

MEMBER LOOKUP

Purpose

Use **Member Lookup** to:

- Determine if member exists in TRS
- Determine if member is reportable
- Review data reported by the employer

Member Lookup

Steps

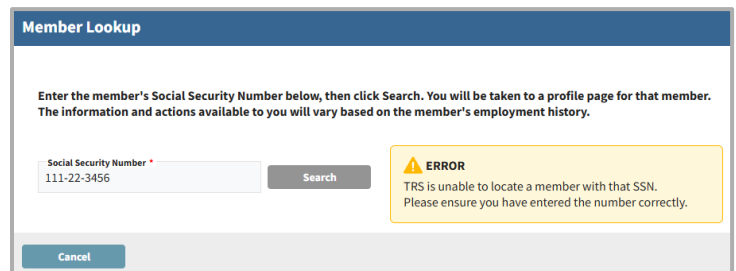
1. Navigate to **Member Lookup**
2. Enter an employee's **SSN**
3. Select **Search**



⚠ Error Message

If an error appears:

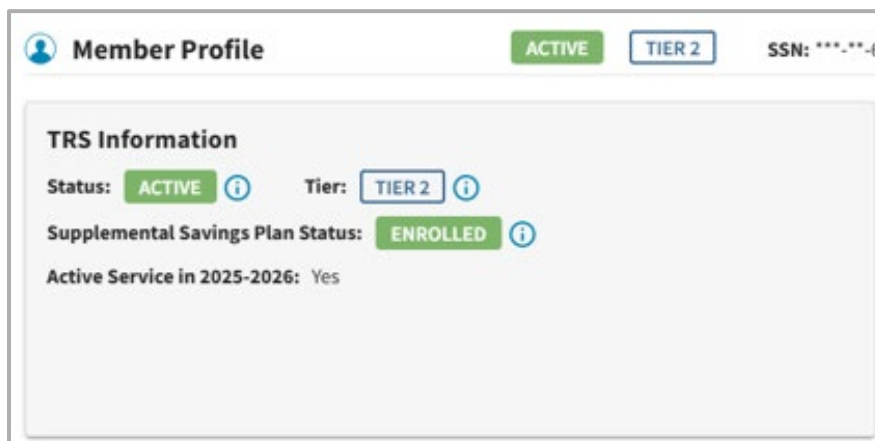
- Recheck the **SSN**
- If the SSN is correct → the member **has not been reported to TRS**
- Code the employee as **Tier 2**



Understanding the Member Profile Screen

What You'll See

- **TRS Information** box appears for all members with a TRS account.
- If only this box appears, the member has **not** yet been reported by the employer.
- Additional boxes may appear if the member has previously been reported by the employer.



SECTION 1: TRS Information Box

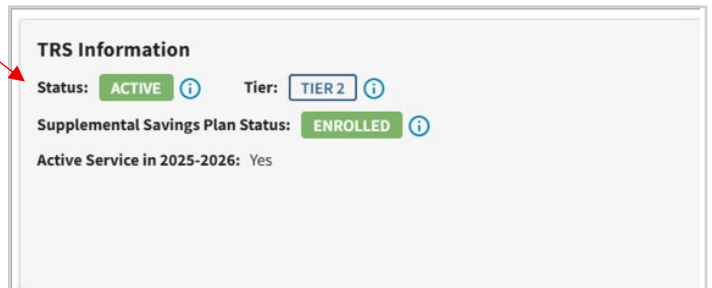
Member Status & Reportability

If the employee:

- Is in a position **requiring a license**, and
- Has a **valid teaching license**

They are reportable under the following statuses:

- ✓ **Active – Reportable**
- ✓ **Inactive – Reportable**
- ✓ **Refund – Reportable**
- ✓ **Inactive Buyout – Reportable**
- ✓ **Retired**
 - Reportable with **post-retirement hours**
- ✗ **Single Sum Retirement**
 - Member is **not reportable**
 - **Do not include** this employee on a pay period report



The screenshot shows a 'TRS Information' box. It contains the following fields: 'Status' with a green 'ACTIVE' button and an information icon; 'Tier' with a blue 'TIER 2' button and an information icon; 'Supplemental Savings Plan Status' with a green 'ENROLLED' button and an information icon; and 'Active Service in 2025-2026: Yes'. A red arrow points from the 'ACTIVE' status in the list to the 'ACTIVE' button in the screenshot.

