

EMPLOYER BULLETIN

PAY-PERIOD REPORTING UPDATE



October 2019

Welcome to another new and exciting school year! As many of you are aware, 2019-20 should be the last school year that employers will send in Annual Reports. We are working hard to make the transition to the new payroll reporting process which will be effective July 1, 2020. Thanks in advance for your district's cooperation.

We've made exciting progress transitioning to pay-period reporting over the summer and would like to share a few updates.

Pay-Period Reporting Accomplishments

Some of our major accomplishments follow:

- The [Payroll File Layout](#) was published.
- Webinars were conducted with employers and several large payroll vendors. [Watch the webinar by selecting this link.](#)
- TRS worked with vendors and TRS-covered employers on the development of payroll contribution file.
- TRS is in the process of building interfaces which will be used to test the payroll contribution files.
- A [Frequently Asked Questions](#) page has been added to the TRS website.

Testing is Next Step

Prior to July 1, 2020, TRS needs to certify that all school districts and employers are ready to use the new reporting system. All districts will begin testing in November 2019. In order to ensure a smooth transition for all of our school districts, TRS is developing a rollout plan which consists of:

- A "test plan" designed to help ensure that all districts are ready for the change.
- A testing procedure once the system is available. Once the new system is "live," districts and employers must notify TRS if they plan to upload their payroll contribution files to the TRS Employer Portal or use the feature of the portal which allows data entry for earnings and service information. Smaller districts will enter their payroll information using the portal and may copy data from a previously submitted payroll report to minimize the data entry effort.

(more)

- TRS is working with the following vendors to ensure that they are ready: Specialized Data Systems (SDS), Skyward, Tyler Technologies, Powerschool, Decision Systems, STI-Chalkable, and Alio (Weidenhammer). This list is not all-inclusive. If you do not see your employer’s payroll software vendor listed, we ask you to reach out to them as soon as possible to alert them to these upcoming changes. Additionally, please contact your respective vendors to coordinate the testing effort. TRS will collaborate with the vendors to conduct file testing when possible, but the districts will have input as well.

Ongoing Communication with Employers

In October, TRS will be contacting employers and vendors with detailed information regarding testing.

As we get further into the testing process, communication will be on a regular basis. Please keep all correspondence from TRS regarding the new pay-period reporting system so you can refer to it in the coming months.

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

Introduction of the TRS Gemini logo

With this bulletin we are introducing a new logo for the System’s Gemini project – the creation of the “second generation” of our omnipresent pension administration system. The new pay period reporting process is just the first part of the overall Gemini transition to be developed.

When you see the Gemini logo on future Employer Bulletins or any other materials from TRS, this means the content is important for the conversion from one system to the other.

We at TRS are excited about what Gemini will mean for you and our members.

Questions

Contact us by calling 888-678-3675 or email us at employers@trsil.org.

