Pilot Group Question and Answers

Where on the TRS website is the Gemini page with the FAQs?

Go to TRS website, **trsil.org**. Click Employer at the top. On the left, select Pay-period Reporting (Gemini) then Gemini FAQs.

Will any contact information be transferred over from the current system to Gemini?

All contacts from the current system will be set up in Gemini as contacts. System Administrators will be set up as Technology Contacts and will be invited to register as System Administrators. The System Administrators will invite others into the roles of System Administrator, Read-Only Staff, Payment Remitter, and/or Payroll Reporter.

Is the portal active now? How do we get a login and password?

- All contacts from the current system will be set up in Gemini as contacts. System Administrators will be set up as Technology Contacts and will be invited to register as System Administrators. The System Administrators will invite others into the roles of System Administrator, Read-Only Staff, Payment Remitter, and/or Payroll Reporter. Once invited, you will receive an email to register. When registering, you will set up a password.
- Use https://cat-employerportal.trsil.org/ to login to the portal.

Can the role of System Administrator be assigned to more than one person?

Yes, each employer can have up to three System Administrators.

Will the history of Flex Plan, Sick Leave, Board Paid TRS, etc. be filled in with what is current or past in the legacy system? Can we fill them in for historical record?

- The Flex Plan History and Sick Leave History will be populated based on the information we currently have in our system.
- Board Paid TRS will not have anything in the history.
- Banking will not have anything in the history and banking information will not be converted.
- You cannot add to or edit the history.

Can banking information be left blank for state agencies?

Yes

Under one TRS code, we have two separate districts, is that two locations or just one (Administrative Agent)?

If there are contacts established at different locations add a Secondary Location.

Also, with the two districts (Administrative Agent), we have two separate banks, is there ability for two banks to be tied to specific remittance dates?

No, you cannot tie specific remittance dates to different bank accounts. However, you can establish two different accounts and when making payments you can split the payment by indicating how much should be paid from each bank account.

Will employers also pay THIS Fund contributions through the same site?

The total payment due for all contributions (9 percent, .58 percent, federal fund contributions, member and employer THIS Fund) and invoiced items will be deducted from the bank account(s) selected. Once you have specified the accounts(s) you want to make payment from you will be asked to confirm payment.

When setting up the banking information does the Defined Benefit include the THIS Fund contributions?

Defined Benefit includes payments for all contributions (9 percent, .58 percent, federal fund contributions, member and employer THIS Fund) and invoiced items. Defined Contribution includes payments for the Supplemental Savings Plan (DC Plan). The "All" option includes both the Defined Benefit and Defined Contribution plans.

How long do we continue to use the legacy banking system?

- You will complete a 2020-21 Annual Report. All contributions due for the 2020-21 school year are due by July 10, 2021 and will be remitted using the current system. If while completing the Annual Report, you find that you owe additional contributions use Pay Period 60 to remit the contributions. After July, in addition to the regular contributions due all employer contributions owed will be paid through Gemini. The Totals screen is broken down into the following sections:
    - regular contributions due - 9 percent, member THIS Fund, employer .58 percent and employer THIS – for the current contribution report,
    - the Adjustments section reflects any adjustments from a previous reporting period included in the current Contribution report,
    - the Federally-Funded Earnings section is used to report salaries paid from federal funds,
    - the invoices section will display all unpaid invoices for employer pay retiree health insurance, employer contribution due for salary increases in excess of six percent, employer contribution due for granted sick leave days, employer contribution due for salary in excess of the governor's salary, contributions due for Employer's Report of Adjustments to Earnings (pre Gemini corrections), report difference contributions, and any corrections made to the data reported within Gemini by TRS staff.

  While the legacy system is available any of the invoiced items paid through the legacy system will be reflected on the Gemini screens.

  At this time, we do not have a date that the legacy system will no longer be available.

Do we begin to report new employees beginning July 1 in Gemini?

Yes, all earnings for work performed after July 1 will be reported in Gemini. All new members will be established in our system when you report them for the first time. With Gemini, the MIBD form will be obsolete and no longer used to establish membership. You will report the member's first day of work as the employment begin date. After a new membership has been established with TRS, the member will receive a new member packet with a form to designate his/her beneficiary.

