PAYROLL SCHEDULES

ADDING A NEW PAYROLL SCHEDULE

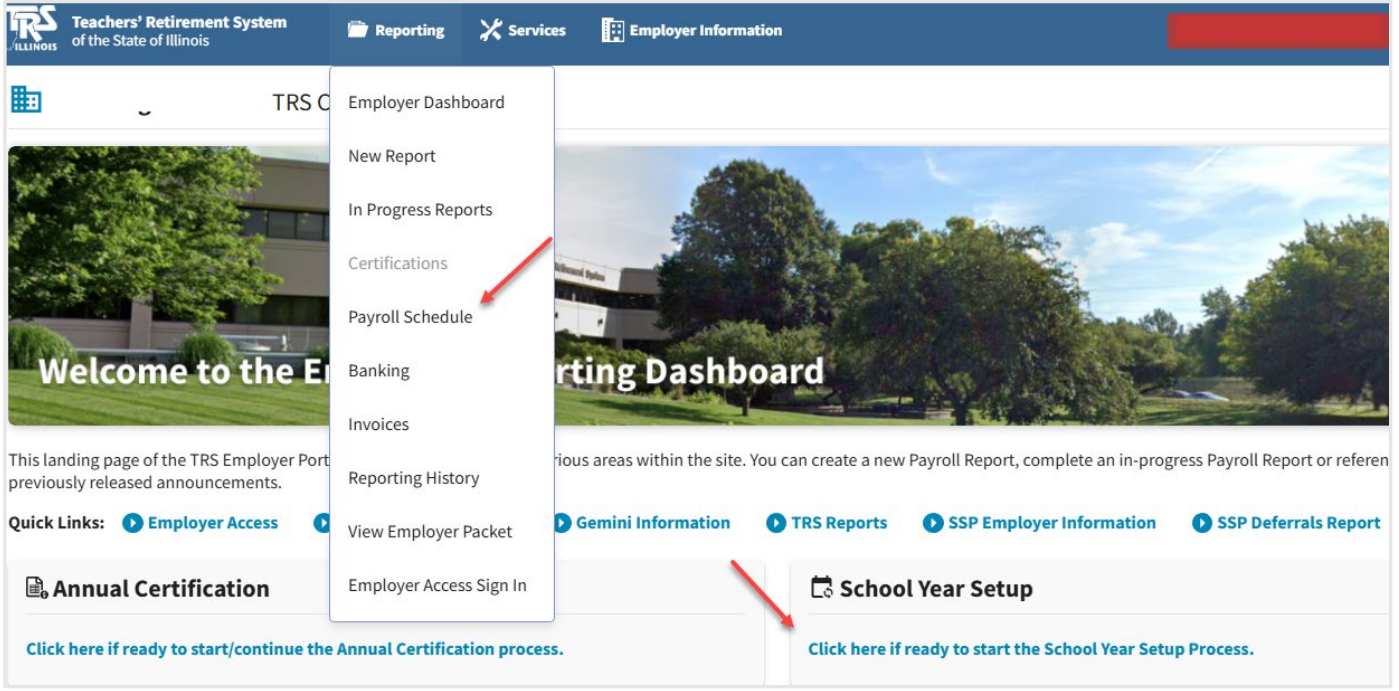
The **Payroll Schedule** is located in the Gemini Employer Portal under the Reporting section or through the School Year Setup Dashboard.

MANDATORY

Employers are required to create a Payroll Schedule(s) prior to uploading the first Pay-Period Report into the Gemini Employer Portal at the beginning of each fiscal year.

PURPOSE

The Payroll Schedule identifies the Pay-Period Begin Date, End Date and Pay Date for each pay-period report. The Pay Dates on the Payroll Schedule should be the same dates employees are paid by the employer.

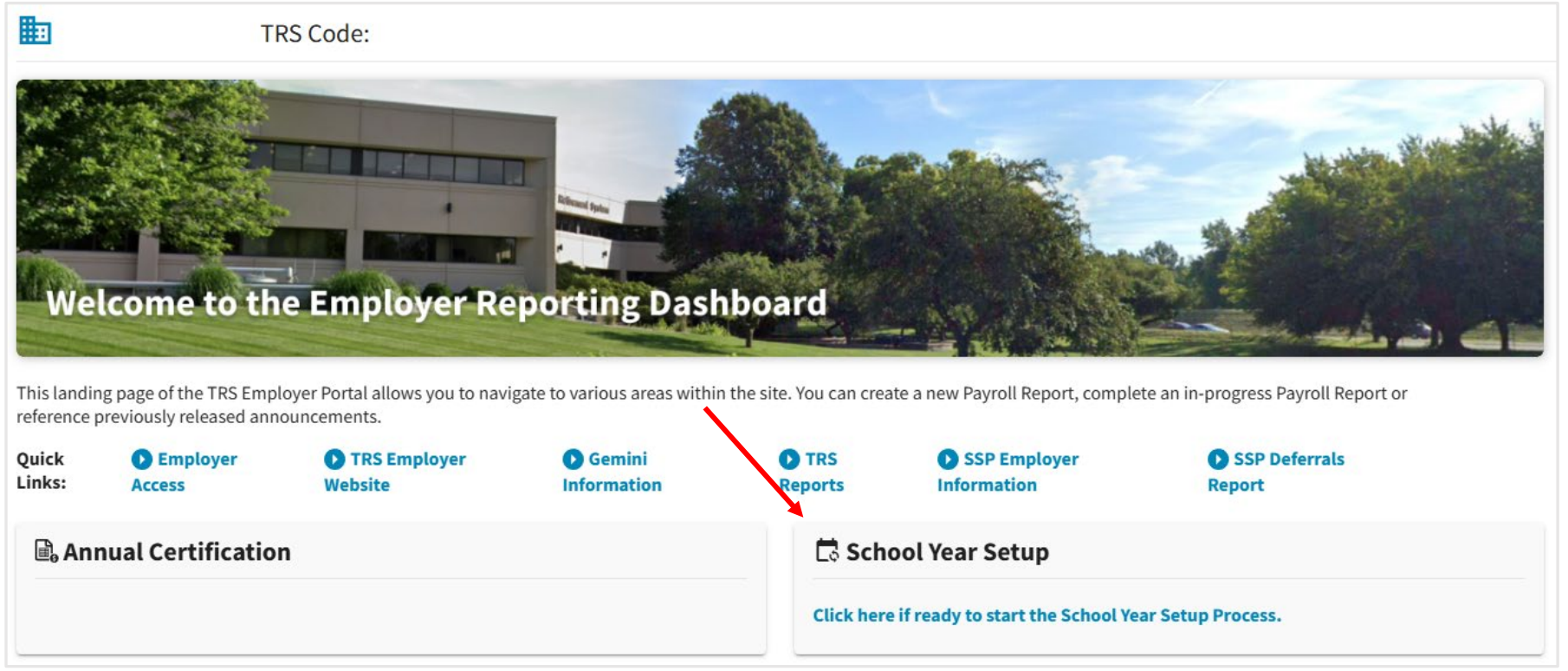


SCHOOL YEAR SETUP PROCESS

Beginning with the 2025-2026 fiscal year, the new School Year Set Up Dashboard will help the employer navigate through the setup process for the new fiscal year.

Employers can continue uploading 2024-2025 reports without completing the 2025-2026 School Year Setup.

VIEW THE SCHOOL YEAR SETUP TRAINING FOR ADDITIONAL INFORMATION

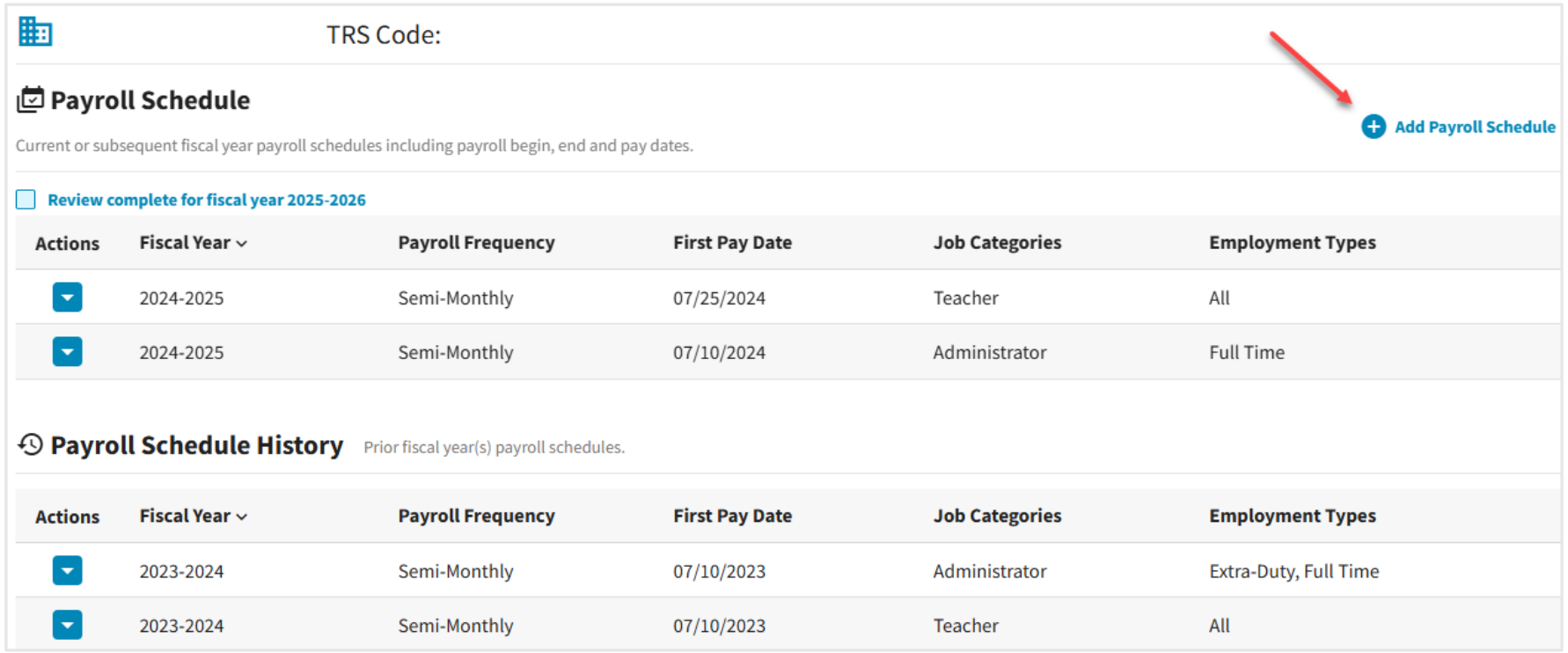


ADDING A NEW PAYROLL SCHEDULE

There are two (2) tables available on the **Payroll Schedule** screen: Payroll Schedule and Payroll Schedule History. Both tables display Fiscal Year, Payroll Frequency, First Pay Date, Job Categories and Employment Types.

Click **Add Payroll Schedule** to enter the upcoming school year's Payroll Schedule(s).

