



## Gemini System Update

**Release Version: 3.9.0**

**Release Date: 5/1/2025**

**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" and "coming soon" items as well.*

### Visibility of New Functionalities

Some of the new functionalities introduced in this release **will not be immediately visible to employers**. Enhanced functionality for the School Year Set Up and Annual Certification Processes will be visible when these annual processes are enabled which is anticipated on June 1, 2025.

### What's New

#### School Year Set Up

In response to feedback from employers regarding the school year set up process, we have created a more guided experience with a New School Year Set Up Dashboard which will help the employer navigate through the setup process beginning with the setup of the 2025-2026 school year. As employers step through each required section of the set up (see the screen shot below), employers will indicate their review and updates have been completed by checking the "Review Complete" box. Each section has validations that will be applied when the checkbox is marked. Any errors will have to be resolved before the "Review Complete" is successfully saved. Once the Review Complete checkbox has been successfully saved for the school year, the "Reviewed" status will display on that section's widget on the New School Year Setup Dashboard as shown in the image below for the General section. School Year Set Up is expected to be available on June 1, 2025.

Prior to submitting contribution reports for defined benefit for the new fiscal year, each page must be marked "Review Complete" for all the pages below. Prior to submitting contribution reports for defined contribution (SSP) for the new fiscal year, the General, Payroll Schedule and Banking pages must be marked "Review Complete."

You may navigate directly to specific pages to complete the New School Year Setup process from this dashboard. When each page is marked "Review Complete", the word Reviewed will display in green indicating that page has been reviewed. Prior to submitting contribution reports for Defined Benefit for the new Fiscal Year, each page must be marked "Review Complete" for all the pages below. Prior to submitting contribution reports for Defined Contribution (SSP) for the new Fiscal Year, the General, Payroll Schedule and Banking pages must be marked "Review Complete".

<b>General</b> Edit Vendor Information and Job Categories <b>Reviewed</b> <a href="#">Proceed to General →</a>	<b>Payroll Schedule</b> Setup Payroll Schedule <a href="#">Proceed to Payroll Schedule →</a>
<b>Banking</b> Setup Banking <a href="#">Proceed to Banking →</a>	<b>Sick Leave</b> Setup Sick Leave <a href="#">Proceed to Sick Leave →</a>
<b>Board Paid TRS</b> Setup Board Paid TRS <a href="#">Proceed to Board Paid TRS →</a>	<b>Flex Plan</b> Setup Flex Plan <a href="#">Proceed to Flex Plan →</a>
<b>Contacts</b> Add/Edit/Inactivate Contacts <a href="#">Proceed to Contacts →</a>	

(TRS Reference #154935)

### Payroll Vendor and Job Categories Will Be Required

Beginning with the 2025-2026 fiscal year, employers will be required to identify their current payroll vendor in the Vendor field on the General screen in the Employer Portal. Employers will also be required to select all the applicable Job Categories of their employees who are included in TRS reporting. Job Category options include Administrator, Teacher and Medical/Counseling. Employers will be prompted to review and update this information during the annual School Year Set Up process.

(TRS Reference #165583)

### Max Workdays Will Be Required on Payroll Schedules

Beginning with the 2025-2026 fiscal year, districts will be required to enter the maximum number of days for which employees may be paid for each pay period when adding/editing Payroll Schedules. This field will be displayed and required on payroll schedules for Full-Time (F) and/or Part-Time Contractual (P) employees. For payroll schedules for the Teacher job category, this field will be titled "Teacher Contract Days." For the Administrator job category, this field will be titled "Admin Contract Days." An info tooltip will be provided on the column heading that indicates what value TRS is expecting in this field.

(TRS Reference #165487)

### Certifications Required for Pay-period Reporting and Annual Certification

The Totals page within the pay-period reporting process has been modified to display our standard Employer Certification language (shown below). Users will now be required to check the box next to the certification, thereby certifying prior to proceeding to the Payment or Confirmation pages of the pay-period reporting process. Additionally, this language was added to the final page of the Annual

Certification process. Certification will be required to submit the annual certification. The user ID and a datetime stamp are recorded when the certification box is checked.

*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.*

(TRS Reference #155945, #155944)

## Annual Certification Process

The annual certification process will no longer be halted due to records in Error Correction or Adjustments that are for retired members. Previously, if the employer had records in error for the year or if there were adjustments that were in progress, then the annual certification process was prevented regardless of the member's employment type or member status.

(TRS Reference #165031)

## Coming Soon

A Member Profile page will soon be available; it replaces the member look up functionality currently available in Employer Access.

***Watch for more information and upcoming training sessions about the School Year Set Up and Annual Certification processes!***

*If you have questions, concerns or feedback you would like to share, please email [employers@trsil.org](mailto:employers@trsil.org) for defined benefit reporting items, [SSP@trsil.org](mailto:SSP@trsil.org) for SSP-related items or [accounting@trsil.org](mailto:accounting@trsil.org) for accounting items.*

## TEACHERS' RETIREMENT SYSTEM OF THE STATE OF ILLINOIS

(888) 678-3675

Follow us:



<https://www.trsil.org> | [employers@trsil.org](mailto:employers@trsil.org)

*This email is from the Teachers' Retirement System of the State of Illinois (TRS). Please do not unsubscribe to this service. While TRS is required to provide the option to unsubscribe, we are also required by law to provide information to all employers for reporting purposes.*

Click [here](#) to unsubscribe



2815 West Washington Street, Springfield, IL 62702