How do we pay TRS for the retiree health insurance? Will the bank account information we set up allow us to use it for these payments?

Retiree health insurance will be paid through Gemini and reflected on the invoice section of the Totals Screen. The employer paid health insurance will be paid from the bank account(s) designated to make payments for Defined Benefit or All.

Can payroll schedules be changed throughout the year if we add a random payment?

You cannot edit pay dates that have had a contribution report submitted associated with that date. However, pay dates that have not been associated with a contribution report can be edited or added. The edits need to be made and/or additional special pay periods need to be added before the report associated with that pay period is uploaded.

How would we report begin and end dates for teachers and money doesn't relate to specific days worked?

Each pay period you will report the number of days paid (worked and/or used accumulated leave time) from the pay period begin date to the pay period end date. The days paid will not tie to the earnings that are being reported. If there are no days paid in a specified pay period, enter 0 and mark the Deferred flag as "Yes."

We make stipend and extra-duty payments throughout the year when we run our regular payrolls. Would we mark "special pay" for every one of our payrolls?

No. If you are paying extra duties on a regular payroll that includes base salary, you do not mark that payroll as a special pay. The extra duties/stipends would be reported as a Payment Reason of ED – Extra-duty/Stipend. Pay Dates that are outside the regular Pay Period Pay Dates and are used to pay lump sums, stipends, bonuses or special payments to employees should be identified as Special Pay**. For example:** In May teachers are paid on the 14th and 31st and the district decides to pay all teachers a bonus of $500 because of the difficulties of remote teaching. The bonus is paid on May 20th and should be marked as a Special Pay.

Can the pay period end date be later than the pay date? For instance, our 12-month administrators' final paycheck is June 25th but the last day of work is June 30th.

Yes. In this example, the Pay Date would be June 25 and the End Date would be June 30.

Can we send a file with 0 days worked for teacher summer pays? Or does every payment have to have days associated with it?

- Anytime a teacher has 0 paid days during a pay period the deferred flag would be marked yes.

- When a teacher works nine months but his/her salary is paid over 12 months, the earnings paid after the school year is over are marked deferred. The payroll report that is submitted at the end of June/beginning of July will include the salaries due to the teacher that will be paid in July and August. These pays will have the deferred flag checked.
- Other examples of when the teacher would have 0 days paid and the deferred flag marked yes are 1) if during the second pay period in December teachers do not work any days due to winter break, 2) teachers are paid their first check of the year on August 15th but do not start working until August 20th, and 3) a teacher worked prior to going on an unpaid leave of absence and her salary earned is spread out over the remaining payrolls.

Who do I contact with Gemini related questions?

We have set up a call center to assist with Gemini related questions. Select option 4 when calling 1-888-678-3675. If the call center staff cannot help you, they will transfer you to an Employer Services Auditor. You can also email us at employers@trsil.org

How do we report summer payrolls?

- All contributions are due and will continue to be due by July 10th. To allow employers to remit the appropriate contributions to TRS by this deadline, they should report all of their payrolls that will cover the work performed during the fiscal year at the end of June/beginning of July using the deferred flag, even if they will not be actually paying their members until July or August. Member contributions will be balanced with each report to make sure that TRS has received no more or less than the applicable member contribution rate of the reported creditable earnings.
- This can be achieved several different ways. 1) Run all checks at the end of June/beginning of July to ensure the contributions are remitted by the deadline and the earnings are reported as deferred on the pay period report. The checks can be held and paid in July and August or paid to the teachers in June. 2) Do not pay the teachers the earnings until July and August as you always have but report as deferred earnings the pays that will be paid in the summer months on the payroll report that is due July 10th. However, in this case the district would need to pay the contributions from district funds to ensure all contributions are received by the due date and not remit to TRS the contributions when they are withheld from the teachers' checks. 3) Pay all teachers over 10 months so that all salary is paid out by the end of June instead of over 12 months.

What if only some of the file is for deferred payments (10-month employees) vs. 12-month employees that have days to report?

The deferred flag is on a person basis not by report.

How will deducts be handled, payroll does not always get these on a timely basis.

Report the dock day in the period in which the docking occurs.

What information is entered in the Grant Type Field on the Report Totals Screen?

