

GEMINI ADJUSTMENTS AND ADDING RECORDS



ADJUSTMENTS AND ADDING RECORDS

Employers may need to make corrections to pay periods in the past. For example:

If a record or member was accidentally left off a prior Defined Benefit report:

- The employer should add the missing record on the next Gemini pay period report.

If a previously posted Defined Benefit record requires an adjustment or correction:

- The employer must report an adjustment record on the next Gemini pay period report to correct any mistakes made on the original posted record.
- **IMPORTANT:** Only records that have already been posted in Gemini can be adjusted.

Examples when records needs added:

Corrections to days paid
Corrections to creditable earnings
Corrections to post retirement hours
Adding a payment reason
Adding a missing pay period
Adding missing member
Adding a termination

ADDING A RECORD

When the employer has an In Progress report, go to the **Report Actions** drop-down menu. From the Report Actions menu, select **+Add Record**.

This will take you to a screen where you can either:

- Enter the member's SSN to add a new record for that specific member, or
- Enter the member's SSN and enter a date range to pull up existing records that are already posted in Gemini, so it can be adjusted.

The screenshot shows the TRS Code interface. At the top, there is a navigation breadcrumb: [Upload File](#) → [Upload Results](#) → [Details / Adjustments](#) → [Totals](#) → [Payment](#) → [Confirmation](#). Below this, the report summary includes: **Report Summary ID:** 1673, **Report Type:** Defined Benefit, **Report Date:** 02/14/2025, **Report Status:** In Progress, **Status Date:** 02/23/2025 07:38:26 PM, and **Members:** 34. The **Report Status** is highlighted with a red arrow. The **Report Actions** dropdown menu is open, showing **+ Add Record** and **Mass Update** options. Below the menu, there is a table with columns: **Actions**, **Last Name**, **First Name**, **Last Four SSN**, **Pay Period Begin Date**, **Pay Period End Date**, **Reason**, **Earnings**, **Contributions**, **THIS Contributions**, and **Days Paid**. The table contains four rows of data.

Actions	Last Name	First Name	Last Four SSN	Pay Period Begin Date	Pay Period End Date	Reason	Earnings	Contributions	THIS Contributions	Days Paid
▼			3416	01/18/2025	01/31/2025	BS	1,743.33	156.90	15.69	09
▼			3416	01/18/2025	01/31/2025	ED	21.98	1.98	0.20	00
▼			0784	01/18/2025	01/31/2025	BS	1,872.20	168.50	16.85	09
▼			4500	01/18/2025	01/31/2025	BS	2,539.22	228.53	22.86	09

ADDING A RECORD

Enter the member's **SSN**, choose a date range and Search. If no date range is selected, it will only display records from the current calendar year. If needed, change the date range to include the **entire fiscal year**.

Upload File → Upload Results → **Details / Adjustments** → Totals → Payment → Confirmation

Add Record

Enter the SSN of the member for which you need to add a record then click Search.

Click Add Record to create a new record for the selected member.

To adjust or copy a record from a previous report for the member, enter a range of dates and click Filter. You can then select a record from the table below.

SSN * Search

+ Add Record

Begin Date * End Date * Filter

If the member is new to the employer or an incorrect SSN is entered, a warning will display **+Add Record** is required. This will create a new blank record with that SSN prefilled and all other information will need to be manually entered.

Add Record

Enter the SSN of the member for which you need to add a record then click Search.

Click Add Record to create a new record for the selected member.

To adjust or copy a record from a previous report for the member, enter a range of dates and click Filter. You can then select a record from the table below.

SSN * 111-11-1111 Search

+ Add Record

Begin Date * End Date * Filter

WARNING
TRS is unable to locate a member with that SSN. Please ensure what you have entered is correct or click **Add Record** to create a new blank record with the SSN you have entered.

ADDING A RECORD

IF THE MEMBER HAS BEEN PREVIOUSLY REPORTED:

- All records for the member within the **selected date range** will be displayed.
- If no date range is selected, it defaults to the current calendar year only. Make sure to change the date range if you need to include the entire fiscal year pays.

