

Supplementary Reports and Sick Leave Certifications



What is a Supplementary Report?

The employer must submit a Supplementary Report when a benefit is requested for Retirement, Single-sum Retirement, Disability, Death, or a Refund. This report allows the benefit to be processed and paid quickly, before the employer's Annual Certification is submitted and audited.

Some of the information needed includes:

- Date the member last worked
- How many days the member worked
- How much the member earned
- How many unused, uncompensated sick leave days the member had left

Employer - TRS High School			
Social Security number 555-55-5555	Member's name Taylor Swift		
Claim Type:		Retirement	
Last day of school term or employment agreement, if longer: _____			
Last paid day (inclusive of paid sick days): _____			
Effective date of resignation: _____			
Number of unused, uncompensated sick leave days: _____			
Employment type:			
<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time Contractual	<input type="checkbox"/> Substitute	
<input type="checkbox"/> Part-time Noncontractual (Hourly/Daily)	<input type="checkbox"/> Extra Duty		
Earnings Information for 2024-25 School Year			
Date of last payment for regular earnings: _____			
Number of days in employment agreement: _____			
Total number of days paid: _____			
DO NOT convert partial days into full day equivalents. Count every paid day, Monday through Friday.			
2024-25 School Year	Annual Salary Rate	Creditable Earnings	Member TRS Contributions (9.0%)
Base			
Flexible Benefit Plan			
Extra-duty (coaching, driver's education, cheerleading sponsor, etc.)			
Severance / Lump-sum** (bonus, sick leave, retirement incentive, etc.)			
Totals:			
**Date of Severance / Lump-sum Payment: _____			
(If paid out over several periods, enter last date paid.)			

What is a Sick Leave Certification?

When a member applies for a retirement benefit from TRS, each employer the member worked for during the past four years must complete a Sick Leave Certification—**even if the member is no longer employed there.**

The form provides the number of sick and personal leave days awarded to the member during those four final years. If an employer grants more leave than the normal annual allotment specified in the collective bargaining agreement or contract, the employer could be subject to a sick leave granting cost.

Employer - TRS High School		
Social Security number 555-55-5555	Member's name Taylor Swift	
Days Added to Member's Record During the Final Years of Service		
	Column 1**	Column 2**
School Year	Normal annual allotment of sick and personal or other non-vacation leave days available for use as sick leave as specified in the collective bargaining agreement or contract	Total number of sick and personal or other non-vacation leave days available for use as sick leave added to the member's sick leave record during the school year.
2021-22		
2022-23		
2023-24		
2024-25		
<i>** If no days in excess of the normal annual allotment were granted or reinstated during the year, column 1 and column 2 will be the same. If days in excess of the normal annual allotment were added to the member's record during the year, column 2 should be the total of column 1 plus the additional days granted or reinstated.</i>		

Where are the reports located?

Employer Access
Sign Out
My Account
Contact Information
Employer Services
Employee Information
Employee Lookup
Reports
Accounting
Accounts
Billing
Reports
Payroll Schedule
Annual Report
How To Use This System
Import/Recover/Delete
Employee List
Add Employee
Remittances
Compliance Questionnaire
Reports
Submit to TRS
Confirm Sum of Changes
Claims
How To Use This System
Supp Rpts/Sick Leave Certs
Revise Submitted Supp Rpts
Revise Submitted SL Certs
Reports
Demographics
Document Upload
Seminar
Seminar Registration
User Accounts
Add Profile
Select User Profile
Web Access Certification

Supplementary Reports and Sick Leave Certifications are located in the **Employer Access** portal under the Claims section.

Employers get notified every Wednesday if a Supplementary Report and/or Sick Leave Certification was added to the queue.

Claims

Supp Rpts/Sick Leave Certs - Complete and submit Supplementary Reports and Sick Leave Certifications.

Revise Submitted Supp Rpts/SL Certs - Correct previously submitted Supplementary Reports and/or Sick Leave Certifications.

Reports - Print Supplementary Reports and Sick Leave Certifications that were submitted.

Selecting a member

If there are members located in the queue, it will list the Name, which reports need completed, Claim Type and expected Claim Date.

After the information is entered for a member, the page will then display if Errors invoked and if an Edit Explanation was provided. Once the report is submitted, the member will be removed from the queue.

The screenshot displays the 'Employer Access' interface for the Teachers' Retirement System of the State of Illinois. The page title is 'Employer Access' and the user is logged in as '0 - TRS High School'. The main content area is titled 'Supplementary Reports / Sick Leave Certifications' and shows a list of 4 members. The interface includes a navigation menu on the left, a search and filter section, and a table of member data.

