

SCHOOL YEAR SETUP

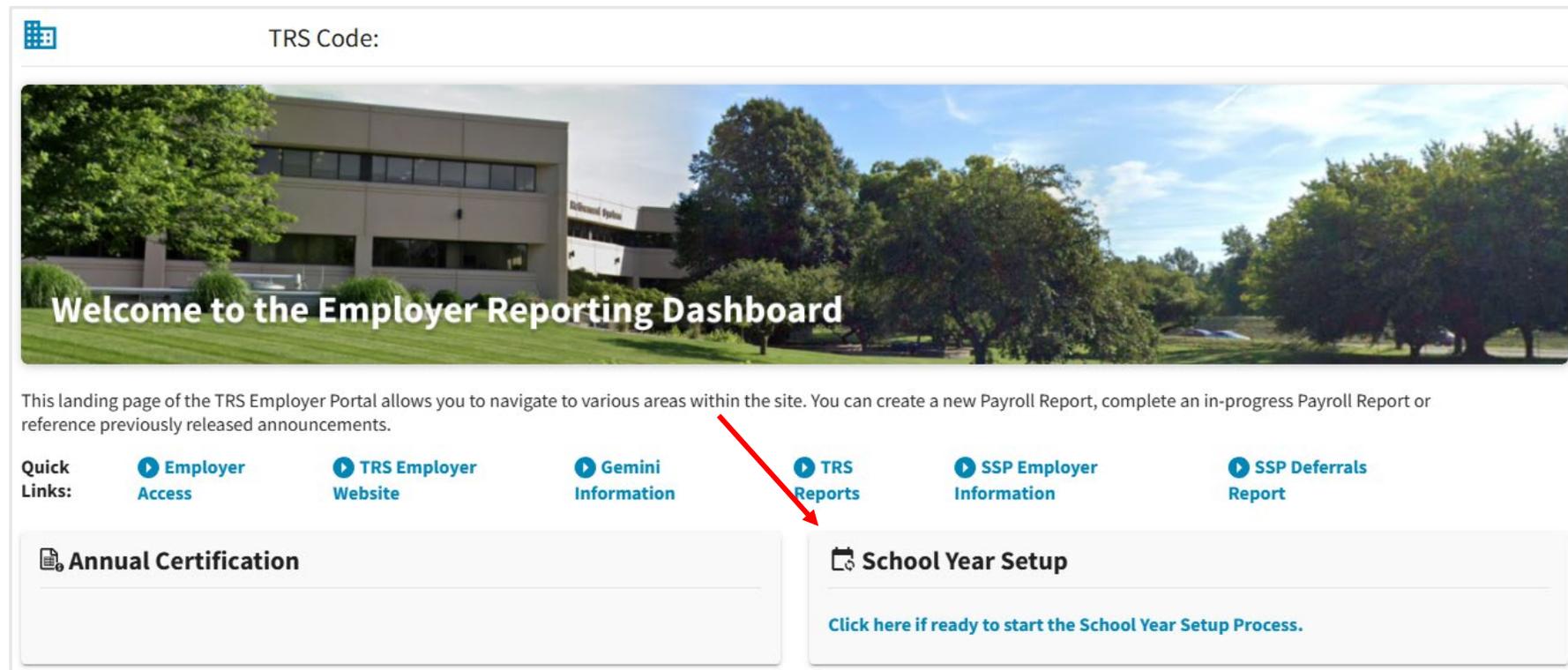


SCHOOL YEAR SETUP PROCESS

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.

On June 1st, the School Year Setup link will be displayed on the Employer Reporting Dashboard.



TRS Code:

Welcome to the Employer Reporting Dashboard

This landing page of the TRS Employer Portal allows you to navigate to various areas within the site. You can create a new Payroll Report, complete an in-progress Payroll Report or reference previously released announcements.

Quick Links:

- Employer Access
- TRS Employer Website
- Gemini Information
- TRS Reports
- SSP Employer Information
- SSP Deferrals Report

Annual Certification

School Year Setup

Click here if ready to start the School Year Setup Process.

DASHBOARD

The employer must review each individual page on the new School Year Setup Dashboard. This will allow for Gemini pay-period reports to be submitted for the next fiscal year.

Prior to uploading the first Gemini Defined Benefit (DB) pay-period report for the new fiscal year, all pages will need to be reviewed.

