

# EMPLOYER BULLETIN

## REPORTING EXPECTATIONS BEFORE AND AFTER THE GEMINI RELEASE

March 2020



In [Employer Bulletin 20-13](#), TRS announced a new date of January 1, 2021 for the Gemini go-live. This bulletin is a follow up and addresses how employers are expected to report earnings and contributions for July 1 through Dec. 31, 2020, the period of FY2020-21 when Gemini *will not be live* and Jan. 1 through June 30, 2021, the period of FY2020-21 when Gemini *will be live*.

### Before Gemini is Live

#### 1. How will I submit data for July 1, 2020 through Dec. 31, 2020?

All data for FY2020-21 will be reported in the new pay-period format to TRS, defined in the [file format](#) announced with [Employer Bulletin FY19-14](#). Once Gemini is live in January 2021, employers will submit their payroll data for the first six months of FY2020-21, July 2020 to December 2020, to TRS. In order to ensure you are successfully able to submit data to TRS, you will need to capture payrolls on a pay-period basis and submit the reports sequentially (July, August, etc.) through Gemini's Employer Portal. This may require you to work with your payroll vendor or IT staff to make sure that the payroll information for the first half of FY2020-21 is stored in your software systems and is available for you to use when Gemini is live.

#### 2. How will I remit payments to TRS during July 1, 2020 through Dec. 31, 2020?

Until Gemini is live, you will continue to use the current Employer Access to submit payments as you have always done. Once TRS begins receiving your payroll reports for FY20-21 in Gemini starting January 2021, we will reconcile the contributions due for each report to the payments previously remitted for that pay period/month, *i.e.* July through December. If any underpayments or overpayments are detected during the reconciliation process, TRS will issue a debit or a credit invoice which can be applied to future reports in Gemini.

#### 3. Can I continue to accelerate contributions during July 1 through Dec. 31, 2020?

No. Acceleration of contributions will not be permitted effective with salaries earned beginning July 1, 2020. This also applies to the acceleration of both THIS Fund and 0.58 percent employer contributions. By not allowing acceleration of TRS contributions, TRS will be able to validate the 9 percent and THIS Fund contributions on an individual basis and will enable employers to reconcile more frequently ensuring that TRS has received the correct member TRS retirement contributions, employer contributions and THIS Fund contributions for the reported creditable earnings. All contributions for each fiscal year are due to TRS by July 10th.

## After Gemini is Live

### 1. Start submitting payroll in a sequential manner from July to January.

*By the end of FY2020-21, all payroll reports must be current.*

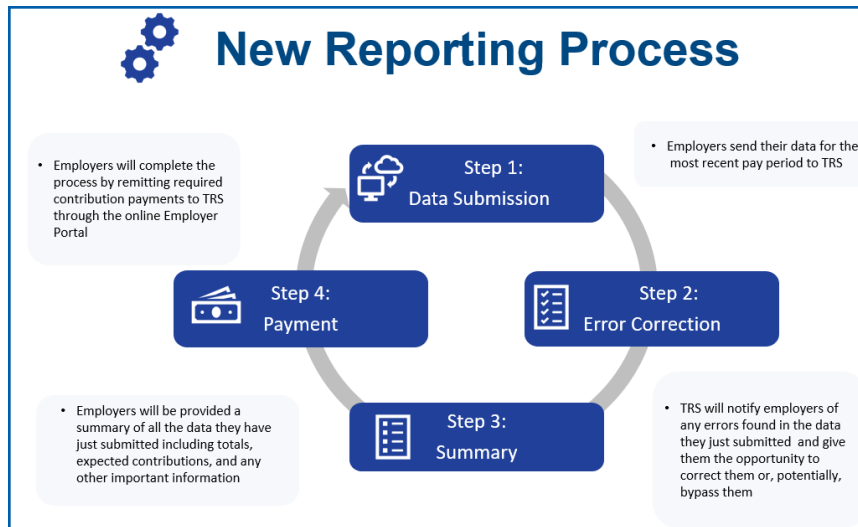
In Gemini, employers will be required to submit data sequentially; July report(s) must be submitted before August. Information submitted in prior months will be used to validate data submitted for current/future reports. Employers will be required to start submitting July 2020 payroll data reports in January 2021 when Gemini is live. After the payroll data is updated for the first six months of FY21, employers will be required to start reporting payroll reports for the second half of FY21. All payroll reports for the 2020-21 school year will be due to TRS by July 10, 2021.