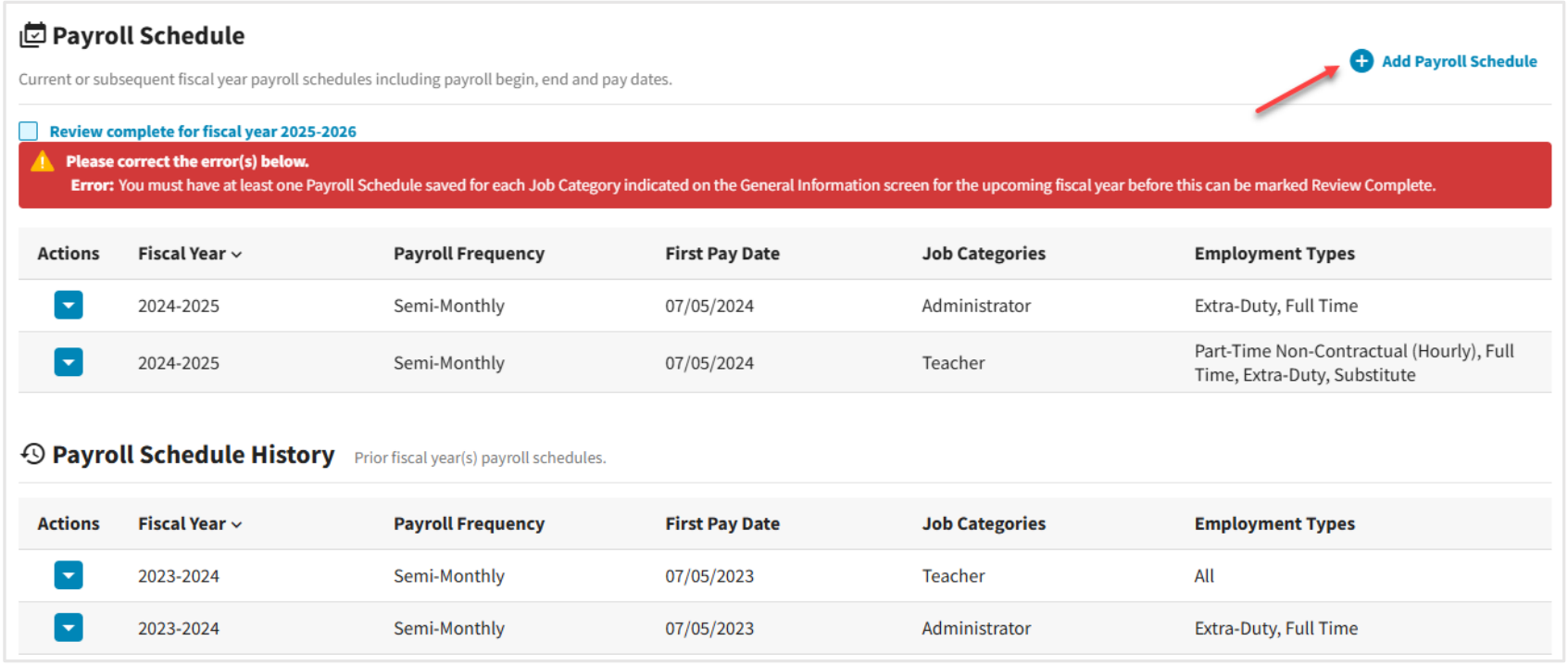
NOTE: The next Fiscal Year is available to be entered on June 1st.



PAYROLL SCHEDULE

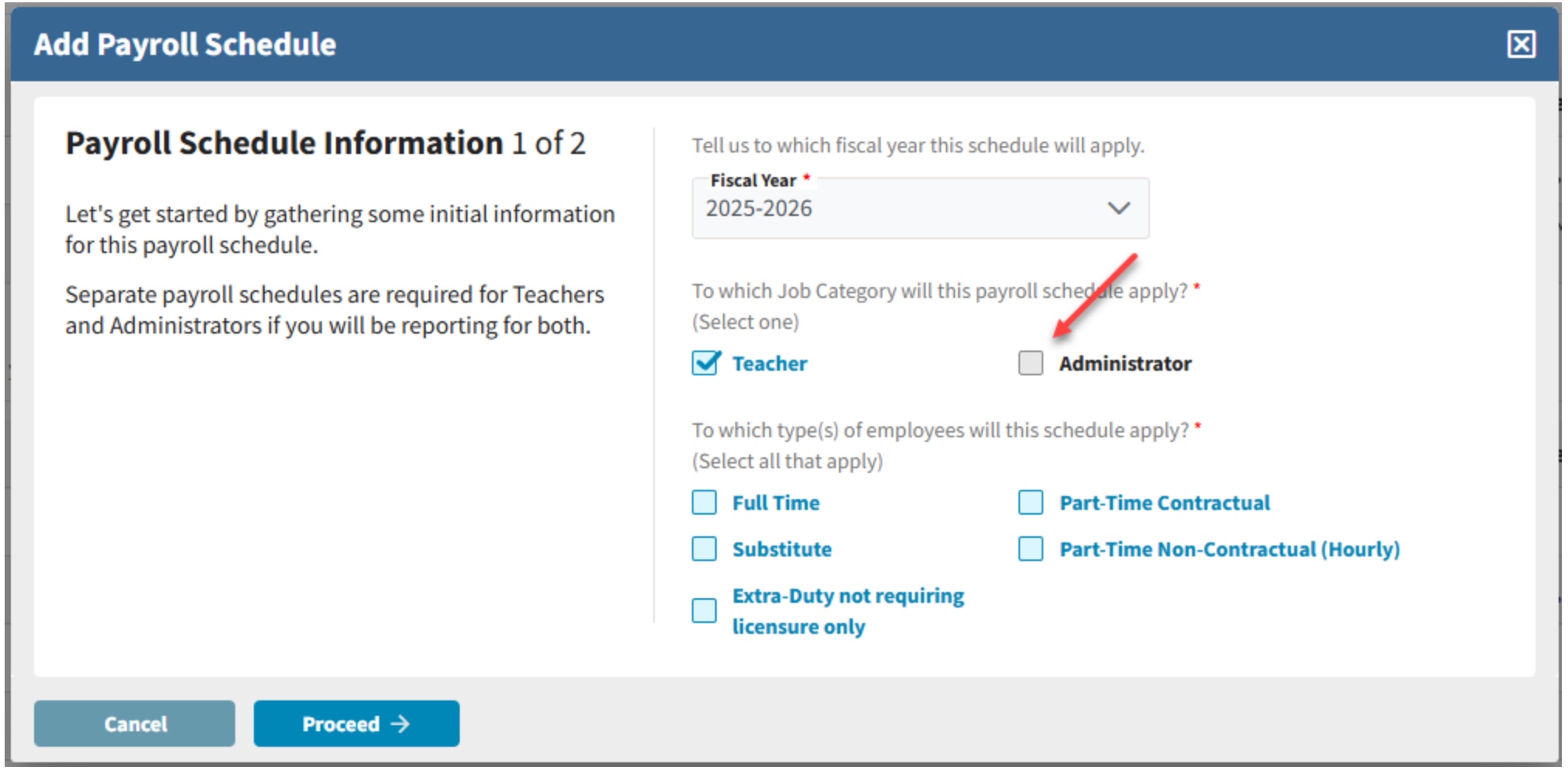
New for 2025-2026: If both Teacher and Administrator are selected on the General page on the School Year Setup Dashboard, separate Payroll Schedules must be added for each.

If both Teacher and Administrator are selected on the General page and a Payroll Schedule is missing for either, a fatal error will appear at the top of the screen. The Review complete checkbox is not allowed to be selected until both payroll schedules are completed.



PAYROLL SCHEDULE

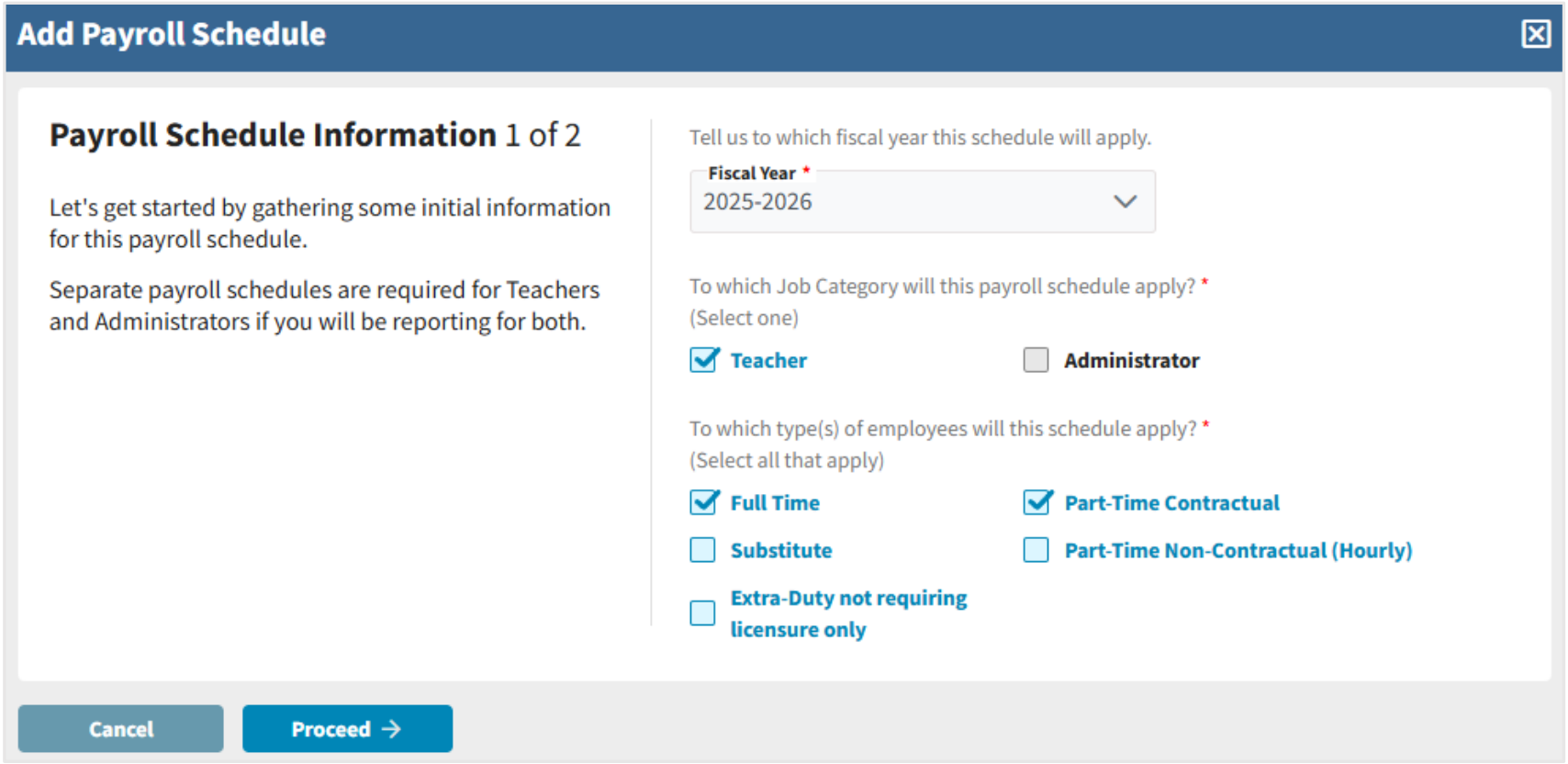
New for 2025-2026: When Add Payroll Schedule is selected, choosing one Job Category will automatically disable the other.



ADDING A NEW PAYROLL SCHEDULE

Select the Fiscal Year and choose a Job Category of Teacher or Administrator that the Payroll Schedule applies to.

