

# PAYROLL SCHEDULES



# ADDING A NEW PAYROLL SCHEDULE

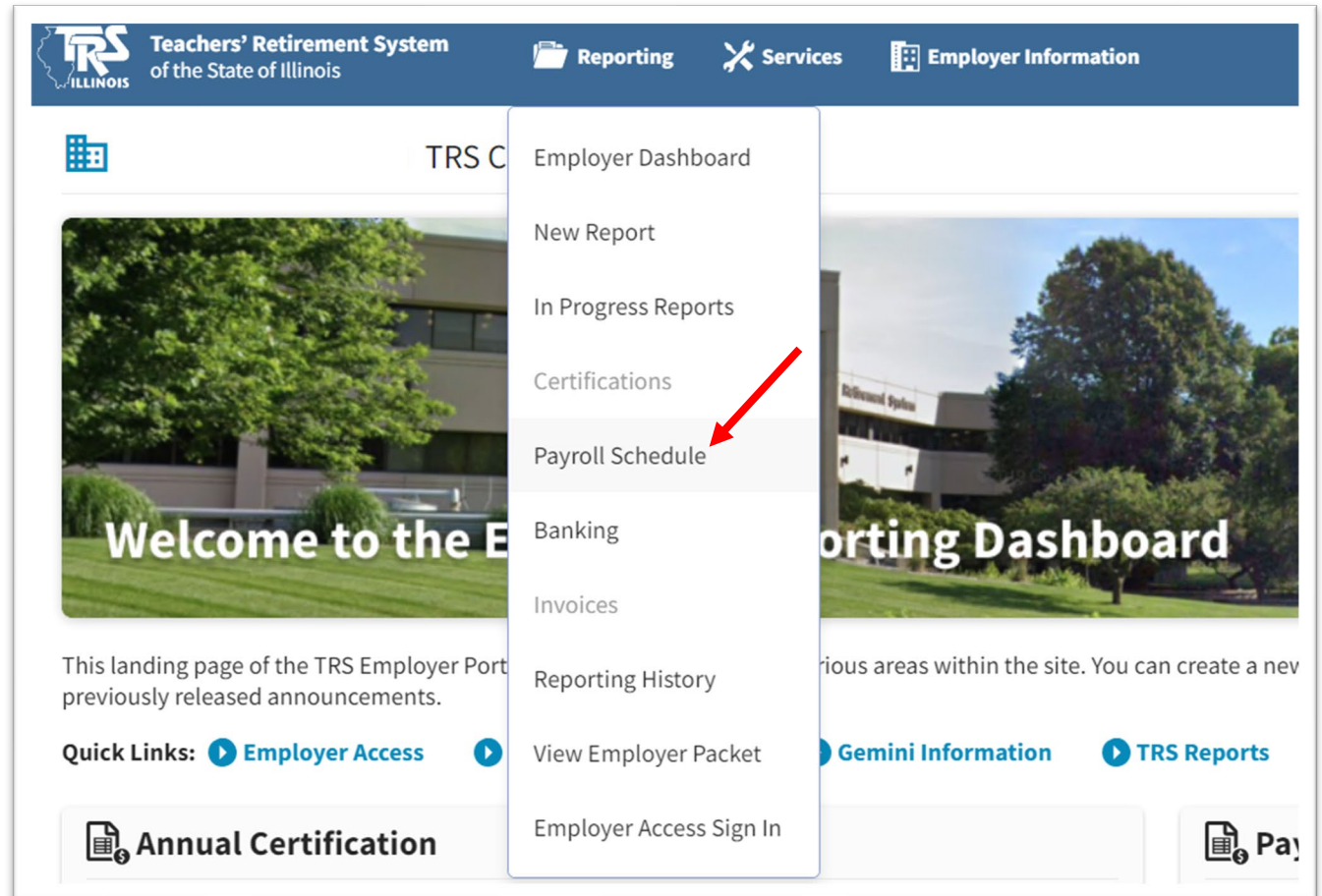
The **Payroll Schedule** is located in the Gemini Employer Portal under the Reporting section.

