

# Completing the Annual Report of Earnings



## A Tutorial for TRS-covered Employers





# Why are employers asked to complete an Annual Report of Earnings?

- The Annual Report of Earnings provides the information necessary to establish and record earned service credit, salary rates, creditable earnings, and contributions for TRS members.
- The integrity of each member's retirement record depends upon the accuracy of this report.



# Filing the Annual Report of Earnings and Related Forms

- The Annual Report must be completed and submitted online via the Web-based Annual Reporting System (ARS) using the Employer Access Area of the TRS website.
- The TRS web address is <https://www.trsil.org>.
- The Annual Report is due to TRS on August 15.
- The Illinois Pension Code does not provide any deadline extensions or exemptions.
- \$250 penalty per day is charged for each day the report is not on file after the deadline.



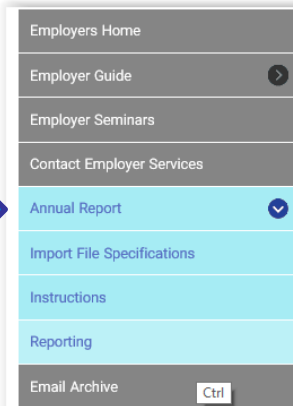
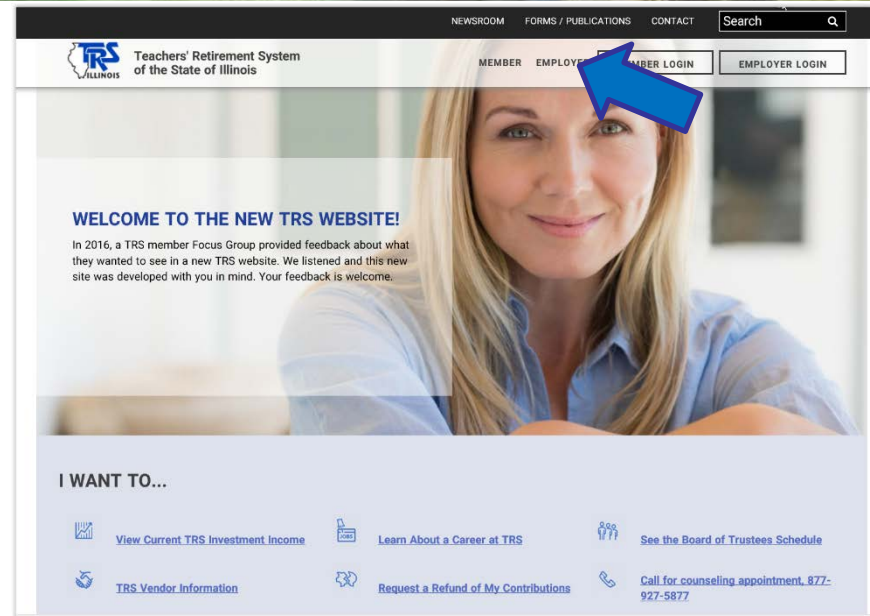
## Resources Available

- Before beginning the Annual Report, employers are encouraged to review the resources available to assist with understanding the reporting process and requirements.
- Chapter 5 of the TRS *Employer Guide* is the best resource.
  - Contains detailed instructions for each field.
  - Contains examples for many situations.



# Resources in Home Page Menu

- Go to TRS's home page:  
<https://www.trsil.org>
- Click on “Employer” to go to the employer page, then click on “Annual Report”
- Import File Specifications
- Instructions
- Reporting



## EMPLOYERS

Employers provide a vital link between members and TRS. They forward member and employer contributions, report member earnings, member service credit information, and disseminate information about TRS to more than 159,000 active members. Information provided by employers determines the members' current service credit, creditable earnings, and retirement contributions.

### ANNUAL REPORT DEADLINE

The filing deadline for the 2016–17 Annual Report of Earnings is **Tuesday, August 15, 2017 at 11:59 p.m.** Service and creditable earnings information must be reported in accordance with the laws and rules applicable to TRS. An Annual Report failing to materially conform to the laws and rules applicable to TRS will not be deemed received until it is properly corrected and resubmitted to TRS. A \$250–per–day late filing penalty will be assessed for each day past the deadline that the report is not on file with TRS. If an employer is assessed a late filing penalty, the penalty will be reflected in the penalties section of the Employer Bill.

# Signing into the Employer Access Area

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

**Employer Access**

TRS Links  
TRS Main Page  
Employer Access

**Employer Access Area**

Employer Access > Secure Sign In

**Employer Secure Sign In**

A user ID is required to access employer account information. If you have not yet established your account, enter your user ID and click on the "New User" button below. If you have forgotten your user ID or password, click on the "Forgot User ID/Password" button below.

The secure session will automatically end after 20 minutes of inactivity.

User ID:

Copyright © 2017 Teachers' Retirement System of the State of Illinois

Privacy Information  
Disclaimer

# Employer Access Area Menu

## 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

The menu items used to complete the report are in the “Annual Report” section.



