



Gemini System Update FY23-06

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.

Coming Soon! Annual Certification for FY22-23

We are anticipating enhanced functionality for the Annual Certification process will be released in the upcoming weeks, and at that time, you will be able to initiate this process. As you may recall, this process will summarize your pay-period reports for the year, perform various calculations and require certification. Like your pay-period reports, an electronic audit of the summarized data will be performed, various errors may generate and those errors will require resolution before you complete the certification step prior to transmitting to TRS.

Please note that the initial release of this functionality will allow you to initiate your annual certification and respond to the errors that are generated. However, the final Certify and Submit action will not be enabled until a July release.

What's New Highlights:

- **Use of Employer Access has been omitted:** All required activities for the annual certification will now be performed within Gemini including the electronic audit that may generate errors which you will need to address. Some errors will be "Fatal," meaning a correction of data is required. Others may be "Warnings" which will require that you "Certify" the annualized data is correct. Some of the Warnings may require that you provide an explanation. While the use of Employer Access has been eliminated for completing your annual certification, it is still available for reviewing related reports which have not yet been made available in Gemini.
- **Add Row:** Payment reasons that were inadvertently omitted from pay-period reports may now be entered for the year.
- **Visibility to the pay-period detail supporting the annualized values:** Users will now have the convenience of viewing the supporting pay-period detail for each annualized payment reason without having to navigate away from the certification pages.
- **Certify Final Sick Leave and Termination Dates:** Final sick leave and termination dates are now visible within the Gemini Annual Certification process. Users may make corrections to

displayed data. If no members were terminated during the school year, users will be prompted to verify that it is correct.

- **Certify Federally Funded Salaries:** Users may make corrections to displayed data on the Federally Funded Salaries Certification page. If federally funded salaries were omitted, the user can enter them on this page. If no federally funded salaries were reported during the year, users will be asked to verify that is correct.

Tips and Tricks:

- For the best experience with the annual certification process verify the following before initiating the annual certification process:
 - all pay period reports for the school year have been successfully submitted to TRS. All payments are due for FY22-23 by July 10th. All payments must be received, and the deposit verified by TRS Accounting prior to final certification and submission.
 - all members have been included on a pay-period report. Members omitted from pay-period reports cannot be added within the annual certification process.
 - Use the Cancel button rather than the Back option within your browser to return to the preceding page.
- Be sure to attend one of the Annual Certification training sessions during the week of June 12th. Click the following link for these training opportunities: <https://www.trsil.org/employers>. If you are unable to attend, we will post the PowerPoint presentation and a recording of the training.

Coming Soon! Updates for Pay-Period Reporting:

- We will be disabling the BW (back wage) payment reason in FY23-24. While this change will not be implemented until sometime this fall, please stop using the BW payment reason now. If BW is used within the FY23-24 fiscal year, we will request that you make adjustments to use another payment reason. The reason for this change is to better represent the payment reason.
- Pay schedules for the upcoming year (FY23-24) can be entered starting June 15th.

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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2815 West Washington Street, Springfield, IL 62702