TO MAKE CORRECTIONS TO A POSTED RECORD:

- The employer can select the **pay period** to correct.

IF THE MEMBER WAS FOUND, +ADD RECORD CAN STILL BE SELECTED:

- The **Demographics** and **Contact information** will be prefilled.
- The employer will need to manually enter the remaining information for the record.

Add Record Cancel

Enter the SSN of the member for which you need to add a record then click Search.

Click Add Record to create a new record for the selected member.

To adjust or copy a record from a previous report for the member, enter a range of dates and click Filter. You can then select a record from the table below.

SSN *
-4500

Member: - DoB 05/08/1975

[+ Add Record](#)

Begin Date *
12/07/2024

End Date *
03/07/2025

[Filter](#)

Actions	Name	SSN	Pay Period	Contribution Category	Payment Reason	Earnings	Contributions	THIS	Days Paid
<input checked="" type="checkbox"/>		-4500	01/04/2025 - 01/17/2025	Tier 1	Base Salary	2,539.21	228.53	22.86	10
<input checked="" type="checkbox"/>		-4500	12/21/2024 - 01/03/2025	Tier 1	Base Salary	2,539.21	228.53	22.86	0
<input checked="" type="checkbox"/>		-4500	12/07/2024 - 12/20/2024	Tier 1	Base Salary	2,539.21	228.53	22.86	10

CHOOSING A POSTED RECORD - EDIT, COPY AND VIEW

If the employer wants to make a change to a specific record (or add another payment reason) that has already been posted for the selected date range, the options available are:

- **View:** Displays the details of the posted record.
- **Copy:** Copies the posted record but **Payment Reason, Earnings & Contributions** and **Timekeeping** sections are blank and need entered.
- **Edit:** Copies the posted record and **Earnings & Contributions** sections are blank but the **Timekeeping** and **Payment Reason** section are prefilled.

Add Record

Cancel

Enter the SSN of the member for which you need to add a record then click Search.

Search

Member: - DoB 05/08/1975

+ Add Record

To adjust or copy a record from a previous report for the member, enter a range of dates and click Filter. You can then select a record from the table below.

Begin Date *
12/07/2024

📅

End Date *
03/07/2025

📅

Filter

Actions	Name	SSN	Pay Period	Contribution Category	Payment Reason	Earnings	Contributions	THIS	Days Paid
▼		-4500	01/04/2025 - 01/17/2025	Tier 1	Base Salary	2,539.21	228.53	22.86	10
▼		-4500	12/21/2024 - 01/03/2025	Tier 1	Base Salary	2,539.21	228.53	22.86	0
▼		-4500	12/07/2024 - 12/20/2024	Tier 1	Base Salary	2,539.21	228.53	22.86	10
▼		-4500	11/23/2024 - 12/06/2024	Tier 1	Base Salary	2,539.21	228.53	22.86	7

✎
Edit

📄
Copy

👁️
View

6

DIFFERENCES IN ADJUSTING SECTIONS

When adding a record to adjust a previously posted record, **Earnings & Contributions** and **Timekeeping** sections are updated differently:

EARNINGS AND CONTRIBUTIONS:

- These are adjusted using a **+/- (POSITIVE OR NEGATIVE ADJUSTMENT)**.

TIMEKEEPING:

- This section is an **OVERWRITE**.
- You will need to enter the **CORRECTED AMOUNT**, NOT a +/- adjustment.

VIEW

VIEW option will allow the employer to **view the information** that was previously posted for a specific record. This is useful to review the details without making any changes. If adjustments are needed, choose **COPY** or **EDIT**.