Prior to uploading the first SSP/Defined Contribution (DC) report for the new fiscal year, only the **General**, **Payroll Schedule** and **Banking** pages will need to be reviewed.

School Year Setup Dashboard

Fiscal Year: 2025-2026 School Year Setup Status: Not Started

You may navigate directly to specific pages to complete the School Year Setup process from this dashboard. When each page is marked "Review Complete", the word Reviewed will display in green indicating that page has been reviewed. Prior to submitting contribution reports for Defined Benefit for the new Fiscal Year, each page must be marked "Review Complete" for all the pages below. Prior to submitting contribution reports for Defined Contribution (SSP) for the new Fiscal Year, the General, Payroll Schedule and Banking pages must be marked "Review Complete".

General Edit Vendor Information and Job Categories Proceed to General →	Payroll Schedule Setup Payroll Schedule Proceed to Payroll Schedule →
Banking Setup Banking Proceed to Banking →	Sick Leave Setup Sick Leave Proceed to Sick Leave →
Board Paid TRS Setup Board Paid TRS Proceed to Board Paid TRS →	Flex Plan Setup Flex Plan Proceed to Flex Plan →
Contacts Add/Edit/Inactivate Contacts Proceed to Contacts →	



DASHBOARD

Proceed to each page on the Dashboard to complete the necessary information. On each individual page, a Review complete for fiscal year 2025-2026 checkbox is required to be checked.

When each page is marked "Review Complete for fiscal year 2025-2026", the word **Reviewed** will display in **green** on the School Year Setup Dashboard indicating that page has been reviewed.

School Year Setup Dashboard

General Reviewed Edit Vendor Information and Job Categories Proceed to General →	Payroll Schedule Reviewed Setup Payroll Schedule Proceed to Payroll Schedule →
Banking Reviewed Setup Banking Proceed to Banking →	Sick Leave Reviewed Setup Sick Leave Proceed to Sick Leave →
Board Paid TRS Reviewed Setup Board Paid TRS Proceed to Board Paid TRS →	Flex Plan Reviewed Setup Flex Plan Proceed to Flex Plan →
Contacts Reviewed Add/Edit/Inactivate Contacts Proceed to Contacts →	

GENERAL

GENERAL

THE GENERAL PAGE SHOULD BE COMPLETED FIRST.

New for 2025-2026: Employers are required to provide Vendor Information and select applicable Job Categories. Click "**Edit**" to enter the current payroll vendor and list all relevant Job Categories for employees reported in Gemini pay periods.

	TRIS Code:		 Edit
General			
<input type="checkbox"/> Review complete for fiscal year 2025-2026			
Short Name:	St Joseph Ogden CHS 305		
TRIS Code:	010-3050		
FEIN:	37-6002583		
Current Status:	Active 01/01/1900		
Classification:	School District		
Region:	Champaign/Ford ROE		
SSP Participation Agreement:	Approved		
Vendor Information:			
Job Categories:			

GENERAL

From the **Payroll Vendor** dropdown, choose the current payroll vendor used by the employer. If the vendor is not listed, choose Other and provide the payroll vendor name.

The screenshot shows the 'General Information' form with the following fields filled in: TRS Code (010-3050), FEIN (37-6002583), Employer Legal Name (ST JOSEPH OGDEN COMMUNITY), Short Name (St Joseph Ogden CHS 305), Status (Active), Status Date (01/01/1900), Classification (School District), and Region (Champaign/Ford ROE 9). The 'Payroll Vendor' dropdown is open, showing a list of options: Select One, ADP, Alio, Common Goal, and Decision Systems. A red arrow points to the dropdown menu.

From the **Job Categories** dropdown, select all job categories reported on Gemini pay-period reports by the employer.

The screenshot shows the 'General Information' form with the following fields filled in: TRS Code (010-3050), FEIN (37-6002583), Employer Legal Name (ST JOSEPH OGDEN COMMUNITY), Short Name (St Joseph Ogden CHS 305), Status (Active), Status Date (01/01/1900), Classification (School District), and Region (Champaign/Ford ROE 9). The 'Payroll Vendor' dropdown is set to 'Skyward'. The 'Job Categories (select all that apply)' dropdown is open, showing a list of options: Select One (or more), Teacher, Administrator, and Medical/Counseling. A red arrow points to the dropdown menu.