Employers will continue to make payments in the Employer Access website for the first half of FY21. Once Gemini is live in January 2021, all data and payments will be submitted in the new system. TRS will eliminate penalties on employer reports starting in January 2021 in order to minimize undue financial stress on districts. The details of the reporting process are being refined and additional details will be shared with you during employer training.

At the start of FY22, TRS will expect all employers to have “caught up” with FY21 reporting and start reporting current data. For example, salaries earned in July 2021 will be due by August 10th, 2021 on the pay period/monthly reports. There will be a \$50 per day penalty for each day the report is not submitted after the reporting deadline.

### 2. Contribution Reporting Jan. 1 through June 30, 2021

The following is an overview of the reporting cycle when Gemini is implemented:

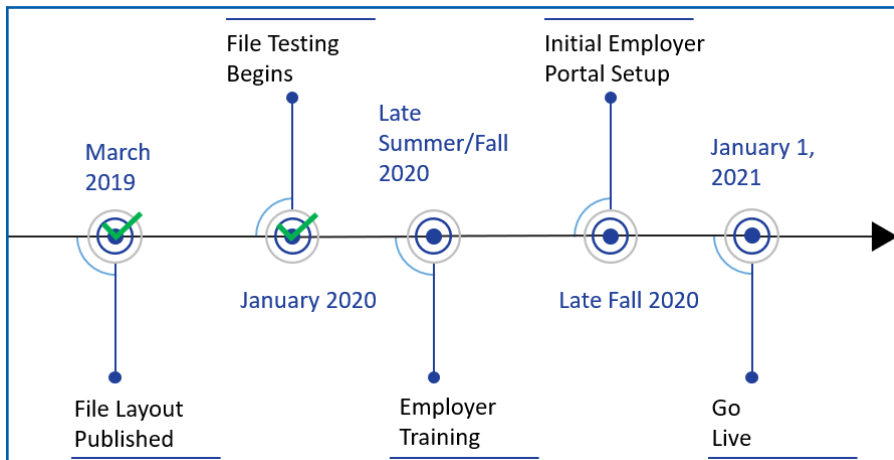


### 3. Days Paid, Docked Days, Days on Leave of Absence and Hours Worked

A new requirement for Gemini is to track and report certain timekeeping data that isn't currently required in the Annual Reporting process. Therefore, during the six months prior to Gemini's go-live, employers must track days paid; docked days; unused, available sick leave days and days for unpaid, board-approved leave of absences for their active TRS-covered employees. Additionally, hours paid for TRS annuitants working in post-retirement employment should be tracked for each pay period.

## What to Expect Next

### 1. Current Gemini Implementation Timeline



### 2. Testing Update

TRS has been accepting test files from several payroll vendors. Be sure to check with your payroll vendor to determine if they are currently testing with TRS. If you do not have a payroll vendor and need to test the file upload, please contact the Employer Services Department. Keep in mind that for smaller employers, *i.e.* those with 50 or fewer TRS employees, a data entry option will be available in Gemini for manual submission of payroll data. Employers who meet that criteria and who choose to submit data this way, do not need to test a payroll file submission. For more information, refer to [Employer Bulletin FY20-12](#).

### 3. Training

TRS is planning to conduct employer training sessions throughout the state in late summer or early fall 2020. The training will consist of a number of live seminars conducted by Employer Services staff as well as webinars which will allow employers to participate from their offices. We will notify employers as dates and locations are finalized.

Employers should keep all correspondence from TRS regarding the new pay-period reporting system to refer to it in the coming months.

Employers should share the TRS pay-period reporting information with the district superintendent or director, IT Department, a payroll vendor representative and anyone else who will be using the new reporting system.

For up-to-date information on the Gemini project please go to the Pay-period Reporting (Gemini) page on TRS's website, <https://www.trsil.org/employers/Gemini>.

### 4. 2019-20 Annual Report

The 2019-20 school year is the last year employers will be required to submit an Annual Report. The Annual Report is due on or before August 15, 2020.

All employers should remit their final Annual Report as soon as possible after June 1, 2020 so that TRS can complete our audits of the Annual Reports in a timely manner because the demographic information from the final Annual Reports will be converted to the Employer Portal for employers submitting their reports using the data entry option.

As a reminder, all contributions for the 2019-20 school year are due by July 10, 2020. If while completing the Annual Report, you find that additional contributions are due, remit the contributions using pay period 60.

## Questions

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If you have any additional questions or would like more information, please contact the Employer Services Department at [employers@trsil.org](mailto:employers@trsil.org) or call (888) 678-3675.

TRS appreciates your continued support and collaboration with the Gemini project.