	Errors		Edit Expl	SSN	Name	Supp Rpt	SL Cert	Claim Type	Claim Date
	Fatal	Non							
Update				444-44-4444	Cruise, Tom	✓	✓	Retirement	05/24/2025
Update				222-22-2222	Jordan, Michael	✓		Disability Benefit	
Update				777-77-7777	Lopez, Jennifer	✓	✓	Retirement	05/24/2025
Update				555-55-5555	Swift, Taylor	✓	✓	Retirement	05/24/2025

Update Employment Information

When selecting a Supplementary Report for a member, the initial screen will display fields that will need to be completed. If a Sick Leave Certification is required, a [link](#) will appear at the top.

If the member did not work for the employer in the current fiscal year, simply enter the date the member last worked in Last Paid Day (inclusive of paid sick days). The system will recognize the date was in a prior year and ask if the Supplementary Report should be deleted.

Update Employment Information Lopez, Jennifer (Tier I)
* Required Information 777-77-7777

[Go directly to Sick Leave Certification.](#)

Claim Type: Retirement

Last Day of School Term or Employment Agreement, If Longer*: (mm/dd/yyyy)

Last Paid Day (inclusive of paid sick days)*: (mm/dd/yyyy) ⓘ

Effective Date of Resignation*: (mm/dd/yyyy)

Number of Unused, Uncompensated Sick Leave Days*:

Employment Type for 2024-25*:

Explanation of fields required

Last Day of School Term or Employment Agreement, If Longer

- Examples:
 - ❑ Last day of the teacher's contract, including any teacher institute and paid snow days.
 - ❑ If a member works summer school, list the last day of summer school worked.
 - ❑ If the member is an administrator, list the last day of that administrator contract.

Last Paid Day (inclusive of paid sick leave days)

- Represents the last date of the school calendar for which a member is being paid. In most cases, this will be the member's final workday.
- For members that worked all year and resigned/retired at the end of the school term, the same date should be entered for the "Last Day of the School Term or Employment Agreement, If Longer," "Last Paid Day (inclusive of paid sick days)," and "Effective Date of Resignation."

“Last Paid Day” should not be confused with “Date of Last Payment for Regular Earnings,” which appears on the second entry screen.

Explanation of fields required

Effective Date of Resignation

- Indicate the resignation date for Retirement, Single-sum Retirement or Refund. The effective date of resignation is not required on Disability Supplementary Reports and for Substitute, Part-time Noncontractual or Extra-duty employment types.

Number of Unused, Uncompensated Sick Leave Days

- Enter the number of unused and uncompensated sick leave days the member had remaining at retirement or termination. Include personal leave days that are available for use as sick leave.
- When reporting sick leave days, round to the nearest tenth decimal place. Do not round sick leave days to the nearest whole number. **For example:**
 - A member has 55.75 sick leave days, report 55.8 sick leave days.

TRS does not have a cap on the number of sick leave days that can be reported.

Explanation of fields required

Number of Unused, Uncompensated Sick Leave Days (cont.)

- TRS requires the employer to report all unused, uncompensated sick leave days that the member had available for use at termination.
- If a payment for unused sick leave is paid with the later of the last paycheck for regular earnings or the last day of work, the lump sum is reportable to TRS as creditable earnings. The days used in the payment calculation are considered compensated, and the compensated sick days are not reportable to TRS for service credit.

However, if the lump sum payment for unused sick leave days is not reportable to TRS as creditable earnings, the days used in the payment calculation are not considered to have been compensated at retirement and the uncompensated sick leave days are reportable to TRS for service credit.

Ultimately, either the days or the payment are reportable, never both and never neither.

EXAMPLE

A member had 400 sick leave days on record. The employer paid out 100 of those days after the member's final day of work and after their last regular paycheck. Because this lump sum payment is not reportable, the entire 400 sick leave days are reportable.

Explanation of fields required

5 Employment Types

Claim Type:	Retirement
Last Day of School Term or Employment Agreement, If Longer*:	<input type="text"/> (mm/dd/yyyy)
Last Paid Day (inclusive of paid sick days)*: ⓘ	<input type="text"/> (mm/dd/yyyy)
Effective Date of Resignation*:	<input type="text"/> (mm/dd/yyyy)
Number of Unused, Uncompensated Sick Leave Days*:	<input type="text"/>
Employment Type for 2024-25*:	Select One
	Select One
	F - Full Time
	P - Part-time Contractual
	S - Substitute
	H - Part-time Noncontractual (Hourly)
	E - Extra-duty

F – Full-time

- Employed for four or more clock hours per day
- Employed for five days per week (Monday through Friday)
- Has an employment agreement to work a specified period of time
- Has an established annual salary rate
- Includes permanent substitutes/district-wide substitutes working on a full-time basis.

If a member works only part of the year—such as starting late or leaving early—report an "F" if they were full-time during the period they were employed.

P – Part-time Contractual

- Employed for fewer than four clock hours per day or five days per week
- Has an employment agreement to work a specified period of time
- Has an established annual salary rate
- Includes permanent substitutes/district-wide substitutes working on a part-time basis.

