

Completing Supplementary Reports and Sick Leave Certifications



A Tutorial for TRS-covered Employers

Teachers' Retirement System of the State of Illinois



Retirement Security for Illinois Educators



Why are employers asked to complete Supplementary Reports?

- When a member applies for a benefit or a refund, TRS needs final year information from the employer in order to calculate the benefit or refund.
- 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.



What is a Sick Leave Certification?

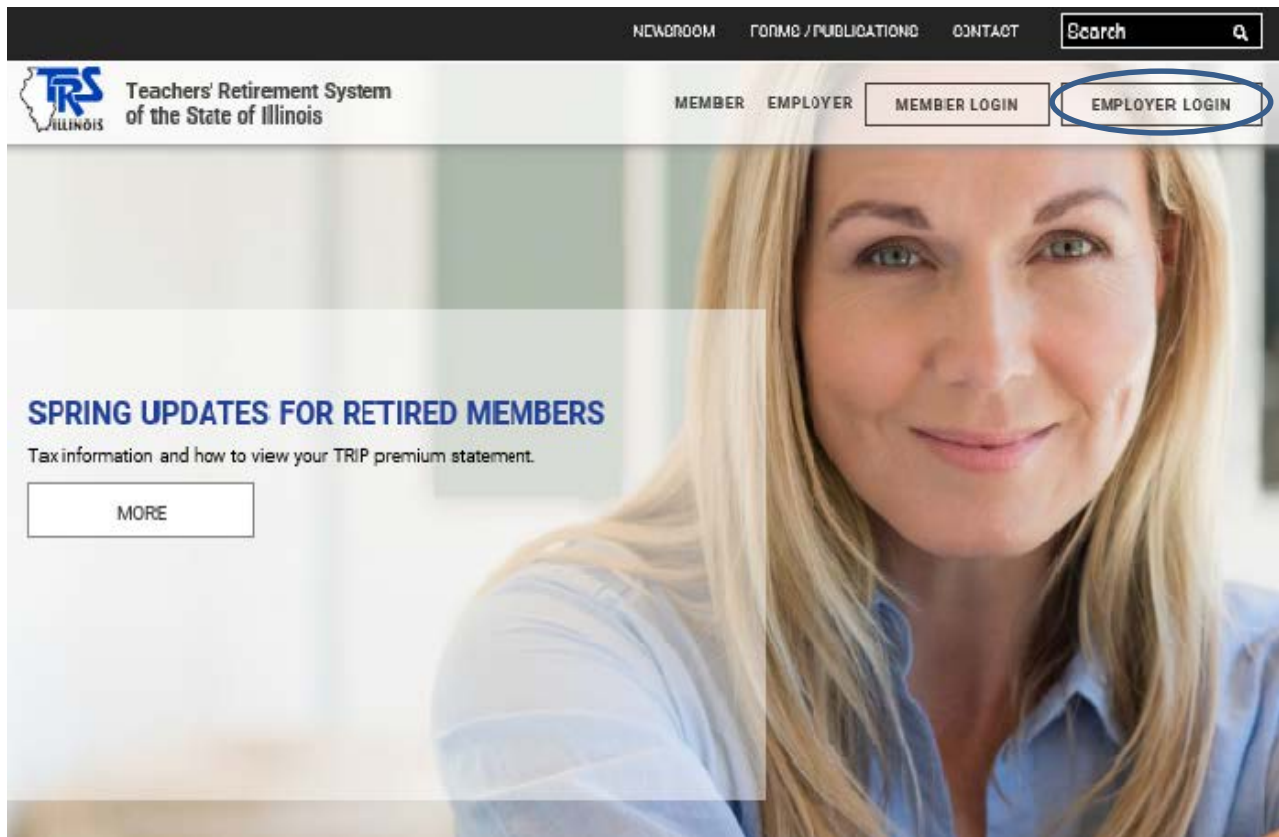
- This form must be completed by employers for all retiring TRS members.
- It tells TRS how many sick and personal leave days were awarded to the member in his/her final 4 years of service.
- If an employer awards a retiring member more than the normal annual allotment specified in the collective bargaining agreement, the employer is subject to a sick leave granting cost.