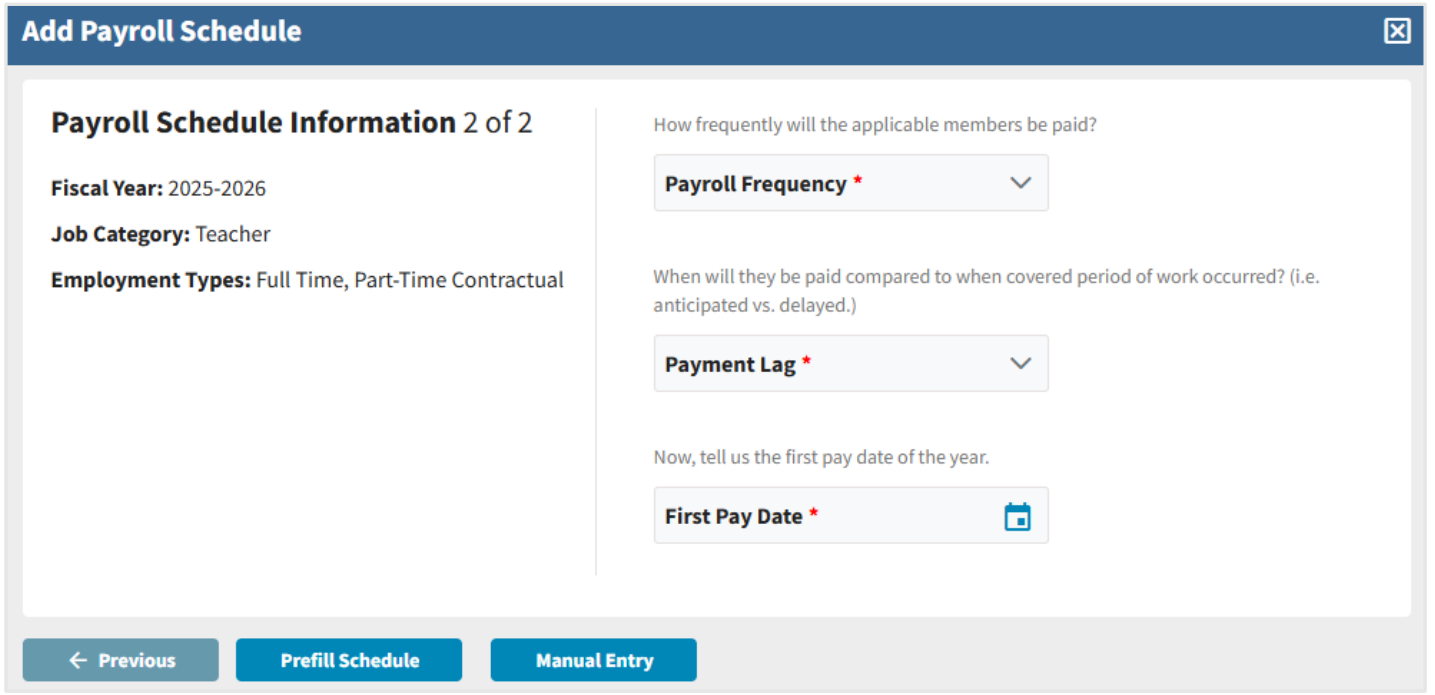
Next select the type(s) of employees covered under the Job Category. **You must make at least one selection from each section.**



ADDING A NEW PAYROLL SCHEDULE

For the Job Category and Employment Types chosen, select the Payroll Frequency, Payment Lag and First Pay Date.

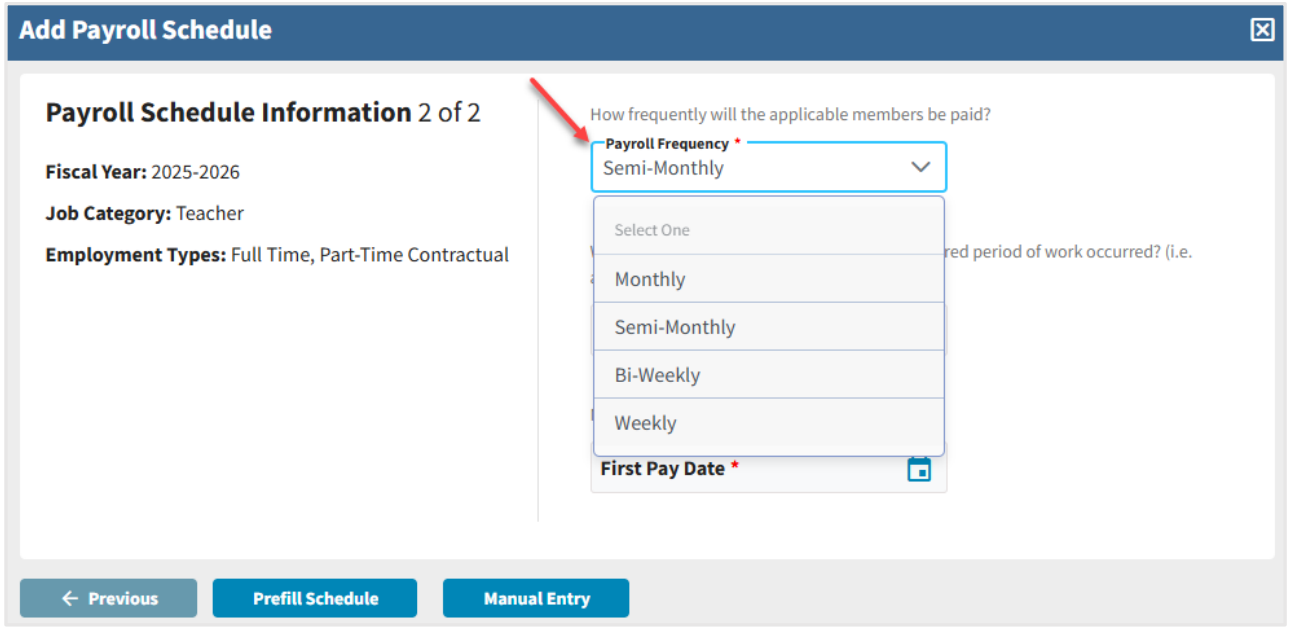
NOTE: A separate Payroll Schedule should be created for a Job Category if the employment types have different Payroll Frequency and/or Payment Lag.



ADDING A NEW PAYROLL SCHEDULE

Choose the **Payroll Frequency** based on how often employees in the Job Category and Employment Type are paid. The following frequency options are available:

- **Monthly** – Paid once a month (12 pay periods/year).
- **Semi-monthly** – Paid twice a month, usually on the 15th and last day (24 pay periods/year).
- **Biweekly** – Paid every two weeks (26 pay periods/year).
- **Weekly** – Paid once every week (52 pay periods/year).



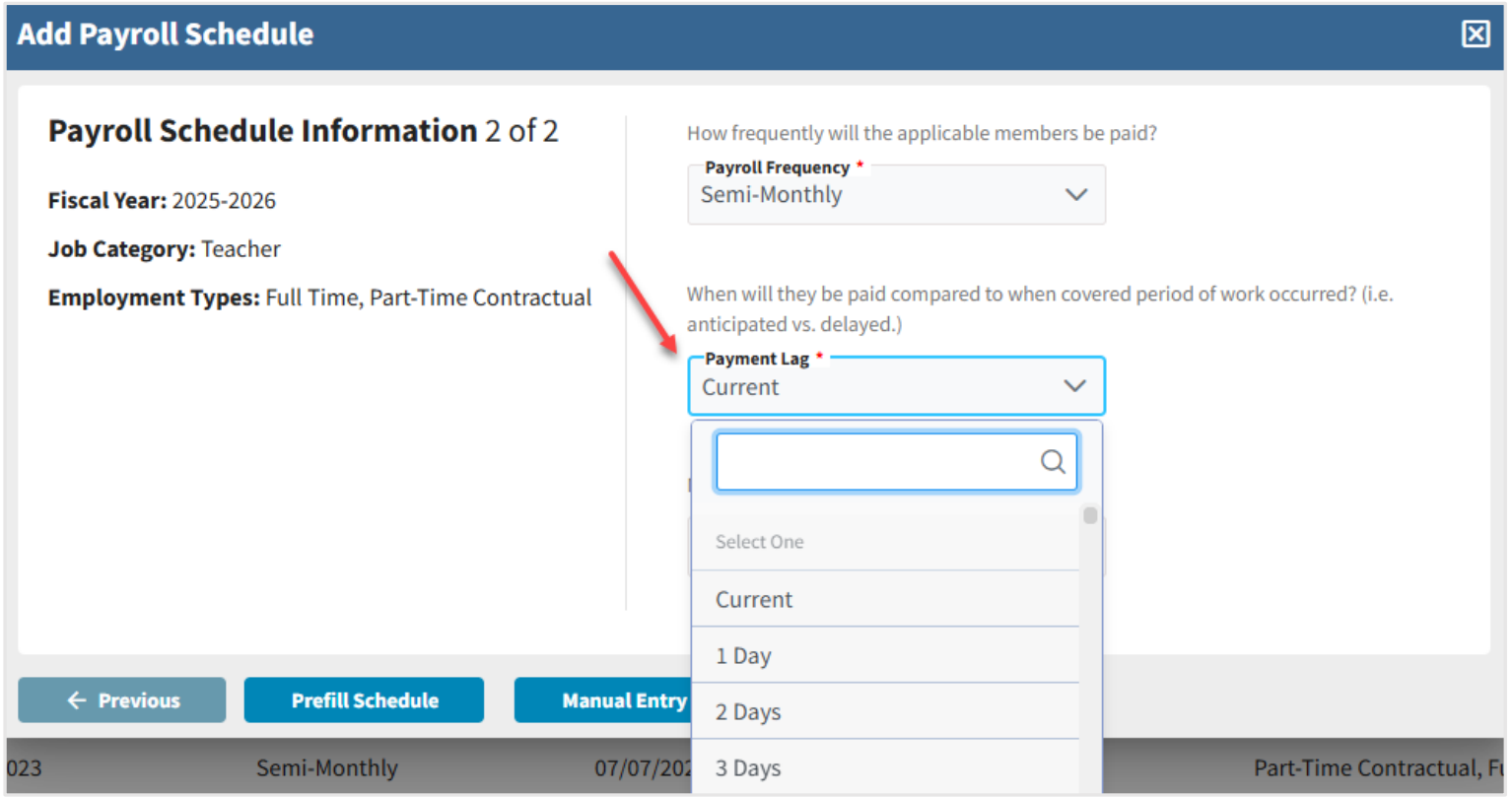
PAYMENT LAG

Payment Lag refers to the number of days that are between the Pay-Period End Date and the Pay Date. The options are Current, a Positive or a Negative Lag. The Payment Lag chosen will determine the Pay Dates when using the Prefill Schedule option.

A **Current Lag** will have the same End Date and Pay Date.

A **Positive Lag** will add the day(s) selected to the End Date to determine the Pay Date.

A **Negative Lag** will subtract the day(s) selected from the End Date to determine the Pay Date.



FIRST PAY DATE

Choose the First Pay Date for the Job Category and employment type selected.