This is a drop-down box of all federal grants. For each grant type report the total amount of salaries paid during the pay period. For example: several teachers' full salaries and several substitute teachers are paid from Title I for a total of $100,000 and one full time administrator and several substitute teachers are paid from Title II for a total of $7,500. Report $100,000 as Title I and $7,500 as Title II.

What do we enter as terminated dates for substitute teachers?

For long term/permanent substitute teachers report the last day they worked in the long-term assignment. For on-call substitute teachers you do not need to report an end date unless the substitute teacher is retiring, passed away, or is no longer on your substitute call list. However, for substitutes, a new Employment Begin Date should be reported if they have gone a full school year without working for the employer.

We have members that have an open calendar to complete their contracted days. May we use the calendar that has the required work days and use Payment Reason of LE – Licensed Extra Duty Outside the Contract to report the extra contract days, without earnings listed as their pay is already accounted for?

- No. This is not the correct use of the LE Payment Reason.
- Days paid are used in the calculation of service credit and service credit has a direct effect on the value of the retirement annuity. Each member who is employed and receives salary for 170 days during any school term earns a year of service credit. Days paid equals the number of calendar days worked, Monday through Friday, on which licensed work is performed or the teacher uses sick leave, personal leave or vacation days. Each day or partial day is counted as a day of service. Service credit for days worked less than 170 is calculated as the number of days paid divided by 170.

  To ensure the member is given accurate service credit, the district must maintain an accurate count of days the member worked or used sick or personal leave days.

  Each pay period/month the district must report the number of days paid as the number of days the member worked and/or used accumulated leave time. One option is to have the member submit a Days Worked Calendar after each pay period if he/she has worked days in addition to the regular school term. If days paid are not reported correctly in a pay period the district should submit an adjustment to Days Paid in the following pay period.

  The requirement to report and track the days paid is not new to Gemini reporting. The change is that the days paid must be reported on a pay period/monthly basis with Gemini.
- Following is guidance to determine if an extra should be reported as Payment Reason of ED or LE: If the extra duties require licensure (internal substitution, homebound teaching, etc.) and are performed on the same day that a teacher is working report as payment reason of ED with 0 days paid.

  If the extra duties require licensure (internal substitution, homebound teaching, behind the wheel driver's education, etc.) and the work is performed on a day (Monday through Friday) the teacher is not already working report as Payment Reason of LE ((Licensed Extra-Duty Outside Contract Calendar) with days paid equal to the number of days worked. Examples: (1) A full-time teacher teaches behind the wheel in December during winter break and in June after the end of the school term. Report the behind the wheel earnings as Payment Reason of LE with days paid. (2) A part-time contractual teacher works on Monday, Wednesday and Friday. On occasion the teacher substitute teaches or performs homebound teaching on Tuesdays and Thursdays. Report the substitute teaching and/or homebound teaching as Payment Reason of LE with days paid.

Is the Employment Begin Date the date they started with TRS or the date they started with their current employer?

- The Employment Begin Date is the first date the member is physically at work in a TRS-covered position at your district. For a current employee who has previously worked in a non-TRS covered position, you will report their first day worked in their new TRS-covered position. For rehires, this date should be the most recent date they started working, not their original start date. If you do not have the exact date for those hired before 7/1/21 you can use 7/1 and the year they started in a TRS-covered position. Do not report their hire dates as those dates might be in a different fiscal year than the date they first worked for you and there are edits that compare this date to the date that TRS has.
- TRS is working on providing employers the ability to run a report of Employment Begin Dates for members reported on their most recently submitted Annual Report.

I have updated my email address and cannot sign into the Employer Portal. What should I do?

- The user will have to register for the Employer Portal using the new email address. In the steps below another user with the System Administrator Role in Employer Portal or TRS can remove users and send invites.
    - If the contact has already updated his/her email address, 1) on the contacts screen next to the contacts' name, select the action drop down and click "Remove User", 2) select the action drop down and click "Invite", 3) select the appropriate roles for the individual user and click "Send Invite".
    - If the Employer Contact has not changed their email address already, 1) on the contacts screen next to the contacts' name, select the action drop down and click "Remove User", 2) update the email address, 3) select the action drop down and click "Invite", 4) select the appropriate roles for the individual user and click "Send Invite".
- If you have saved and bookmarked the Employer Portal delete the bookmark and refresh your browser.