Online Supplementary Report and Sick Leave Certification System

- All Supplementary Reports and Sick Leave Certifications must be filled out and submitted through the Employer Access area of the TRS website.
- The TRS web address is <https://www.trsil.org/>

Signing into the Employer Access Area



- Go to the TRS home page.
- Click on Employer Login.
- Enter User ID, answer the Challenge Question, and enter Password.

Employer Access Area Menu

Employer Access	
Sign Out	
My Account	
Contact Information	
Employer Services	
Employee Information	
Employee Lookup	
Reports	
Accounting	
Accounts	
Billing	
Online Payments	
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	

The menu items used for Supplementary Reports and Sick Leave Certifications are in the “Claims” section.



How to Use This System

Employer Access

Sign Out

My Account

Contact Information

Employer Services

Employee Information

Employee Lookup

Reports

Accounting

Accounts

Billing

Online Payments

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

- Briefly explains why TRS needs Supplementary Reports and Sick Leave Certifications.
- Explains how to revise a report that was previously submitted.
- Provides a link to view or print a list of **TRS edit codes** with descriptions and required actions. **This list can be very helpful!**

Supp Rpts/Sick Leave Certs

Employer Access
Sign Out
My Account
Contact Information
Employer Services
Employee Information
Employee Lookup
Reports
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Accounts
Billing
Online Payments
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

This is the menu item you click on to start completing a Supplementary Report and/or Sick Leave Certification.



Revise Submitted Supp Rpts

Employer Access

Sign Out

My Account

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Employee Information

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Confirm Sum of Changes

Claims

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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

Click on this menu item if you need to make changes to a previously submitted Supplementary Report.



Revise Submitted SL Certs

Click on this menu item if you need to make changes to a previously submitted Sick Leave Certification.

Employer Access

Sign Out

My Account

Contact Information

Employer Services

Employee Information

Employee Lookup

Reports

Accounting

Accounts

Billing

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Reports

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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





When can the employer submit a Supplementary Report and/or Sick Leave Certification?

- Supplementary Reports can be submitted to TRS on or after a member's last paid day.
- Prior to the member's last day, the employer can enter and save information, but the system will not allow the Supplementary Report to be submitted before the member's last paid day.
- An exception exists if TRS only needs the employer to complete a Sick Leave Certification and not a Supplementary Report. In that case, the system will allow the Sick Leave Certification to be submitted before the member's last paid day.

Starting a Supplementary Report

Supplementary Reports / Sick Leave Certifications

Filter by Claim Type:

Go to Page with Last Name:

Go to Page with SSN:

(999-99-9999) Count: 2

	Errors		Edit Expl	SSN	Name	Supp Rpt	SL Cert	Claim Type	Claim Date
	Fatal	Non							
Update				999-99-9999	Jones, Mary		✓	Retirement	06/19/2014
Update	✓			111-11-1111	Smith, John	✓	✓	Retirement	08/01/2014

- In the Employer Access menu, click on Supp Rpts/Sick Leave Certs.
- The screen which lists everyone who has a Supplementary Report and/or Sick Leave Certification awaiting completion will appear.
- Filter options are available at the top of the screen. This feature will be helpful to large districts that have multiple pages of employees on this list.

Supplementary Report / Sick Leave Certification List

Supplementary Reports / Sick Leave Certifications

Filter by Claim Type:

Go to Page with Last Name:

Go to Page with SSN:

(999-99-9999) Count: 2

	Errors		Edit Expl	SSN	Name	Supp Rpt	SL Cert	Claim Type	Claim Date
	Fatal	Non							
Update				999-99-9999	Jones, Mary		✓	Retirement	06/19/2014
Update	✓			111-11-1111	Smith, John	✓	✓	Retirement	08/01/2014

- Look to the right of the names in the list. Check marks indicate if a Supplementary Report, Sick Leave Certification, or both must be completed.
- The claim type and claim date are displayed.
- Look to the left of the SSNs. If information has already been entered and saved, check marks indicate if there are fatal or non-fatal errors, and if an edit explanation has already been entered.
- Click on the [Update](#) link (on the left side of the list) to begin entering information for the selected member.