Explanation of fields required

5 Employment Types (cont.)

Claim Type:	Retirement
Last Day of School Term or Employment Agreement, If Longer*:	<input type="text"/> (mm/dd/yyyy)
Last Paid Day (inclusive of paid sick days)*: ⓘ	<input type="text"/> (mm/dd/yyyy)
Effective Date of Resignation*:	<input type="text"/> (mm/dd/yyyy)
Number of Unused, Uncompensated Sick Leave Days*:	<input type="text"/>
Employment Type for 2024-25*:	Select One
	<ul style="list-style-type: none">Select OneF - Full TimeP - Part-time ContractualS - SubstituteH - Part-time Noncontractual (Hourly)E - Extra-duty

S – Substitute

- Employed as temporary replacement of another teacher, regardless of the length of employment or rate of pay
 - Includes daily/on-call and long-term substitute teachers
- Example** - Filling in for a teacher who was on leave of absence.

H – Part-time Noncontractual (Hourly)

- Paid on an hourly or daily basis
- Doesn't have an established annual salary rate
- **Examples:**
 - ❑ Homebound teacher
 - ❑ Social workers/Psychologist – Sometimes instead of a contract with a set salary and days, they are paid per case or per hour

E – Extra duty

- Performs only extra duties that do **not** require licensure. The Illinois State Board of Education (not the individual employer or TRS) determines if a position or duty requires licensure.
- **Examples** in Chapter 3 for extra duties that do and do not require a license.

Errors

Click save and the system will check for errors based on the entered information. Errors will appear at the top of the screen if an issue exists.

Fatal errors are displayed in red. Fatal errors must be corrected before proceeding to the next screen.

- Last day of school term or employment agreement, if longer, must be Monday through Friday.
- Last paid day must be Monday through Friday.

Update Employment Information
* Required Information

[Go directly to Sick Leave Certification.](#)

Claim Type:	Retirement
Last Day of School Term or Employment Agreement, If Longer*:	<input type="text" value="05/31/2025"/> (mm/dd/yyyy)
Last Paid Day (inclusive of paid sick days)*: ⓘ	<input type="text" value="05/31/2025"/> (mm/dd/yyyy)
Effective Date of Resignation*:	<input type="text" value="05/31/2025"/> (mm/dd/yyyy)
Number of Unused, Uncompensated Sick Leave Days*:	<input type="text" value="365.0"/>
Employment Type for 2024-25*:	<input type="text" value="F - Full Time"/>

Earnings Information

Employment Information		Lopez, Jennifer (Tier I) 777-77-7777	
Claim Type:	Retirement		
Last Day of School Term or Employment Agreement, If Longer:	05/30/2025		
Last Paid Day (inclusive of paid sick days):	05/30/2025		
Effective Date of Resignation:	05/30/2025		
Number of Unused, Uncompensated Sick Leave Days:	365.0		
Employment Type for 2024-25:	Full Time		
Update Employment Information			
Earnings Information for 2024-25 School Year		Lopez, Jennifer (Tier I) 777-77-7777	
* Required Information			
Date of Last Payment for Regular Earnings:	<input type="text"/>	(mm/dd/yyyy)	
Number of Days in Employment Agreement*:	<input type="text"/>		
Total Number of Days Paid*:	<input type="text"/>		
DO NOT convert partial days into full day equivalents. Count every paid day, Monday through Friday.			
2024-25 School Year	Annual Salary Rate	Creditable Earnings	Member TRS Contributions (9.0%)
Base	<input type="text"/> *	<input type="text"/> *	
Flexible Benefit Plan	<input type="text"/>	<input type="text"/>	
Extra-duty (coaching, driver's education, cheerleading sponsor, etc.)	<input type="text"/>	<input type="text"/>	
Severance / Lump-sum ** (bonus, sick leave, retirement incentive, etc.)	** <input type="text"/>	** <input type="text"/>	
Totals:	<input type="text"/> *	<input type="text"/> *	<input type="text"/> *
** Date of Severance / Lump-sum Payment:	<input type="text"/>	(mm/dd/yyyy)	
(If paid out over several periods, enter last date paid.)			

- After saving the Employment Information, the **Earnings Information** must be completed.
- To make changes to the Employment Information, use the [Update Employment Information](#) link.
- In the **Earnings Information** section, click on each entry box and provide all the requested data.

