

Chapter 4: Employer Payments

Employer remittances have two categories:

- contributions that are due to TRS based upon the pay-period report and payroll schedule the employer has submitted to TRS through Gemini, referred to as “Pay-period contributions.” [Refer to the Payroll Schedule Slide Show.](#)
- payments due to TRS that are shown on the monthly online Employer Bill, (referred to as “Billed amounts”) and in the Invoices section of Gemini.

Pay-period contributions

Contribution types and rates

Employers remit five types of contributions with the pay-period report:

- member TRS retirement contributions
- employer TRS contributions for member benefit increases
- employer TRS contributions on salaries paid from federal funds
- member Teachers’ Health Insurance Security (THIS) Fund contributions
- employer Teachers’ Health Insurance Security (THIS) Fund contributions

The contribution rates are as follows:

Contribution type	7-1-18 through 6-30-19	7-1-19 through 6-30-20	7-1-20 through 6-30-21	7-1-21 through 6-30-22	7-1-22 through 6-30-23	7-1-23 through 6-30-24	7-1-24 through 6-30-25
Member TRS retirement contribution	9.0%	9.0%	9.0%	9.0%	9.0%	9.0%	9.0%
Employer TRS contribution for member benefit increase	0.58%	0.58%	0.58%	0.58%	0.58%	0.58%	0.58%
Employer TRS contribution on federally-funded salaries*	9.85%	10.66%	10.41%	10.31%	10.49%	10.60%	10.34%
Member THIS (insurance) contribution	1.24%	1.24%	1.24%	0.90%	0.90%	0.90%	0.90%
Employer THIS (insurance) contribution	0.92%	0.92%	0.92%	0.67%	0.67%	0.67%	0.67%

Remittance procedures are discussed beginning on page 6.



Member TRS retirement contributions

(40 ILCS 5/16-152)

All active TRS members are required to contribute 9.0 percent of their creditable earnings to TRS. Legislative factors may increase or decrease the rates. The contribution is used for the following purposes:

- retirement annuity - 7.5 percent
- automatic annual increases in annuity - 0.5 percent,
- death benefits - 1 percent

The contribution was:

Rate	Effective Date
8.0%	July 1, 1971 through June 30, 1998
9.0	July 1, 1998 through June 30, 2005
9.4	July 1, 2005 through June 30, 2016
9.0	July 1, 2016

While the contribution is a member obligation, the employer may agree to pay this contribution for the member as a benefit. Refer to [Chapter 3](#) pages 15 - 17 for guidance on calculating and reporting employer pick up of employee contributions. Member TRS contributions are tax exempt and must be excluded from the employee's taxable income.

Employer TRS contributions for member benefit increases

(40 ILCS 5/16-158)

Employer contributions are provided by the state of Illinois and TRS-covered employers.

- The state of Illinois contributes to TRS on behalf of employers under the continuing appropriation law. The contribution is adjusted annually. The state of Illinois remits these contributions directly to TRS.
- TRS-covered employers contribute 0.58 percent of creditable earnings.

The 0.58 percent of creditable earnings contributed by the employer to TRS is identified as the "employer TRS contribution for member benefit increase." It was created in 1998 as part of the 2.2 legislation. Because implementation of the 2.2 retirement formula meant that TRS would pay higher benefits to annuitants, the legislation had to provide additional funding sources. As a result, the member contribution rate increased, the state of Illinois contributions increased, and the new employer contribution was created.

The contribution was:

Rate	Effective Date
0.3%	July 1, 1998
0.58	July 1, 1999
0.18	January 1, 2002
0.58	July 1, 2003



Employer TRS contributions on salaries paid from federal funds

(40 ILCS 5/16-158)

An employer contribution is due on any portion of a member's salary that is creditable earnings and paid from special trust or federal funds, including stipends and substitute pay, administered by the employer. The employer contribution for federally-funded salary must be paid in addition to (not in lieu of) the member TRS retirement contribution and the employer TRS contribution for member benefit increases.

