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.
The menu items used for Supplementary Reports and Sick Leave Certifications are in the “Claims” section.
How to Use This System

• 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!
This is the menu item you click on to start completing a Supplementary Report and/or Sick Leave Certification.
Click on this menu item if you need to make changes to a previously submitted Supplementary Report.
Click on this menu item if you need to make changes to a previously submitted Sick Leave 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:**
  - All
- **Go to Page with Last Name:**
  - [Go to Name]
- **Go to Page with SSN:**
  - (999-99-9999)
  - [Go to SSN]
  - Count: 2

<table>
<thead>
<tr>
<th>Errors</th>
<th>Edit Expl</th>
<th>SSN</th>
<th>Name</th>
<th>Supp Rpt</th>
<th>SL Cert</th>
<th>Claim Type</th>
<th>Claim Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Update</td>
<td></td>
<td>999-99-9999</td>
<td>Jones, Mary</td>
<td>✓</td>
<td></td>
<td>Retirement</td>
<td>06/19/2014</td>
</tr>
<tr>
<td>Update</td>
<td>✓</td>
<td>111-11-1111</td>
<td>Smith, John</td>
<td>✓</td>
<td>✓</td>
<td>Retirement</td>
<td>08/01/2014</td>
</tr>
</tbody>
</table>

- 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

- 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.
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

- 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

- 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 help icon.

- To save the entered information before errors have been addressed, click on Save with Errors.
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 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.

### Earnings Information for 2013-14 School Year

<table>
<thead>
<tr>
<th>School Year</th>
<th>Annual Salary Rate</th>
<th>Creditable Earnings</th>
<th>Member TRS Contributions (9.4%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013-14</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Base</td>
<td>80000 *</td>
<td>80000 *</td>
<td></td>
</tr>
<tr>
<td>Flexible Benefit Plan</td>
<td>1200</td>
<td>1200</td>
<td></td>
</tr>
<tr>
<td>Extra-duty (coaching, driver’s education, cheerleading sponsor, etc.)</td>
<td>500</td>
<td>500</td>
<td></td>
</tr>
<tr>
<td>Severance / Lump-sum ** (bonus, sick leave, retirement incentive, etc.)</td>
<td>1500</td>
<td>1500</td>
<td></td>
</tr>
<tr>
<td>Totals:</td>
<td>83200 *</td>
<td>83200 *</td>
<td>7820.80 *</td>
</tr>
</tbody>
</table>

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

### Earnings Information for 2014-15 School Year

<table>
<thead>
<tr>
<th>School Year</th>
<th>Annual Salary Rate</th>
<th>Creditable Earnings</th>
<th>Member TRS Contributions (9.4%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Base</td>
<td>80000 *</td>
<td>7049.81 *</td>
<td></td>
</tr>
<tr>
<td>Flexible Benefit Plan</td>
<td>1200</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Extra-duty (coaching, driver’s education, cheerleading sponsor, etc.)</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Severance / Lump-sum ** (bonus, sick leave, retirement incentive, etc.)</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Totals:</td>
<td>81200 *</td>
<td>7149.81 *</td>
<td>672.08 *</td>
</tr>
</tbody>
</table>

** Date of Severance / Lump-sum Payment: (mm/dd/yyyy)
Completing the Sick Leave Certification

- 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

- 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.
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.

[Image of the Submit to TRS interface]

• 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!

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.

• 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

- 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

- 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

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

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.
• 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.