Explanation of fields required

Employment Information		Lopez, Jennifer (Tier I) 777-77-7777	
Claim Type:	Retirement		
Last Day of School Term or Employment Agreement, If Longer:	05/30/2025		
Last Paid Day (inclusive of paid sick days):	05/30/2025		
Effective Date of Resignation:	05/30/2025		
Number of Unused, Uncompensated Sick Leave Days:	365.0		
Employment Type for 2024-25:	Full Time		
Update Employment Information			
Earnings Information for 2024-25 School Year		Lopez, Jennifer (Tier I) 777-77-7777	
* Required Information			
Date of Last Payment for Regular Earnings:	<input type="text"/>	(mm/dd/yyyy)	
Number of Days in Employment Agreement*:	<input type="text"/>		
Total Number of Days Paid*:	<input type="text"/>		
DO NOT convert partial days into full day equivalents. Count every paid day, Monday through Friday.			
2024-25 School Year	Annual Salary Rate	Creditable Earnings	Member TRSContributions (9.0%)
Base	<input type="text"/> *	<input type="text"/> *	
Flexible Benefit Plan	<input type="text"/>	<input type="text"/>	
Extra-duty (coaching, driver's education, cheerleading sponsor, etc.)	<input type="text"/>	<input type="text"/>	
Severance / Lump-sum ** (bonus, sick leave, retirement incentive, etc.)	** <input type="text"/>	** <input type="text"/>	
Totals:	<input type="text"/> *	<input type="text"/> *	<input type="text"/> *
** Date of Severance / Lump-sum Payment:	<input type="text"/>	(mm/dd/yyyy)	
(If paid out over several periods, enter last date paid.)			

Date of Last Payment for Regular Earnings

- Only required if earnings will be reported in the Severance/Lump-sum fields.
- Indicate the date the member received his or her final paycheck for regular earnings.
- **NOTE:** It does not affect their benefit if they are paid throughout the summer. If their last paycheck for regular earnings is 8/30, list that date.

Contract days

- Equal to the number of days in the school term or the member's employment agreement, if longer.
- Also include the number of days in which the member performed work **requiring licensure** outside of their regular contract.

Days paid

- Report the total number of days, Monday through Friday, during the fiscal year for which the member performed or was paid for duties requiring licensure.
- Do not convert partial days to whole day equivalents. **For example, if a member works 2 full days and 4 half days, report 6 Days Paid.**

Explanation of fields required

Employment Information		Lopez, Jennifer (Tier I) 777-77-7777	
Claim Type:	Retirement		
Last Day of School Term or Employment Agreement, If Longer:	05/30/2025		
Last Paid Day (inclusive of paid sick days):	05/30/2025		
Effective Date of Resignation:	05/30/2025		
Number of Unused, Uncompensated Sick Leave Days:	365.0		
Employment Type for 2024-25:	Full Time		
Update Employment Information			
Earnings Information for 2024-25 School Year		Lopez, Jennifer (Tier I) 777-77-7777	
* Required Information			
Date of Last Payment for Regular Earnings:	<input type="text"/>	(mm/dd/yyyy)	
Number of Days in Employment Agreement*:	<input type="text"/>		
Total Number of Days Paid*:	<input type="text"/>		
DO NOT convert partial days into full day equivalents. Count every paid day, Monday through Friday.			
2024-25 School Year	Annual Salary Rate	Creditable Earnings	Member TRSContributions (9.0%)
Base	<input type="text"/> *	<input type="text"/> *	
Flexible Benefit Plan	<input type="text"/>	<input type="text"/>	
Extra-duty (coaching, driver's education, cheerleading sponsor, etc.)	<input type="text"/>	<input type="text"/>	
Severance / Lump-sum ** (bonus, sick leave, retirement incentive, etc.)	** <input type="text"/>	** <input type="text"/>	
Totals:	<input type="text"/> *	<input type="text"/> *	<input type="text"/> *
** Date of Severance / Lump-sum Payment:	<input type="text"/>	(mm/dd/yyyy)	
(If paid out over several periods, enter last date paid.)			

Base Annual Salary Rate

- Indicate the member's full year base salary rate if the member would have worked all year, **including employer-paid member retirement contributions.**

Base Creditable Earnings

- Indicate the member's actual salary paid in payroll for base salary, **including employer-paid member retirement contributions.**

Flexible Benefit Plan

- A flexible benefit plan is an option in a teacher or administrator contract that allows for cash in lieu of taking the insurance. If a cash amount is listed in the teacher or administrator contract, **it is reportable for all members covered under that agreement, regardless if they take the insurance or cash.**
- For partial-year members, the flexible benefit plan amount may need prorated using the employer's method of proration for cash takers. The Flexible Benefit Plan Annual Salary Rate will always be reported equal to Flexible Benefit Plan Creditable Earnings.