# How to Use This System

## 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

- Briefly explains each of the menu items under the “Annual Report” section.
- Provides a link to view or print a list of **TRS edit codes** with descriptions and required actions.



**This list can be very helpful!**



# Import/Recover/Delete

## 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

Import/Recover/Delete allows the user to:

- Import data from an employer file.
- Recover data from the prior year's Annual Report.
- Delete earnings information.
- Delete all employees from the Annual Report.

# Employee List

## 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

- The Employee List displays the name and SSN for every person entered on the Annual Report.
- Shows if any edit codes invoked for the member.
- **Has a link to the Update screen for each member.**

# Add Employee

## 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

After the initial import or recover process has been done, use the Add Employee menu item to add any additional members to the Annual Report.



# Remittances

## 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

- The Remittances menu item takes the user to the entry screen for total contributions remitted during the year.
- Used in the contribution balancing process.





# Compliance Questionnaire

## 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

- The Compliance Questionnaire menu item links to a series of questions about the district's practices.
- Must be completed before the Annual Report can be submitted.



# Reports

## 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

- After entry is complete, use the Reports menu item to view the results.
- Reports are in Adobe Acrobat PDF format and can be printed.



# Submit to TRS

## 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

The Submit to TRS menu item is used to send the completed Annual Report to TRS.



# Confirm Summary of Changes

## 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

After the Annual Report has been audited by TRS, the district must use the Confirm Summary of Changes menu item to verify all changes made during the audit process were reviewed.





# Getting Started

- Click on the Import/Recover/Delete menu item.
- Two options to start Annual Report: Import or Recover. Import is usually preferred.
- The Import from Employer File option allows employer to pull everyone's earnings and service data from the payroll system into the Annual Reporting System.

**Import/Recover/Delete**

- ☐ **Import from Employer File**  
Select this option to import employee records from an Excel, xml, tab-delimited, comma-delimited or fixed-length ASCII file. [Click here to view the Import File Specifications.](#)
- ☐ **Recover from TRS 2015-16 Annual Report**  
Select this option to recover employee records from the TRS Annual Report information for 2015-16. Additional earnings information must be entered for each employee.
- ☐ **Create Spreadsheet File**  
Select this option to create an xml file of the Annual Report on your PC for table-view updates. **You must have Microsoft Office 2003 or later to use this feature.**
- ☐ **Delete All Earnings Information from 2016-17 Annual Report**  
Select this option to delete the following information from all employees on this Annual Report: total number of days paid, annual salary rate, creditable earnings, member TRS contributions and federal funds.
- ☐ **Delete All Employees from 2016-17 Annual Report**  
Select this option to delete all employees' records from the 2016-17 Annual Report.

OK Cancel

- The import file must be in a specific fixed length ASCII format.
- Most payroll software vendors have incorporated a process that creates the TRS Annual Report import file in the proper format.

# Importing Annual Report File

After the Annual Report has been audited by TRS, the district must use the Confirm Summary of Changes menu item to verify all changes made during the audit process were reviewed.

## Import from Employer File

[Click here to view the Import File Specifications.](#)



File Path/Name:

Browse...