TRS Information	
Status:	ACTIVE ⓘ
Tier:	TIER 2 ⓘ
Supplemental Savings Plan Status:	ENROLLED ⓘ
Active Service in 2025-2026: Yes	

Tier

- Identifies whether the member is **Tier 1 or Tier 2**
- Used for **payroll setup**

SSP Status

- Displays the member's SSP eligibility or enrollment status

Active Service

- Displays if the member has been reported with service credit in the current fiscal year at any TRS employer
 - Helps determine whether a member performing extra duties only at the employer should have 9% withheld
-

SECTION 2: Defined Benefit FY Year-to-Date box

Member Profile

ACTIVE

TIER 2

SSN: ***-**-6

TRS Information

Status: ACTIVE

Tier: TIER 2

Supplemental Savings Plan Status: ENROLLED

Active Service in 2025-2026: Yes

Defined Benefit FY Year-to-Date

Totals as of 01/14/2026 for Fiscal Year 2025-2026

Earnings for -3030: \$19,391.46

Balance Remaining for TRS Tier 2 (\$127,283.01): \$107,891.55

Earnings that Exceed Salary Limits for -3030: \$0.00

Days Paid for -3030: 60

Docked Days for -3030: 0

Full DB Reporting History

SSP Calendar Year-to-Date

Totals as of 01/14/2026 for Calendar Year 2026

Member SSP Contributions for -3030: \$0.00

Employer SSP Contributions for -3030: \$0.00

Total SSP Contributions for 3030: \$0.00

Last Posted SSP Pay Date for -3030: 11/26/2025

Full SSP Reporting History

The additional box(s) will appear if the member has been reported by the employer.

Displays totals from the **last posted record** reported in the current fiscal year, including:

- Earnings reported by the employer
- Remaining balance toward the **tier limit**
 - Includes remaining tier balance from all employers reported to date
- Earnings that exceeded the tier limit
- Days Paid** and **Docked Days** reported to date

Full DB Reporting History icon link provides additional detailed breakdown of reported information by employer.

SECTION 3: Full DB Reporting History Screen

(When no year is selected, detail sections will be blank)

This screen displays three sections:

- DB FY Reporting Summary** – Lists fiscal years reported in Gemini by the employer
- DB FY Reporting Detail** – Displays pay period records based on selected year(s)
- Totals by Payment Reason** – Totals based on selected year(s)

Member Profile for

ACTIVE

TIER 2

SSN: ***-**-

DoB:

Go to Member Profile

DB FY Reporting Summary

Select the checkboxes on the left of the fiscal years to view details in the table below.

<input type="checkbox"/>	Fiscal Year	TRS Code	Earnings	Earnings that Exceed	Days Paid	Docked Days	Post-Ret Hrs
<input type="checkbox"/>	2025-2026	016	30,256.34	0.00	95	0.00	0.00
<input type="checkbox"/>	2024-2025	016	60,242.95	0.00	176	4.00	0.00
<input type="checkbox"/>	2023-2024	016	57,675.69	0.00	180	0.00	0.00

3 total records.

DB FY Reporting Detail

Select the checkboxes in the table above to view details in the table below.

Show Composite

Report ID

Pay Date

Payment Reason

Job Category

Employment Type

Contribution Type

Clear Filters

Actions	TRS Code	PPBD	PPED	PD	Contrib Type	Emp Type	Contr Days	Full Ann Rate	Pmt Rsn	Earnings
No data available										
Filtered Totals:										\$0.00
Totals:										\$0.00

0 total records.

Totals by Payment Reason

Pmt Rsn	Earnings	Earnings that Exceed	Days Paid	Docked Days	Post-Ret Hrs
No data available					

SECTION 3.1: DB FY Reporting Summary

Displays **all fiscal years** reported in Gemini

- Running totals for the **current fiscal year**
- **Annual Certification** totals for prior years

Additional Features

- Use the **Download** icon to export a **CSV file** for the selected year
- Select **one or multiple years** to view in the **DB FY Reporting Detail** section below

IMPORTANT:

Prior year information does not reflect:

- **Corrections made by TRS during audit of Annual Certification**
- **Adjustments made after the Annual Certification was completed**

SECTION 3.2: DB FY Reporting Detail & Totals by Payment Reason

(Appears after selecting a year(s) in the DB FY Reporting Summary section)

DB FY Reporting Detail

Select the checkboxes in the table above to view details in the table below.