Explanation of fields required

Employment Information		Lopez, Jennifer (Tier 1) 777-77-7777	
Claim Type:	Retirement		
Last Day of School Term or Employment Agreement, If Longer:	05/30/2025		
Last Paid Day (inclusive of paid sick days):	05/30/2025		
Effective Date of Resignation:	05/30/2025		
Number of Unused, Uncompensated Sick Leave Days:	365.0		
Employment Type for 2024-25:	Full Time		
Update Employment Information			
Earnings Information for 2024-25 School Year		Lopez, Jennifer (Tier 1) 777-77-7777	
* Required Information			
Date of Last Payment for Regular Earnings:	<input type="text"/>	(mm/dd/yyyy)	
Number of Days in Employment Agreement*:	<input type="text"/>		
Total Number of Days Paid**:	<input type="text"/>		
DO NOT convert partial days into full day equivalents. Count every paid day, Monday through Friday.			
2024-25 School Year	Annual Salary Rate	Creditable Earnings	Member TRS Contributions (9.0%)
Base	<input type="text"/> *	<input type="text"/> *	
Flexible Benefit Plan	<input type="text"/>	<input type="text"/>	
Extra-duty (coaching, driver's education, cheerleading sponsor, etc.)	<input type="text"/>	<input type="text"/>	
Severance / Lump-sum ** (bonus, sick leave, retirement incentive, etc.)	*** <input type="text"/>	*** <input type="text"/>	
Totals:	<input type="text"/> *	<input type="text"/> *	<input type="text"/> *
** Date of Severance / Lump-sum Payment:	<input type="text"/>	(mm/dd/yyyy)	
(If paid out over several periods, enter last date paid.)			

Extra-duty

- Enter the Annual Salary Rate and Creditable Earnings for reportable extra duties that the member received during the school year. The Extra-duty Annual Salary Rate will always be reported equal to Extra-duty Creditable Earnings.
- Examples in Chapter 3 of extra duties that do and do not require a license.**

Severance/Lump-sum

- The amount entered reflects reportable payments such as bonus pay, severance pay, lump-sum payments for sick, personal and vacation days, and retirement incentive payments.
- These are payments received by the member with or prior to the last paycheck for regular earning or the last day of creditable service or due and payable with the receipt of the final paycheck for regular earnings.

Explanation of fields required

Employment Information		Lopez, Jennifer (Tier I) 777-77-7777	
Claim Type:	Retirement		
Last Day of School Term or Employment Agreement, If Longer:	05/30/2025		
Last Paid Day (inclusive of paid sick days):	05/30/2025		
Effective Date of Resignation:	05/30/2025		
Number of Unused, Uncompensated Sick Leave Days:	365.0		
Employment Type for 2024-25:	Full Time		
Update Employment Information			
Earnings Information for 2024-25 School Year		Lopez, Jennifer (Tier I) 777-77-7777	
* Required Information			
Date of Last Payment for Regular Earnings:	<input type="text"/>	(mm/dd/yyyy)	
Number of Days in Employment Agreement*:	<input type="text"/>		
Total Number of Days Paid*:	<input type="text"/>		
DO NOT convert partial days into full day equivalents. Count every paid day, Monday through Friday.			
2024-25 School Year	Annual Salary Rate	Creditable Earnings	Member TRS Contributions (9.0%)
Base	<input type="text"/> *	<input type="text"/> *	
Flexible Benefit Plan	<input type="text"/>	<input type="text"/>	
Extra-duty (coaching, driver's education, cheerleading sponsor, etc.)	<input type="text"/>	<input type="text"/>	
Severance / Lump-sum ** (bonus, sick leave, retirement incentive, etc.)	** <input type="text"/>	** <input type="text"/>	
Totals:	<input type="text"/> *	<input type="text"/> *	<input type="text"/> *
** Date of Severance / Lump-sum Payment:	<input type="text"/>	(mm/dd/yyyy)	
(If paid out over several periods, enter last date paid.)			

Totals

- Add both columns. The Member TRS Contributions (9%) will need to be calculated and entered based on the total Creditable Earnings.
- If a Supplementary Report is submitted for a Retirement or Death claim, the totals must equal the Annual Salary Rate and Creditable Earnings reported on the Annual Certification. Corrections will be required to either the Supplementary Report or the Annual Certification.
- If a Supplementary Report is submitted for a member who applied for a Disability benefit or Refund and they returned to teaching in the same school year, the Annual Certification totals would exceed those on the Supplementary Report. Correction may not be needed.

Errors

After selecting Save, errors may appear at the top of the page. The Edit codes will describe the issue and have instructions for addressing the edit.

Fatal vs. Non-fatal

- All **Fatal** edits (displayed in red) must be corrected.
- All Non-fatal edits must be reviewed and corrections made, or if correct, an Edit Explanation entered.

To see a detailed description of the edit code and instructions for addressing the edit, refer to the printed Edit List or click in the **i** at the end of the edit's description.