ADMINISTRATOR

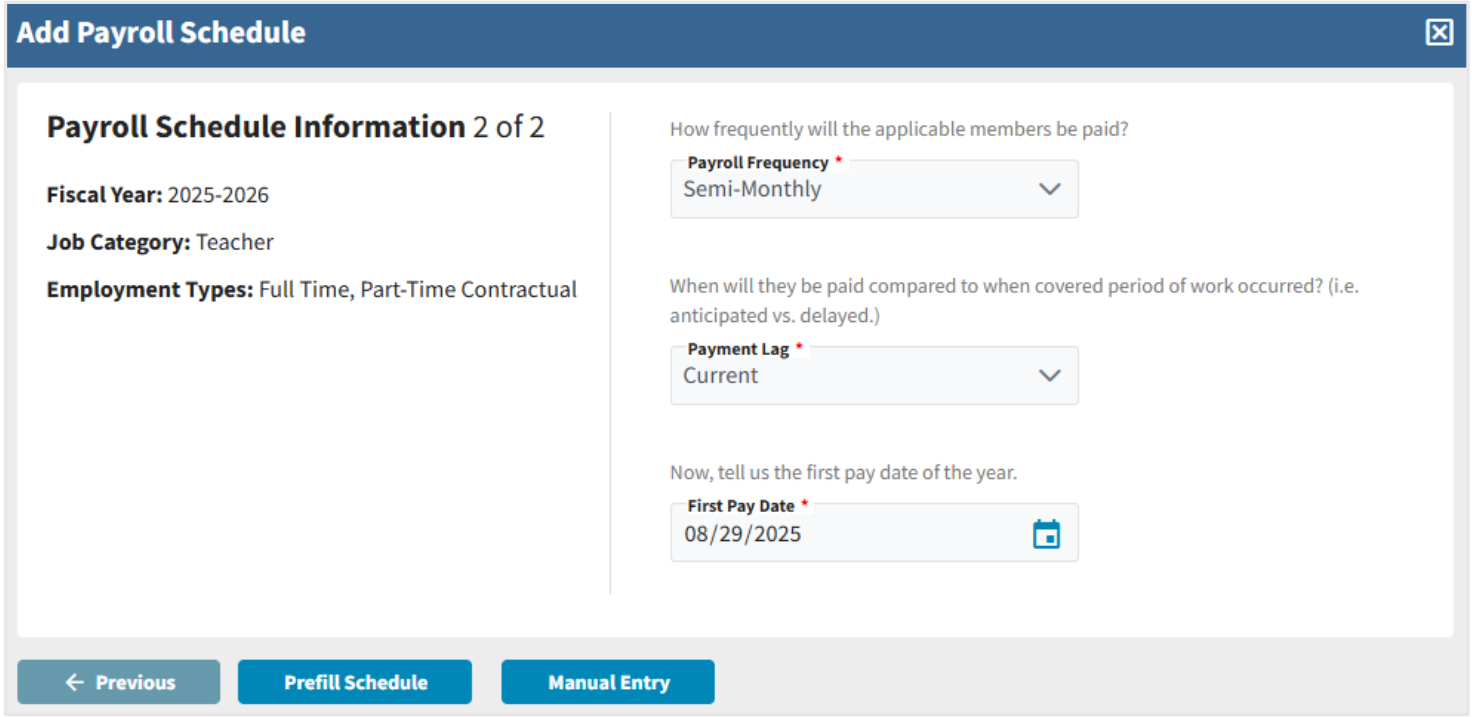
Payroll Schedule typically starts in July.

TEACHER – F/P Contractual

Payroll Schedule typically starts in August/September.

SUBSTITUTES/EXTRA DUTY/HOURLY

May have a different Pay Date and/or Payment Lag.



ADDING A NEW PAYROLL SCHEDULE

After completing the required information, **Prefill Schedule** or **Manual Entry** can be used to generate the payroll schedule.

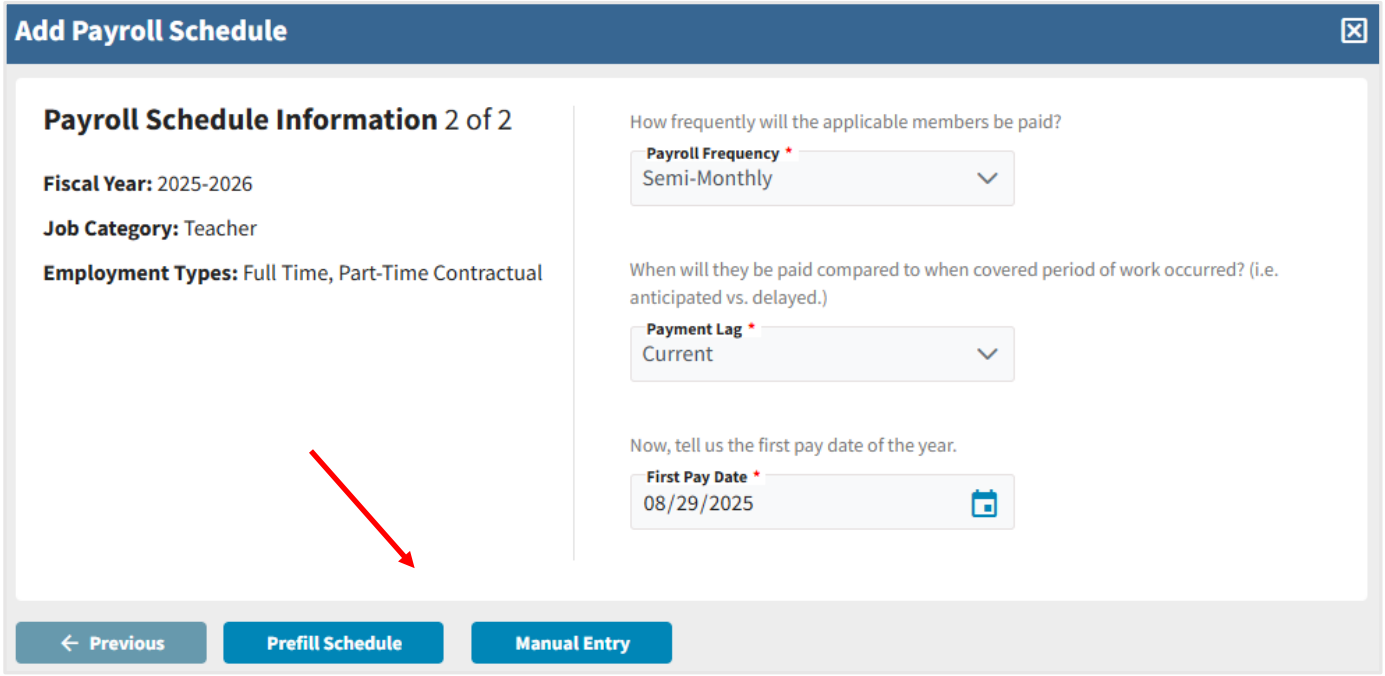
Once the Prefill Schedule or Manual Entry is chosen, a detailed payroll schedule will be created.

PREFILL SCHEDULE

The Payroll Schedule will be prefilled based on the previous information selected.

MANUAL ENTRY

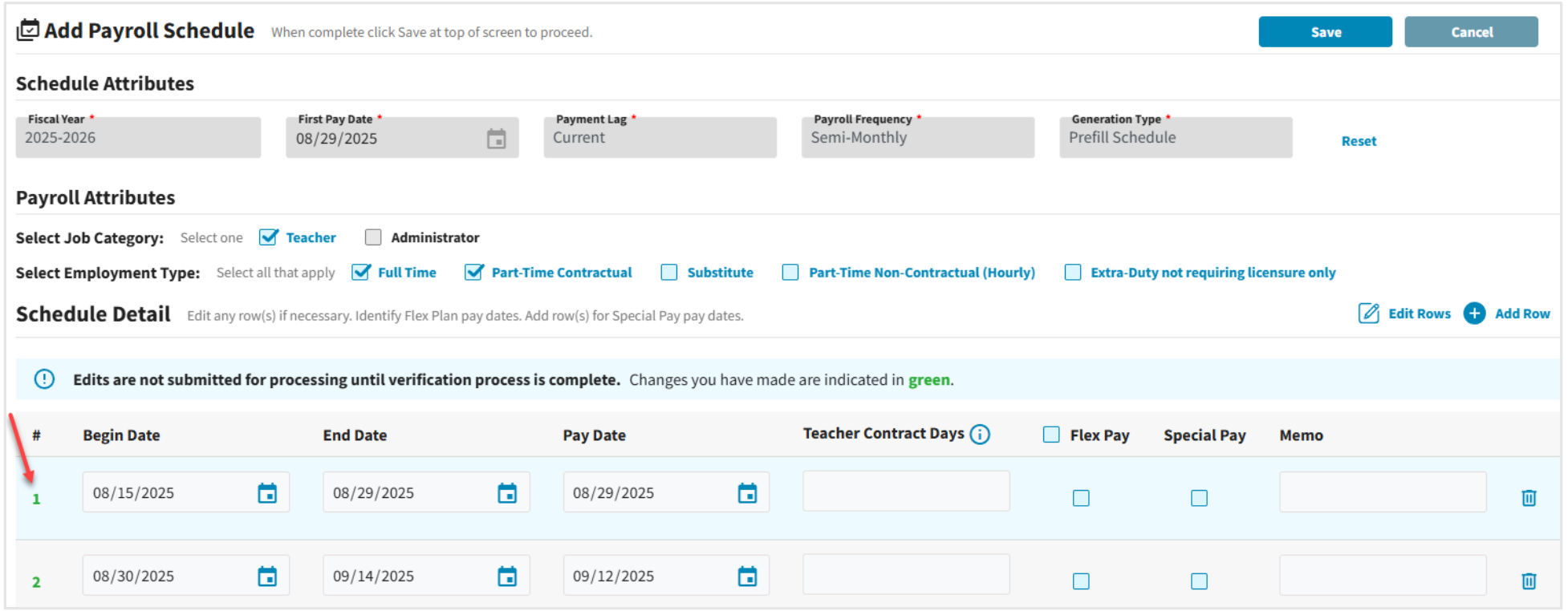
A blank Payroll Schedule will be generated with the number of rows based on the Payroll Frequency selected. The Payroll Schedule will need to be manually entered.



PREFILL SCHEDULE

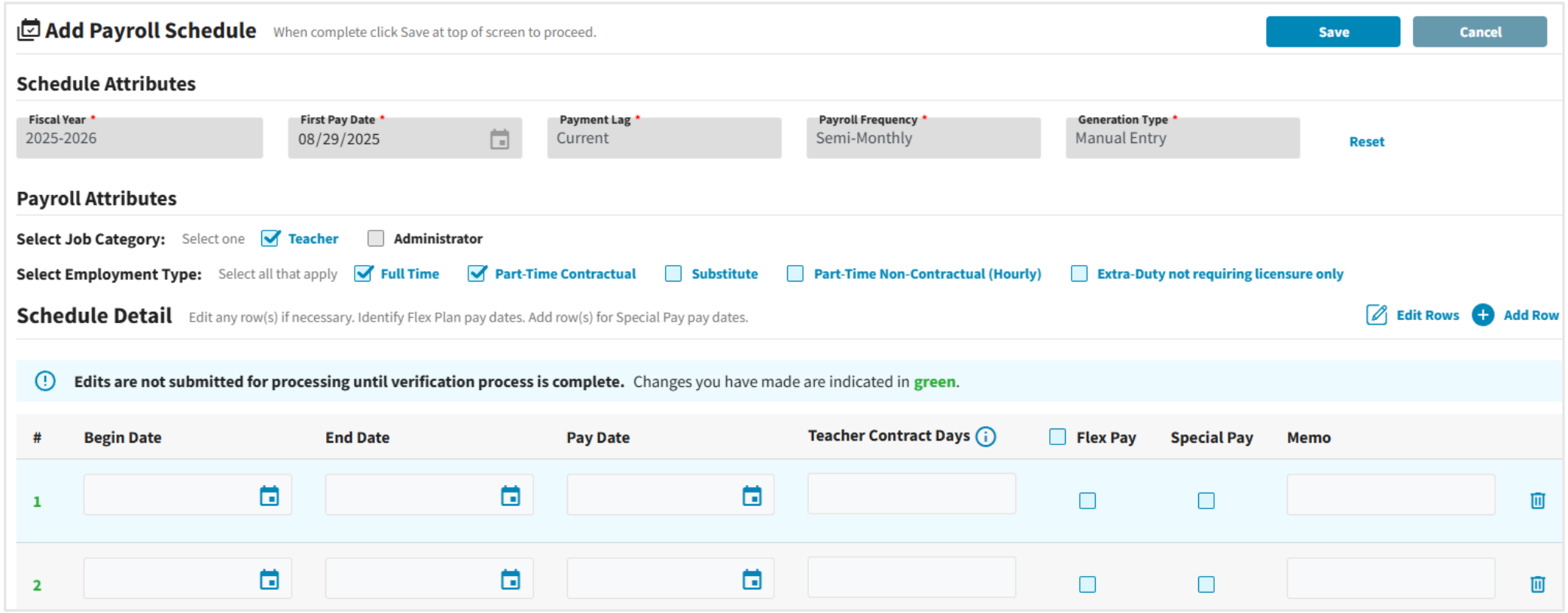
The **Schedule Detail** will display a list of prefilled pay-period dates in sequence order beginning with Pay-Period #1 of 12, 24, 26 or 52, based on the Payroll Frequency selected. Each pay-period row will display a Begin Date, End Date, and Pay Date. The first row displayed will reflect the first Pay Date and the Begin and End Date generated based on the Payment Lag previously selected.