Supplementary Report Screens

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"/> (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 2013-14*:	<input type="text" value="Select One"/>
Employment Type for 2014-15*:	<input type="text" value="Select One"/>

Save

Cancel

- If the member has both a Supplementary Report and a Sick Leave Certification, the Update Employment Information screen comes up next.
- All boxes in this section must be completed before the rest of the Supplementary Report information can be entered.
- The user can choose to skip the Update Employer Information section and go directly to the Sick Leave Certification screen by clicking on the link.

Update Employment Information Screen

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="06/05/2014"/> (mm/dd/yyyy)
Last Paid Day (inclusive of paid sick days)*:	<input type="text" value="06/05/2014"/> (mm/dd/yyyy)
Effective Date of Resignation*:	<input type="text" value="06/05/2014"/> (mm/dd/yyyy)
Number of Unused, Uncompensated Sick Leave Days*:	<input type="text" value="93"/>
Employment Type for 2013-14*:	<input type="text" value="F - Full Time"/>

- Enter the requested information, then click the Save button.
- Chapter 5 of the *Employer Guide* has information about employment types. The *Employer Guide* can be accessed on the Employers page of the TRS website.
- Chapter 6 of the *Employer Guide* has information about sick leave reporting.
- If the user exits the screen without hitting Save, information entered since the last save will not be retained.
- After Save has been clicked, the system will check for any problems with the entered information. Edits will appear at the top of the screen if problems exist.

Errors and Edit Codes

- **WARNING:** Changes have not been saved. Select the "Save with Errors" link to save changes with errors.

- **288 - Last paid day must be completed for all benefit types.** 
- **4214 - Type of employment is required information.** 

[Save with Errors](#)

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="06/06/2014"/> (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 2013-14*:	<input type="text" value="Select One"/>

Save

Cancel

- Fatal errors are displayed in red. Fatal errors must be corrected before the Supplementary Report can be submitted.
- For more guidance on the nature of the error and what to do about it, click on the .
- To save the entered information before errors have been addressed, click on Save with Errors.

Supplementary Report

Employment Information

Claim Type: Retirement

Last Day of School Term or
Employment Agreement, If Longer: 06/27/2014

Last Paid Day (inclusive of paid sick
days): 06/27/2014

Effective Date of Resignation: 06/27/2014

Number of Unused, Uncompensated
Sick Leave Days: 137.0

Employment Type for 2013-14: Full Time

[Update Employment Information](#)

Earnings Information for 2013-14 School Year

* Required Information

Date of Last Payment for Regular
Earnings*: (mm/dd/yyyy)

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.

2013-14 School Year	Annual Salary Rate	Creditable Earnings	TRSSContrib
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"/>	

** Date of Severance / Lump-sum
Payment: (mm/dd/yyyy)

(If paid out over several periods, enter last date paid.)

This member has NOT chosen Early Retirement Option.

Update Supplementary Report / Sick Leave Certification Screen

- After Employment Information has been saved, the Update Supplementary Report / Sick Leave Certification screen comes up.
- Notice the entered Employment Information is displayed. To change any information in this section, click on the Update Employment Information link.
- In the Earnings Information section, click on each entry box (or tab thru them) and provide all the requested data.
- Chapter 5 of the *Employer Guide* offers definitions, examples, and instructions for completing this section.
- Scroll down after entering the Earnings Information.