Earnings Information for 2024-25 School Year

- **Date of last payment for regular earnings must be Monday through Friday.**
- 305 - (Non-fatal) The daily rate (computed by dividing base annual salary rate by the number of days in the employment agreement) multiplied by the total number of days paid is not within \$250.00 of base creditable earnings for an employment type of full-time. **i**
- 4234 - (Non-fatal) Total number of days paid is equal to the number of days in the employment agreement and the annual salary rate is greater than the creditable earnings by more than \$400.00 for an employment type of full-time. **i**
- 4210 - (Non-fatal) The member was full-time (F) at the same district in the prior year and the rate has decreased from the prior year by 20 percent or more and contract days are within 10 days of prior year contract days. **i**

Edit Explanation:

An explanation should be provided for each non-fatal error.

Refer to the “i” for detail of the information needed to resolve the Non-fatal edit. If the edit is not addressed with the required details, the employer will be contacted for the necessary information. This may delay the member’s pension and benefits.

Sick Leave Certification

If a Sick Leave Certification is required, it will be located below the Earnings Information Section of the Supplementary report.

Earnings Information for 2024-25 School Year			Lopez, Jennifer (Tier I)
* Required Information 777-77-7777			
Date of Last Payment for Regular Earnings:	<input type="text"/>	(mm/dd/yyyy)	
Number of Days in Employment Agreement*:	<input type="text"/>		
Total Number of Days Paid*:	<input type="text"/>		
DO NOT convert partial days into full day equivalents. Count every paid day, Monday through Friday.			
2024-25 School Year	Annual Salary Rate	Creditable Earnings	Member TRS Contributions (9.0%)
Base	<input type="text"/>	<input type="text"/>	
Flexible Benefit Plan	<input type="text"/>	<input type="text"/>	
Extra-duty (coaching, driver's education, cheerleading sponsor, etc.)	<input type="text"/>	<input type="text"/>	
Severance / Lump-sum ** (bonus, sick leave, retirement incentive, etc.)	** <input type="text"/>	** <input type="text"/>	
Totals:	<input type="text"/>	<input type="text"/>	<input type="text"/>
** Date of Severance / Lump-sum Payment: <input type="text"/> (mm/dd/yyyy)			
(If paid out over several periods, enter last date paid.)			
This member has NOT chosen Early Retirement Option.			
Sick Leave Certification			Lopez, Jennifer (Tier I)
* Required Information 777-77-7777			
Days Added to Member's Record During the Final Years of Service			
School Year	Column 1**	Column 2**	
	Normal annual allotment of sick and personal or other non-vacation leave days available for use as sick leave as specified in the collective bargaining agreement or contract (round to the nearest tenth decimal place).	Total number of sick and personal or other non-vacation leave days available for use as sick leave added to the member's sick leave record during the school year (round to the nearest tenth decimal place).	
2021-22	<input type="text"/>	<input type="text"/>	
2022-23	<input type="text"/>	<input type="text"/>	
2023-24	<input type="text"/>	<input type="text"/>	
2024-25	<input type="text"/>	<input type="text"/>	

Explanation of fields required

Column 1 – Normal Annual Allotment

- The amount entered is what the member should receive per the contract. For example, if the member should receive 14 sick leave and 2 personal per the contract, Column 1 will be 16.
- Include personal leave days if they may be used as sick leave during the year.
- For part-time member - Column 1 should be what they are entitled to in their position, not the amount for full-time members.

Column 2 – Total Days Added

- The amount entered is the total amount of days added for the that fiscal year. If the member did not receive any additional granted days in addition to the normal annual allotment of days, Column 2 will match Column 1.
- If the member received a bonus day (e.g. some employers may give a bonus day if no sick leave was used the prior year) then Column 2 will be 17 (16+1 bonus).

Sick Leave Certification Lopez, Jennifer (Tier I)
* Required Information 777-77-7777

Days Added to Member's Record During the Final Years of Service

School Year	Column 1**	Column 2**
2021-22	<input type="text"/>	<input type="text"/>
2022-23	<input type="text"/>	<input type="text"/>
2023-24	<input type="text"/>	<input type="text"/>
2024-25	<input type="text"/>	<input type="text"/>

** If no days in excess of the normal annual allotment were granted or reinstated during the year, Column 1 and Column 2 will be the same. If days in excess of the normal annual allotment were added to the member's record during the year, Column 2 should be the total of Column 1 plus the additional days granted or reinstated.

Common errors

- **Employer lists the beginning balance each year instead of what was added that year.**
- **Does not include personal leave days that could be used as sick leave in the year given.**

Granted Sick Leave Days

The following are considered granted sick leave days:

- 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

Days that do not meet the Available For Use formula cannot be reported to TRS and must be removed from the number of sick days reported. There must be a financial liability to the employer that the member can use the granted days.

1. From the date the sick leave days are added or reinstated, determine the number of paid days remaining until the member's retirement or termination. _____
2. Subtract the number of sick leave days already on the member's record. (_____)
3. The difference is equal to the maximum number of additional days, if any, that may be added or reinstated and reported to TRS.

Chapter 6 of the Employer Guide has an extensive discussion of various sick leave issues. Employers are encouraged to call TRS Employer Services at (888) 678-3675 with sick leave questions if members are granted days.