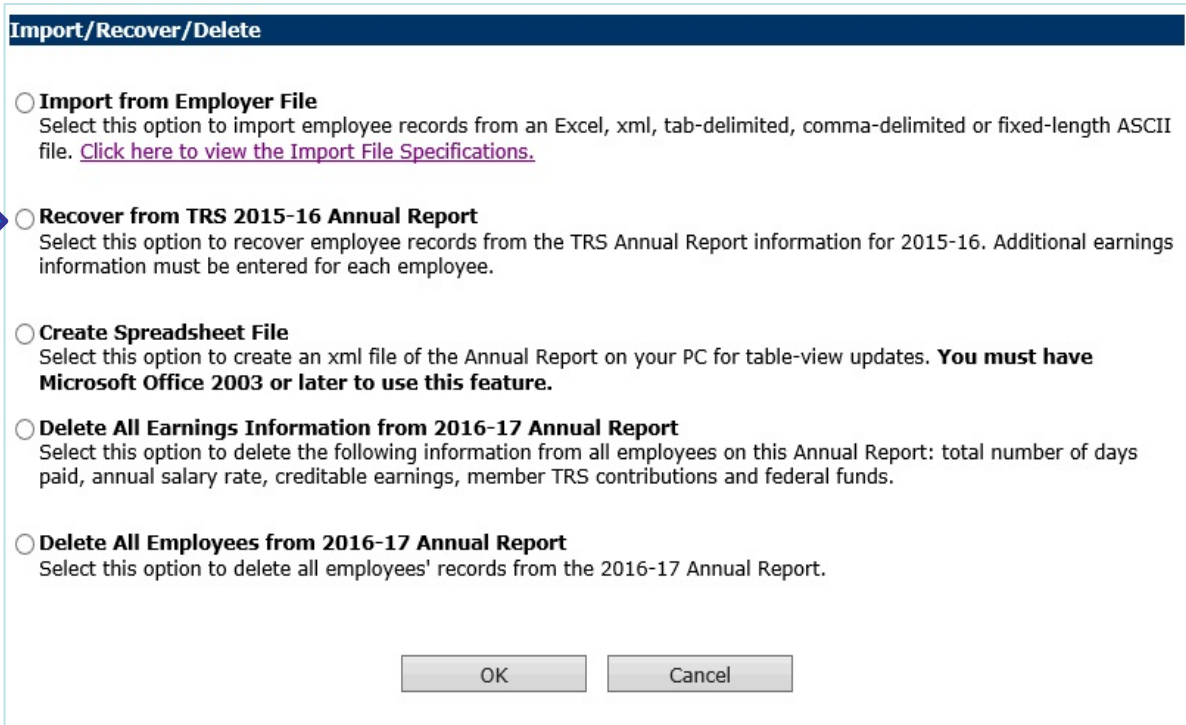


OK

Cancel

# Recovering from Prior Year

- Use the “Recover” option if not able to import from payroll system.
- Recover process pulls in names and demographic information for everyone on the prior year’s Annual Report.
- Click in the circle next to “Recover” then click OK.
- Once the Employee List is populated, user must manually delete members who didn’t work, add new employees, and enter each member’s earnings and service information.



The screenshot shows a dialog box titled "Import/Recover/Delete" with a dark blue header. It contains five radio button options. A large blue arrow points from the text "delete members" in the list to the second option, "Recover from TRS 2015-16 Annual Report".

**Import/Recover/Delete**

- ☐ **Import from Employer File**  
Select this option to import employee records from an Excel, xml, tab-delimited, comma-delimited or fixed-length ASCII file. [Click here to view the Import File Specifications.](#)
- ☐ **Recover from TRS 2015-16 Annual Report**  
Select this option to recover employee records from the TRS Annual Report information for 2015-16. Additional earnings information must be entered for each employee.
- ☐ **Create Spreadsheet File**  
Select this option to create an xml file of the Annual Report on your PC for table-view updates. **You must have Microsoft Office 2003 or later to use this feature.**
- ☐ **Delete All Earnings Information from 2016-17 Annual Report**  
Select this option to delete the following information from all employees on this Annual Report: total number of days paid, annual salary rate, creditable earnings, member TRS contributions and federal funds.
- ☐ **Delete All Employees from 2016-17 Annual Report**  
Select this option to delete all employees' records from the 2016-17 Annual Report.

OK Cancel

# Other Options

Other options available on the Import/Recover/Delete screen allow the user to:

- Create an Annual Report spreadsheet file in Excel.



**Import/Recover/Delete**

- ☐ **Import from Employer File**  
Select this option to import employee records from an Excel, xml, tab-delimited, comma-delimited or fixed-length ASCII file. [Click here to view the Import File Specifications.](#)
- ☐ **Recover from TRS 2015-16 Annual Report**  
Select this option to recover employee records from the TRS Annual Report information for 2015-16. Additional earnings information must be entered for each employee.
- ☐ **Create Spreadsheet File**  
Select this option to create an xml file of the Annual Report on your PC for table-view updates. **You must have Microsoft Office 2003 or later to use this feature.**
- ☐ **Delete All Earnings Information from 2016-17 Annual Report**  
Select this option to delete the following information from all employees on this Annual Report: total number of days paid, annual salary rate, creditable earnings, member TRS contributions and federal funds.
- ☐ **Delete All Employees from 2016-17 Annual Report**  
Select this option to delete all employees' records from the 2016-17 Annual Report.

OK Cancel

- Delete all earnings and service information from the Annual Report but retain the demographic information.
- Delete all employees completely and start over.




# Using the Employee List Screen

- Click on the Employee List menu item.

- Filter options are available. For example, the employee list can be filtered to show only members with fatal edit codes.

**Employee List**


[Click here to filter employee list.](#)  Count: 7

Current Filters: Show All

Go to Page with Last Name:

Go to Page with SSN:   (999-99-9999)

	Errors		Edit	SSN	Name	Earnings	Term	LOA	Sab
	Fatal	Non	Expl				SL		
<a href="#">Update</a>				123-45-6789	Alpha, Ann	✓			
<a href="#">Update</a>	✓			234-56-7890	Beta, Bonnie	✓			
<a href="#">Update</a>				345-67-8901	Delta, Deborah	✓			
<a href="#">Update</a>				456-78-9012	Epsilon, Eric	✓			
<a href="#">Update</a>		✓		<b>567-89-0123</b>	<b>Gamma, Gabrielle</b>	✓			
<a href="#">Update</a>				678-90-1234	Kappa, Karen	✓			
<a href="#">Update</a>				789-01-2345	Lambda, Lance	✓			




- The Update link for each person will open the entry screen to make changes or add more information.