Earnings Information for 2013-14 School YearDavis, Catherine
888-88-8888

* Required Information

Date of Last Payment for Regular
Earnings*: 06/30/2014 (mm/dd/yyyy)Number of Days in Employment
Agreement*: 261

Total Number of Days Paid*: 261

DO NOT convert partial days into full day equivalents. Count every paid day, Monday through Friday.

2013-14 School Year	Annual Salary Rate	Creditable Earnings	Member TRSContributions (9.4%)
Base	80000*	80000*	
Flexible Benefit Plan	1200	1200	
Extra-duty (coaching, driver's education, cheerleading sponsor, etc.)	500	500	
Severance / Lump-sum ** (bonus, sick leave, retirement incentive, etc.)	** 1500	** 1500	
Totals:	83200*	83200*	7820.80*

** Date of Severance / Lump-sum
Payment: 07/31/2014 (mm/dd/yyyy)

(If paid out over several periods, enter last date paid.)

Earnings Information for 2014-15 School YearDavis, Catherine
888-88-8888

* Required Information

Date of Last Payment for Regular
Earnings*: 7/31/2014 (mm/dd/yyyy)Number of Days in Employment
Agreement*: 261

Total Number of Days Paid*: 23

DO NOT convert partial days into full day equivalents. Count every paid day, Monday through Friday.

2014-15 School Year	Annual Salary Rate	Creditable Earnings	Member TRSContributions (9.4%)
Base	80000*	7049.81*	
Flexible Benefit Plan	1200	100	
Extra-duty (coaching, driver's education, cheerleading sponsor, etc.)			
Severance / Lump-sum ** (bonus, sick leave, retirement incentive, etc.)	**	**	
Totals:	81200*	7149.81*	672.08*

** Date of Severance / Lump-sum
Payment: (mm/dd/yyyy)

(If paid out over several periods, enter last date paid.)

This member has NOT chosen Early Retirement Option.

Earnings Information for Multiple Years

- If TRS needs information for more than one school year, there will be two Earnings Information Sections on this screen.
- Scroll down to see the 2nd year. The years are specified in the blue band.
- After all Earnings Information has been entered, scroll down to see the Sick Leave Certification section.

Completing the Sick Leave Certification

Severance / Lump-sum ** (bonus, sick leave, retirement incentive, etc.)	** <input type="text"/>	** <input type="text"/>	
Totals:	81200 *	7149.81 *	672.08 *

** Date of Severance / Lump-sum Payment: (mm/dd/yyyy)

(If paid out over several periods, enter last date paid.)

This member has NOT chosen Early Retirement Option.

Sick Leave Certification

* Required Information

Davis, Catherine

888-88-8888

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

	Column 1**	Column 2**
School Year	Teacher's normal annual allotment of sick and personal leave days available for use as sick leave as specified in the collective bargaining agreement	Total number of sick and personal leave days available for use as sick leave added to member's sick leave record during the school year
2011-12	<input type="text"/> 20	<input type="text"/> 100
2012-13	<input type="text"/> 20	<input type="text"/> 20
2013-14	<input type="text"/> 20	<input type="text"/> 20
2014-15	<input type="text"/> 20	<input type="text"/> 20

** 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.

TRS records indicate that your district granted excess sick leave days for the following years: 2013-14, 2014-15.

Were excess sick leave days granted for this member? * ☒ Yes ☐ No

- The Sick Leave Certification section is located below the earnings section.
- Enter all requested info.
- Column 1 should reflect the normal annual allotment as specified in the teachers' contract. Column 2 should show how many days were awarded to this member for each year listed.
- If your district sometimes grants extra sick leave days, the granting question will appear at the bottom of the section. Answer "yes" or "no."
- Chapters 6 and 8 of the *Employer Guide* provides guidance regarding sick leave reporting.