The contribution was:

Rate	Effective Date
10.50%	through June 30, 2005
7.06	July 1, 2005
9.78	July 1, 2006
13.11	July 1, 2007
17.08	July 1, 2008
23.38	July 1, 2009
23.10	July 1, 2010
24.91	July 1, 2011
28.05	July 1, 2012
35.41	July 1, 2013
33.00	July 1, 2014
36.06	July 1, 2015
38.54	July 1, 2016
10.10	July 1, 2017
9.85	July 1, 2018
10.66	July 1, 2019
10.41	July 1, 2020
10.31	July 1, 2021
10.49	July 1, 2022
10.60	July 1, 2023
10.34	July 1, 2024

Examples of federal grants and the program names that could have salaries paid from them include, but are not limited to:

- Title I (ESEA 1965-Low Income, Neglected, Delinquent, Part A School Improvement)
- Title 1-Neglected/Delinquent (N/D Juvenile + Adult Corrections)
- Title 1 Part C (Migrant)
- Title II (ESEA 1965 – Teacher Quality, Teacher Quality + IL- EMPOWER)
- Title III (Immigrant Student Education Program [ISEP], Language Instruction Education Program [LIEP] + Bilingual)
- Title IV (ESEA 1965 – Student Support and Academic Enrichment)



- Title IV 21st Century Learning Centers (21st Century Community Learning Centers [CLCC])
- Title V (Rural and Low Income School Program)
- Title X (McKinney-Vento Homeless)
- IDEA Preschool (Preschool Flow Through, Preschool Discretionary)
- IDEA Part B (Part B – Flow Through +CEIS, Discretionary)
- IDEA Title VIC – Deaf/Blind (Deaf/Blind)
- Perkins (College and Career Pathway Endorsement Coordinator, Career and Technical Education [CTE]: Perkins State Institutions, Career and Technical Education [CTE]: Perkins Fed, Innovation, METT)
- CURES Fund (After School Program [AS], Black and Gold Project [BG], Southwest Organizing Project [SW])
- ESSER III (ESSER III Flow Through [E3], Community Partnerships [C3], Special Ed CoOp [CO], Digital Equity [D3], Elevating Educators Bilingual [EB], Elevating Educations Special Ed [ES], Social Emotional Learnings Hubs [S3])
- ARP Homeless Child Youth Grants (ARP McKinney Vento Grants – HL/HM)

Do not include earnings paid from state or federal funds provided under Title XX for adult and youth education classes for persons whose schooling has been interrupted.

Employers should contact the Illinois State Board of Education (ISBE) if the grant being used to pay salaries is not listed on pages 3-4 and it is not known if it is a state or federal grant.

Health insurance (THIS Fund) contributions

(5 ILCS 375/6.6)

Effective July 1, 1995, all active TRS members, including substitute and part-time teachers who are not employees of a state agency covered by the state employees' health plan, are required to make contributions to the Teachers' Health Insurance Security (THIS) Fund.

The member THIS Fund contribution was:

Rate	Effective Date
0.50%	July 1, 1995
0.65	Jan. 1, 2002
0.75	July 1, 2003
0.80	July 1, 2005
0.84	July 1, 2007
0.88	July 1, 2010
0.92	July 1, 2012
0.97	July 1, 2013,
1.02	July 1, 2014
1.07	July 1, 2015
1.12	July 1, 2016

(continued)



Rate	Effective Date
1.18	July 1, 2017
1.24	July 1, 2018 through June 30, 2021
0.90	July 1, 2021

While the contribution is a member obligation, the employer may agree to pay the contribution for the member as a benefit. Employer-paid member THIS Fund contributions are not reportable as creditable earnings.

Effective January 1, 2002, the member THIS Fund contributions are tax exempt and must be excluded from the employee's taxable income.

An employer THIS Fund contribution became effective January 1, 2002.

The contribution was:

Rate	Effective Date
0.40%	January 1, 2002
0.50	July 1, 2003
0.60	July 1, 2005
0.63	July 1, 2007
0.66	July 1, 2010
0.69	July 1, 2012
0.72	July 1, 2013
0.76	July 1, 2014
0.80	July 1, 2015
0.84	July 1, 2016
0.88	July 1, 2017
0.92	July 1, 2018 through June 30, 2021
0.67	July 1, 2021

Member and employer THIS Fund contributions support the Teachers' Retirement Insurance Program (TRIP). TRS acts as a service agent for the Department of Central Management Services (CMS) for the collection of THIS Fund contributions. THIS Fund contributions cannot be commingled with TRS assets. Therefore, THIS Fund contributions must be remitted separately and **cannot** be transferred to or from other TRS contribution accounts.

TRS annuitants who return to teaching after retirement do not pay member TRS or THIS Fund contributions unless they exceed the post-retirement employment limitations. See [Chapter 10, Post-Retirement Matters](#), for more information on post-retirement employment limitations.

Employer payroll schedule

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. The Payroll Schedule



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

For guidance on completing the payroll schedule in the Gemini Employer Portal, refer to [Payroll Schedule Procedures](#).