## MANDATORY

Employers are required to create a Payroll Schedule(s) prior to uploading the first Pay-Period Report into the Gemini Employer Portal at the beginning of each fiscal year.

## PURPOSE

The Payroll Schedule identifies the Pay-Period Begin Date, End Date and Pay Date for each pay-period report. The Pay Dates on the Payroll Schedule should be the same dates employees are paid by the employer.



The screenshot shows the TRS (Teachers' Retirement System of the State of Illinois) Employer Portal. The top navigation bar includes 'Reporting', 'Services', and 'Employer Information'. A dropdown menu is open under the 'Reporting' section, listing options: 'Employer Dashboard', 'New Report', 'In Progress Reports', 'Certifications', 'Payroll Schedule', 'Banking', 'Invoices', 'Reporting History', 'View Employer Packet', and 'Employer Access Sign In'. A red arrow points to the 'Payroll Schedule' option. The background of the portal shows a 'Welcome to the Reporting Dashboard' banner and quick links for 'Employer Access', 'Gemini Information', and 'TRS Reports'.

# ADDING A NEW PAYROLL SCHEDULE

There are two (2) tables available on the **Payroll Schedule** screen: Payroll Schedule and Payroll Schedule History. Both tables display Fiscal Year, Payroll Frequency, First Pay Date, Job Categories and Employment Types.

Click **Add Payroll Schedule** to enter the upcoming school year's Payroll Schedule(s).

**NOTE: The next Fiscal Year is available May 1<sup>st</sup>.**

TR Code:

**Payroll Schedule** Current or subsequent fiscal year payroll schedules including payroll begin, end and pay dates. [+ Add Payroll Schedule](#)

Actions	Fiscal Year	Payroll Frequency	First Pay Date	Job Categories	Employment Types
<input type="checkbox"/>	2023-2024	Monthly	07/13/2023	All	Substitute, Extra-Duty, Full Time

**Payroll Schedule History** Prior fiscal year(s) payroll schedules.

Actions	Fiscal Year	Payroll Frequency	First Pay Date	Job Categories	Employment Types
<input type="checkbox"/>	2022-2023	Monthly	07/15/2022	All	Substitute, Extra-Duty, Full Time
<input type="checkbox"/>	2021-2022	Monthly	07/15/2021	All	Substitute, Extra-Duty, Full Time

# ADDING A NEW PAYROLL SCHEDULE

Step 1 of 3, select the Fiscal Year and the First Pay Date.

**Add Payroll Schedule**

**Payroll Schedule Information 1 of 3**

Let's get started by gathering some initial information for this payroll schedule.

Tell us to which fiscal year this schedule will apply.

**Fiscal Year \***  
2024-2025

Now, tell us the first pay date of the year.

**First Pay Date \***  
08/30/2024

Cancel Proceed →

**NOTE: A separate Payroll Schedule should be created if the First Pay Date is different for a Job Category and/or type of employee, if the Payroll Frequency differs or if the Payment Lag differs.**

Step 2 of 3, choose the district's Payroll Frequency and Payment Lag.

**Add Payroll Schedule**

**Payroll Schedule Information 2 of 3**

Fiscal Year: 2024-2025  
First Pay Date: 08/30/2024

How frequently will the applicable employees be paid?

**Payroll Frequency \***  
Monthly

When will they be paid compared to when covered period of work occurred? (i.e. anticipated vs. delayed.)

**Payment Lag \***  
Current

< Previous Proceed →

# PAYMENT LAG

**Payment Lag** refers to the number of days that are between the Pay-Period End Date and the Pay Date. The options are Current, a Positive or a Negative Lag. The Payment Lag chosen will determine the Pay Dates to prefill on the Payroll Schedule.

A **Current Lag** will have the same End Date and Pay Date.

A **Positive Lag** will add the day(s) selected to the End Date to determine the Pay Date.

A **Negative Lag** will subtract the day(s) selected from the End Date to determine the Pay Date.

