

REJECTED MEMBERS



REJECTED MEMBERS

If there is incorrect information in the payroll software, member records may be rejected during the file upload process. When this occurs, the employer will be directed to a "Rejected Members" page.

To prevent future rejections, make the necessary corrections directly in the payroll software before uploading another file.

TRRS Code:

Upload File → Upload Results → **Details / Adjustments** → Totals → Payment → Confirmation

Report Summary ID: Report Type: Defined Benefit Report Date: 04/10/2025 Report Status: In Progress Status Date: 04/17/2025 07:25:12 PM Members: 82 Errors: 58

Rejected Members Please address the following rejected records **Report Actions** Search by last name... Clear All Sorting Errors Only

Errors for Selected Record (0) Tip: Address fatal errors first before addressing any others; Corrections to fatal errors may result in the elimination of other errors.

| | Actions | Last Name ^ | First Name ^ | Last Four SSN ^ | Payment Reason ^ | Resolved |
|---|---------|-------------|--------------|-----------------|------------------|--------------------------|
| 2 | | | | 8622 | ED | <input type="checkbox"/> |
| 1 | | | | 0464 | BS | <input type="checkbox"/> |
| 1 | | | | 0464 | NC | <input type="checkbox"/> |

ERRORS

To view specific errors for a rejected member, click the fatal error **number icon** on the rejected member's row. This will display the error messages at the top of the page for that member.

Click the **+ icon** in the Actions column on the rejected member's row to add the member to the report. On the Record Details for that member, review and make any necessary corrections to add the member to the Details/Adjustments page.

 **Rejected Members** Please address the following rejected records **Report Actions** ▼

Errors for KAT **SSN 8622 ED (2)** **Tip:** Address fatal errors first before addressing any others; Corrections to fatal errors may result in the elimination of other errors.

| Severity | Error # | Error Title | Error Message |
|--|---------|-----------------------------------|--|
|  | ER1045 | Non-numeric Employment Begin Date | Employment Begin Date contains a non-numeric character |
|  | ER1053 | Invalid Job Category | Job Category contains a value other than 01, 02, or 03 |

|  2 | Actions | Last Name ^ | First Name ^ | Last Four SSN ^ | Payment Reason ^ | Resolved |
|--|---|--------------------|---------------------|------------------------|-------------------------|--------------------------|
|  |  | | KAT | 8622 | ED | <input type="checkbox"/> |
|  |  | | | 0464 | BS | <input type="checkbox"/> |

ERRORS

Note: Error messages do not display at the top of the member's record.

When in the Record Details for that member, make the corrections needed or click **Save** at the bottom of the member's record. Either the fields that require attention will be automatically highlighted red or a “**Save Successful**” message will appear at the bottom of the page and the member will be added to the Details/Adjustment page.

Demographics

| | | | | | |
|----------------------------------|--------------------|---------------------|-------------|-------------|--------|
| Social Security # ***-**-8622 | Prefix | First Name * KAT | Middle Name | Last Name * | Suffix |
| Date of Birth * 11/21/1984 | Gender * Female | | | | |

Employment Information

| | | | | |
|--|-------------------------------------|--|--|--|
| Pay Period Begin Date * 03/16/2025 | Pay Period End Date * 03/31/2024 | Pay Date * 04/10/2025 | Payroll Frequency * Semi-Monthly | |
| Employment Begin Date * Employment Begin Date is required. | Employment End Date | Employment End Reason | Employment Type * Part-Time Contractual | Job Category * Job Category is required. |
| Contract Days 180 | FTE Percentage 0 % | Contribution Category * 02 - Tier 2 | | |

Earnings & Contributions

Timekeeping

Contact Info

Save **Cancel**

RESOLVED CHECKBOX

When the errors are resolved on the member's record, the employer will be returned to the Rejected Members page. The **Resolved** checkbox can be used for the employer's tracking purposes—it can be manually checked by the employer but is not required.

The member will remain listed on the Rejected Members page.

The corrected record will automatically be added to the Details/Adjustments page to continue the reporting process as normal.

 **Rejected Members** Please address the following rejected records Report Actions ▼

Errors for KAT **SSN 8622 ED (2)** Tip: Address fatal errors first before addressing any others; Corrections to fatal errors may result in th

| Severity | Error # | Error Title | Error Message |
|---|---------|-----------------------------------|---|
|  | ER1045 | Non-numeric Employment Begin Date | Employment Begin Date contains a non- |
|  | ER1053 | Invalid Job Category | Job Category contains a value other tha |

|  | Actions | Last Name ^ | First Name ^ | Last Four SSN ^ | Payment Reason ^ | Resolved |
|---|---|-------------|--------------|-----------------|------------------|-------------------------------------|
|  |  | | KAT | 8622 | ED | <input checked="" type="checkbox"/> |
|  |  | | | 0464 | BS | <input type="checkbox"/> |

REJECTED RECORD

The **eyeball icon** indicates that the member record cannot be added due to an invalid file format. Clicking the icon will display the data from the file for that specific record.

The File Format document located on TRS website can be used to help identify the issue.

[Gemini-Defined-Benefit-Employer-Reporting-v2.0.pdf](#)

If unable to identify the issue, please consult the payroll software provider for assistance.

| Actions | Last Name ^ | First Name ^ |
|---------|-------------|--------------|
| 1 | Unknown | Unknown |
| 1 | Unknown | Unknown |
| 1 | | |
| 1 | | |

2025 Teachers' Retirement System of the State of Illinois

ADD RECORD

A member can be added from either the **Rejected Members** or the **Details/Adjustments** pages.

If a member is added manually from the Rejected Members page, **the new record will not appear on the Rejected Members page**. The member will remain listed on the Rejected Members page, and the corrected record will automatically be added to the Details/Adjustments page.

| Severity | Error # | Error Title | Error Message |
|----------|---------|-----------------------------------|--|
| ! | ER1045 | Non-numeric Employment Begin Date | Employment Begin Date contains a non-numeric character |
| ! | ER1053 | Invalid Job Category | Job Category contains a value other than 01, 02, or 03 |

| ⚠ | Actions | Last Name ^ | First Name ^ | Last Four SSN ^ | Payment Reason ^ | Resolved |
|---|---------|-------------|--------------|-----------------|------------------|-------------------------------------|
| 2 | + | | | 8622 | ED | <input checked="" type="checkbox"/> |
| 1 | + | | | 0464 | BS | <input type="checkbox"/> |

CERTIFY

Click the **Certify** checkbox to proceed to the Details/Adjustments page to continue the reporting process as normal. The **Resolved** boxes do not need to be checked in order to click the Certify checkbox.

Corrections are not required to be made from the Rejected Members page. This page brings attention to the members that were rejected during the file upload process.

|  | Actions | Last Name ^ | First Name ^ | Last Four SSN ^ | Payment Reason ^ | Resolved |
|---|---|-------------|--------------|-----------------|------------------|-------------------------------------|
| 1 |  | | | 9261 | BS | <input checked="" type="checkbox"/> |
| 1 |  | | | 9261 | ED | <input type="checkbox"/> |
| 1 |  | | | 9261 | NC | <input type="checkbox"/> |

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I certify that I have added all the rejected records back to my report or have determined they were not to be included.

Certified By:

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RESOURCES

[Gemini-Defined-Benefit-Employer-Reporting-v2.0.pdf](#)

[Employer Reporting File Validations](#)

Contact Information

Employer Services

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

Accounting Department

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

TRS Supplemental Savings Plan (SSP)

(888) 678-3675 Option 3
SSP@trsill.org