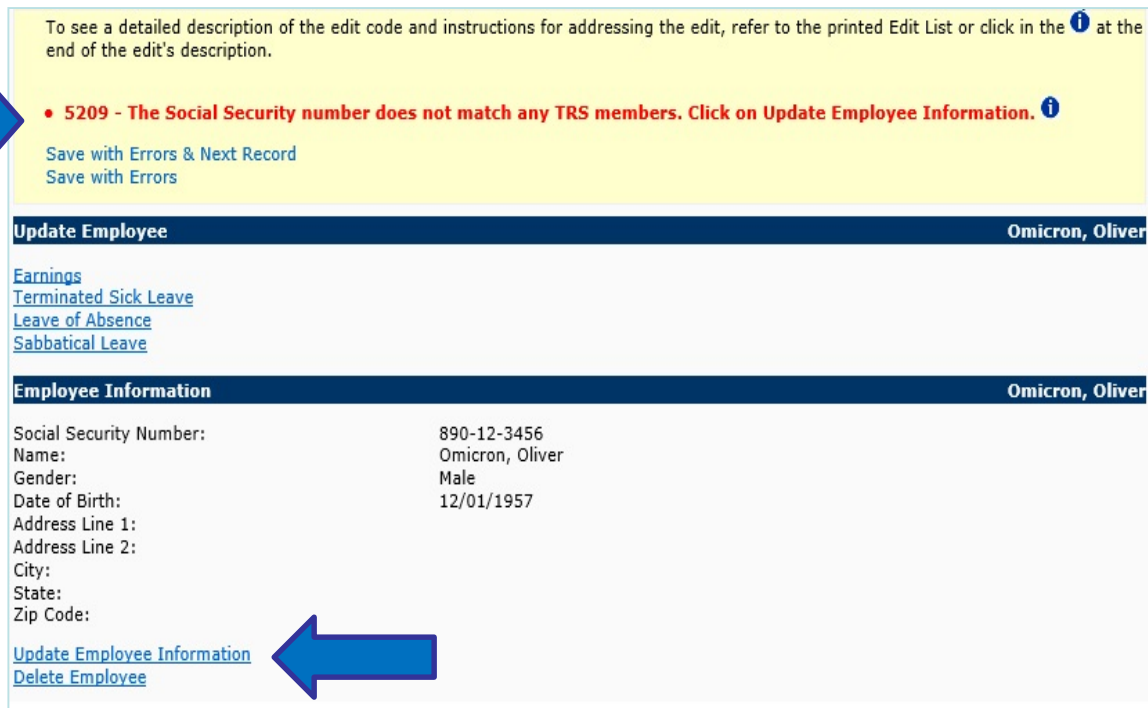
# Deleting an Employee

- If the employee does not qualify for TRS membership or did not work in the year being reported, click the Delete Employee link.
- On the Delete Employee screen, click on Delete.

Employee Information		Alpha, Ann
Social Security Number:	123-45-6789	
Name:	Alpha, Ann	
Gender:	Female	
Date of Birth:	01/02/1984	
Address Line 1:	222 Buttercup St	
Address Line 2:		
City:	Summerville	
State:	IL	
Zip Code:	62999	
<a href="#">Update Employee Information</a>		
<a href="#">Delete Employee</a>		

Delete Employee
By selecting the delete button below, you are permanently deleting 123-45-6789 - Alpha, Ann from the 2016-17 Annual Report records.
 <input type="button" value="Delete"/> <input type="button" value="Cancel"/>

# Unrecognized SSN



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.

• **5209 - The Social Security number does not match any TRS members. Click on Update Employee Information.** [i](#)

[Save with Errors & Next Record](#)  
[Save with Errors](#)

**Update Employee** Omicron, Oliver

[Earnings](#)  
[Terminated Sick Leave](#)  
[Leave of Absence](#)  
[Sabbatical Leave](#)

**Employee Information** Omicron, Oliver

Social Security Number:	890-12-3456
Name:	Omicron, Oliver
Gender:	Male
Date of Birth:	12/01/1957
Address Line 1:	
Address Line 2:	
City:	
State:	
Zip Code:	

[Update Employee Information](#)  
[Delete Employee](#)

- If TRS does not recognize an SSN that was imported, edit code 5209 will appear at the top of the Update Employee page.
- Click the Update Employee Information link to correct the SSN or to designate the person as a new TRS member.

- If TRS does not recognize an SSN that was entered, edit code 5209 will appear at the top of the Add Employee page.

# Update Employee Demographic Information

**Update Employee Information**  
\* Required Information

☐ This is a new employee. I confirm that the Social Security number is correct.

Social Security Number*:	890-12-3456	(999-99-9999)
Last Name*:	Omicron	
First Name*:	Oliver	
Middle Name:		
Gender*:	Male	▼
Date of Birth:	03/20/1978	(mm/dd/yyyy)
Address Line 1:		
Address Line 2:		
City:		
State:	IL - Illinois	▼
Zip Code:		(99999-9999)

- If this is the first year the member worked for the district:
  - Review the SSN for accuracy.
  - Click the box next to “This is a new employee.”
  - Prefix and address are required.
- If this is not a new employee, research and correct the SSN.