The screenshot shows a web form titled "Add Payroll Schedule" with a close button in the top right corner. The form is divided into two main sections. The left section, titled "Payroll Schedule Information 2 of 3", contains the following text: "Fiscal Year: 2024-2025" and "First Pay Date: 08/30/2024". The right section is titled "How frequently will the applicable employees be paid?" and contains a dropdown menu for "Payroll Frequency" set to "Monthly". Below this is a question: "When will they be paid compared to when covered period of work occurred? (i.e. anticipated vs. delayed.)". A red arrow points to a dropdown menu for "Payment Lag" which is currently set to "Current". The dropdown menu is open, showing a list of options: "28 Days", "29 Days", "30 Days", "-1 Day", "-2 Days", "-3 Days", and "-4 Days". At the bottom of the form, there are two buttons: "Previous" with a left arrow and "Proceed" with a right arrow.

# ADDING A NEW PAYROLL SCHEDULE

Step **3 of 3**, choose the Job Categories and the type of employees the payroll schedule applies to.

Choose a Job Category of Teacher and/or Administrator.

Select the type of employees covered under this payroll schedule. **You must make at least one selection from each section.**

## ADMINISTRATOR

Payroll Schedule typically starts in July.

## TEACHER – F/P Contractual

Payroll Schedule typically starts in August/September.

## SUBSTITUTES/EXTRA DUTY/HOURLY

May have a different Pay Date and/or Payment Lag.

**Separate Payroll Schedules should be added for each.**

### Add Payroll Schedule

**Payroll Schedule Information 3 of 3**

**Fiscal Year:** 2024-2025  
**First Pay Date:** 08/30/2024  
**Payroll Frequency:** Monthly  
**Payment Lag:** Current

Now tell us to which Job Categories this payroll schedule will apply. \*  
(Select all that apply.)

Teacher  Administrator

To what type of employees will this schedule apply? \*  
(Select all that apply.)

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

[← Previous](#) [Prefill Schedule](#) [Manual Entry](#)

# ADDING A NEW PAYROLL SCHEDULE

After choosing Job Category and the type of employee, **Prefill Schedule** or **Manual Entry** can be used to generate the payroll schedule.

Once the Prefill Schedule or Manual Entry is chosen, a detailed payroll schedule will be created.

## PREFILL SCHEDULE

The Payroll Schedule will be prefilled based on the previous information selected.

## MANUAL ENTRY

A blank Payroll Schedule will be generated with the number of rows based on the Payroll Frequency selected. The Payroll Schedule will need to be manually entered.

### Add Payroll Schedule

**Payroll Schedule Information** 3 of 3

**Fiscal Year:** 2024-2025  
**First Pay Date:** 08/30/2024  
**Payroll Frequency:** Monthly  
**Payment Lag:** Current

Now tell us to which Job Categories this payroll schedule will apply. \*  
(Select all that apply.)

Teacher  Administrator

To what type of employees will this schedule apply? \*  
(Select all that apply.)

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

[← Previous](#) [Prefill Schedule](#) [Manual Entry](#)

# PREFILL SCHEDULE

The **Schedule Detail** will display a list of prefilled pay-period dates in sequence order beginning with Pay-Period #1 of 12, 24, 26 or 52, based on the Payroll Frequency used. Each pay-period row will display a Begin Date, End Date, and Pay Date. The first row displayed will reflect the first Pay Date and the Begin and End Date generated based on the Payment Lag previously selected.

### Add Payroll Schedule

When complete click Save at top of screen to proceed.

[Save](#) [Cancel](#)

#### Schedule Attributes

Fiscal Year \* 2024-2025    First Pay Date \* 08/30/2024    Payment Lag \* Current    Payroll Frequency \* Monthly    Generation Type \* Prefill Sche...    [Reset](#)

#### Payroll Attributes

Select all that apply to this schedule.

elect Job Category:  Teacher     Administrator

elect 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.    [Edit Row](#) + A


**Edits are not submitted for processing until you are done editing and click the Save button.**    Changes you have made are indicated in **green**. If no items are in **green**, then rows have been deleted that need saved.


