

# Employer Access

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## ▪ Employee information

- **Employee Lookup** - Enter a SSN and it will display if the member is Tier 1/Tier 2/Retired.
- **Reports** - Tier and Employee Begin Date reports.

## ▪ Accounting

- **Accounts** - View Contribution Accounts, Billed Employer Accounts and Billed Member Accounts.
- **Billing** - Around the 25th of each month, an email is sent stating the monthly Employer Bill is available.
  - Lists all bills by Fiscal Year and Bill Date.
  - View invoices that appear and are paid on Gemini pay period reports.
- **Reports** - View various accounting reports such as the Employer Bill and GASB Report (available July 15-December 1).

## ▪ Annual Report

- **Reports** - View various reports including previously submitted Annual Reports.
- **Confirm Sum of Changes** - When the Annual Report has been audited, the employer will be notified by email. The employer will need to confirm and review if any changes were made during the audit.

## ▪ Claims

- **Supp Rpts/Sick Leave Certs** - Complete and submit Supplementary Reports and Sick Leave Certifications.
- **Revise Submitted Supp Rpts/SL Certs** - Correct previously submitted Supplementary Reports and/or Sick Leave Certifications.
- **Reports** - Print Supplementary Reports and Sick Leave Certifications that were submitted.

## ▪ Document Upload

- Ability to choose documents and securely upload to TRS.

## Employee Information

- **Employee Lookup** – Enter a member’s SSN and it will display if the member is Tier 1, Tier 2, Retired or a Single Sum retirement. If a member is not found, review if the correct SSN was entered. If the SSN is correct, then the member is new to TRS and will be reported as Tier 2 on the Gemini pay period report.

**Employee Lookup**

**Social Security Number Search**

Enter the employee's nine-digit Social Security number and click the "Search by SSN" button.

(999-99-9999)

- **Reports** – Reports are based on members that were reported on the previous Annual Report.

**Reports**

[Employee Tier Report](#) (Includes both Tier I and Tier II employees)

[Tier I Employee Report](#)

[Tier II Employee Report](#)

[Employment Begin Dates File](#) (csv - comma delimited file format)

## Accounting Section

- **Accounts** – Click [Details](#) next to each section and it will provide more information and history about each account. A Fiscal Year search is available to view previous years.

**Accounts**

Account information does not include pending transactions. A payment is pending until the applicable deposit is processed by the TRS Accounting Department.

**Contribution Accounts**

Fiscal Year:

	Account	Current Balance
<a href="#">Details</a>	Contrib - Empl 2.2 MBI	0.00
<a href="#">Details</a>	Contrib - Fed Fund	0.00
<a href="#">Details</a>	Contrib - Member Ret	0.00
<a href="#">Details</a>	Contrib - THIS Fund	0.00

Current balances are shown as a credit until the district's annual report has been audited.

**Billed Employer Accounts**

Fiscal Year:

No accounts found.

Report difference billed amounts are reflected in the appropriate fiscal year contribution account.

**Billed Member Accounts**

	Account
<a href="#">Details</a>	Contrib - ERO Employer
<a href="#">Details</a>	Contrib - Excess Salary Increase
<a href="#">Details</a>	PDP - 2.2 Upgrade
<a href="#">Details</a>	PDP - Optional Service

- **Billing** – Will display current year bills. A Fiscal Year search is available to view previous years.

**Billing**

[Click here for help in processing an Employer Bill.](#)

Fiscal Year:

	Invoice Number	Bill Date
<a href="#">Details</a>	303911	03/25/2024
<a href="#">Details</a>	302916	02/25/2024
<a href="#">Details</a>	301921	01/25/2024
<a href="#">Details</a>	300926	12/25/2023
<a href="#">Details</a>	299931	11/25/2023
<a href="#">Details</a>	298936	10/25/2023
<a href="#">Details</a>	297941	09/25/2023
<a href="#">Details</a>	296945	08/25/2023
<a href="#">Details</a>	295950	07/25/2023
<a href="#">Details</a>	294955	06/25/2023

- **Reports** – Can view multiple reports from the Accounting area.

**Reports**

[Billed Employer Account Reports](#)

[Billed Member Account Reports](#)

[Contribution Account Reports](#)

[Employer Bill](#)

[Fiscal Year Contribution Totals Report](#) 

[GASB 68 FY Disclosure Report](#) 

[Pay Period Schedule Report](#) 

[Teachers' Retirement Insurance Program \(TRIP\) Rates](#) 

## Annual Report

- **Reports** – Can view multiple reports for the most recent Annual Report that was submitted. In addition, the [Prior Year Annual Report of Earnings](#) provides a fiscal year search of any “Final” Annual Report of Earnings.

**Reports**

["Draft" Annual Report of Earnings](#) 

["Final" Annual Report of Earnings](#) 

[Annual Report Employee Edit Report](#)

[Annual Report Remittances](#) 

[Annual Report Terminated Sick Leave Report](#) 

[Annual Report Leave of Absence Report](#) 

[Annual Report Sabbatical Leave Report](#) 

[Compliance Questionnaire](#) 

[Annual Report Summary of Changes Report](#) 

[Prior Year Annual Report of Earnings](#) 

- **Confirm Sum of Changes** – After the annual report is completed, the employer will need review and confirm the changes, if any, that we made during the audit.

**Confirm Summary of Changes**

I certify that I have reviewed the Annual Report Summary of Changes Report for 07/01/2022 - 06/30/2023.