All fields are still editable when using the Prefill Schedule option.



MANUAL ENTRY

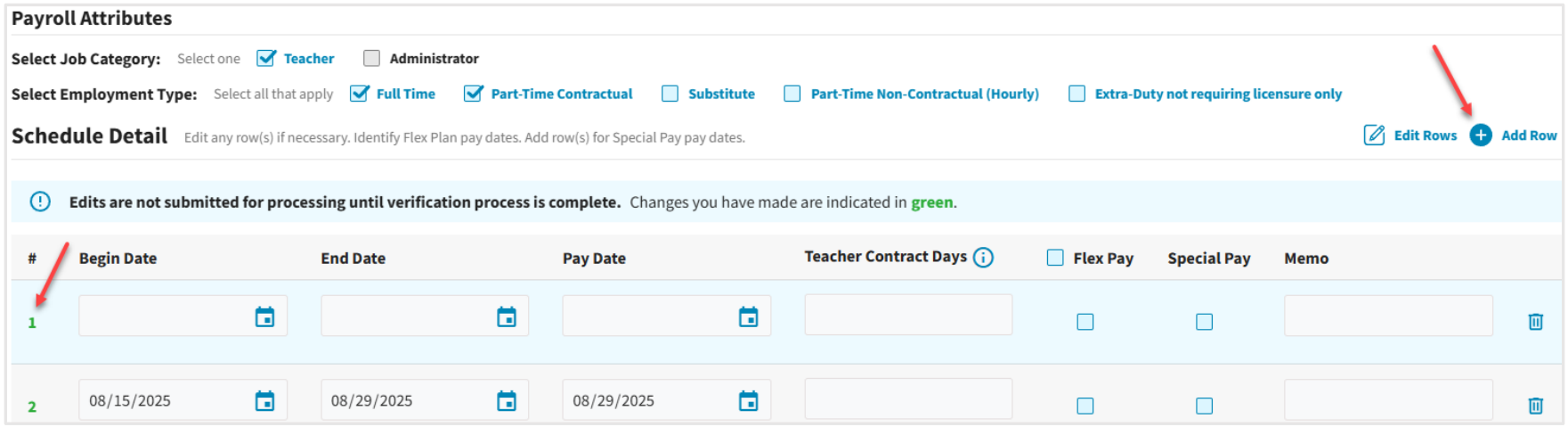
The **Schedule Detail** table will display a blank list of pay periods beginning with Pay-Period #1 of 12, 24, 26 or 52, based on the Payroll Frequency selected. Each pay-period row will display a blank Begin Date, End Date, and Pay Date that will need to be manually entered.



ADDING AND DELETING ROWS

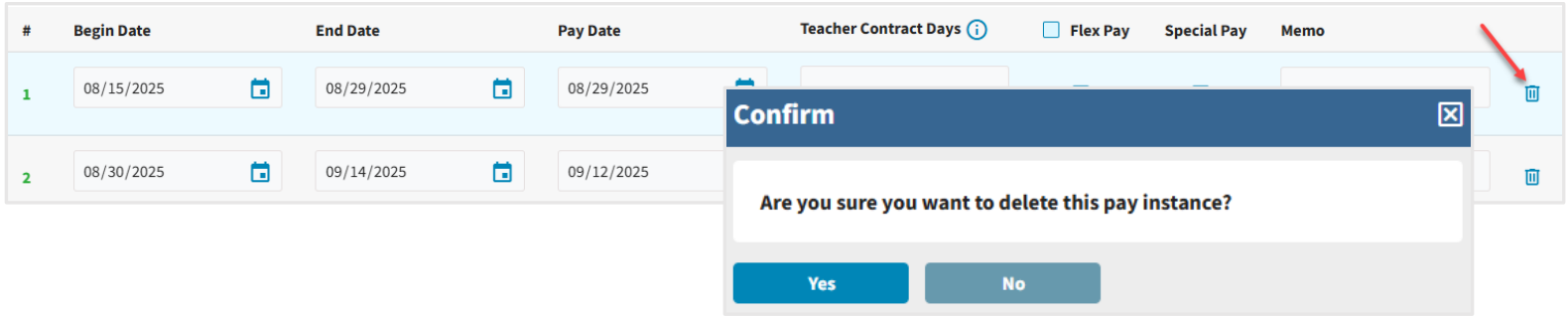
ADD ROW

A new row added will appear blank and at the top of the Schedule Detail. When the new dates are entered and saved, it will automatically place the Pay Date in chronological order.



DELETE

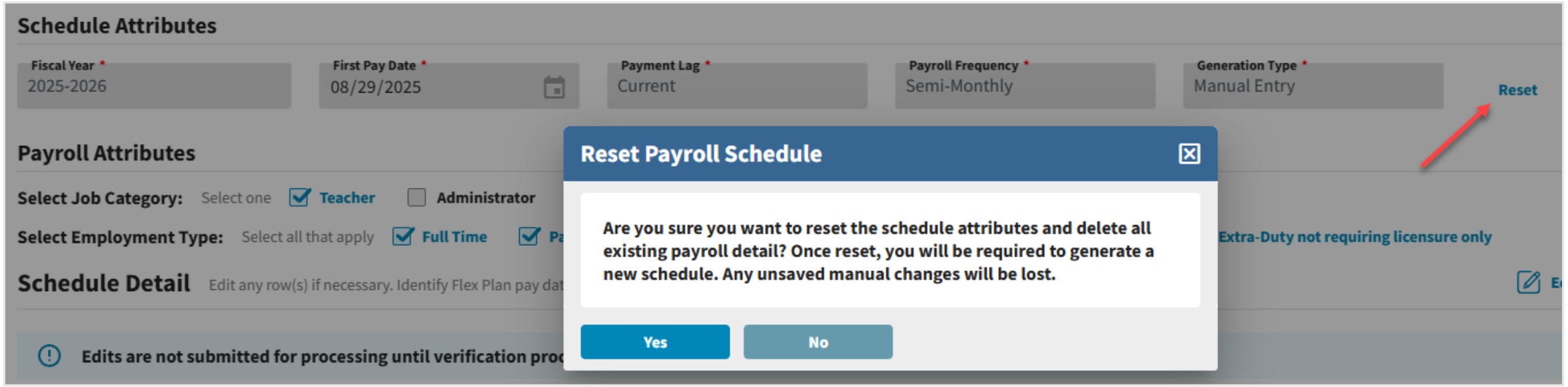
Use the trash can icon to delete a row.



RESET

If the dates that are prefilled are not the desired dates, the **Reset** feature may be used. Corrections can be made to any of the **Schedule Attributes** or **Payroll Attributes** and a new schedule will be generated with updated dates based on the new information.

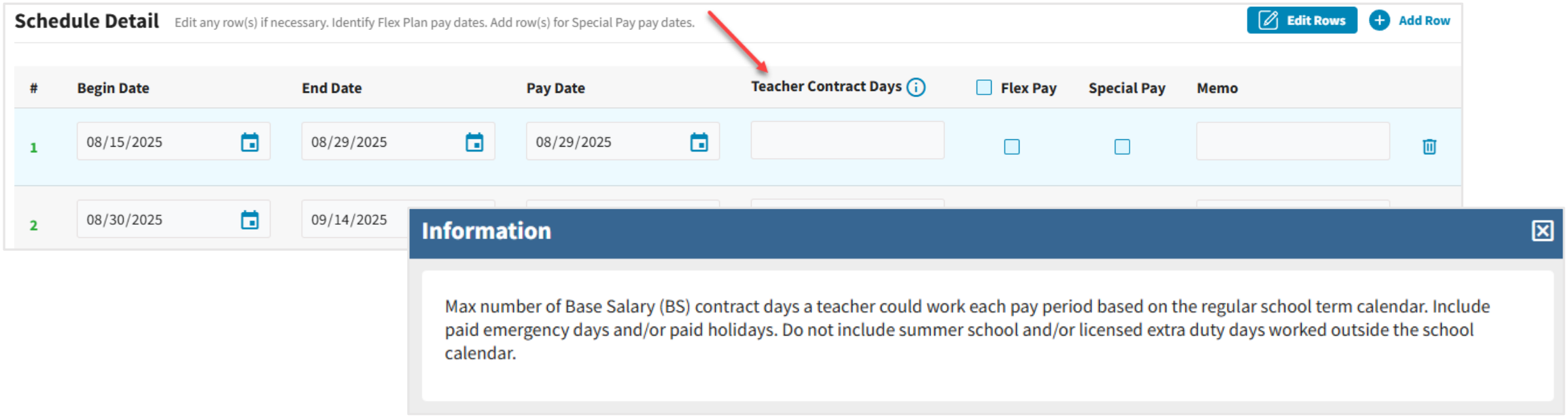
NOTE: Once the payroll schedule is reset, all corrections will be lost.



TEACHER CONTRACT DAYS

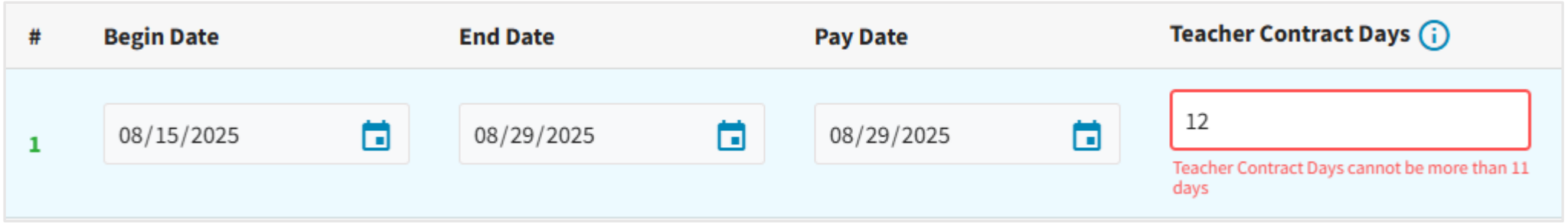
New for 2025-2026: A column was added on both teachers and administrator payroll schedules.

