

Reports Completed by the Employer



Annual Report of Earnings
Adjustments to Earnings
Supplementary Reports
Sick Leave Certifications
Optional Service Forms

Teachers' Retirement System of the State of Illinois



Retirement Security for Illinois Educators



Annual Report of Earnings

- Purpose

- Provides TRS with each member's service and earnings information for the school year just completed.
- Posted to each TRS member's account once the Annual Report has been audited.
- Eventually used to determine member's benefits.
- The integrity of each member's TRS record is dependent on the accuracy of the Annual Report.



Annual Report of Earnings

- Must be submitted no later than August 15 each year.
- Will be received on time as long as the employer completes the submit process by 11:59 p.m. on August 15.
- The penalty for late submission is \$250 per day.
- No extensions.



Preparing the Annual Report

- Don't wait until August 14 to begin working on the Annual Report.
- TRS suggests starting the process no later than mid-July.
- Employer is required to use TRS's web-based Annual Reporting System (ARS) to complete and submit the report.
- ARS becomes available for use around the 1st of June each year.
- ARS is located in the Employer Access Area of TRS's website.
- Detailed instructions for using the ARS are provided in a separate presentation. See [Completing the Annual Report of Earnings tutorial](#).



Member Demographic Information

- The following demographic information is required for each member on the Annual Report:
 - Name
 - Social Security number
 - Gender
 - Birthdate
- If TRS does not already have a record established for that Social Security number, the employer is asked to provide the member's address.



Member Service and Earnings Information

- The following service and earnings information is required for each member on the Annual Report:
 - Employment type
 - Full-time equivalency (FTE) percent
 - Number of days in employment agreement
 - Number of days paid
 - Annual salary rate
 - Creditable earnings
 - TRS contributions
 - Federal funds

Earnings Screen

- This is what the entry screen for the service and earnings information looks like:

Earnings	
Type of Employment:	F - Full Time
Full-time Equivalency Percent:	100
Number of Days in Employment Agreement:	180
Total Number of Days Paid:	180
Annual Salary Rate, Not Less Than Creditable Earnings:	\$75,000.00
Creditable Earnings:	\$75,000.00
Member TRS Contributions:	\$6,750.00
Sum of Creditable Earnings Paid from Special Trust or Federal Funds:	\$75,000.00

[Save & Next Record](#) [Save & Done](#)



Chapter 5 of the TRS Employer Guide

- Provides detailed guidance for each field on the Annual Report.
- Shows examples for a wide variety of situations.
- Beginners are encouraged to read Chapter 5 before working on the Annual Report.



Employment Types

- **F = full-time contractual**
 - Employed on a continued contractual basis with a work schedule of 5 days per week and at least 4 clock hours every day.
- **P = part-time contractual**
 - Employed on a continued contractual basis with a work schedule of less than 5 days per week, or 5 days per week but less than 4 clock hours per day.
- **S = substitute**
 - Employed on a temporary basis filling in for a teacher who is absent.
- **H = part-time non-contractual (hourly)**
 - Employed on an as-needed basis and paid an hourly rate.
- **E = extra-duty**
 - Employed as a contractual teacher by another public school district but only performed non-licensed extra duties for your district.



Full-time Equivalency Percentage

- The full-time equivalency is required.
- Enter the member's schedule worked as a percentage.
 - If the member's work schedule changes throughout the year, enter the schedule percentage worked the majority of the year. The number must be a whole number between 10 and 100. Round to the nearest whole number.
 - Examples:
 - Enter 50 for a teacher scheduled to work $2\frac{1}{2}$ days each week.
 - Enter 67 for a teacher working a $\frac{2}{3}$ schedule.
 - Enter 33 for a teacher working a $\frac{1}{3}$ schedule.
 - Enter 20 for a teacher working 20 percent or one day a week.



Number of Days Paid in Employment Agreement

- Report the greater of:
 - the number of days in the regular school term - **or** -
 - the number of days in the person's contract.
- For 9-month teachers, the number of days in the school term is typically 180 or 185.
- If the member taught summer school or had an extended contract, include the extra work days.
- For 12-month administrators, the number of days in the contract is typically 260 or 261.



Number of Days Paid

- Enter the number of days the member actually worked plus any days the member used accrued vacation, sick and personal leave days.
- **Count each calendar date as one day paid, regardless of how many hours the member worked on that day.**
- Do not combine different half days into full-day equivalents.
- For members who work all year with no docks, days paid will equal days in the employment agreement.
- For members who worked only part of the school year or who had dock days, days paid will be less than days in the employment agreement.



