



FY23-10

EMPLOYER BULLETIN

REPORTING UPDATES & REMINDERS

Oct. 2022

Adjustments to 2021-22 and Prior Years Reported Information

If you find that you have made an error in reporting members' earnings or service information or reporting federally-funded salaries incorrectly in the 2021-22 or prior years, **do not process an adjustment in Gemini**. Email the correction with any applicable supporting documentation to employers@trsill.org. An auditor from the Employer Services Department will process the adjustment after reviewing the submitted information. You will be contacted by an auditor if there are any outstanding questions.

Due Date for Pay period Contribution Report and Required Contributions

Payments for the month are due by the 10th of the following month. Employers will be assessed a penalty of \$50 per day for each day that elapses from the due date until the day the pay period contribution report and required member and employer contributions are received by TRS. If the report is at a status of payment submitted before midnight on the due date, there will be no penalty.

You can only submit one report with payment per day. When making contributions, 2 p.m. central time is the cut off for the current day. Any reports and payments submitted before 2 p.m. will post overnight and you can submit another report the next day after the contributions have been verified by TRS. Any reports and payments submitted after 2 p.m. will post the next night and you will have to wait for that report to post before submitting your next report.

Example of Report and Payment Timing

Submit Before 2 p.m.

Day 1 submit payment **before** 2 p.m. Monday – Friday, except for Federal Reserve holidays.

Day 1 payment is sent on ACH file at 2 p.m.

Day 2 (next business day) deposit is verified by TRS and balance is correct. Proceed with next report.

Submit After 2 p.m.

Day 1 submit payment **after** 2 p.m. Monday – Friday, except for Federal Reserve holidays.

Day 2 (next business day) payment is sent on ACH file at 2 p.m.

Day 3 (next business day) deposit is verified by TRS and balance is correct. Proceed with next report.

We are unable to grant due date extensions. Please do not contact TRS to request an extension. However, after the pay period contribution report is submitted, the employer can send a penalty waiver request to employers@trsill.org. The request should indicate why the due date was not met and should include any supporting documentation.

(more)



For more information, refer to [Employer Bulletin FY23-09: Oct. 1 Reinstatement of Monetary Penalties](#).

Paying Invoices

Invoices must be paid with a pay period contribution report. The invoice section will include amounts due for Employer's Report of Adjustment 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. The Invoices section appears on the Report Totals screen of each report. All unpaid invoices will be displayed. Employers will pay their invoices by selecting Quick Edit or Edit Invoice Items from the Actions dropdown. A payment amount must be entered in the Remittance Amount field(s). Invoice payments will then appear in the Account Balances section on the Report Totals screen. Payment amounts will be included in the Total Payment Due field on the Payment Information screen.

Questions

If you have reporting questions, please call the Employer Services Department at 888-678-3675, option 1 or email employers@trsil.org.



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