In the Teacher Contract Days column, provide the days a teacher could work in between the Begin and End Date of that Pay Date. This is based on the teacher's regular school term calendar. Do not include summer school or licensed extra duty outside of the regular school term calendar.

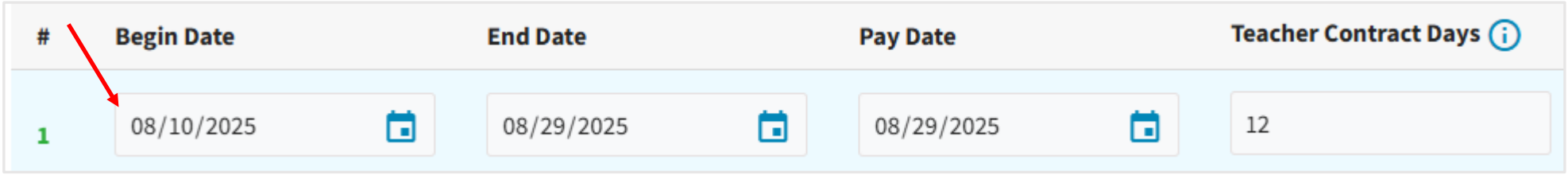


TEACHER CONTRACT DAYS

Based on the school calendar, enter the number of workdays within the specified date range. An error will be displayed if the number of days entered exceeds the actual number of weekdays (Monday through Friday) between the Begin and End Date.

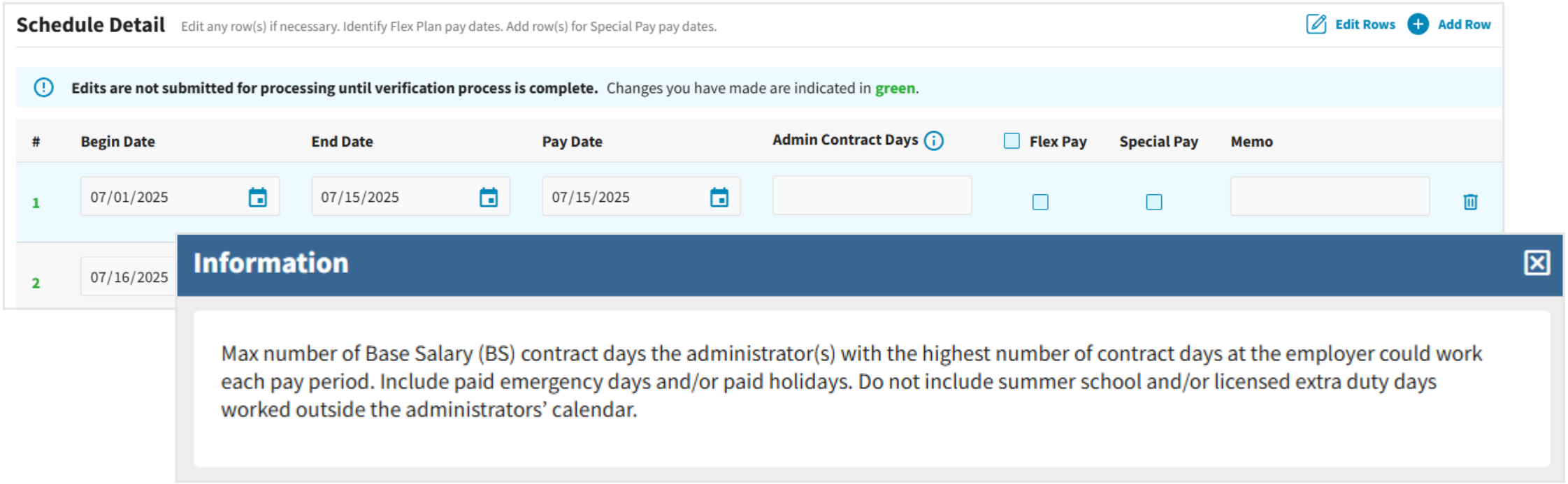


For the first Pay Date, ensure the **Begin Date** is the first day of the regular school term calendar, whether it is prefilled or entered manually. This will help the employer's payroll software capture the correct number of paid days and ensures the **Teacher Contract Days** total is accurate.



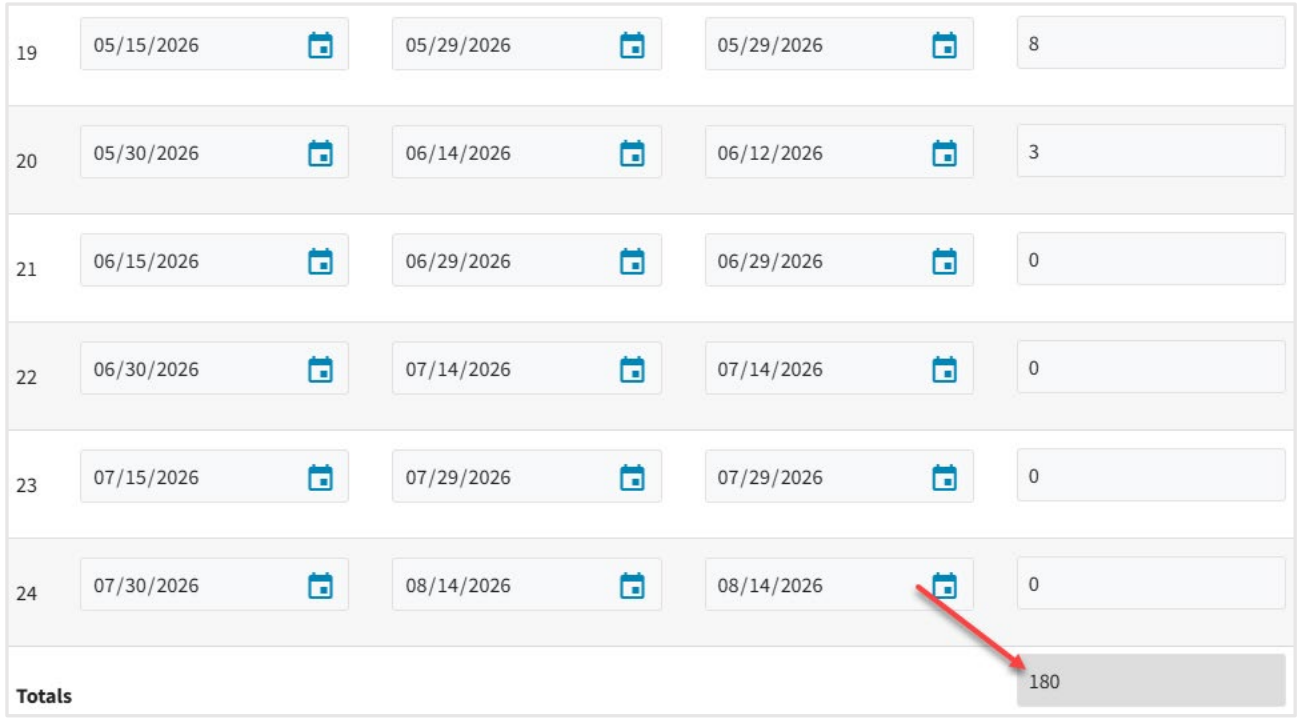
ADMIN CONTRACT DAYS

For an Administrator payroll schedule, enter the number of workdays between the Begin and End Dates for each Pay Date. This should be based on the administrator with the highest number of contract days.



CONTRACT DAYS

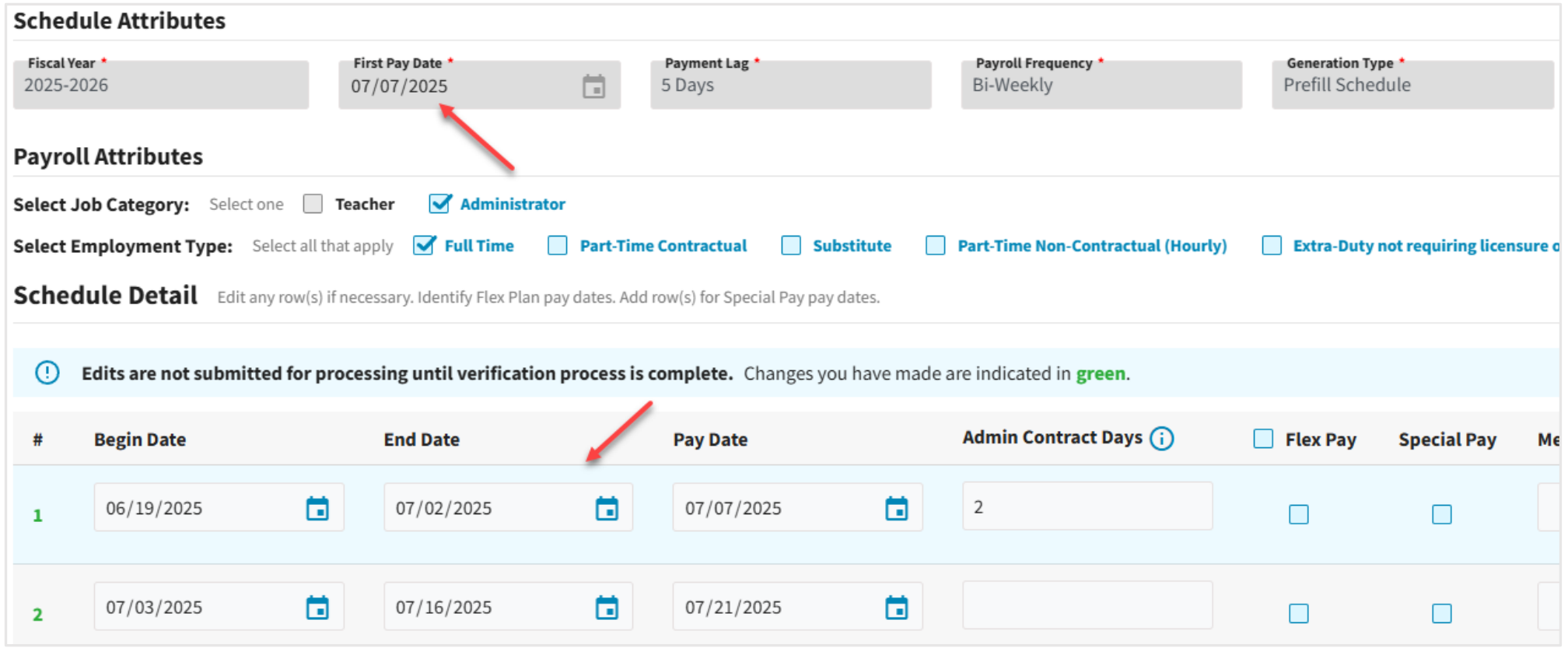
After entering all days for each Pay Date, the column will automatically calculate the total. Ensure this total matches the correct calendar based on the Job Category—**Teacher** or **Administrator.**



19	05/15/2026	05/29/2026	05/29/2026	8
20	05/30/2026	06/14/2026	06/12/2026	3
21	06/15/2026	06/29/2026	06/29/2026	0
22	06/30/2026	07/14/2026	07/14/2026	0
23	07/15/2026	07/29/2026	07/29/2026	0
24	07/30/2026	08/14/2026	08/14/2026	0
Totals				180

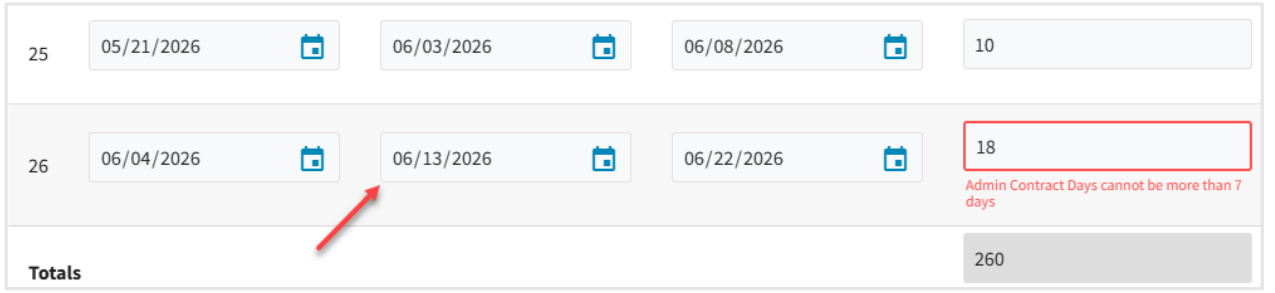
EXAMPLE - ADMINISTRATORS

Administrators are paid Bi-Weekly, with a First Pay Date of 07/07/2025, and a 5-day Payment Lag. When the Payroll Schedule was generated, the End Date of the first Pay Date was 07/02/2025. Since only 2 working days fall between the Begin and End Date, the Admin Contract Days should be 2.