GENERAL

Select the Review complete checkbox. Any errors will appear at the top of the screen and must be corrected. If no errors are found, a "Save Successful" message will display at the bottom. **The screen does not automatically return to the dashboard—manual navigation back to the School Year Setup Dashboard is required.**

General

Review complete for fiscal year 2025-2026

Short Name:

TRS Code:

FEIN:

Current Status: Active 01/01/1900

Classification: Special Ed District

Region:

SSP Participation Agreement: Approved

Vendor Information: SDS

Job Categories: Teacher, Administrator, Medical/Counseling

✓ Save Successful 

PAYROLL SCHEDULE

PAYROLL SCHEDULE

New for 2025-2026: If both Teacher and Administrator are selected on the General page, 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

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

Review complete for fiscal year 2025-2026

 Please correct the error(s) below.
Error: You must have at least one Payroll Schedule saved for each Job Category indicated on the General Information screen for the upcoming fiscal year before this can be marked Review Complete.

Actions	Fiscal Year	Payroll Frequency	First Pay Date	Job Categories	Employment Types
	2024-2025	Semi-Monthly	07/05/2024	Administrator	Extra-Duty, Full Time
	2024-2025	Semi-Monthly	07/05/2024	Teacher	Part-Time Non-Contractual (Hourly), Full Time, Extra-Duty, Substitute

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	07/05/2023	Teacher	All
	2023-2024	Semi-Monthly	07/05/2023	Administrator	Extra-Duty, Full Time

PAYROLL SCHEDULE

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

Payroll Schedules will be covered in a separate training

Add Payroll Schedule

Payroll Schedule Information 1 of 2

Let's get started by gathering some initial information for this payroll schedule.

Separate payroll schedules are required for Teachers and Administrators if you will be reporting for both.

Tell us to which fiscal year this schedule will apply.

Fiscal Year *
2025-2026

To which Job Category will this payroll schedule apply? *
(Select one)

Teacher **Administrator**

To which type(s) of employees will this schedule apply? *
(Select all that apply)

Full Time **Part-Time Contractual**
 Substitute **Part-Time Non-Contractual (Hourly)**
 Extra-Duty not requiring licensure only

Cancel **Proceed →**

BANKING

BANKING

Review the current banking information. Employers can establish separate bank accounts for each **Retirement Plan**—Defined Benefit (DB) and SSP/Defined Contribution (DC). If no updates are needed, click Review Complete checkbox.

 **Banking** Active bank information designated for TRS payments.  [Add Account](#)

[Review complete for fiscal year 2025-2026](#)

Actions	Retirement Plan	Account Type	Bank Name	Routing Number	Account Number	Begin Date	End Date <small>▼</small>
	All	Checking		88	...35	08/12/2021	

 **Banking History (0)** Inactive bank information.

Actions	Retirement Plan	Account Type	Bank Name	Routing Number	Account Number	Begin Date	End Date <small>▼</small>
No Banking History Available.							

SICK LEAVE

SICK LEAVE

If both Teacher and Administrator are selected on the General page, the employer must **Add Sick Leave** for each Job Category.

Sick Leave Current or subsequent fiscal year sick leave information. + Add Sick Leave

Review complete for fiscal year 2025-2026

Actions	Fiscal Year	Job Category	Allotment(s)	Reinstate	Grant	Allotment Comments
<input type="checkbox"/>	2024-2025	Teacher	14.0			0-14 years, 14 sick day
<input type="checkbox"/>	2024-2025	Administrator	14.0			0-14 years, 14 sick day

Add Sick Leave

Report the amount of the normal annual allotment(s) of sick leave days provided to the members under the collective bargaining agreement, contracts and/or board policies. Include personal days, business days, and any other nonvacation days that can be used as sick leave.

Fiscal Year *

Job Category *

Normal Annual Allotment(s) * Enter ALL of the Normal Annual Allotments for the selected Job Category. Include personal, business or other nonvacation leave days that are available for use as sick leave when given.

Use the field below to detail how members qualify for each of the above allotments. ⓘ

Allotment - Comment *

Do you reinstate sick leave days upon an employee's return to employment? * ⓘ 0 / 3800

Yes No Other

Do you have a policy to grant sick leave days in addition to the normal annual allotment during this Fiscal Year? * ⓘ

Yes No

SICK LEAVE

Normal Annual Allotment refers to the amount of sick leave allocated annually to members according to the collective bargaining agreement (CBA), employment policies, or contracts. This includes business, personal days, or other non-vacation leave that may be used as sick days.