- Name changes entered on this screen will not override the name attached to this SSN in TRS’s database.
- Any other changes entered on this screen will update TRS’s database.
- Click Save when entry is complete.



# Earnings Section

- The earnings section contains the essential Annual Report information for the member.
- Refer to Chapter 5 in the TRS *Employer Guide* for detailed guidance on correct reporting of the service and earnings information.
- When entry is complete,
  - click Save & Next Record to go directly to the next member's update screen, or
  - click Save & Done to return to the Employee List screen.
  - **Exception:** if edit codes invoked, the system will keep the user on the Update Employee screen and the edit codes will be displayed at the top of the screen.

Earnings		Alpha, Ann
Type of Employment:	F - Full Time	
Number of Days in Employment Agreement:	180	
Total Number of Days Paid:	180	
Annual Salary Rate, Not Less Than Creditable Earnings:	\$38,000.00	
Creditable Earnings:	\$38,000.00	
Member TRS Contributions:	\$3,420.00	
Sum of Creditable Earnings Paid from Special Trust or Federal Funds:	\$0.00	
<a href="#">Save &amp; Next Record</a> <a href="#">Save &amp; Done</a>		

# Viewing Edit Codes

**Beta, Bonnie**

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.

- **4215 - Creditable earnings are greater than annual salary rate.** **i**

[Save with Errors & Next Record](#)  
[Save with Errors](#)

**Update Employee** **Beta, Bonnie**

[Earnings](#)  
[Terminated Sick Leave](#)  
[Leave of Absence](#)  
[Sabbatical Leave](#)

**Employee Information** **Beta, Bonnie**

Social Security Number: 234-56-7890  
Name: Beta, Bonnie  
Gender: Female  
Date of Birth: 02/15/1975  
Address Line 1:  
Address Line 2:  
City:  
State:  
Zip Code:

[Update Employee Information](#)  
[Delete Employee](#)

**Earnings** **Beta, Bonnie**

Type of Employment:	F - Full Time
Number of Days in Employment Agreement:	261
Total Number of Days Paid:	261
Annual Salary Rate, Not Less Than Creditable Earnings:	\$110,000.00
Creditable Earnings:	\$110,001.00
Member TRS Contributions:	\$9,900.00
Sum of Creditable Earnings Paid from Special Trust or Federal Funds:	\$0.00

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

- Fatal errors are displayed in red.
- The user can save a record with a fatal error but the Annual Report cannot be submitted to TRS until the error is corrected.

# Fatal Errors

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.

- **4215 - Creditable earnings are greater than annual salary rate.** **i**

[Save with Errors & Next Record](#)  
[Save with Errors](#)

## **4215**

**Either creditable earnings or annual salary rate must be corrected. Annual salary rate cannot be less than creditable earnings.**

**For employment types full-time and part-time contractual, the annual salary rate should be greater than creditable earnings for members who were hired late, docked or terminated prior to the end of the school term or employment agreement, if longer. The annual salary rate is what the member would earn for the full year (base rate) plus any extra duties, lump-sums and reportable flexible benefit plans.**

**For employment types substitute and part-time noncontractual, annual salary rate must equal creditable earnings.**

Close

- For more information about the problem flagged by the edit code click on the “i” in the blue circle.
- The pop-up box will explain the problem and the action the user needs to take.



# Non-fatal Edit Code

- Non-fatal edit codes are displayed in black.
- Review the reported information for accuracy.
- If the reported information is not correct, enter the necessary changes.
- If the reported information is correct, enter an explanation in the Edit Explanation box.
- Be sure to click Save with Errors before exiting the screen.

Omicron, Oliver

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.

- 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**

Edit Explanation:




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


[Save with Errors & Next Record](#)


[Save with Errors](#)

# Edit Explanations

Delta, Deborah

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  at the end of the edit's description.

- **WARNING:** Changes have not been saved. Select the "Save with Errors" link to save your changes with errors.
- 4288 - (Non-fatal) The daily rate (computed by dividing the annual salary rate by the number of days in the employment agreement) multiplied by total number of days paid is not within \$1,000.00 of creditable earnings for a full-time member. 

Edit Explanation: 

Resigned at end of 1st semester. Earnings breakdown:  $74,000 \text{ annual base} / 180 \times 90 = 37,000 \text{ base earned} + 4,000 \text{ cross country coach} + 500 \text{ curriculum project} = 41,500.$

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

[Save with Errors & Next Record](#)  
[Save with Errors](#)

- Explanations must be provided for all non-fatal edit codes before the Annual Report can be submitted.
- If the edit code involves the annual salary rate

and/or creditable earnings, include a breakdown of the earnings in the edit explanation.


- If the teacher only worked for part of the year, show how the annual salary was prorated to get the earnings amount.
- Don't forget to click Save with Errors before leaving this screen.