#	Begin Date	End Date	Pay Date	Flex Pay	Special Pay	Memo	
1	07/31/2024	08/30/2024	08/30/2024	<input type="checkbox"/>	<input type="checkbox"/>		
2	08/31/2024	09/30/2024	09/30/2024	<input type="checkbox"/>	<input type="checkbox"/>		



# MANUAL ENTRY

The **Schedule Detail** table will display a blank list of pay periods beginning with Pay-Period #1 of 12, 24, 26 or 52, based on the Payroll Frequency selected. Each pay-period row will display a blank Begin Date, End Date, and Pay Date that will need to be manually entered.

 TRS Code:


Fiscal Year \* 2024-2025    First Pay Date \* 08/30/2024     Payment Lag \* Current    Payroll Frequency \* Monthly    Generation Type \* Manual Entry    [Reset](#)

















**Payroll Attributes** Select all that apply to this schedule.

Select Job Category:  Teacher     Administrator

Select 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. [Edit Rows](#) [Add Row](#)

 **Edits are not submitted for processing until you are done editing and click the Save button.** Changes you have made are indicated in **green**. If no items are in **green**, then rows have been deleted that need saved.

#	Begin Date	End Date	Pay Date	Flex Pay	Special Pay	Memo	
1	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
2	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
3	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
4	<input type="text"/> 	<input type="text"/> 	<input type="text"/> 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	

# RESET

If the dates that are prefilled are not the desired dates, the **Reset** feature may be used. Corrections can be made to any of the **Schedule Attributes** or **Payroll Attributes** and a new schedule will be generated with updated dates based on the new information.

**NOTE: Once the payroll schedule is reset, all corrections will be lost.**

**Edit Payroll Schedule** When complete click Save at top of screen to proceed. Save Cancel

**Schedule Attributes**

Fiscal Year \* 2024-2025    First Pay Date \* 07/30/2024    Payment Lag \* Current    Payroll Frequency \* Monthly    Generation Type \* Reset

**Payroll Attributes** Select all that apply to this schedule.

select Job Category:  Teacher     Administrator

select Employment Type:  Full Time     Part-Time Contractual     Substituted

**Schedule Detail** Edit any row(s) if necessary. Identify Flex Plan pay dates. Add row(s) for new rows + Add Row

#	Begin Date	End Date	Payroll	Flex Plan	Flex Plan
1	07/01/2024	07/30/2024	07/30/2024	<input type="checkbox"/>	<input type="checkbox"/>
2	07/31/2024	08/30/2024	08/25/2024	<input type="checkbox"/>	<input type="checkbox"/>

**Reset Payroll Schedule**

Are you sure you want to reset the schedule attributes and delete all existing payroll detail? Once reset, you will be required to generate a new schedule. Any unsaved manual changes will be lost.

Yes No

# ADDING AND DELETING ROWS

## ADD ROW

A new row added will appear blank and at the top of the Schedule Detail.

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

**Edits are not submitted for processing until you are done editing and click the Save button.** Changes you have made are indicated in **green**. If no items are in **green**, then rows have been deleted that need saved.

#	Begin Date	End Date	Pay Date	Flex Pay	Special Pay	Memo	
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
2	07/01/2024	07/30/2024	07/30/2024	<input type="checkbox"/>	<input type="checkbox"/>		
3	07/31/2024	08/30/2024	08/25/2024	<input type="checkbox"/>	<input type="checkbox"/>		

## DELETE

Use the trash can icon to delete a row.

**Payroll Attributes** Select all that apply to this schedule.

Select Job Category:  Teacher  Administrator

Select 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. Edit Rows + Add Row

#	Begin Date	End Date
1	07/01/2024	07/30/2024
2	07/31/2024	08/30/2024


### Confirm

Are you sure you want to delete this pay instance?