Save and Submit

The reports cannot be submitted earlier than the **Last Day Paid (inclusive of paid sick days)**. The reports can be saved and later submitted but review all information prior to submission.

Submit to TRS Successful!

The Supplementary Report / Sick Leave Certification records for 777-77-7777 - Lopez, Jennifer have been submitted to TRS.

You can view and print the document(s) using the link(s) below or through the Claims - Reports menu.

[Click here to print or save a copy of the Supplementary Report for 2024-25.](#)

[Click here to print or save a copy of the Sick Leave Certification.](#)

Done

Once submission is complete, the reports can be printed or saved.

Claims
How To Use This System
Supp Rpts/Sick Leave Certs
Revise Submitted Supp Rpts
Revise Submitted SL Certs
Reports

Reports – If reports were not printed or saved at time of submission, the forms are available in the Reports section.

Revise Submitted Reports

An employer may need to make a correction to a report that has previously been submitted. A member's SSN is used to retrieve a prior report.

Examples:

- Late timesheet
- Update to unused sick leave
- Failed to include employer-paid member retirement contributions
- Report does not match Annual Certification

Claims
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Reports

Revise Submitted Supplementary Reports

[Add Supplementary Report to list for revision.](#)

No Supplementary Reports selected for revision.

Add Supplementary Report for Revision

SSN: (999-99-9999)

Submitted Supplementary Reports for: Lopez, Jennifer

Select Supplementary Reports to be included:

[Select All](#) [Deselect All](#)

	Claim Type	Claim Date
<input type="checkbox"/>	Retirement	05/24/2025

During the review of the Annual Certification, errors will appear for previously submitted Retirement, Single-sum Retirement, and Death Supplementary Reports if the information differs. Employers will be required to make a revision to the Supplementary Report or the Annual Certification prior to submitting the Annual Certification.

Example - Disability

Disability Supplementary Reports have additional information that is required. The report will capture the member's information at the time they began their disability leave.

Employment Information		Jordan, Michael (Tier 1) 222-22-2222	
Claim Type:	Disability Benefit		
Last Day of School Term or Employment Agreement, If Longer:	06/02/2025		
Last Paid Day (inclusive of paid sick days):	01/06/2025		
Employment Type for 2024-25:	Full Time		
Update Employment Information			
Earnings Information for 2024-25 School Year		Jordan, Michael (Tier 1) 222-22-2222	
* Required Information			
Date of Last Payment for Regular Earnings:	<input type="text" value="08/27/2025"/>	(mm/dd/yyyy)	
Number of Days in Employment Agreement*:	<input type="text" value="180"/>		
Total Number of Days Paid*:	<input type="text" value="93"/>		
DO NOT convert partial days into full day equivalents. Count every paid day, Monday through Friday.			
2024-25 School Year	Annual Salary Rate	Creditable Earnings	Member IR\$Contributions (9.0%)
Base	<input type="text" value="90000"/> *	<input type="text" value="46500"/> *	
Flexible Benefit Plan	<input type="text"/>	<input type="text"/>	
Extra-duty (coaching, driver's education, cheerleading sponsor, etc.)	<input type="text"/>	<input type="text"/>	
Severance / Lump-sum ** (bonus, sick leave, retirement incentive, etc.)	** <input type="text"/>	** <input type="text"/>	
Totals:	<input type="text" value="90000"/> *	<input type="text" value="46500"/> *	<input type="text" value="4185"/> *

Common errors

- Employer reports what the member is expected to earn the full year including earnings after they return.
- Report only the amount paid to date and not what was earned.

EXAMPLE

- Member worked or used sick leave through 1/6/2025.
- Member will be paid for 93 days based on calendar.
- Member earned $\$90,000/180 * 93 = \$46,500$.
- Report what the employer will pay for the 93 days and not what has been paid to date.
- The employer can spread the dock throughout the year.

Example – Disability (cont.)

Disability Information	
* Required Information	
Has the member resigned?*	Select One ▼
Has or will a worker's compensation claim be filed?*	Select One ▼
What was the last day the member was actually present and working (excluding paid sick leave days)?*	<input type="text"/> (mm/dd/yyyy)
The last paid day (including paid sick leave days).	<input type="text" value="03/27/2025"/> Click here to update the last paid day.
How many unused, uncompensated sick leave days did the member have remaining as of the last paid day?*	<input type="text"/>
If the member had used all available sick leave, on what date would the last sick leave day have been used? (Refer to a current school calendar.)	<input type="text"/> (mm/dd/yyyy)
If the member has resumed teaching, what date did the member return to work following the disability leave?	<input type="text"/> (mm/dd/yyyy)
List the first day of the 2024-25 school term or employment agreement, if longer*:	<input type="text"/> (mm/dd/yyyy)
List the last day of the 2024-25 school term or employment agreement, if longer*:	<input type="text"/> (mm/dd/yyyy)
List the first day of the 2025-26 school term or employment agreement, if longer:	<input type="text"/> (mm/dd/yyyy)
List the last day of the 2025-26 school term or employment agreement, if longer:	<input type="text"/> (mm/dd/yyyy)

- Additional questions will need to be completed in the **Disability Information** section prior to submission of the report.
- These dates will determine when or if the member will qualify for disability benefits.