# Tools for Identifying Members with Edit Codes

Members with errors and edit codes can be identified in a variety of ways.

- Employee List



	Errors		Edit Expl	SSN	Name
	Fatal	Non			
<a href="#">Update</a>				123-45-6789	Alpha, Ann
<a href="#">Update</a>	✓			234-56-7890	Beta, Bonnie
<a href="#">Update</a>				345-67-8901	Delta, Deborah
<a href="#">Update</a>				456-78-9012	Epsilon, Eric
<a href="#">Update</a>		✓		567-89-0123	Gamma, Gabrielle
<a href="#">Update</a>				678-90-1234	Kappa, Karen
<a href="#">Update</a>				789-01-2345	Lambda, Lance
<a href="#">Update</a>		✓		890-12-3456	Omicron, Oliver

- Displays a check mark in the Errors column for each member with edit codes. It also shows if an edit explanation has been entered.

# Tools for Identifying Members with Edit Codes (continued)

The Employee List screen can be filtered to display only members with fatal errors or only members with non-fatal edit codes.



**Filter Employee List**

☐ Show All (Selection of this option will clear all other filters.)

☒ Only Show Employees Who Meet All of the Selected Criteria:

- ☐ Creditable Earnings
- ☐ Federal Funds
- ☒ Fatal Errors Only
- ☐ Non-fatal Errors Only
- ☐ Terminated Sick Leave
- ☐ Leave of Absence
- ☐ Sabbatical Leave

Employment Type:

Gender:

Minimum Age:

# Tools for Identifying Members with Edit Codes (continued)

## Reports menu

- “Draft” Annual Report of Earnings displays edit codes. Many employers print the Draft Annual Report right after completing the import process and use it as their working copy. Can be filtered to show only members with edit codes.



- Annual Report Employee Edit Report lists all members with edit codes and displays explanations the employer has entered.


# Reporting Terminated Sick Leave

- For each member who terminated employment, complete the Terminated Sick Leave section of the Update Employee screen.
- Exception: if a Supplementary Report has already been submitted for the member, it isn't necessary to complete the Terminated Sick Leave section for the member.
- Enter the beginning and ending dates of employment in the specified format.
- Enter the number of unused, uncompensated sick leave days the member had available for use at the time of termination. Round to the nearest 1/10<sup>th</sup> of a day.
- Click Save and Next Record or Save & Done before exiting the screen.

Earnings		Alpha, Ann
Type of Employment:	F - Full Time	
Number of Days in Employment Agreement:	180	
Total Number of Days Paid:	180	
Annual Salary Rate, Not Less Than Creditable Earnings:	\$38,000.00	
Creditable Earnings:	\$38,000.00	
Member TRS Contributions:	\$3,420.00	
Sum of Creditable Earnings Paid from Special Trust or Federal Funds:	\$0.00	
<a href="#">Save &amp; Next Record</a> <a href="#">Save &amp; Done</a>		

Terminated Sick Leave		Alpha, Ann
Please do not list sick leave again if the employer has already filed a Supplementary Report listing sick leave days. If the sick leave days reported on the Supplementary Report are incorrect, please submit a corrected Supplementary Report.		
1. Beginning Date of Employment:	<input type="text"/>	(mm/dd/yyyy)
2. Ending Date of Employment:	<input type="text"/>	(mm/dd/yyyy)
3. Number of Sick Leave Days Accumulated: (Round to the nearest tenth decimal place.)	<input type="text"/>	





# Reporting Leaves of Absence

**Leave of Absence** Alpha, Ann

Only include members who were **paid** for **less than** 170 days.

1. **Unpaid** Leave of Absence period  
(Please **do not** include paid sick/personal/vacation days used or any additional unpaid days outside of leave of absence period.)

Beginning Date of **Unpaid** Leave of Absence:  (mm/dd/yyyy)

Ending Date of **Unpaid** Leave of Absence:  (mm/dd/yyyy)

2. Do the days worked + **paid** sick/personal/vacation days used + **unpaid** days in the board-approved leave period equal or exceed 170 days? (Do not count any dock days outside the leave period.)  
[Click here to view examples.](#)

If question 2 is "no" (less than 170 days), enter the amount of **unpaid** earnings during the leave of absence period:

If question 2 is "no" (less than 170 days), please enter the following:

<b>Paid</b> Days Worked:	<input type="text"/>	+
<b>Paid</b> Sick Leave/Personal/Vacation Days Used:	<input type="text"/>	+
<b>Unpaid</b> Days in the Board-Approved Leave Period:	<input type="text"/>	+
<b>Unpaid</b> Days Outside the Leave Period:	<input type="text"/>	+
Total <b>Paid</b> and <b>Unpaid</b> Days:	<input type="text"/>	=

This total should equal the total number of days in the employment agreement.  
(On save, all paid and unpaid days will be rounded to one decimal.)