Show Composite

Report ID

Pay Date

Payment Reason

Job Category

Employment Type

Contribution Type

Clear Filters

Actions	TRS Code	PPBD	PPED	PD	Contrib Type	Emp Type	Contr Days	Full Ann Rate	Pmt Rsn	Earnings
	016	10/19/2025	11/01/2025	11/14/2025	Regular	Full Time	180	69,227.00	ED	308.00
	016-	11/02/2025	11/15/2025	11/28/2025	Regular	Full Time	180	69,227.00	BS	2,662.58
	016-	11/16/2025	11/29/2025	12/12/2025	Regular	Full Time	180	69,227.00	BS	2,662.58
	016-	11/30/2025	12/13/2025	12/26/2025	Regular	Full Time	180	69,227.00	ED	132.00
	016-	11/30/2025	12/13/2025	12/26/2025	Regular	Full Time	180	69,227.00	BS	2,662.58
	016-	12/14/2025	12/27/2025	01/09/2026	Regular	Full Time	180	69,227.00	ED	44.00
	016-	12/14/2025	12/27/2025	01/09/2026	Regular	Full Time	180	69,227.00	BS	2,662.58
Filtered Totals:										\$30,256.34
Totals:										\$30,256.34

19 total records.

DB FY Reporting Detail displays:

- All pay period reports submitted
- Payment reasons associated with each report
- Use the **scroll bar** to view additional columns

Filters

- Six filters are available to sort and refine data
- Example:
 - To view only **Base Salary** records, select **Base Salary** from the *Payment Reason* dropdown

Action Column

- Use the **Actions** option next to a pay period to view the **detailed record information**

SECTION 3.3: Totals by Payment Reason

- Displays total amounts reported for **each payment reason**
- Totals are based on the **selected fiscal year(s)** in the DB FY Reporting Summary

Totals by Payment Reason

Pmt Rsn	Earnings	Earnings that Exceed	Days Paid	Docked Days	Post-Ret Hrs
BS	29,288.34	0.00	95	0.00	0.00
ED	968.00	0.00	0	0.00	0.00

SECTION 4: SSP Calendar Year-to-Date box

The additional box will appear if the employer has reported an SSP contribution for the member. Totals are current as of the **last posted record** for the this **calendar year**. This section displays:

- 1. **Member SSP Contributions**
- 2. **Employer SSP Contributions**
- 3. **Total SSP Contributions** (member and employer combined)
- 4. **Last Posted SSP Pay Date**

Click the  **Full SSP Reporting History** icon to view detailed reporting information.

SSP Calendar Year-to-Date

 Full SSP Reporting History

Totals as of 11/20/2025 for Calendar Year 2025

Member SSP Contributions for

-0610: \$357.14

Employer SSP Contributions for

-0610: \$0.00

Total SSP Contributions for

-0610: \$357.14

Last Posted SSP Pay Date for

-0610: 11/14/2025

SECTION 5: Full SSP Reporting History Screen

Member Profile for


ACTIVE

TIER 2






SSN: ****

DoB:


Go to Member Profile

 SSP CY Reporting Summary

Select the checkboxes on the left of the calendar year to view details in the table below.

	Calendar Year	TRF	TRF Code	Compensation	Member SSP Contrib	Employer SSP Contrib	
<input checked="" type="checkbox"/>	2026		016-	2,404.78	72.14	0.00	
<input type="checkbox"/>	2025		016-	51,735.74	1,552.06	0.00	
<input type="checkbox"/>	2024		016-	51,590.69	1,547.72	0.00	
<input type="checkbox"/>	2023		016-	14,714.28	441.42	0.00	



4 total records.

 SSP CY Reporting Detail

Select the checkboxes in the table above to view details in the table below.

Show Composite

Contribution Category

Actions	TRF Code	Report ID	Contrib Category	PD	PPBD	PPED	TRF	Compensation	Member SSP Contrib	Contrib Type	Employer SSP Contrib	Posted Date	Late Remittance
	016-		SSP Pretax	01/09/2026	12/14/2025	12/27/2025		2,404.78	72.14	Regular	0.00	01/09/2026	
Filtered Totals:									\$2,404.78	\$72.14	\$0.00		
Totals:									\$2,404.78	\$72.14	\$0.00		

1 total records.

SECTION 5.1: SSP CY Reporting Summary

- Displays all calendar years reported in Gemini
- Shows totals for each year

Additional Features

- Use the **Download** icon to export a CSV file
- Select one or multiple years to view detailed SSP CY Reporting Detail

SECTION 5.2: SSP CY Reporting Detail

(Appears after selecting a year in the Summary section)

- Displays all reports and contribution categories for the selected year
- **Filter:** Contribution Category filter is available within CY Reporting Detail
- **Totals:** Contribution Category totals and overall totals appear within Reporting Detail
- **Actions Column:** View detailed record information for each pay period