Annual Salary Rate – Contractual Employees

- The annual salary rate should reflect what the member would earn if he/she worked the whole year with no docks.
- The full annual amount should be included in the rate for base rate and board-paid TRS. The actual amount of extra duty earnings, flexible benefit plan earnings, and any lump sums should be included. Do not project an annualized amount for extra duties, flexible benefit plans or lump sums.
 - Base salary – full annual contract amount
 - Board-paid TRS – full annual amount
 - Flexible benefit plan – amount actually earned
 - Extra duties – amount actually earned
 - Lump sum bonus or severance pay – amount actually earned

Annual Salary Rate – Subs and Hourly



- For non-contractual teachers, the annual salary rate is equal to the actual creditable earnings amount.
- An annual salary figure is not projected out for non-contractual teachers.



Creditable Earnings

- Report the amount the member actually earned.
- Include all forms of creditable compensation.
 - Base salary
 - Board-paid TRS
 - Flexible benefit plan earnings
 - Board-paid tax-sheltered annuity
 - Extra duty earnings
 - Bonus/lump sum payments
- Refer to Chapter 3 in the TRS *Employer Guide* for a complete discussion of creditable and noncreditable compensation.



Member TRS Contributions

- The amount in the member TRS contribution field should equal 9% of the creditable earnings.
- If the entered 9% amount is not within an established margin of error (currently set at \$45) a fatal error code will invoke and the user must correct either the creditable earnings or the contribution amount.

Creditable Earnings Paid from Special Trust or Federal Funds

- List the amount of creditable earnings that was paid from a federal grant or special trust fund.
- Example: Substitute teacher worked a total of 15 days and earned a total of \$1,560. On 2 of those days, she subbed in a Title I classroom. The employer charged her wages for those 2 days (\$208) to the Title I grant.

Earnings	
Type of Employment:	S - Substitute
Full-time Equivalency Percent:	
Number of Days in Employment Agreement:	180
Total Number of Days Paid:	15
Annual Salary Rate, Not Less Than Creditable Earnings:	\$1,560.00
Creditable Earnings:	\$1,560.00
Member TRS Contributions:	\$140.40
Sum of Creditable Earnings Paid from Special Trust or Federal Funds:	\$208.00

[Save & Next Record](#) [Save & Done](#)

Members Who Terminated Employment

- Complete the Terminated Sick Leave section of the Annual Report for anyone who terminated employment.
- Exception: not necessary if the district already submitted a Supplementary Report for the member.
- List the beginning and ending dates of employment.
- List the number of unused, uncompensated sick & personal leave days the member had available for use as of the later of the last day of work or receipt of last paycheck for regular earnings.

Terminated Sick Leave

Gamma, Gabrielle

Please do not list sick leave again if the employer has already filed a Supplementary Report listing sick leave days. If the sick leave days reported on the Supplementary Report are incorrect, please submit a corrected Supplementary Report.

1. Beginning Date of Employment: (mm/dd/yyyy)
 2. Ending Date of Employment: (mm/dd/yyyy)
 3. Number of Sick Leave Days Accumulated:
- (Round to the nearest tenth decimal place.)**



Members on Leave of Absence

- Complete the Leave of Absence section of the Annual Report for any member who was on a board-approved or FMLA leave of absence and had less than 170 days paid for the year.
- This should be completed even if the member was on leave for the whole year and had no reportable earnings.
- Contact the TRS Member Accounts Department at (888) 678-3675, extension 2756 for questions regarding optional service.



Members on Sabbatical Leave

- The Sabbatical Leave section of the Annual Report should only be completed if the member was on a paid sabbatical leave that was in compliance with all of the criteria specified in the Illinois School Code. (105 ILCS 5/24-6.1)
- Contact TRS Employer Services for assistance in reporting paid sabbatical leaves.



Edit Codes

- Edit codes are programmed into the system to flag errors or possible errors in the Annual Report data.
- “Fatal” edit codes flag entered data that is definitely incorrect.
 - All fatal errors must be corrected before the Annual Report can be submitted.
- “Non-fatal” edit codes flag data that is outside the norms and could potentially be incorrect.
 - All data flagged with non-fatal edit codes should be reviewed for accuracy.
 - If an error is noted, correct the error.
 - If the reported information is correct, provide an explanation.
 - The employer must enter an explanation for each remaining non-fatal edit code before the Annual Report can be submitted.