3. Comments:

Please refer **all** questions regarding the Employers' Leave of Absence Report to the Member Accounts Department at (800) 877-7896, extension 2756 or email: [MemberAccountsLOA@trs.illinois.gov](mailto:MemberAccountsLOA@trs.illinois.gov) to specifically address questions regarding this report.

- For each member who was on an unpaid leave of absence for part or all of the school year, complete the Leave of Absence section.
- Exception: not necessary for members who had 170 or more paid days.
- Enter the beginning and ending dates of unpaid leave in the specified format.



# Reporting Sabbatical Leaves

- Terms of the Sabbatical leave must be in complete compliance with the Illinois School Code to be reportable to TRS.
- Refer to Chapter 6 in the TRS *Employer Guide* for more information about sabbatical leaves.
- Complete the Sabbatical Leave section of the Update Employee screen for any members who were granted sabbatical leave in accordance with the School Code.
- Refer to Chapter 5 in the TRS *Employer Guide* for a reporting example.

The screenshot shows a web form titled "Sabbatical Leave" with a user name "Alpha, Ann" in the top right corner. The form contains five numbered sections for data entry:

- 1. Period of the Sabbatical Leave**
  - Beginning Date of Sabbatical Leave:  (mm/dd/yyyy)
  - Ending Date of Sabbatical Leave:  (mm/dd/yyyy)
- 2. Number of Days on Sabbatical Leave:**   
(On save, will be rounded to one decimal.)
- 3. Annual Full-time Salary Rate Prior to the Sabbatical Leave.**   
For a definition of annual salary rate, please refer to Chapter 5 of the TRS [Employer Guide](#).
- 4. If the sabbatical leave was not for a full year, enter the total number of days worked:**   
(On save, will be rounded to one decimal.)
- 5. Gross earnings, if any, for the school term other than for the period of the leave:**

At the bottom right of the form are two buttons: "Save" and "Cancel".



# Ready to Move On?

Before moving on to the rest of the Annual Report process, review to ensure that:

- All TRS members have been included on the Annual Report.
- Accurate earnings and service information has been entered for everyone.
- All fatal errors have been corrected.
- Explanations have been entered for all non-fatal edit codes.

# Printing Report



Click on the Reports menu item and print out the following reports for your records:

- Final Annual Report of Earnings
- Annual Report Employee Edit Report
- Annual Report Terminated Sick Leave Report
- Annual Report Leave of Absence Report
- Annual Report Sabbatical Leave Report (if applicable)

# Remittances Entry Screen

**Remittances**

**Prefill Option**

Select the "Prefill" button below to view the contribution amounts remitted to TRS as of today's date. If any contributions have been remitted but are not included in the totals, please update the totals below. Future totals cannot automatically update when additional remittances are paid. Select the "Prefill" button to view the current remittances on record with TRS.

**TRS**  
\* Required Information

Total Member TRS 9.00 Percent Contributions Remitted to TRS for the 2016-17 School Year*:	\$1,176,692.13
Total Employer Federal Funds 38.54 Percent Contributions Remitted to TRS for the 2016-17 School Year*:	\$32,519.16
Total Employer 0.58 Percent Contributions for Member Benefit Increase Remitted to TRS for the 2016-17 School Year*:	\$75,830.25

**THIS Fund**  
\* Required Information

Total THIS Fund Contributions Remitted to TRS for the 2016-17 School Year*:	\$254,902.91
---	--------------

After saving the contributions remitted, please view the [Annual Report Remittances report](#). If there is an amount due to TRS, please remit it by August 15 to avoid the potential for late payment penalties. If you wish to print the report at a later time, it can be accessed under the "Reports" menu item.

- Click on the Remittances menu item.
- Either click the Prefill button, or
- Manually enter the total contribution amounts remitted for the year.
- Click Save before exiting the screen.



# Remittances Report

## Member TRS 9.00 Percent Contributions

1.	Total Creditable Earnings:		\$260,531.00
	Contribution Rate:	x	0.09
2.	Total Contributions Due:		\$23,447.79
3.	Total Contributions Remitted to TRS:	-	\$23,524.00
4.	Amount Overpaid for this Account:		<b>(\$76.21)</b>

## Employer Federal Funds 38.54 Percent Contributions

5.	Total Federal Funds:		\$208.00
	Contribution Rate:	x	0.3854
6.	Total Contributions Due:		\$80.16
7.	Total Contributions Remitted to TRS:	-	\$80.04
8.	Your underpayment of \$0.12 will be considered a write-off.		<b>\$0.00</b>

## Employer 0.58 Percent Contributions for Member Benefit Increase

9.	Total Creditable Earnings:		\$260,531.00
	Contribution Rate:	x	0.0058
10.	Total Contributions Due:		\$1,511.08
11.	Total Contributions Remitted to TRS:	-	\$1,511.08
12.	Amount Due To TRS for this Account:		<b>\$0.00</b>

13.	<b>Amount to be Refunded to Employer:</b>	<b>(\$76.21)</b>
-----	---	------------------