Example – Retirement

Member worked all year with no dock.

Employment Information		Lopez, Jennifer (Tier I) 777-77-7777	
Claim Type:	Retirement		
Last Day of School Term or Employment Agreement, If Longer:	05/30/2025		
Last Paid Day (inclusive of paid sick days):	05/30/2025		
Effective Date of Resignation:	05/30/2025		
Number of Unused, Uncompensated Sick Leave Days:	200.0		
Employment Type for 2024-25:	Full Time		
Update Employment Information			
Earnings Information for 2024-25 School Year		Lopez, Jennifer (Tier I) 777-77-7777	
* Required Information			
Date of Last Payment for Regular Earnings:	<input type="text" value="08/27/2025"/>	(mm/dd/yyyy)	
Number of Days in Employment Agreement*:	<input type="text" value="180"/>		
Total Number of Days Paid*:	<input type="text" value="180"/>		
DO NOT convert partial days into full day equivalents. Count every paid day, Monday through Friday.			
2024-25 School Year	Annual Salary Rate	Creditable Earnings	Member TRS Contributions (9.0%)
Base	<input type="text" value="99000"/> *	<input type="text" value="99000"/> *	
Flexible Benefit Plan	<input type="text"/>	<input type="text"/>	
Extra-duty (coaching, driver's education, cheerleading sponsor, etc.)	<input type="text" value="1000"/>	<input type="text" value="1000"/>	
Severance / Lump-sum ** (bonus, sick leave, retirement incentive, etc.)	** <input type="text" value="500"/>	** <input type="text" value="500"/>	
Totals:	<input type="text" value="100500"/> *	<input type="text" value="100500"/> *	<input type="text" value="9045"/> *
** Date of Severance / Lump-sum Payment:	<input type="text" value="08/27/2025"/>	(mm/dd/yyyy)	

Last Day of School Term and Last Paid Day – Member's last day of school calendar was 5/30/2025, including Teacher Institute days and paid snow days.

Unused Sick Leave Days – Member had 200 sick leave days on record, including any personal leave days that could have been used as a sick day.

Annual Salary Rate and Creditable Earnings Member worked all year with no dock, Annual Salary Rate and Creditable Earnings will be equal. Separate out earnings for the different payment reasons.

If member granted sick leave days – review and exclude days that did not meet the Available for Use formula.

Example – Retirement (cont.)

Sick Leave Certification – No Granted Sick Leave Days

Example 1

Per the contract, the member was to receive 14 sick + 2 personal leave days. The Normal Annual Allotment is 16 and the member received all 16. Column 1 and 2 are equal.

	Column 1**	Column 2**
School Year	Normal annual allotment of sick and personal or other non-vacation leave days available for use as sick leave as specified in the collective bargaining agreement or contract (round to the nearest tenth decimal place).	Total number of sick and personal or other non-vacation leave days available for use as sick leave added to the member's sick leave record during the school year (round to the nearest tenth decimal place).
2021-22	16	16
2022-23	16	16
2023-24	16	16
2024-25	16	16

Example – Retirement (cont.)

Example 2

The Normal Annual Allotment is 16. Per the contract, the member may receive 4 bonus days if no sick leave was used in the prior year. The member qualified for a bonus every year.

The member had 184 sick leave days available at the beginning of the 2024-25 fiscal year. The 4 days did NOT meet the Available for Use formula.

DO NOT INCLUDE THE GRANTED SICK LEAVE DAYS THAT DID NOT MEET THE FORMULA ON THE SICK LEAVE CERTIFICATION OR THE SUPPLEMENTARY REPORT.

Sick Leave Certification Granted Sick Leave Days

Available for Use formula

180 Days until the member terminates with employer
~~-184~~ On record the beginning of 2024-25
-4 No days can be granted to the member because they would not be available for use.

	Column 1**	Column 2**
School Year	Normal annual allotment of sick and personal or other non-vacation leave days available for use as specified in the collective bargaining agreement or contract (round to the nearest tenth decimal place).	Total number of sick and personal or other non-vacation leave days available for use as sick leave added to the member's sick leave record during the school year (round to the nearest tenth decimal place).
2021-22	16	20
2022-23	16	20
2023-24	16	20
2024-25	16	16

RESOURCES

[Employer Access](#)

[Chapter 6: Service Credit](#)

[Chapter 8: Excess Costs](#)

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