Some employers provide a tiered or graduated sick leave allotment based on years of experience or accumulated sick leave balances. TRS recognizes the tier a member qualifies for under the terms of the CBA as that member's Normal Annual Allotment. Each allotment should be added.

Allotment – Comment
Use the section to provide additional details about the reported Normal Annual Sick Leave Allotments. If multiple allotment amounts are reported, explain how the employee qualifies for each allotment entered.

Add Sick Leave

Report the amount of the normal annual allotment(s) of sick leave days provided to the members under the collective bargaining agreement, contracts and/or board policies. Include personal days, business days, and any other nonvacation days that can be used as sick leave.

Fiscal Year *

Job Category *

Normal Annual Allotment(s) * Enter ALL of the Normal Annual Allotments for the selected Job Category. Include personal, business or other nonvacation leave days that are available for use as sick leave when given.

Use the field below to detail how members qualify for each of the above allotments. ⓘ

Allotment - Comment *

Do you reinstate sick leave days upon an employee's return to employment? * ⓘ 0 / 3800

Yes No Other

Do you have a policy to grant sick leave days in addition to the normal annual allotment during this Fiscal Year? * ⓘ

Yes No

Save Cancel

SICK LEAVE

Additional Questions

Reinstate – An employer may have a policy allowing reinstatement of previously reported sick leave days if a member is rehired after termination of employment. If yes, **contact TRS** when a member returns and sick leave days are reinstated so TRS can adjust and remove the days that were reported previously.

Granting – TRS makes a distinction between the **Normal Annual Allotment** of sick leave days and additional days granted beyond that allotment. Employers may have policies that allow for extra sick leave days in addition to the Normal Annual Allotment.

The information gathered will determine whether sick leave days are reportable and if the employer may incur costs when a member retires.

Add Sick Leave

Report the amount of the normal annual allotment(s) of sick leave days provided to the members under the collective bargaining agreement, contracts and/or board policies. Include personal days, business days, and any other nonvacation days that can be used as sick leave.

Fiscal Year *

Job Category *

Normal Annual Allotment(s) * Enter ALL of the Normal Annual Allotments for the selected Job Category. Include personal, business or other nonvacation leave days that are available for use as sick leave when given.

Use the field below to detail how members qualify for each of the above allotments. ⓘ

Allotment - Comment *

Do you reinstate sick leave days upon an employee's return to employment? * ⓘ 0 / 3800

Yes No Other

Do you have a policy to grant sick leave days in addition to the normal annual allotment during this Fiscal Year? * ⓘ

Yes No

Save Cancel

SICK LEAVE- Granting

Granting – Comment

In cases where additional days are granted in addition to the Normal Annual Allotment outlined in the collective bargaining agreement (CBA), employment policies, or contracts, a comment is required to explain why and how the days are granted.

Common Examples

- additional days awarded for good attendance or for not using sick or personal leave
- additional days awarded for reaching a minimum accumulation of sick leave
- unused vacation days converted to sick leave
- unused personal leave days that accumulate two-for-one as sick leave or personal leave

Normal Annual Allotment(s)* Enter ALL of the Normal Annual Allotments for the selected Job Category. Include personal, business or other nonvacation leave days that are available for use as sick leave when given.

Use the field below to detail how members qualify for each of the above allotments. [i](#)

Allotment - Comment *

Do you reinstate sick leave days upon an employee's return to employment? * [i](#) 0 / 38

Yes No Other

Do you have a policy to grant sick leave days in addition to the normal annual allotment during this Fiscal Year? * [i](#)

Yes No

Granting - Comment *

SICK LEAVE

The “i” next to each question or required field provides an explanation for that section.

Granting Information

The following are considered granted sick leave days:

- business, personal or other nonvacation days that are not available for use as sick leave but accumulate as sick leave if unused
- additional days awarded to employees that have submitted their intent to retire
- additional days awarded to cover a serious illness
- additional days awarded for good attendance or for not using sick or personal leave
- additional days awarded for reaching a minimum accumulation of sick leave
- sick, business, personal or other nonvacation leave days awarded in lieu of payment for extra duties
- unused vacation days converted to sick leave
- days granted from a sick leave bank to preserve a member's personal sick leave balance in the final year(s) of service.