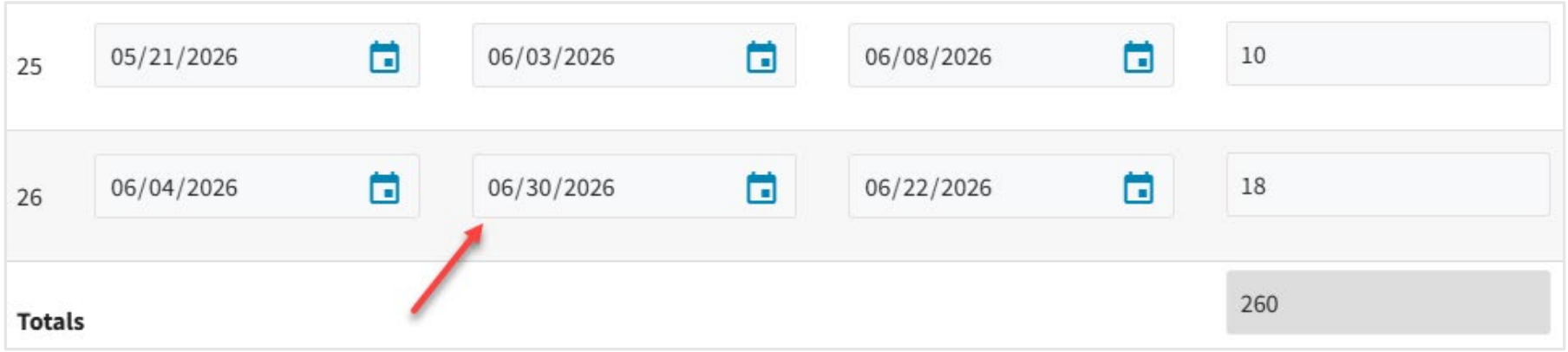


EXAMPLE - ADMINISTRATORS

When the payroll schedule was initially generated, the last Pay Date had an End Date of 06/13/2026. Although 18 additional contract days are needed to meet the 260 contract days, the current payroll schedule dates do not allow them to be entered.



For all 260 contract days to be included, the End Date for the final Pay Date will need to be updated on the Payroll Schedule to 6/30/26. Adjust the End Date in the software to match. Contact your software vendor for help adjusting the End Date when creating the report.

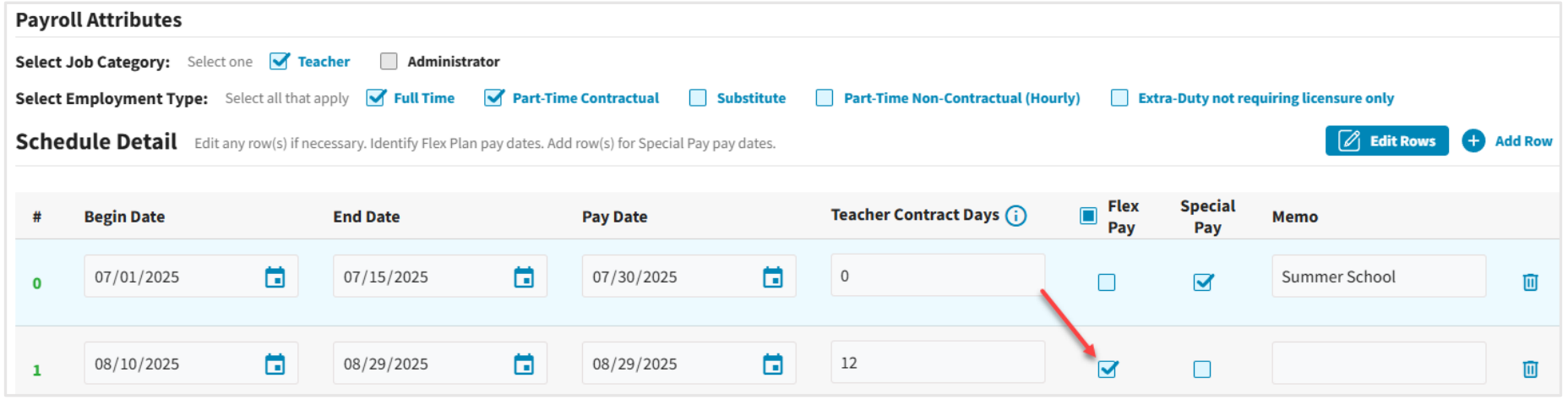


FLEX PAY AND SPECIAL PAY CHECKBOX

FLEX PAY CHECKBOX

If a Pay Date is used to process a Flexible Benefit Plan salary option, update the pay period by checking the **Flex Pay** box. Salary options for employees opting out of insurance can be paid in various ways—each pay period, once a month, or as a lump sum. Make sure to select all relevant dates where this payment applies.

A TRS flexible benefit plan is a choice between insurance or taking a salary option, if opting out of insurance, that qualifies as creditable earnings (e.g. cash, a tax-sheltered annuity under the Internal Revenue Code [IRC], Section 403(b), or a qualified tax-deferred compensation plan under IRC, Section 457(b).

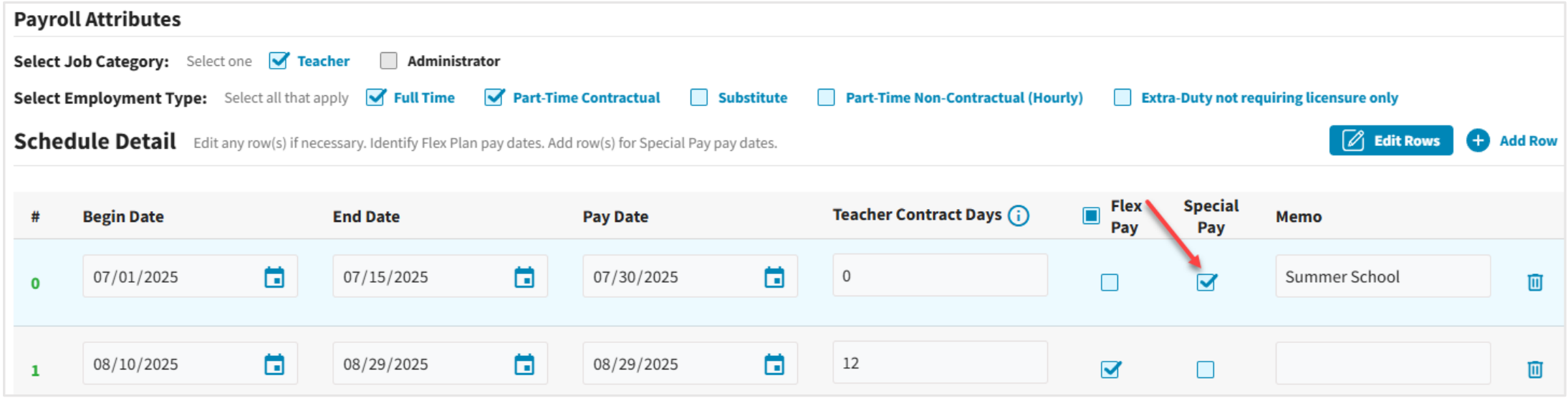


FLEX PAY AND SPECIAL PAY CHECKBOX

SPECIAL PAY CHECKBOX

Special Pay rows may be created with unique Begin, End, and/or Pay Dates, different from the standard pay periods.

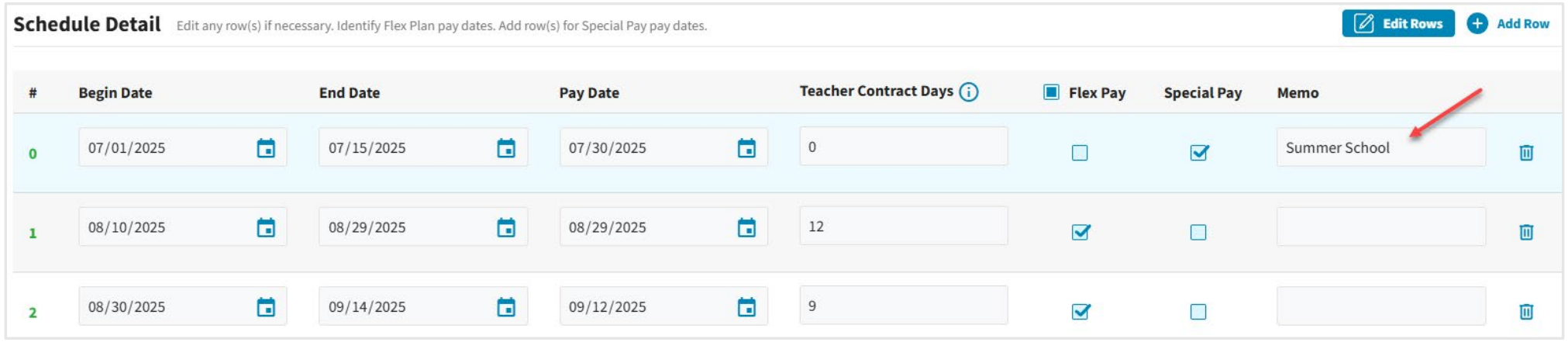
For example, a common use would be for a summer school payment. This payment may fall outside of the normal payroll schedule for teachers that start in August/September. The added pay-period row will need to be updated with the **Special Pay** checkbox.



MEMO FIELD

An optional **Memo** field is available on every Schedule Detail row. The Memo field is intended for employer use only and TRS will not use the comments entered by the employer.