Demographics					
Social Security # -4500	Prefix Mrs.	First Name *	Middle Name	Last Name *	Suffix
Date of Birth * 05/08/1975	Gender * Female				
Employment Information					
Pay Period Begin Date * 12/07/2024	Pay Period End Date * 12/20/2024	Pay Date * 01/03/2025	Payroll Frequency * Bi-Weekly		
Employment Begin Date * 08/20/2003	Employment End Date	Employment End Rea...	Employment Type * Full Time	Job Category * Teacher	
Contract Days 180	FTE Percentage 100 %	Contribution Category * 01 - Tier 1			
Earnings & Contributions					
Full Annual Rate \$ 66,019.62	Payment Reason * Base Salary	Deferred * No	Earnings * \$ 2,539.21	Earnings that Exceed Salary Limits * \$ 0.00	
Contributions * \$ 228.53	THIS Contributions * \$ 22.86	Employer Defined Contributions \$ 0.00	Fiscal Year * 2024-2025		
Timekeeping					
Docked Days * 0.00	Sick Leave/Personal Days * 208.0	Days Paid * 10	Post-Retirement Hours 0.00	Balanced Calendar No	
Contact Info					
Cancel					

COPY will create a duplicate of the posted record with the selected **Pay Period Begin, End and Pay Date**.

- The **Timekeeping** and **Earnings & Contributions**, including specifying the **Payment Reason** (e.g., ED, LA), are blank and will need to be entered.

REMINDER: For Earnings, use +/- (positive or negative) for adjustments. For timekeeping, it's an overwrite, meaning the previous data will be replaced with what you enter.

Demographics

Social Security # Prefix Mrs. First Name Middle Name Last Name Suffix

Date of Birth Gender

Employment Information

Pay Period Begin Date Pay Period End Date Pay Date Payroll Frequency

Employment Begin Date Employment End Date Employment End Rea... Employment Type Job Category

Contract Days FTE Percentage Contribution Category

Earnings & Contributions

Full Annual Rate \$ Payment Reason Deferred \$ Earnings \$ Earnings that Exceed Salary Limits

\$ Contributions \$ THIS Contributions \$ Employer Defined Co... Fiscal Year

Timekeeping

Docked Days Sick Leave/Personal Days Days Paid Post-Retirement Hours Balanced Calendar

Contact Info

EDIT

Demographics

Social Security # Prefix Mrs. First Name Middle Name Last Name Suffix

Date of Birth Gender

Employment Information

Pay Period Begin Date Pay Period End Date Pay Date Payroll Frequency

Employment Begin Date Employment End Date Employment End Reason Employment Type Job Category

Contract Days FTE Percentage Contribution Category

Earnings & Contributions

Full Annual Rate \$ Payment Reason Deferred

Fiscal Year

Timekeeping

Docked Days Sick Leave/Personal Days Days Paid Post-Retirement Hours Balanced Calendar

Contact Info

EDIT will create a duplicate of the posted record with the **Pay Period Begin, End** and **Pay Date** that was previously posted.

- The Earnings section will be the only section blank that will need to be entered.
- The **Timekeeping** section and **Payment Reason** will display the original information. **Corrections can still be made to these sections.**

REMINDER: For Earnings, use +/- (positive or negative) for adjustments. For timekeeping, it's an overwrite, meaning the previous data will be replaced with what you enter.

EXAMPLES

Based on different situations, it may be easier to use one option over another. Some examples of when it may be more beneficial to use one of the 3 options - 1. **ADD BLANK RECORD**, 2. **COPY**, or 3. **EDIT** :

1. ADD BLANK RECORD

- This option is beneficial in creating a record that is completely new and not related to any previous reported information.
 - **Example: Missing pay period**
 - This option will create a completely new record for a member without pay date information prefilled.
 - **Example: Missing member**
 - This option creates a completely new blank record for the SSN entered.

2. COPY

- Copy will create a record with the same Pay Period Begin, End and Pay Date. **Timekeeping, Earnings & Contribution and Payment Reason** will be blank and will need to be completed.
 - **Example: Adding a separate Payment Reason (e.g., ED, LA).**
 - Copy will create a record with the same Pay Period Begin, End and Pay Date. It is not necessary to review or have any prefilled information because it is a new Payment Reason.
 - If wrong payment reason was originally reported, **2 records will need to be added**. One to remove all the information from the incorrect Payment Reason and another to add the new Payment Reason.