Please refer to Chapter 6 of the TRS Employer Guide for more information regarding the granting of sick leave days.

Do you have a policy to grant sick leave days in addition to the normal annual allotment during this Fiscal Year? * **i**

Yes No

Granting - Comment *

Save **Cancel**

Refer to Chapter 6 in the Employer Guide for more granting information.

SICK LEAVE - Example

Add Sick Leave

Report the amount of the normal annual allotment(s) of sick leave days provided to the members under the collective bargaining agreement, contracts and/or board policies. Include personal days, business days, and any other nonvacation days that can be used as sick leave.

Fiscal Year *
2025-2026

Job Category *
Teacher

Normal Annual Allotment(s) * Enter **ALL** of the Normal Annual Allotments for the selected Job Category. Include personal, business or other nonvacation leave days that are available for use as sick leave when given.

12.0 - 15.0 - 20.0 +

Use the field below to detail how members qualify for each of the above allotments. ⓘ

Allotment - Comment *
Teachers with 0-5 years = 10 + 2 personal leave, 6-12 years = 13 + 2 personal leave, 13+ years = 18 + 2 personal leave.

Do you reinstate sick leave days upon an employee's return to employment? * ⓘ 120 / 3800
 Yes No Other

Do you have a policy to grant sick leave days in addition to the normal annual allotment during this Fiscal Year? * ⓘ
 Yes No

Granting - Comment *
Teachers that do not use any personal leave days will receive an additional day added at the beginning of the next year.

120 / 3800

Save **Cancel**

Normal Annual Allotment

- The employer has a tiered sick leave based upon years at the employer. Each allotment should be entered and the **Allotment – Comment** should describe the different allotments.

Reinstate

- If a member terminates employment, the employer does not reinstate the sick leave days previously reported to TRS.

Granting

- The employer has a policy to grant sick leave days in addition to the normal annual allotment. A **Granting – Comment is required** with a description of the granting policy .
 - In this example, a member will receive an additional day at the beginning of the next year if no personal days were used in the prior year. Refer to the “i” for more common granting examples.

SICK LEAVE

Once Sick Leave has been entered for the applicable Job Categories, the new fiscal year will display at the top, and the Review complete checkbox can be selected.

When a fiscal year ends, that year will be moved to **Sick Leave History**.

Sick Leave Current or subsequent fiscal year sick leave information.

[+ Add Sick Leave](#)

Review complete for fiscal year 2025-2026

Actions	Fiscal Year	Job Category	Allotment(s)	Reinstate	Grant	Allotment Comments
<input type="checkbox"/>	2025-2026	Teacher	14.0, 16.0, 18.0, 21.0	No	No	Tiered Based on Experience: 0-6 Years = 12 Sick Days / 2 Personal... View More
<input type="checkbox"/>	2025-2026	Administrator	14.0, 16.0, 18.0, 21.0	No	No	Tiered Based on Experience: 0-6 Years = 12 Sick Days / 2 Personal... View More
<input type="checkbox"/>	2024-2025	Teacher	14.0, 16.0, 18.0, 21.0			Tiered Based on Experience: 0-6 Years = 12 Sick Days / 2 Personal... View More
<input type="checkbox"/>	2024-2025	Administrator	14.0, 16.0, 18.0, 21.0, 27.0			Tiered Based on Experience: 0-6 Years = 12 Sick Days / 2 Personal... View More

Sick Leave History (22) Previous fiscal year(s) sick leave information.

Actions	Fiscal Year	Job Category	Allotment(s)	Reinstate	Grant	Allotment Comments
<input type="checkbox"/>	2023-2024	Teacher	14.0, 16.0, 18.0			Tiered Based on Experience: 0-6 Years = 12 Sick Days / 2 Personal... View More
<input type="checkbox"/>	2023-2024	Administrator	14.0, 16.0, 18.0, 27.0			Principal & Assistant Principal: Tiered Based on Experience: 0-6 ... View More



BOARD PAID TRS

BOARD PAID TRS

Select Yes or No to indicate whether the employer covers any portion of the **9% member TRS retirement contribution** as a benefit for Teachers and/or Administrators. When an employer pays any portion of a member's 9% retirement contribution in addition of salary, that amount is considered creditable earnings for the member.