# EDIT ROWS

**Edit Rows** will allow all Dates, Flex Pay, Special Pay and Memo fields to be updated at one time.

**NOTE:** The first Pay-Period Begin Date should reflect the first day worked in the fiscal year. This will assist your payroll software with determining the correct number of days paid for the first Pay Date.


Fiscal Year \* 2023-2024    First Pay Date \* 09/15/2023     Payment Lag \* Current    Payroll Frequency \* Semi-Monthly    Generation Type \* Prefill Schedule    [Reset](#)









**Payroll Attributes** Select all that apply to this schedule.

Select Job Category:  Teacher     Administrator

Select 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. [Edit Rows](#) [+ Add Row](#)

 **Edits are not submitted for processing until you are done editing and click the Save button.** Changes you have made are indicated in **green**. If no items are in **green**, then rows have been deleted that need saved.

#	Begin Date	End Date	Pay Date	Flex Pay	Special Pay	Memo	
1	08/21/2023 	09/15/2023 	09/15/2023 	<input type="checkbox"/>	<input type="checkbox"/>		
2	09/16/2023 	09/30/2023 	09/29/2023 	<input type="checkbox"/>	<input type="checkbox"/>		

# EDIT ROWS - ERRORS

To Save the Payroll Schedule, all errors will need to be resolved.

If a payroll schedule has an error when attempting to save, an explanation of the error will appear at the top of the **Schedule Detail** in red and will also identify which row has the error.

### Edit Payroll Schedule

When complete click Save at top of screen to proceed.

[Save](#) [Cancel](#)

#### Schedule Attributes

Fiscal Year \* 2024-2025 First Pay Date \* 08/30/2024 Payment Lag \* Current Payroll Frequency \* Monthly Generation Type \* [Reset](#)

#### Payroll Attributes

Select all that apply to this schedule.

Select Job Category:  Teacher  Administrator

Select 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. [Edit Rows](#) [+ Add Row](#)

**⚠ Please correct the error(s) below.**  
Error: Begin Date must be after End Date of previous row (Row 2).

#	Begin Date	End Date	Pay Date	Flex Pay	Special Pay	Memo
1	07/31/2024	08/31/2024	08/30/2024	<input type="checkbox"/>	<input type="checkbox"/>	
2 <span style="color: red;">⚠</span>	08/31/2024	09/30/2024	09/30/2024	<input type="checkbox"/>	<input type="checkbox"/>	

# FLEX PAY AND SPECIAL PAY CHECKBOX

## FLEX PAY CHECKBOX

For each Pay Date that is used to pay for a Flexible Benefit Plan, the pay period will need to be updated with the **Flex Pay** checkbox.

## SPECIAL PAY CHECKBOX

Special Pay rows can be added that are outside of the regular pay-period dates. They will have a different Begin, End and/or Pay date. For example, a common use would be Summer School payments. The payments may fall outside of the normal payroll schedule for teachers that start in August/September. The pay-period row will need to be updated with the **Special Pay** checkbox.

**Payroll Attributes** Select all that apply to this schedule.

Select Job Category:  Teacher  Administrator

Select 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. Edit Rows + Add Row

#	Begin Date	End Date	Pay Date	Flex Pay	Special Pay	Memo
0	07/15/2024	07/30/2024	07/30/2024	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Special pay for Summer School
1	07/31/2024	08/30/2024	08/30/2024	<input type="checkbox"/>	<input type="checkbox"/>	
2	08/31/2024	09/30/2024	09/30/2024	<input type="checkbox"/>	<input type="checkbox"/>	

# MEMO FIELD

On each **Schedule Detail** line, there is an optional Memo field. To enter a comment, the **Edit Rows** will need to be selected. The Memo field is intended for district use and TRS will not use the comments entered by the district.

For example, the optional Memo field can be used by the district to describe a payment that will be helpful for the district in the future.

