portal you can upload that file to TRS for processing

Data Entry 🖥

- Within the Employer portal you can enter and submit your payroll data

- You will have the ability to replicate what you sent the previous pay period and then make any necessary changes for the current period

Key Topics

Acceleration of Contributions

- The switch from annual to pay period based reporting requires districts to stop accelerating contributions

- TRS has established an Administrative Rule that will no longer allow employers to accelerate the withholding of member contributions

- To allow employers to remit the appropriate contributions to TRS by the July 10th deadline, they should report all of their payrolls that will cover the work performed during the fiscal year at the end of June, even if they will not be actually paying their members until July or August

Timekeeping Reporting

- A current running balance of a member's sick leave days will be reported for use in estimates and other validations.

- Unpaid board approved leaves of absence

- Docked days should be reported to us so we can reconcile differences between a member's earnings and their full time rate

- You will now be required to report the *hours* worked by retired TRS members so we can ensure we know if and when they exceed their post-retirement employment limitations

Testing

- Testing started in January 2020 for vendors that were ready

- All employers who plan to report to TRS via file-upload will be required to be certified through testing prior to the go-live date of January 1, 2021

- Employers who use one of the payroll vendors with whom we are working can be certified indirectly through testing done by their vendor

- Only employers who will be reporting via file upload need to test

July – December 2020

- Contribution payments should be made with current process

- Monthly reports should be saved at employer

- Reports should be submitted sequentially via Employer Portal at Go-Live

- Employer portal will display what was previously paid for each pay period and calculate difference, ie debit or credit

- No late penalties will apply until July 2021

Conclusion

- TRS will continue to work with payroll vendors and employers to implement necessary changes.

- The File Layout document and other information regarding Gemini can be found at https://www.trsil.org/employers/Gemini

- Feel free to contact the Employer Services Department if you have any questions at (888) 678-3675 or employers@trsil.org.

Questions and Answers

We thank you for your time!