



FY23-21

EMPLOYER BULLETIN

DUE DATES & DEADLINES

May 2023

Pay-Period Reports and Defined Benefit (DB) Contributions

Reports and contributions whose pay dates fall within a 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 report is received by TRS. [Select this link for FAQs about Due Dates and Penalties.](#)

When making contributions, 2 p.m. central time (Monday through Friday) is the cut off for the current day. The reporting system is open and available 24/7. As a best practice to avoid potential reporting issues, complete all facets of this process as soon as possible and prior to the 10th of the following month.

Summer Payrolls

All pay-period reports and contributions for the school year ended June 30 are due by July 10th.

Annual Certification

August 15, 2023 is the filing deadline for the Annual Certification. **A \$250-per-day, late-filing penalty will be assessed for each day past the deadline that this report is not on file with TRS.**

The Annual Certification should report service credit and creditable earnings in accordance with applicable laws and rules. An Annual Certification failing to materially conform to the applicable laws and rules of TRS will not be deemed received until it is properly corrected and resubmitted to TRS.

Defined Contribution (DC) Reports (SSP – Supplemental Savings Plan)

The DC Reports do not follow the same due dates as the DB Reports.

Employers will receive a SSP Delinquent Contributions email if the district has not reported its defined contributions within seven calendar days of the most recent pay date.

It is very important that SSP deferrals are reported in Gemini as soon as administratively practicable to stay within 457(b) and Supplemental Savings Plan rules. It is best to report these contributions at the time payroll is processed.

Questions

If you have any questions, contact Employer Services at 888-678-3675 or employers@trsil.org.

**TEACHERS' RETIREMENT SYSTEM
OF THE STATE OF ILLINOIS**

2815 West Washington
P.O. Box 19253
Springfield, Illinois 62794-9253
(888) 678-3675
employers@trsil.org