If Yes is selected, an explanation must be entered in the Comment field.

Add Board Paid TRS ✕

Fiscal Year *
2025-2026 ▼

Does the employer pay any portion of the member 9% contributions for any Teachers?*
 Yes No

Does the employer pay any portion of the member 9% contributions for any Administrators?*
 Yes No

If Yes, what percentage is board paid for Administrators? (Examples: 1. Pay the full 9% for all administrators. 2. Pay the full 9% for the Superintendent only. 3. Pay the full 9 % for the Superintendent, 8% for Assistant Superintendents and 4.5% for all other administrators, etc.)

Comments - Administrators *
Pay the full 9 % for the Superintendent, 8% for Assistant Superintendents and 4.5% for all other administrators

FLEX PLAN

FLEX PLAN

The employer must indicate whether a Flexible Benefit Plan is offered. Select " [Add Flex Plan](#) " to provide a Yes or No. Additional information will be required if a flex plan is offered.

A TRS flexible benefit plan is a choice between insurance or taking a salary option 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). **Contributions to or distributions from medical spending accounts (FSA or HSA) do not qualify as a Flexible Benefit Plan under TRS's definition.**

When an employer offers a flex plan, the salary option is reportable for all those who qualify, including those who choose the insurance option.

Flex Plan Current or subsequent fiscal year flexible benefit plan information.

[Review complete for fiscal year 2025-2026](#)

[+ Add Flex Plan](#)

Actions	Fiscal Year	Job Category	Flex Plan Type	Switching	Amount(s)	Emp Type(s)	Comments
No Flex Plan Available.							

Flex Plan History Previous fiscal year(s) flexible benefit plan information.

Actions	Fiscal Year	Job Category	Flex Plan Type	Switching	Amount(s)	Emp Type(s)	Comments
No Flex Plan History Available.							

FLEX PLAN

When selecting [Add Flex Plan](#) for the first time, the initial screen will ask if a salary option is available for each Job Category listed on the General page.

If the Job Category selected cannot opt out of insurance and receive a salary option, select 'No'.

If the Job Category selected can opt out of insurance and receive a salary option, select 'Yes'.

Click **Save** to return to the Flex Plan screen. Select [Add Flex Plan](#) **again** to enter additional information for each category.

Flex Plan for 2025-2026

A flexible benefit plan offers a choice between insurance and options that qualify 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)). Contributions to or distributions from medical spending accounts (FSA or HSA) do not qualify as a flexible benefit plan under TRS's definition. This question is not referring to TRS's Supplemental Savings Plan (SSP). If your members cannot opt out of insurance and receive a salary option, select 'No'. If your members can opt out of insurance and receive a salary option, select 'Yes'. If you select 'Yes', you must complete at least one flex plan for each job category marked 'Yes', before you can proceed with new reporting.

Fiscal Year *
2025-2026

Do you offer a Flex Plan for Teachers in 2025-2026?
 Yes No

Do you offer a Flex Plan for Medical/Counseling in 2025-2026?
 Yes No

Do you offer a Flex Plan for Administrators in 2025-2026?
 Yes No

Save **Cancel**

The initial screen is only available one time. If the initial screen is answered incorrectly, the employer must contact TRS.

FLEX PLAN

Fiscal Year, Job Category, Employment Types-

Choose all that are offered a salary option when opting out of insurance.

Amount(s) – List all salary amounts offered to members opting out of insurance. Click "+" to add additional amounts.

FTE – Indicate whether a minimum Full-Time Equivalency (FTE) is required for a member to be eligible for the salary option.

Add-on or Grandfathered –Select if the option applies to all members or only those hired before a certain date.

Comment - Provide any details about the salary option.

Review each question and explanation carefully.

Add Flex Plan

Fiscal Year * **Job Category ***

Employment Type Which employment types are eligible for the Flex Plan?

Full Time (5 days per week, 4 or more clock hours per day)

Amount(s) Include Board Paid TRS if applicable

Part-Time Contractual (5 days per week, less than 4 clock hours per day or less than 5 days per week)

Substitute/Part-Time Non-Contractual (Hourly)

Is there a minimum FTE percentage for Full Time or Part-Time Contractual members to participate in the Flex Plan?