**Payroll Attributes** Select all that apply to this schedule.

Select Job Category:  Teacher  Administrator

Select 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. Edit Rows + Add Row

#	Begin Date	End Date	Pay Date	Flex Pay	Special Pay	Memo
0	07/15/2024	07/30/2024	07/30/2024	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Special pay for Summer School
1	07/31/2024	08/30/2024	08/30/2024	<input type="checkbox"/>	<input type="checkbox"/>	
2	08/31/2024	09/30/2024	09/30/2024	<input type="checkbox"/>	<input type="checkbox"/>	

# ASSOCIATED REPORTS

From the main Payroll Schedule screen, the current Payroll Schedules(s) have a **View**, **Edit** and **Delete** in the Actions dropdown menu. If any corrections need to be made to an active schedule, choose **Edit**.

The **View** selection is viewed with read-only capabilities. The **View** selection will allow the ability to see any Associated Reports that have posted to a Payroll Schedule detail row.

**NOTE: You cannot Delete a Payroll Schedule if any contribution reports are associated with the Pay Date(s) listed in the schedule.**

Payroll Schedule <small>Current or subsequent fiscal year payroll schedules including payroll begin, end and pay dates.</small>						<a href="#">+ Add Payroll Schedule</a>
Actions	Fiscal Year	Payroll Frequency	First Pay Date	Job Categories	Employment Types	
	2024-2025	Monthly	08/30/2024	Teacher	Full Time	
		Monthly	07/13/2023	All	Substitute, Extra-Duty, Full Time	
History <small>Prior fiscal year(s) payroll schedules.</small>						
Actions	Fiscal Year	Payroll Frequency	First Pay Date	Job Categories	Employment Types	
	2022-2023	Monthly	07/15/2022	All	Substitute, Extra-Duty, Full Time	
	2021-2022	Monthly	07/15/2021	All	Substitute, Extra-Duty, Full Time	



# ASSOCIATED REPORTS

In **View** mode, the Schedule Detail will be displayed with any **Associated Reports** that are in progress or have posted to the detail row with that Begin, End and Pay date.

Hovering over the Associated Reports will display the meaning of the information provided.

**Report ID - Type of report(DB or DC) - Authorization Date of report - # of Members on Report ID with detail row dates**

**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	06/15/2023	06/30/2023	07/14/2023	08/10/2023	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">117158</a> - DB - 04/01/2024 - 33
2	07/01/2023	07/15/2023	07/28/2023	08/10/2023	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">85035</a> - DB - 08/01/2023 - 11
3	07/16/2023	07/31/2023	08/15/2023	09/10/2023	<input type="checkbox"/>	<input type="checkbox"/>	(RPT ID - Type - Auth Date - # of Mbrs on Rpt )
4	08/01/2023	08/15/2023	08/30/2023	09/10/2023	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">89611</a> - DB - 09/07/2023 - 14
5	08/16/2023	08/31/2023	09/15/2023	10/10/2023	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">91328</a> - DB - 10/10/2023 - 32 <a href="#">93185</a> - DC - 10/03/2023 - 1

# ASSOCIATED REPORTS

The [Report ID](#) link displayed can be used to go directly to the corresponding report.

Once a Pay Date has an Associated Report, the line nor the schedule can be deleted.

**NOTE: Multiple Report IDs will be displayed if another report had a member that matches that detail row.**

**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	06/15/2023	06/30/2023	07/14/2023	08/10/2023	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">117158</a> - DB - 04/01/2024 - 33
2	07/01/2023	07/15/2023	07/28/2023	08/10/2023	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">85035</a> - DB - 08/01/2023 - 11
3	07/16/2023	07/31/2023	08/15/2023	09/10/2023	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">87233</a> - DB - 08/18/2023 - 17
4	08/01/2023	08/15/2023	08/30/2023	09/10/2023	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">89611</a> - DB - 09/07/2023 - 14
5	08/16/2023	08/31/2023	09/15/2023	10/10/2023	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">91328</a> - DB - 10/10/2023 - 32 <a href="#">93185</a> - DC - 10/03/2023 - 1

# TRS Employer Services Contact Information

**1-888-678-3675, option 1**

**[employers@trsil.org](mailto:employers@trsil.org)**