Save and Check for Edits

Sick Leave Certification

Davis, 888

* Required Information

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

	Column 1**	Column 2**
School Year	Teacher's normal annual allotment of sick and personal leave days available for use as sick leave as specified in the collective bargaining agreement	Total number of sick and personal leave days for use as sick leave added to member's record during the school year
2011-12	<input type="text" value="20"/>	<input type="text" value="100"/>
2012-13	<input type="text" value="20"/>	<input type="text" value="20"/>
2013-14	<input type="text" value="20"/>	<input type="text" value="20"/>
2014-15	<input type="text" value="20"/>	<input type="text" value="20"/>

** 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.

TRS records indicate that your district granted excess sick leave days for the following years: 2013-14, 2014-15. Were excess sick leave days granted for this member?* ☒ Yes ☐ No

Save


Submit to TRS

Cancel

- After completing initial entry, click the Save button.
- If any fatal or non-fatal edits exist, the system will take you to the top of this screen and display the edits.
- If no edits exist, the system will take you back to the list of members who have a Supplementary Report and/or Sick Leave Certification awaiting completion.

Addressing Edits and Error Messages



Earnings Information for 2013-14 School Year

- 4230 - (Non-fatal) Member TRS contributions are not within \$4.70 of 9.40 percent of creditable earnings. 

Edit Explanation:

After ensuring that employees with non-fatal errors have been reported correctly, an explanation should be provided for each non-fatal error.



Earnings Information for 2014-15 School Year

- 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 \$100.00 of base creditable earnings for an employment type of full-time. 
- 4230 - (Non-fatal) Member TRS contributions are not within \$4.70 of 9.40 percent of creditable earnings. 

Edit Explanation:

After ensuring that employees with non-fatal errors have been reported correctly, an explanation should be provided for each non-fatal error.

Sick Leave Certification

- 852 - Column 1 - normal annual allotment is zero. 
- 853 - Column 2 - total days added is zero. 

Edit Explanation:

After ensuring that employees with non-fatal errors have been reported correctly, an explanation should be provided for each non-fatal error.

[Save with Errors](#)

Update Supplementary Report / Sick Leave Certification

[Supplementary Report - Employment Information](#)

[Supplementary Report - Earnings Information for 2013-14](#)

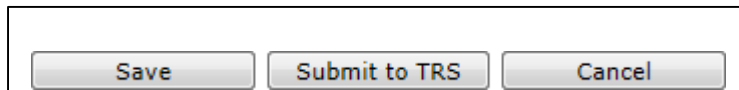
[Supplementary Report - Earnings Information for 2014-15](#)

[Sick Leave Certification](#)

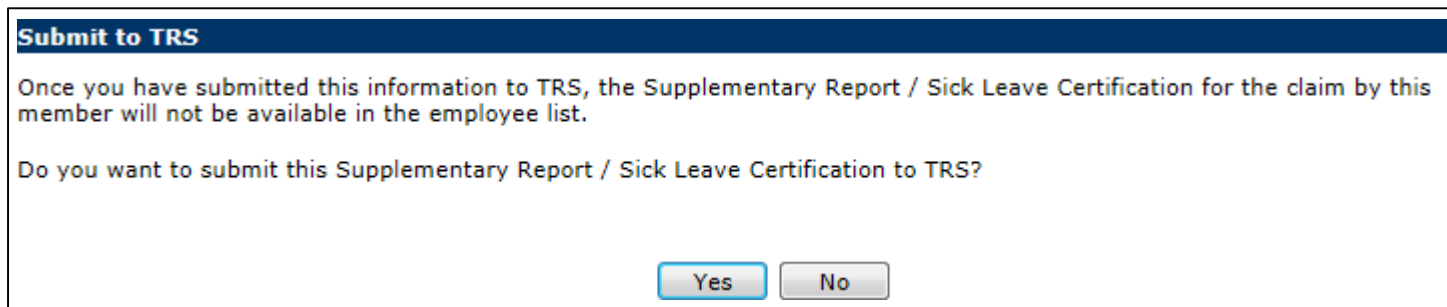
- Errors and edit codes will be displayed by sections.
- All fatal errors or edits (displayed in red) must be corrected.
- All non-fatal edits should be reviewed. Make corrections if needed. If the reported info is accurate, provide an edit explanation in the box for that section. Explanations must be provided for all non-fatal edit codes before the Supplementary Report and/or Sick Leave Certification can be submitted.
- Scroll down to the bottom of the screen and click Save again to check for new edits, or click Save with Errors to return to the employee list screen.