## Claims

- **Supp Rpts/Sick Leave Certs** - When a member files a claim with TRS (Retirement, Disability, Refund, Death) the employer will be notified every Wednesday by email that a supplementary report and/or sick leave certification is available to complete. It will list the member's information including the Claim Type and the Claim Date. The supplementary report cannot be submitted until their last day paid (not last paycheck). See the Supplementary Report procedures.

Supplementary Reports / Sick Leave Certifications									
Filter by Claim Type:	<input type="text" value="All"/>				<input type="button" value="Search"/>				
Go to Page with Last Name:	<input type="text"/>				<input type="button" value="Go to Name"/>				
Go to Page with SSN:	<input type="text"/>				<input type="button" value="Go to SSN"/>				
	(999-99-9999)				Count: 1				
	Errors		Edit Expl	SSN	Name	Supp Rpt	SL Cert	Claim Type	Claim Date
	Fatal	Non							
<a href="#">Update</a>						✓	✓	Retirement	06/19/2024

- **Revise Submitted Supp Rpts/SL Cert** - An employer may need to make a correction to a Supplementary Report or Sick Leave certification that was previously submitted. The link will require the SSN of the member that needs a revision.

Revise Submitted Supplementary Reports
<a href="#">Add Supplementary Report to list for revision.</a>
No Supplementary Reports selected for revision.

- **Reports** – Previously submitted Supplementary reports or Sick Leave Certifications can be viewed.

Reports
<a href="#">Sick Leave Certifications</a>
<a href="#">Supplementary Reports</a>

## Document Upload

- Documents can be securely uploaded to TRS. The employer will be redirected to another site to log in with their Employer Access user ID and password to select a file to upload.

### Document Upload

Use the [TRS](#) Employer Secure Document Upload Center to electronically transmit a document to [TRS](#).

Before continuing, ensure you have saved your document on your device in an acceptable file format (pdf, jpg, png).

By selecting the link below, you will be redirected to the [TRS](#) Employer Secure Document Upload Center and signed out of the secure [TRS](#) Employer Access area.

Continue to the [TRS Employer Secure Document Upload Center](#).

### Sign In to Employer Secure Document Upload Center

To sign in, use your secure TRS Employer Access user ID and password.

**User ID**

**Password**

[Return to the secure TRS Employer Access area.](#)

- Once logged in, choose the Type of Document from the dropdown box. The accepted file formats are: pdf, jpg, png

### TRS Document Upload Center

Type of Document:

Use the Browse button to select a file to upload. You will be prompted to open the file as prompted.

Thank you for using the TRS Employer Secure Document Upload Center.

[Return to the secure TRS Employer Account Access area.](#)

The accepted file formats are: pdf, jpg, png

**1000002346.jpg (92.42KB [Image/jpeg])**

- Field audit documentation
- Insurance-TRIP
- Member address change
- Member name change
- Optional service forms/documentation
- Other documents
- Salary Exemption Affidavit
- Sick leave
- SSA-1945 forms
- SSN, Passport or Driver's License
- SSP forms
- Waiver requests

## User Accounts

- The employer is required to have a System Administrator. The System Administrator will control the User Accounts in Employer Access. The employer will need to contact Employer Services if a System Administrator leaves and a new one needs assigned. A form will need to be completed by the employer.
- **Add Profile** – The System Administrator can add users to Employer Access. Once the new profile is added, the user will receive an email with login instructions.

**Add Profile**

**Name and Title**  
\*Required information

Prefix\*:  ▼

First Name\*:

Middle Name:

Last Name\*:

Suffix:  ▼

Title:

**Phone Number**  
\*Required information

Work Phone\*:  (999-999-9999)

Extension:

**Email Information**  
\*Required information

Email Address\*:

Re-enter Email Address\*:

**Access Rights**

Access	Menu Item
<input type="checkbox"/>	Accounting
<input type="checkbox"/>	Annual Report
<input type="checkbox"/>	Claims
<input type="checkbox"/>	Demographics
<input type="checkbox"/>	Employer Services - Employee Information

- **Select User Profile** - The System Administrator has the ability to select a user and unlock, view profile information or limit each user's access rights.

Select User Profile			
	Name	User ID	Access Code
<a href="#">Select</a>			5D646BBB4
<a href="#">Select</a>	Test, Test	TES318768T	4A32D3B3E

**View Profile**

**Demographics**

Name: k h  
User ID: khahn0540230  
Access Code: 5D646BBB4  
Title: test  
Work Phone Number: (888) 888-8888 Extension:  
Work Email Address: khahn@trsil.org

[Update Demographics](#)

**Challenge Questions**

Question ID 2: What was the name of the hospital where you were born? hospital  
Question ID 3: What was the name of your childhood best friend? friend  
Question ID 4: What was the model of your first car? car

**Lock Status**

Lock Status: Unlocked

**Access Rights**

Access	Menu Item
<input checked="" type="checkbox"/>	Annual Report
<input checked="" type="checkbox"/>	Demographics
<input checked="" type="checkbox"/>	Accounting
<input checked="" type="checkbox"/>	Claims
<input checked="" type="checkbox"/>	Employer Services - Employee Information

[Update Access Rights](#)

**Activity Logs**

Date Added	Entry Point	Log Name	Comments
04/10/2024 08:41:39	Employer Access	Successful Log In	
04/08/2024 13:20:55	Employer Access	Successful Log In	
03/25/2024 12:15:19	Employer Access	Successful Log In	