Remitting payments to TRS

Pay-period contributions and billed amounts must be remitted with the pay-period report within the Gemini Employer Portal. Only payments requiring an employer coupon, such as employer payment of a member's 2.2 or optional service cost, can be paid by check. (See [Chapter 7, Optional Service Credit and Payment Options](#)).

Contribution due dates

Employer remittance of member and employer contributions will be due and payable through the Gemini Employer Portal with the submission of each pay-period report. Each pay date will be reported in a single report.

The pay-period reports and their contributions are due by the 10th of the month following the pay date in the payroll schedule. A \$50 per day penalty is assessed for each day the report is not submitted by the deadline. Penalties are based on the payment authorization date. Reports received before midnight on the 10th of the month will be deemed submitted on time.

For guidance on remitting pay-period reports and payments to TRS using the Gemini Employer Portal, refer to [Employer Portal Procedures: Defined Benefit Reporting – File Upload Process](#) or [Employer Portal Procedures: Defined Benefit Reporting – Replication Process](#).

Billed amounts

On approximately the 26th of each month, employers are notified via email that the Employer Bill is available. The Employer Bill detail is available online in both the Employer Access area and the Gemini Employer Portal. To access the Employer Bill from the Employer Access area, the employer must log in to the Employer Access area and select Billing from the navigation bar. To access the Employer Bill from the Gemini Employer Portal, the employer must have a pay-period report at an "In Progress" status. The Employer Bill detail is available for view and payment from the Totals screen of the pay-period report.

An invoice number is shown on the bill. The bill is separated into sections. The number is even for amounts due to TRS and odd for amounts due to THIS Fund.

Employers have the capability to edit billed items when they will not be paying the billed amount. This is required so TRS can correctly apply the amount paid. See "Paying Invoices," next page.

Retirement Costs/Other

Section 20 lists amounts due from the employer because of members retiring and the employer contributions due for salary in excess of the governor's statutory salary. The two categories of employer retirement costs are Excess Sick Leave and Excess Salary Increase. These amounts due are further explained in [Chapter 8](#).



Employer Pay Insurance

Section 25 lists the monthly premiums some employers have agreed to pay for their retired teachers' health insurance.

Penalties/Other

Section 30 lists penalties owed to TRS. Penalties are assessed for late pay-period reports and late Annual Certifications. The type of penalty, the due date and date of receipt are shown on the bill.

Pay-period reports and their contributions are due by the 10th of the month following the pay date in the payroll schedule. Employers will be assessed a penalty of \$50 per day for each day that elapses from the due date until the day the contributions are received by TRS. Penalties are based on the payment authorization date.

All contributions for the school year ended June 30 are due by July 10th (40 ILCS 5/16-155). Please refer to [Employer Bulletin FY22-35 – Summer Pay Reporting In Gemini](#) for guidance.

The late Annual Certification penalty only applies to reports submitted after August 15 and is \$250 per day from August 16 until the submitted date.

The full amounts owed for penalties are due when they appear in Gemini in the Invoices section of the Totals screen.

Adjustment to Earnings

Section 40 and 45 list contributions owed to TRS and THIS Fund, respectively, because of an adjustment to earnings (ATE) to a member's previous school year earnings. Member accounts (service credit and creditable earnings) will not be updated until ATE amounts are paid in full. The full amounts owed for ATEs are due when they appear in Gemini in the Invoices section of the Totals screen.

Report Difference Contributions

Sections 50 and 55 list contributions owed to TRS and THIS Fund, respectively, because prior fiscal year contributions were underpaid. Amounts due are calculated after the Annual Certification is reviewed. TRS transfers any overpaid TRS contributions to underpaid TRS contributions so only remaining underpayments are shown on the Employer Bill. Any remaining overpayments are refunded to the employer.

Penalties are assessed for the employer under-remitting the previous school year's pay-period remittances based on the Annual Certification (referred to as "report difference"). TRS assesses the report difference penalty if the report difference contribution is paid more than 60 days after first appearing on the Employer Bill. The report difference contribution penalty is the greater of the interest TRS would have earned if the contributions had been received by the due date or \$50. Currently, TRS charges 7.0% interest per annum for late payment. This amount is subject to change annually.

Billed item due dates

Billed amounts are due upon receipt of the bill. Do not prepay items that will appear on the Employer Bill. Billed amounts must be remitted online with the pay-period report through the Gemini Employer Portal.