## Member 1.12 Percent THIS Fund Contributions

1.	Total Creditable Earnings:		\$260,531.00
	Contribution Rate:	x	0.0112
2.	Total Contributions Due:		\$2,917.95

## Employer 0.84 Percent THIS Fund Contributions

3.	Total Creditable Earnings:		\$260,531.00
	Contribution Rate:	x	0.0084
4.	Total Contributions Due:		\$2,188.46

## Total THIS Fund Contributions

5.	Total Member and Employer THIS Fund Contributions Due:		\$5,106.41
6.	Total Member and Employer THIS Fund Contributions Remitted to TRS:		\$5,055.00

7.	<b>Amount Due To THIS Fund*:</b>	<b>\$51.41</b>
----	----------------------------------	----------------

- Click on the Reports menu item, then click on Annual Report Remittances to view the net contribution balances.
  - TRS contributions are displayed on page 1.
  - THIS contributions are displayed on page 2.
- The report shows if the employer overpaid or underpaid contributions.
- If the employer underpaid by \$50 or more, remit the amount due using “60” as the pay period number.
- If the employer overpaid by \$50 or more, TRS will issue a refund after the Annual Report is audited.
- If contributions were overpaid or underpaid by less than \$50, the balance will be written off.



# Compliance Questionnaire

- Click on the Compliance Questionnaire menu item.
- Respond to each question by clicking in the “Yes” or “No” circle.
- Enter additional information where required.
- Click Save and Continue before exiting each screen.
- When finished, click on the Reports menu item, then click on Compliance Questionnaire. Print a copy for your records.

Compliance Questionnaire

Page 1 of 8

Yes	No	
<input type="radio"/>	<input type="radio"/>	1. a. Does the district pay any portion of the member TRS 9.00 percent contributions for any teachers? b. If "yes," what percentage is board paid? <input type="text"/> %
<input type="radio"/>	<input type="radio"/>	2. a. Does the district pay any portion of the member TRS 9.00 percent contributions for any administrators? b. If "yes," what percentage is board paid? <input type="text"/> %
<input type="radio"/>	<input type="radio"/>	3. a. Did any substitute or part-time noncontractual teachers receive extra-duty pay? b. If "yes," did any of their extra-duty assignments not require a teaching license (e.g., coaching, chaperoning, lunchroom supervising)? c. If "yes," were any extra duties not requiring licensure reported to TRS for substitute or noncontractual teachers?

Save and Continue

# Compliance Questionnaire

- Click on the Submit to TRS menu item.
- Review the top portion of the screen to ensure all of the listed tasks have been completed.
- If terminated sick leave, leave of absence, and/or sabbatical leave information was not entered for any members, there will be questions in the middle of the screen. Respond to these questions.
- Complete the contact information section.
- When everything is 100% complete, click the Submit to TRS button. You will receive an email confirming the Annual Report was submitted.

**Submit to TRS**  
**\*Required information**

The following information has been completed:

Yes	No	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Employee List - All fatal errors have been resolved.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Employee List - Edit explanations have been added for all employees with non-fatal errors.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Remittances have been entered.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	The compliance questionnaire has been entered.

No information has been reported for the following areas. If answered "Yes," please add relevant information to the Annual Report before submitting.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Leave of Absence: Were any members on an unpaid leave of absence and paid for less than 170 days?
<input type="checkbox"/>	<input type="checkbox"/>	Sabbatical Leave: Were any members on a paid sabbatical leave of absence in accordance with the School Code (105 ILCS 5/24-61) during the school year?

Please enter the person to be contacted regarding questions for this Annual Report:

Prefix:	<input type="text" value="Select One"/>
First Name*:	<input type="text"/>
Middle Name:	<input type="text"/>
Last Name*:	<input type="text"/>
Suffix:	<input type="text" value="Select One"/>
Title:	<input type="text"/>
Work Phone*:	<input type="text" value="(999-999-9999)"/>
Extension:	<input type="text"/>
Fax:	<input type="text" value="(999-999-9999)"/>
Email Address*:	<input type="text"/>
Re-enter Email Address*:	<input type="text"/>



# TRS Review Process

- TRS Employer Services Department reviews every Annual Report.
- All Annual Report reviews are completed by the end of October.
- You will be contacted by phone or email if the auditor has questions.



# Confirming Summary of Changes

- Once TRS has completed the Annual Report review, an email will be sent instructing you to review and confirm any changes that were made by TRS.
- Click on the Reports menu item, then click on Annual Report Summary of Changes to view any changes made during TRS's review process.
- After you have reviewed the changes, click on the Confirm Sum of Changes menu item.
- If you disagree with any of the changes, contact TRS Employer Services.



## Additional Note

- The Annual Reporting System is activated around the first of June each year.
- TRS will notify you when the ARS has been activated and will send reminder emails and bulletins periodically through the summer.
- The TRS Employer Services auditors are available to answer any questions you have as you complete the Annual Report. Call (888) 678-3675 for assistance.