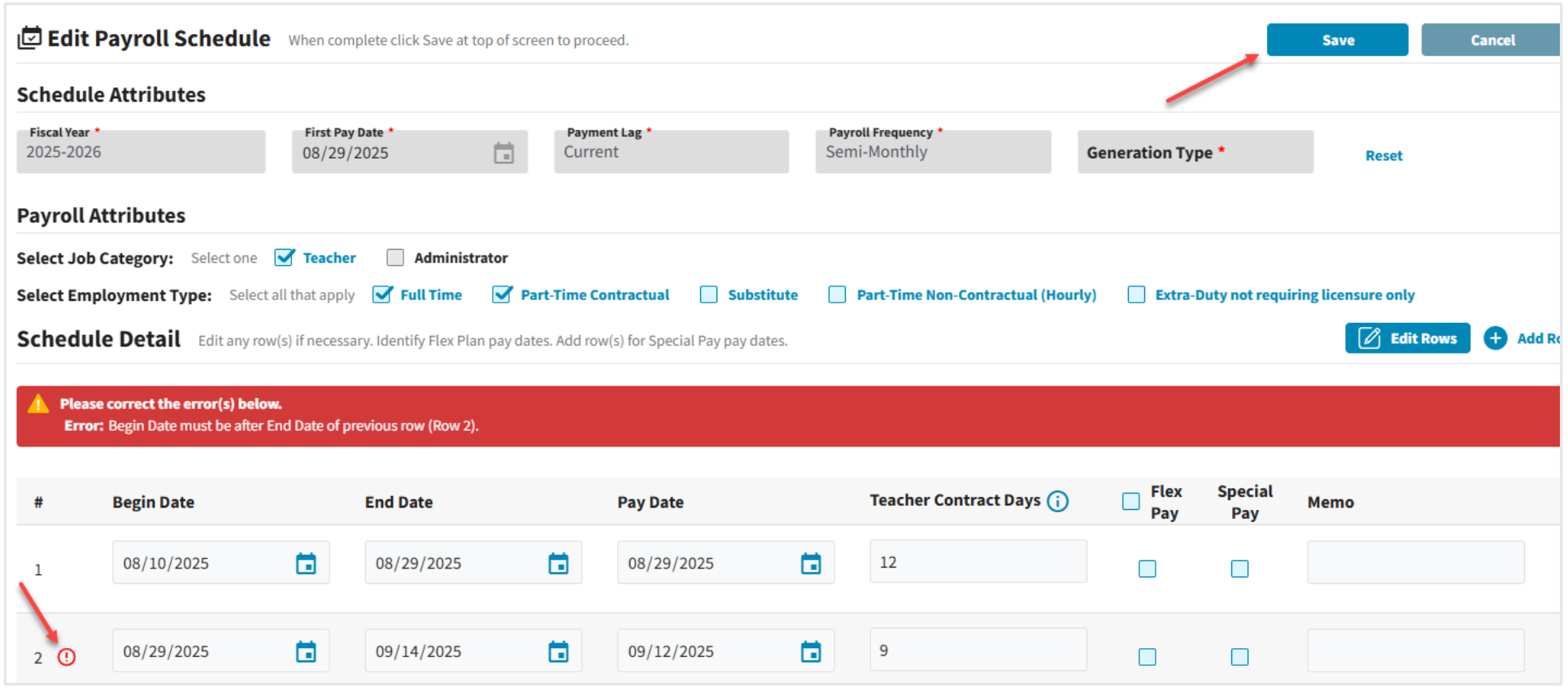
Employers often use the optional Memo field to describe payments—for example, identifying a payment as summer school.



SAVE

To Save the Payroll Schedule, all errors will need to be resolved.

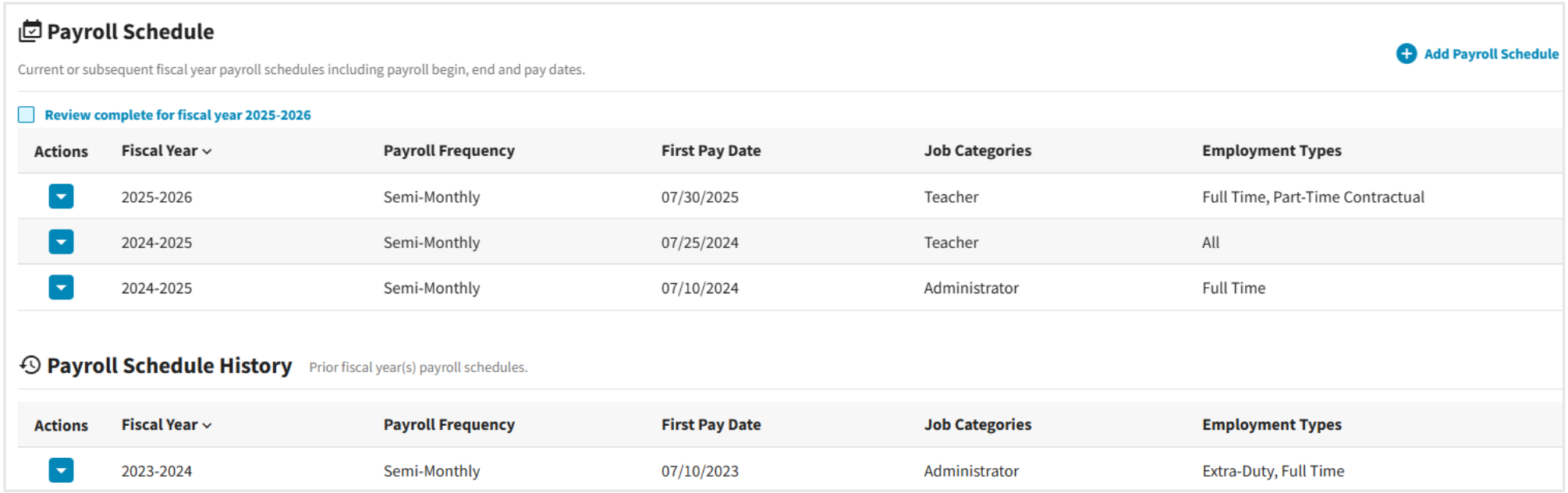
If a payroll schedule has an error when attempting to save, an explanation of the error will appear at the top of the **Schedule Detail** in red and will also identify which row has the error.



REVIEW COMPLETE

Once the payroll schedule is entered and edits resolved, the new payroll schedule will appear at top. After all payroll schedules have been entered for the applicable Job Categories, the "Review complete for fiscal year 2025-2026" checkbox can be selected.

When a fiscal year ends, that year will be moved to **Payroll Schedule History.**



Payroll Schedule

Current or subsequent fiscal year payroll schedules including payroll begin, end and pay dates.

Add Payroll Schedule

☐ Review complete for fiscal year 2025-2026

Actions	Fiscal Year	Payroll Frequency	First Pay Date	Job Categories	Employment Types
	2025-2026	Semi-Monthly	07/30/2025	Teacher	Full Time, Part-Time Contractual
	2024-2025	Semi-Monthly	07/25/2024	Teacher	All
	2024-2025	Semi-Monthly	07/10/2024	Administrator	Full Time

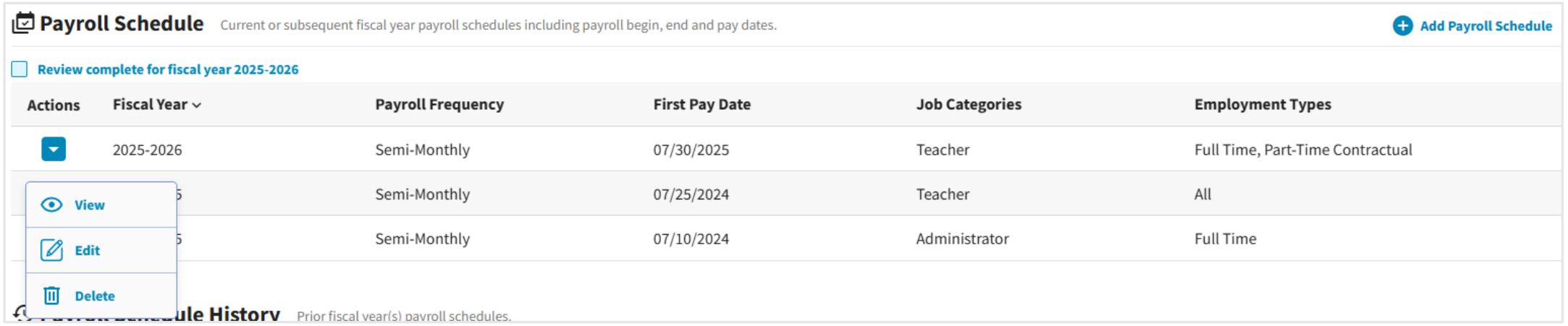
Payroll Schedule History Prior fiscal year(s) payroll schedules.

Actions	Fiscal Year	Payroll Frequency	First Pay Date	Job Categories	Employment Types
	2023-2024	Semi-Monthly	07/10/2023	Administrator	Extra-Duty, Full Time

PAYROLL SCHEDULE

When payroll schedules have been successfully added, the employer has three options in the Actions dropdown:

- **View** – Enables view-only access. Employers can view Associated Reports linked to the payroll schedule once pay-period reports have been uploaded.
- **Edit** – Allows changes to information in the active Payroll Schedule.
- **Delete** – The Payroll Schedule cannot be deleted if there are any Associated Reports.

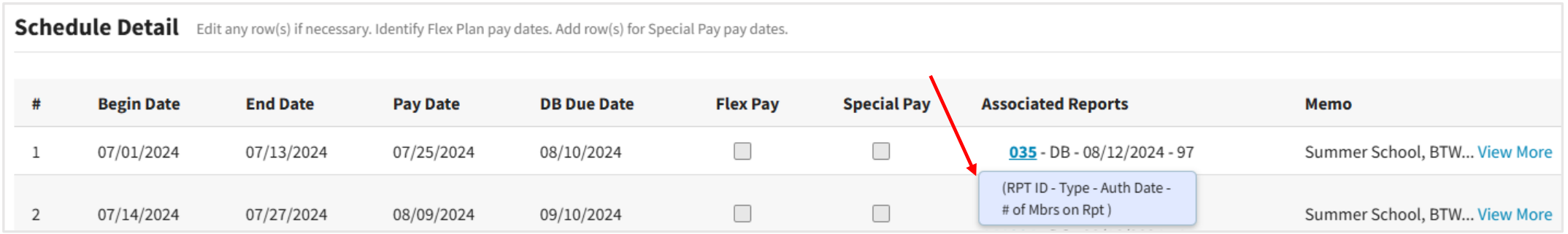


VIEW

In **View** mode, the Schedule Detail will display any **Associated Reports** that are in progress or have been posted to that detail row with the same **Begin Date**, **End Date**, and **Pay Date**.

Hovering over the Associated Reports will display the meaning of the information provided.

Report ID - Type of report(DB or DC) - Authorization Date of report - # of Members on Report ID with detail row dates



VIEW

The **Report ID** link displayed can be used to go directly to the corresponding report.

Once a Pay Date has an Associated Report, the line nor the schedule can be deleted.

NOTE: Multiple Report IDs will be displayed if any report had a member that matches that detail row.

Schedule Detail Edit any row(s) if necessary. Identify Flex Plan pay dates. Add row(s) for Special Pay pay dates.

#	Begin Date	End Date	Pay Date	DB Due Date	Flex Pay	Special Pay	Associated Reports	Memo
1	07/01/2024	07/13/2024	07/25/2024	08/10/2024	☐	☐	035 - DB - 08/12/2024 - 97	Summer School, BTW... View More
2	07/14/2024	07/27/2024	08/09/2024	09/10/2024	☐	☐	928 - DB - 08/29/2024 - 87 452 - DB - 09/26/2024 - 1 004 - DC - 08/16/2024 - 4	Summer School, BTW... View More
3	07/28/2024	08/10/2024	08/23/2024	09/10/2024	☐	☐	959 - DB - 08/29/2024 - 184 452 - DB - 09/26/2024 - 1 975 - DC - 08/26/2024 - 7	Summer School, BTW... View More

Contact Information

Employer Services
Employer Reporting
(888) 678-3675 Option 1
employers@trsil.org

Accounting Department
Remittances or the Employer Bill
(888) 678-3675 Option 2
accounting@trsil.org

TRS Supplemental Savings Plan (SSP)
(888) 678-3675 Option 3
SSP@trsil.org