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EMPLOYER BULLETIN

Supplementary Reports & Sick Leave Certifications

May 2017

Retirement season is here and soon employers will be submitting Supplementary Reports and Sick Leave Certifications.

A Supplementary Report is required if an application for benefits (retirement, temporary disability or death) or refund is initiated prior to TRS completing its review of the Annual Report of Earnings. When a member initiates a benefit or refund process, TRS creates a Supplementary Report for that person. A Sick Leave Certification is also created when a member is retiring. Employers are required to file Supplementary Reports and Sick Leave Certifications via the web-based Supplementary Report and Sick Leave Certification System.

Employers will be notified weekly by email of all Supplementary Reports and Sick Leave certifications that have been assigned for completion due to members applying for benefits or refunds.

To locate Supplementary Reports and Sick Leave Certifications, sign in to the secure Employer Access area of the TRS website and click on "Supp Rpts/Sick Leave Certs."

For additional information on the web-based Supplementary Report and Sick Leave Certification System, refer to the following links:

- [Chapter 5 in the *Employer Guide*](#)
- [Supplementary Report and Sick Leave Certification Tutorial](#)

Edit Process – fatal and non-fatal edits

When information entered on the Supplementary Reports and Sick Leave Certifications is saved, the reported information goes through an edit process that will identify any possible errors. There are two types of errors: fatal (red) and nonfatal (black). The edit process allows the employer to correct reporting errors or explain situations that TRS will be required to research. To see a detailed description of the edit code and instructions for addressing the edit, click on the **i** at the end of the edit description.

Fatal edits

A fatal edit identifies incorrect or incomplete information and must be corrected before the Supplementary Report and/or Sick Leave Certification may be submitted.

An example of a fatal edit with incorrect information is Edit 4215 – "Creditable earnings are greater than annual salary rate." Annual salary rate cannot be less than creditable earnings. Either annual salary rate or creditable earnings must be corrected.

Non-fatal edits

A non-fatal edit does not necessarily mean that the information entered is incorrect. Many edits are reasonableness checks, prompting TRS to verify the member's data. If you receive a non-fatal edit, you should review the reported information. **If the member has been correctly reported, an explanation for the edit must be entered.** A detailed note in the edit explanation box may prevent a future inquiry from TRS. Employers should not modify member data solely because an edit exists. Modifications should be made only if the original information is incorrect and not in accordance with reporting guidelines.

Non-fatal edit examples:

Edit 305 – "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 \$200.00 of base creditable earnings for an employment type of full-time." Review reported information and correct if in error.

This edit often occurs when rate and earnings are correct but the member worked partial days or because the member received extra duty, flexible benefit plan, or lump-sum payments. Ensure the base annual salary rate and base creditable earnings fields include base amounts only. Flexible benefit plans, extra duties, and lump-sum payments should be included in their respective fields. If the employer pays any portion of the member's retirement contributions, the base rate and earnings should include the proper TRS factor. If the reported information is correct, indicate how the base rate was prorated to calculate base creditable earnings.

For example:

Number of Days in Employment Agreement: 180
Total Number of Days Paid: 100
Base Annual Salary Rate: \$60,000.00
Base Creditable Earnings: \$33,000.00

Enter a detailed edit explanation to explain why the reported information is correct. The following edit explanation provides enough detail for TRS to complete the processing of the Supplementary Report.

"The teacher was docked two half days. $\$60,000.00 \div 180 \times 99 = \$33,000.00$."

The following edit explanations do not provide enough detail for TRS to complete the processing of the Supplementary Report. We will be required to contact you for additional information.

"The teacher was docked."
"The teacher was absent several partial days."
"Correctly reported."

In the second example, the information reported is incorrect and after the correction is made, the edit is no longer invoked.

Number of Days in Employment Agreement: 180
Total Number of Days Paid: 50
Base Annual Salary Rate: \$50,000.00
Base Creditable Earnings: \$14,388.89

In researching this member, the district discovered the member earned \$500 dollars for extra duties for chaperoning, club sponsorship and internal substitution that was not included in the annual salary rate and was not split out between base creditable earnings and extra-duty creditable earnings. The employer corrected this member's annual salary rate and creditable earnings as follows:

Base Annual Salary Rate \$50,000.00
Extra-duty annual salary rate + \$500.00
Total Annual Salary Rate \$50,500.00
Base Creditable Earnings \$13,888.89
Extra-duty creditable earnings \$500.00
Total Creditable Earnings \$14,388.89

When these corrections were made, Edit 305 no longer invoked or displayed on this member's record.

Reports

Use the "Reports" menu item on the left navigation bar to print copies of the Supplementary Reports and Sick Leave Certifications that have been submitted to TRS. Blank form copies for any members on the Supp/Rpts/Sick Leave Certs list can also be printed.

Revisions

If any changes occur after the Supplementary Reports or Sick Leave Certifications have been submitted, use the "Revise Submitted Supp Rpts" or "Revise Submitted SL Certs" menu item on the left navigation bar to submit corrections online. Prior to submitting the corrections, you will be required to provide an edit explanation if non-fatal edits are invoked and the reason for the correction(s).

Only use the "Revise Submitted Supp Rpts" or "Revise Submitted SL Certs" menu items if you are making a change to the original Supplementary Report or Sick Leave Certification.

Reporting Reminders

Additional bulletins with reporting reminders will be sent in the near future.

Questions

If you have further questions, please contact us at employers@trsil.org.

TEACHERS' RETIREMENT SYSTEM OF THE STATE OF ILLINOIS

(888) 877- 0890

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