Yes No

Is the Flex Plan an add-on plan or a grandfathered plan?

Add-on Offered to all individuals covered under the collective bargaining agreement (CBA) and/or employment policies that meet the requirements set forth in the CBA and/or policies.

Grandfathered Only offered to members hired before a certain date.

If grandfathered, are grandfathered individuals allowed to switch between the salary and insurance options?
There are two types of grandfathered Flex Plans:

1. Select **Yes** if new hires cannot elect the salary option, but those hired before the grandfathered date continue to have the option to switch between the salary option and the insurance. After the Flex Plan becomes grandfathered, the salary option continues to be reportable for all members hired before the grandfathered date.
2. Select **No** if new hires cannot elect the salary option, but those hired before the grandfathered date who were receiving the salary option may continue to receive the salary option. However, if they switch to the insurance, they can no longer elect the salary option in the future. The Flex Plan is only reportable for those electing and receiving the salary option.

Yes (Switching Allowed) No (Switching Not Allowed)

Comment

FLEX PLAN

EXAMPLE

Job Category – Administrators are eligible for a salary option if they opt out of the insurance plan.

Amount – The employer offers two separate amounts to Administrators based on their position.

FTE -All administrators qualify regardless of the member’s Full-time Equivalency (**FTE**).

Add-on - The plan is offered to all, not only those hired before a specific date

Comment – The comment should describe who receives the flex plan amounts at the employer.

Fiscal Year *
2025-2026

Job Category *
Administrator

Employment Type Which employment types are eligible for the Flex Plan?
 Full Time (5 days per week, 4 or more clock hours per day)
Amount(s) Include Board Paid TRS if applicable
10,000.00 - 20,000.00 +

Part-Time Contractual (5 days per week, less than 4 clock hours per day or less than 5 days per week)
 Substitute/Part-Time Non-Contractual (Hourly)

Is there a minimum FTE percentage for Full Time or Part-Time Contractual members to participate in the Flex Plan?
 Yes No

Is the Flex Plan an add-on plan or a grandfathered plan?

Add-on Offered to all administrators, individual administrators or offered to some members of an administrative group (ex. Superintendent only, all principals only, all administrators except the Superintendent, etc). If the flexible benefit plan is not offered to all administrators, specify in the Comments box the group of administrators or individual administrators that have the option.

Grandfathered Only offered to members hired before a certain date.

If grandfathered, are grandfathered individuals allowed to switch between the salary and insurance options?
There are two types of grandfathered Flex Plans:

1. Select **Yes** if new hires cannot elect the salary option, but those hired before the grandfathered date continue to have the option to switch between the salary option and the insurance. After the Flex Plan becomes grandfathered, the salary option continues to be reportable for all members hired before the grandfathered date.
2. Select **No** if new hires cannot elect the salary option, but those hired before the grandfathered date who were receiving the salary option may continue to receive the salary option. However, if they switch to the insurance, they can no longer elect the salary option in the future. The Flex Plan is only reportable for those electing and receiving the salary option.

Yes (Switching Allowed) No (Switching Not Allowed)

Comment
The superintendent has a salary option of 20,000 and the principals have salary option of 10,000.

98 / 380

Save Cancel

FLEX PLAN

Once the Flex Plan has been entered for the Job Categories listed on the General page, the new fiscal year will display at the top, and the Review complete checkbox can be selected.

When a fiscal year ends, that year will be moved to **Flex Plan History**.

Flex Plan <small>Current or subsequent fiscal year flexible benefit plan information.</small> + Add Flex Plan							
<input checked="" type="checkbox"/> Review complete for fiscal year 2025-2026							
Actions	Fiscal Year	Job Category	Flex Plan Type	Switching	Amount(s)	Emp Type(s)	Comments
	2025-2026	Administrator	Add-on	No	10,000.00, 20,000.00	F	The superintend... View More
	2024-2025	Administrator	Add-on	No	9,500.00, 10,500.00	F	Effective the 2... View More
Flex Plan History <small>Previous fiscal year(s) flexible benefit plan information.</small>							
Actions	Fiscal Year	Job Category	Flex Plan Type	Switching	Amount(s)	Emp Type(s)	Comments
	2023-2024	Administrator	Add-on	No	2,142.86	F	Effective the 2... View More