Submit to TRS

- After all errors have been corrected and all edits have been addressed, scroll down to the bottom of the Update Supplementary Report / Sick Leave Certification screen and click on Submit to TRS.



A horizontal bar containing three buttons: "Save", "Submit to TRS", and "Cancel".



Submit to TRS

Once you have submitted this information to TRS, the Supplementary Report / Sick Leave Certification for the claim by this member will not be available in the employee list.

Do you want to submit this Supplementary Report / Sick Leave Certification to TRS?

Yes No

- The next screen asks you to confirm that you want to submit. Click Yes to send the Supplementary Report and/or Sick Leave Certification to TRS.

Submit to TRS Successful!

Submit to TRS Successful!

The Supplementary Report / Sick Leave Certification records for 777-77-7777 - Jones, Steven 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 2013-14.](#)

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

Done

- This confirmation screen appears once the report has been properly submitted to TRS.
- This screen also provides a convenient opportunity to print out a paper copy of the member's Supplementary Report and/or Sick Leave Certification for your records.

Revising a Supplementary Report

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)

Add Supplementary Report for Revision

SSN: (999-99-9999)

Submitted Supplementary Reports for: Jones, Steven

Select Supplementary Reports to be included:

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

Claim Type	Claim Date
<input type="checkbox"/> Retirement	12/05/2013

Revise Submitted Supplementary Reports

Count: 1

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

	Errors		Edit Expl	SSN	Name	Claim Type	Claim Date
	Fatal	Non					
Update				777-77-7777	Jones, Steven	Retirement	12/05/2013

- If corrections need to be made after a Supplementary Report has already been submitted, click on Revise Submitted Supp Rpts in the Employer Access menu. Next, click on the [Add Supplementary Report to list for revision](#) link.

- Enter the SSN and click on Search.

- Click on the box next to the Supplementary Report you need to correct. (In most cases, there will only be one choice.) Click on Save.

- Click the [Update](#) link for the person you need to correct.

Revising a Supplementary Report

Update Revised Supplementary Report
 * Required Information

Jones, Steven
 777-77-7777

Reason For Correction*:

Supplementary Report

Employment Information

Jones, Steven
 777-77-7777

Claim Type: Retirement
 Last Day of School Term or Employment Agreement, If Longer: 06/27/2014
 Last Paid Day (inclusive of paid sick days): 06/27/2014
 Effective Date of Resignation: 06/27/2014
 Number of Unused, Uncompensated Sick Leave Days: 137.0
 Employment Type for 2013-14: Full Time
[Update Employment Information](#)

Earnings Information for 2013-14 School Year

Jones, Steven
 777-77-7777

* Required Information

Date of Last Payment for Regular Earnings*: 06/06/2014 (mm/dd/yyyy)
 Number of Days in Employment Agreement*: 180
 Total Number of Days Paid*: 180

DO NOT convert partial days into full day equivalents. Count every paid day, Monday through Friday.

2013-14 School Year	Annual Salary Rate	Creditable Earnings	Member TRSContributions (9.4%)
Base	\$50,000.00*	\$50,000.00*	
Flexible Benefit Plan			
Extra-duty (coaching, driver's education, cheerleading sponsor, etc.)			
Severance / Lump-sum ** (bonus, sick leave, retirement incentive, etc.)	**	**	
Totals:	\$50,000.00*	\$50,000.00*	\$4,700.00*

- The previously reported data will be displayed on the Update Revised Supplementary Report screen.
- Click in the Reason box and explain why the revision is being submitted.
- Correct the relevant fields.
- Scroll down and click Save to check for edit codes.
- Once all necessary corrections have been made, click Submit to TRS.
- If the Annual Report has already been processed for the year of the corrected Supplementary Report, you will not be able to enter corrections. Email TRS Employer Services for assistance in completing an Adjustments to Earnings form. Include in the email the name of the teacher to be corrected, last four digits of his/her SSN, corrected annual salary rate, creditable earnings, days paid, unused uncompensated sick leave days, and/or last paid day and the reason for the correction.

