



Gemini System Update FY24-10

External Release Notes

We are continually striving to improve the Gemini experience for you. Your feedback, received through our [weekly employer forums](#) or communications with Employer Services or Accounting staff, is incorporated into the application as it is developed. Gemini System Updates are provided with each new release to keep you informed by providing a summary of new features, improvements to existing features, resolved issues and known issues in the latest version of Gemini. Occasionally we may also include "tips and tricks" and "coming soon" items as well.

What's New

Payroll Schedules Enabled for FY24!

Payroll Schedules will now allow you to enter your payroll schedules for the July 1, 2024 – June 30, 2025 school year. Based on feedback received from the survey we circulated last year, we have made enhancements in this area to improve your user experience and better align with common employer payroll practices.

Multiple online training sessions have been held to review these changes and prepare you for entry of your payroll schedules. However, if you missed the online training it's not too late! [A video of one of the sessions is available at this link](#) and can be viewed at your convenience.

Enhancements you will notice:

- Greater flexibility for employers to define their payroll schedules. Pay date is not accepted when it precedes the pay period end date. Schedules continue to be autogenerated based on the first payroll schedule entered and a positive or negative lag time between the pay period end date and the pay date. However, if the auto generate does not produce records that align with the employer payroll schedules, users may now enter the payroll records manually.
- The need for saving payroll schedule updates multiple times has been eliminated.
- As pay period reports are received, they are listed with the relevant pay schedule record. The reference to the pay period reports will include the report ID, report type, authorization date (*only if report has been submitted*) and the number of members included on the report.
 - **For example:** "99999-DB-08/05/2023-25." Here 99999 represents the ID assigned to the pay period report. DB indicates the report was for the defined benefit plan (traditional TRS). (DC indicates the report was for the defined contribution, a.k.a. the Supplemental Savings Plan.) The authorization date is 08/05/2023 and 25 indicates that 25 members were included on the report. The report ID will be hyperlinked and clicking on the link will redirect the user to the Details/Adjustments page for the referenced

report.

In the image below, the reports referenced have been initiated but not submitted, therefore the reference does not include the authorization date.

View Payroll Schedule

Schedule Attributes

Fiscal Year: 2023-2024 First Pay Date: 07/28/2023 Payment Lag: 15 Days Payroll Frequency: Semi-Monthly

Payroll Attributes

Job Category: Teacher Administrator

Employment Type: Full Time Part-Time Contractual Substitute Part-Time Non-Contractual (Hourly) Extra Duty

Schedule Detail Edit any row(s) if necessary. Identify Flex Plan pay dates. Add row(s) for Special Pay pay dates.

#	Begin Date	End Date	Pay Date	DB Due Date	Flex Pay	Special Pay	Associated Reports
1	07/01/2023	07/15/2023	07/28/2023	08/10/2023	<input type="checkbox"/>	<input type="checkbox"/>	84561 - DB - 08/07/2023 - 3
2	07/16/2023	07/31/2023	08/15/2023	09/10/2023	<input type="checkbox"/>	<input type="checkbox"/>	86533 - DB - 08/23/2023 - 2
3	08/01/2023	08/15/2023	08/30/2023	09/10/2023	<input type="checkbox"/>	<input type="checkbox"/>	89077 - DB - 09/07/2023 - 1
4	08/16/2023	08/31/2023	09/15/2023	10/10/2023	<input type="checkbox"/>	<input type="checkbox"/>	91454 - DB - 09/22/2023 - 83

- A memo field has been added to allow employers to enter notes that may be helpful to them. These notes are essentially "notes to self" and should not be relied upon as a means of communication to TRS. TRS Accounting also has access to this field and may enter notes as well. Users should be cautious and not edit or delete notes entered by other users.

If you have questions, concerns or feedback you would like to share, please email employers@trsil.org for reporting items, accounting@trsil.org for accounting items or SSP@trsil.org for SSP/deferred compensation items.

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