EXAMPLES (Cont.)

Based on different situations, it may be easier to use one option over another. Some examples of when it may be more beneficial to use one of the 3 options - **1. ADD BLANK RECORD, 2. COPY, or 3. EDIT :**

3. EDIT

- Edit will create a duplicate of the posted record with the Pay Period Begin, End and Pay Date that was previously posted. The **Timekeeping** and **Payment Reason** will still contain the original information. **Corrections can still be made to the Timekeeping section but Payment Reason cannot be corrected.**
 - **Example: Correcting days paid.**
 - Previous Timekeeping section will be completed. Timekeeping is an overwrite and simply put the corrected amount. Enter 0s in the Earnings section, if no changes are needed to earnings.
 - **Example: Correcting earnings.**
 - Adjust the Earnings using +/- (positive or negative adjustment). Timekeeping and Payment Reason will already be prefilled and no corrections are needed if only correcting Earnings.
 - **Example: Correcting post-retirement hours.**
 - Previous Timekeeping section will be completed. Timekeeping is an overwrite and simply put the correct **hours** needed. Enter 0s in the Earnings section, if no changes are needed to earnings.
 - **Example: Adding termination information.**
 - If a member has already received all their pays, an adjustment needs to be made to add the termination.
 - Enter the termination information in the Employment Information section. The Timekeeping will be prefilled, and enter 0s in the Earnings section, if no changes are needed.

ADDED RECORD

Once a record is saved, an additional line will appear on the main screen. This line will show the Pay Period Begin and End Date that has been added or adjusted.

TR Code: [input]

Upload File → Upload Results → **Details / Adjustments** → Totals → Payment → Confirmation

Report Summary ID: 1673 Report Type: Defined Benefit Report Date: 02/14/2025 Report Status: In Progress Status Date: 02/23/2025 07:38:26 PM Members: 34
Errors: 2

Details / Adjustments Make any necessary changes to member records, add records and resolve all errors. **Report Actions** Search by last name... Clear All Sorting Errors Only

Errors for Selected Record (0) Tip: Address fatal errors first before addressing any others; Corrections to fatal errors may result in the elimination of other errors.

⚠	Actions	Last Name ^	First Name ^	Last Four SSN ^	Pay Period Begin Date v	Pay Period End Date	Payment Reason ^	Earnings	Contributions	THIS Contributions	Days Paid
	▼			3416	01/18/2025	01/31/2025	BS	1,743.33	156.90	15.69	09
	▼			3416	01/18/2025	01/31/2025	ED	21.98	1.98	0.20	00
	▼			0784	01/18/2025	01/31/2025	BS	1,872.20	168.50	16.85	09
	▼			4500	01/18/2025	01/31/2025	BS	2,539.22	228.53	22.86	09
	▼			4500	12/07/2024	12/20/2024	BS	500.00	45.00	4.49	10
	▼			9182	01/18/2025	01/31/2025	BS	1,655.32	148.98	14.90	09

REMINDERS

EARNINGS AND CONTRIBUTIONS:

- These are adjusted using a **+/- (POSITIVE OR NEGATIVE ADJUSTMENT)**.

TIMEKEEPING:

- This section is an **OVERWRITE**.
- You will need to enter the **CORRECTED AMOUNT**, NOT a +/- adjustment.

- **View**: Displays the details of the posted record.
- **Copy**: Copies the posted record but **Payment Reason, Earnings & Contributions** and **Timekeeping** sections are blank and need entered.
- **Edit**: Copies the posted record and **Earnings & Contributions** sections are blank but the **Timekeeping** and **Payment Reason** section are prefilled.

Contact Information

Employer Services

Employer Reporting
(888) 678-3675 Option 1
employers@trsill.org

Accounting Department

Remittances or the Employer Bill
(888) 678-3675 Option 2
accounting@trsill.org

TRS Supplemental Savings Plan (SSP)

(888) 678-3675 Option 3
SSP@trsill.org