Revising a Sick Leave Certification

Update Revised Sick Leave Certification
Jones, Steven
* Required Information
777-77-7777

Reason For Correction*:

Sick Leave Certification
Jones, Steven
* Required Information
777-77-7777

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

	Column 1**	Column 2**
School Year	Teacher's normal annual allotment of sick and personal leave days available for use as sick leave as specified in the collective bargaining agreement	Total number of sick and personal leave days available for use as sick leave added to member's sick leave record during the school year
2010-11	<input type="text" value="20.0"/>	<input type="text" value="20.0"/>
2011-12	<input type="text" value="20.0"/>	<input type="text" value="20.0"/>
2012-13	<input type="text" value="20.0"/>	<input type="text" value="20.0"/>
2013-14	<input type="text" value="20.0"/>	<input type="text" value="20.0"/>

****** 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.

TRS records indicate that your district granted excess sick leave days for the following years: 2010-11, 2013-14.
 Were excess sick leave days granted for this member?* ☐ Yes ☒ No

- Click on Revise Submitted SL Certs in the Employer Access menu.
- Follow the steps described for revising a Supplementary Report to add the member to the Revise Submitted Sick Leave Certification list.
- Make necessary corrections to the relevant field(s).
- Click Save to check for edits.
- Click Submit to TRS.

Printing a Report

Reports

[Sick Leave Certifications](#)

[Supplementary Reports](#)

- Clicking on the Reports menu item brings up these links.

Filter Sick Leave Certifications

Choose one of the following options:

☐ Include all Sick Leave Certifications submitted
from: to:
(mm/dd/yyyy) (mm/dd/yyyy)

☐ Include Sick Leave Certification for SSN: (999-99-9999)

OK

Cancel

Filter Supplementary Reports

Choose one of the following options:

☐ Include all Supplementary Reports submitted
from: to:
(mm/dd/yyyy) (mm/dd/yyyy)

☐ Include Supplementary Reports for fiscal year: Select One ▼

☐ Include Supplementary Reports for
SSN: Fiscal Year: ▼
(999-99-9999) (optional)

OK

Cancel

- If you click on the Sick Leave Certification link, this filter screen comes up. It gives the option to print Sick Leave Certifications that were submitted during a specific date range, or to print the form for one specific person. Click in the circle to select the option you want, then enter the date range or SSN. To print a “blank” form for someone currently in your list, choose the SSN option.
- If you click on the Supplementary Reports link, this filter screen gives the option to print reports submitted during a specific date range, reports for a specific school year, or for a specific individual. Click in the circle to select the option you want, then enter the date range, year or SSN. To print a “blank” form for someone currently in your list, choose the SSN option.



Additional Notes

- TRS will send a reminder email if a Revised Supplementary Report or Revised Sick Leave Certification was started by the employer more than 30 days ago but was not submitted.
- If more than 60 days have elapsed since the Revised Supplementary Report or Revised Sick Leave Certification was started and it has not been submitted, the Revised Supplementary Report or Sick Leave Certification will be deleted. TRS will send an email notification.
- If TRS makes changes to the member's claim information which affect the years listed on the Supplementary Report or Sick Leave Certification you will receive an email notification.
- If TRS deletes a Supplementary Report or Sick Leave Certification for a member currently in your list, you will receive an email notification.
- The TRS Employer Services staff is available to answer any questions you may have about using the online system or completing Supplementary Reports and Sick Leave Certifications. You can contact us by calling (888) 678-3675, option 1 for assistance or email employers@trsil.org.