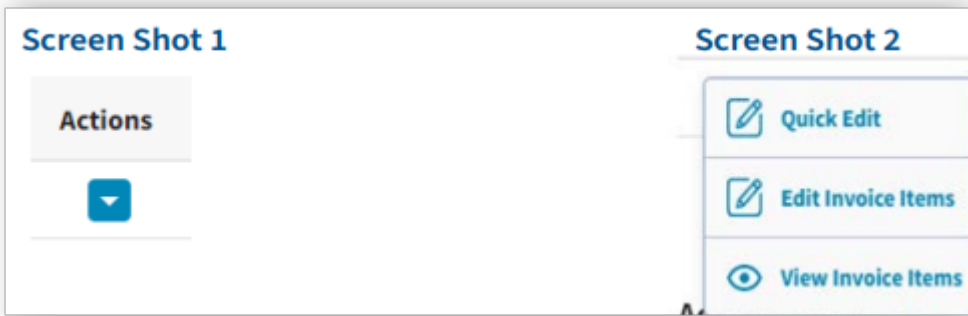


Paying Invoices

The Invoices section will include amounts due for the Employer's Report of Adjustments to Earnings, adjustments processed in Gemini, employer costs for salary increases in excess of 6 percent, granted sick leave days, salaries in excess of the governor's salary and penalties for late-submission of reports.

Making payments from the Totals screen

From the Actions dropdown (see Screen Shot 1) in the Invoices section, employers will pay their invoices by selecting Quick Edit or Edit Invoice Items (See Screen Shot 2).



Quick Edit lists the total of all invoiced items. When selecting this pay option, the Remittance Amount must exactly match Current Amount Due. If an employer wants to make a partial payment, Edit Invoice Items must be selected.

Actions	Due Date	Invoice Number	Invoice Type	Current Amount Due	Remittance Amount	Remaining Amount
Save	10/10/2022	284711	20 - Retirement Costs/Other	7,102.64	\$ 0.00	7,102.64

Invoice Item Details shows each person included in the invoice. The district can choose to pay a percentage for each individual, the same dollar amount for each individual or enter the amount they are paying under Quick Edit.

Report Summary ID: [REDACTED] Report Type: Defined Benefit Report Date: 08/15/2022 Report Status: Data Submitted Status Date: 10/14/2022 14:32:53 PM Members: [REDACTED] Errors: [REDACTED]

Invoice Items for 20 - Retirement Costs/Other Summary of Invoice selected.

Invoice #: [REDACTED] Due Date: 10/10/2022 Amount Due: \$7,102.64 Remittance Amount: \$0.00 Remaining Amount: \$7,102.64

Select One of the following to adjust:

Percentage for Each Individual

Amount for Each Individual

Invoice Item Details Details of Invoice selected.

Actions	SSN ^	Name ^	Invoice Type	Amount Due	Remittance Amount	Remaining Amount
	[REDACTED]	[REDACTED], Christine C	Employer's Excess Salary Increase Contri... View More	1,173.04	0.00	1,173.04
	[REDACTED]	[REDACTED], Jeanette Lynn	Employer's Excess Salary Increase Contri... View More	1,413.00	0.00	1,413.00
	[REDACTED]	[REDACTED], Mardi	Employer's Excess Salary Increase Contri... View More	4,516.60	0.00	4,516.60

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Invoice payments will then appear in the Account Balances section of the Totals screen. Payment amounts will be included in the Total Payment Due field on the Payment Information Screen.

Payment warehousing

Gemini allows employers to “warehouse” payments by specifying a future debit date. The date can be up to 30 days in the future for TRS and THIS Fund contributions.

Employers may enter a draft date on the payment screen to schedule their pay-period reporting and associated payment. Draft dates will default to the current date if before 2 p.m. or to the next business day if payment is entered after 2 p.m.; however, the user has the option of selecting a different date. The draft date cannot be a weekend or banking holiday.

If the draft date for a pay-period report is beyond the due date, the employer will be advised that late payment penalties will be applied. The user may choose to then cancel and select an alternative date. The draft date will be listed on the Confirmation page. Once the payment is submitted, the draft date cannot be changed. Also note that draft dates for subsequent report payments must be entered in chronological order.

Account information

Remittances, as well as other account activity, can be viewed from the TRS website. After signing in to the secure Employer Access area, select Accounts from the left navigation bar under Accounting. Various reports are also available by selecting Reports under the Accounting menu. In addition, the information can aid the employer when completing the Annual Certification.