CONTACTS

CONTACTS

Review all employer contacts listed on the Contacts page. Use this page to add new contacts, edit existing information, or inactivate contacts. Be sure to inactivate anyone who no longer needs access to Gemini or is no longer employed

Contacts Active employer contacts. [+ Add New Contact](#)

Review complete for fiscal year 2025-2026

Actions	Name	Title	Contact Type	Security Roles	Phone	Email	Active Date
	Mr.	Payroll Coordinator	Reporting PRIMARY, Accounting		(708)		04/20/2021
		Township Sch Trea	Other		(708)		04/20/2021
		Quality Assurance	Technology	Multiple	(217)		10/03/2020
	ster	Quality Assurance	Technology	Multiple	(217)		10/03/2020
		Quality Assurance	Technology	Multiple	(217)		10/03/2020

Rows per page 10 First < 1 > Last

CONTACTS

Contacts Active employer contacts. + Add New Contact

Review complete for fiscal year 2025-2026

! Please correct the error(s) below.
Error: You must have a Primary Reporting and Primary Superintendent/Director contact type saved before this can be marked Review Complete.

Actions	Name	Title	Contact Type	Security Roles	Phone	Email	Active Date
---------	------	-------	--------------	----------------	-------	-------	-------------

When adding or deleting contacts, additional information may be required. Any errors will be displayed at the top of the Contacts page and must be resolved before the Review complete checkbox can be selected.

New for 2025-26
You must have a superintendent listed.

Edit Contact

Name & Location
Enter the name of the contact, what their job title is and where they work.

Prefix * First Name * Last Name * Suffix

Title *

Location *

Contact Type * You must select one or more topics in this section.

Topics:	Primary contact?	Topics:	Primary contact?
<input type="checkbox"/> Reporting	<input type="checkbox"/>	<input checked="" type="checkbox"/> Superintendent/Director	<input checked="" type="checkbox"/>
<input type="checkbox"/> Accounting	<input type="checkbox"/>	<input type="checkbox"/> Other	<input type="checkbox"/>
<input type="checkbox"/> Technology	<input type="checkbox"/>	<input type="checkbox"/> SSP Contact	<input type="checkbox"/>
<input type="checkbox"/> Health Insurance	<input type="checkbox"/>	<input type="checkbox"/> Human Resources	<input type="checkbox"/>

DASHBOARD

Ensure all pages are marked **Reviewed** to upload pay-period reports for the 2025-26 fiscal year. In some cases, if corrections were made to one page that affected the information on another, the **Reviewed** will no longer appear and the page will need to be reviewed again.

General Edit Vendor Information and Job Categories Proceed to General →	Reviewed	Payroll Schedule Setup Payroll Schedule Proceed to Payroll Schedule →	Reviewed
Banking Setup Banking Proceed to Banking →	Reviewed	Sick Leave Setup Sick Leave Proceed to Sick Leave →	Reviewed
Board Paid TRS Setup Board Paid TRS Proceed to Board Paid TRS →	Reviewed	Flex Plan Setup Flex Plan Proceed to Flex Plan →	Reviewed
Contacts Add/Edit/Inactivate Contacts Proceed to Contacts →	Reviewed		



DASHBOARD

Once all pages are marked **Reviewed**, the **School Year Setup** link will no longer appear on Employer Reporting Dashboard. It can be accessed through the Employer Information dropdown or accessing each page individually.

Teachers' Retirement System of the State of Illinois

Reporting Services **Employer Information**

TR Code:

Demographics Participation

General School Year Setup

Contacts Flex Plan

Locations Sick Leave

Board Paid TRS

Welcome to the Employer Reporting Dashboard

This landing page of the TRS Employer Portal allows you to navigate to various areas within the site. You can create a new Payroll Report, complete an in-progress Payroll Report or reference previously released announcements.

Quick Links: [Employer Access](#) [TRS Employer Website](#) [Gemini Information](#) [TRS Reports](#) [SSP Employer Information](#) [SSP Deferrals Report](#)

Annual Certification

Click here if ready to start/continue the Annual Certification process.

RESOURCES

[Employer Portal Procedures: Contacts](#)

[Employer Guide Chapter 6: Service Credit](#)

[Chapter 3: Creditable Earnings, Board-paid TRS, Flex plans](#)

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