Balancing Total Contributions

- After the earnings and service information is entered for all members and all edit codes have been addressed, contributions should be balanced.
- Click on the “Remittances” menu item and either click on the “Prefill” button or enter the total contribution amounts the district remitted throughout the year for each category of contributions, then click “Save.”
- Click on the “Reports” menu item, then click on “Annual Report Remittances” to see if any of the contributions were overpaid or underpaid.
- If the district owes more than \$50, the outstanding balance should be remitted no later than 3:30 p.m. on August 14 (or one banking business day prior to August 15) to avoid penalties.



Compliance Questionnaire

- Each school district must complete the Compliance Questionnaire in the Annual Reporting System. It typically takes about 15 minutes to answer all the questions and fill in the requested information.
- If clarification is needed for any of the questions, call TRS Employer Services.



Submit the Annual Report

- Once all the Annual Report tasks have been completed, submit it to TRS electronically.
- TRS reviews all districts' Annual Reports over a 4-month period beginning in July and ending in October.
- You may be contacted by the Employer Services auditor who has been assigned to review your Annual Report.
- Keep your Annual Report and all the related back-up materials handy until you receive notice from TRS that the review process has been completed.



Error Corrections

- Reporting errors discovered after the Annual Report has been finalized are corrected through an Employer's Report of Adjustments to Earnings (abbreviation: "ATE").
- Email TRS Employer Services to initiate the adjustment. Include in the email the names of the members that need to be corrected, the last 4 numbers of their SSN, the corrected days paid, annual salary rate, creditable earnings and salaries paid from federal funds, and the reason for the correction. If the member(s) worked a partial year, include a breakdown of the annual salary rate (base rate, extra duties, flexible benefit plan, and lump sum).
- Employer Services Auditor will prepare and process the form.
- You may be asked to provide documentation, such as a payroll history printout.
- Pension code requires all material errors for the prior 4 years to be corrected. Errors that occurred more than 4 years ago are typically not corrected.



Supplementary Reports

- Whenever a TRS member applies for a benefit (retirement, disability, refund, etc.) the employer must complete a Supplementary Report.
- TRS will send an email notifying the employer that a Supplementary Report has been added in the employer access area.
- The district completes and submits the Supplementary Report electronically.
- For detailed guidance, please refer to
 - Chapter 5 in the TRS *Employer Guide*, and
 - the Supplementary Report and Sick Leave Certification tutorial on TRS's website.



Sick Leave Certification

- For each retiring member, the employer must complete a Sick Leave Certification.
- The Sick Leave Certification is on the same screen in the Employer Access Area as the Supplementary Report.
- In Column 1, report the teachers' normal annual allotment of sick and personal leave days as specified in the Collective Bargaining Agreement.
- In Column 2, report the number of days that retiring member actually received in each of the last 4 years.
- If the retiring member received more than the teachers' normal annual allotment in the last 4 years, the employer will be assessed an excess sick leave cost.
- For detailed guidance regarding completing the Sick Leave Certification, please refer to Chapter 5 in the TRS *Employer Guide* and the Supplementary Report and Sick Leave Certification tutorial on TRS's website.



Optional Service Forms

- TRS members may be eligible to buy optional service credit for a number of things including:
 - part-time or substitute service before 1990
 - leaves of absence
 - out-of-state teaching.
- Employer may be asked to complete paper forms verifying
 - the dates a person subbed or taught part-time before 1990 and how much the teacher earned for that work, or
 - the dates a teacher was on a board-approved leave of absence and the teacher's salary rate immediately prior to the leave.
- Please do your best to locate the relevant records for the member and complete the form.
- If records are not available, please note that on the form and return it to TRS.



Conclusion

- Chapter 5 of the TRS *Employer Guide* has more information about Annual Reports, Supplementary Reports, and Sick Leave Certifications.
- Chapter 7 of the TRS *Employer Guide* has information about optional service and the related forms.
- Feel free to call TRS Employer Services at (888) 678-3675 with any questions about completing the Annual Report, Supplementary Report or Sick Leave Certifications.
- Contact the Member Accounts Department at (888) 678-3675 extension 2756 when completing optional service forms.
- Questions can be emailed to employers@trsil.org.