



Gemini System Update FY24-12 External Release Notes

We are continually striving to improve the Gemini experience for you. Your feedback, received through our [weekly employer forums](#) or communications with Employer Services or Accounting staff, is incorporated into the application as it is developed. Gemini System Updates are provided with each new release to keep you informed by providing a summary of new features, improvements to existing features, resolved issues and known issues in the latest version of Gemini. Occasionally we may also include "tips and tricks" and "coming soon" items as well.

Coming Soon on June 1!

FY24 Annual Certification Will Be Enabled with the Following Enhancements

1. Navigational Improvements

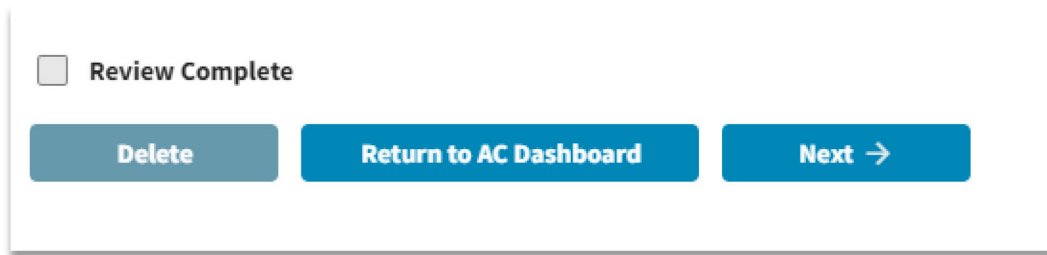
After initiating the Annual Certification process, a new dashboard will be displayed that will provide users the ability to quickly assess Annual Certification progress and to navigate to different sections of the certification.

The screenshot shows a dashboard for the Annual Certification process for the fiscal year 2023-2024. The status is 'Annual Rpt In Progress'. A message states: 'You may navigate directly to specific pages of the Annual Certification process from this dashboard. When each page is marked "Review Complete", the word Reviewed will display in green indicating that page has been reviewed. The Submit to TRS process requires all Annual Certification pages to be marked as "Review Complete" before submission. Upon successful submission, the Final Annual Certification Review navigation section will display Transmitted.'

Section	Description	Status	Action
Member Summary	Review member details and resolve edits.		Proceed to Member Summary →
Edit Explanations	Review of Certified Edit Explanations.		Proceed to Edit Explanations →
Final Sick Leave Review	Review Termination End Dates and Total Final Sick Leave.	Reviewed	Proceed to Final Sick Leave Review →
Federally Funded Earnings	Review Federally Funded Earnings.	Reviewed	Proceed to Federally Funded Earnings →
Workers' Compensation	Add members who received workers' compensation while a portion of their salary was still being paid by their employer.	Reviewed	Proceed to Workers' Compensation →
Final Annual Certification Review	Final review of the Annual Certification and Submit to TRS.		Proceed to Final Annual Certification Review →

From each page within the Annual Certification process, the user will have navigation buttons to return them to

the previous page, proceed to the next page or return to the dashboard.



While progressing through the certification steps, the user is required to indicate completion by checking the box beside "Review Complete." Subsequent changes to member information impacting the data on a particular certification step will reset the box and will require the user to re-review.

Annual Certifications cannot be submitted until the user has indicated the review has been completed for each step and has checked the certification box on the Totals and Summary page. Once all reviews are complete and the certification checked, the Submit to TRS button will be enabled. **Note: The Submit to TRS functionality will not be enabled until July 1. Even if your review is complete, the button will not be enabled prior to July 1.**

Aside from the navigational enhancements described above, a "Go To" Control has been added for global use that allows entry of a specific page number such as "57" and takes user to that page. This control has been added to the Annual Certification Member Summary screen. When a page number is entered, the user will be navigated to that page of Member Summary screen results.



2. Prevention of Annual Certification Initiation Prior to Posting of All Pay Period Reports

The Annual Certification widget will not be enabled if the district has records in Error Correction that are being evaluated by Employer Services or have adjustment records in a pending state for the annual certification fiscal year. These records will need to be corrected and/or verified before the Annual Certification can be started. This will ensure that the annual certification is created using completed pay period reports and will prevent corrections due to using not fully verified data.

3. Ability to Review and Edit Warning Certification Comments Prior to Submitting the Annual Certification

The application now allows you to review and edit the comments entered for Warning Certifications. You can do this in one of the following ways:

- * From the Member Summary Detail Page, select the Edit Explanations link,
- * On the Member Summary screen, select the Edit Explanations from the Action Items list next to the member, or
- * Via the new Review Edit Explanations page.

The application allows for the update of Edit Explanations at a Member Summary Detail level by clicking the Edit Explanations link, on the Member Summary screen by clicking the action item, Edit Explanations, next to a member or on the new page Review Edit Explanations. This new page will give users the ability to review the comments entered for certifying warnings and to make necessary changes prior to submitting the certification.

Annual Certification Review Edit Explanations

Actions	Last Name ^	First Name ^	Last Four SSN ^	Error # ^	Error Title	Edit Explanations
▼	[REDACTED]	David	[REDACTED]	AR2004	Base Earnings calculation	test
▼	[REDACTED]	Sarah	[REDACTED]	AR2004	Base Earnings calculation	test
▼	[REDACTED]	Allison	[REDACTED]	AR2004	Base Earnings calculation	test
▼	[REDACTED]	Amanda	[REDACTED]	AR2004	Base Earnings calculation	test
▼	[REDACTED]	SUNNY	[REDACTED]	AR2004	Base Earnings calculation	test
▼	[REDACTED]	Catherine	[REDACTED]	AR2004	Base Earnings calculation	test
▼	[REDACTED]	Shona	[REDACTED]	AR2004	Base Earnings calculation	test
▼	[REDACTED]	DELANEY	[REDACTED]	AR2004	Base Earnings calculation	test
▼	[REDACTED]	Melissa	[REDACTED]	AR2004	Base Earnings calculation	test
▼	[REDACTED]	Kaitlyn	[REDACTED]	AR2004	Base Earnings calculation	test

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Review Complete

[← Previous](#)
[Return to AC Dashboard](#)
[Next →](#)

4. Ability to Correct a Member's Job Category on Detailed Summary Records

A roll-up level Job Category field was added to the Annual Certification data structure. It is populated during initial roll-up from the most recent posted pay period record received for the fiscal year.

The Job Category field has been added to the Annual Certification Member Summary Details page. The value in the field corresponds to the Job Category field of the member's Roll Up record in Gemini. Gemini users may change the value.

Annual Certification Member Summary Details for ERKKA [REDACTED]

Employment Type: Substit. Ac. | Contract Days: 173 | Booked: 15 | Annual Salary Rate: 2,548.00 | Creditable Earnings: 2,046.00
 Description Category: Tier 2 | Employment Begin Date: 03/01/2023 | Final Sick Leave | Employment End Date | Employment End Reason | Job Category: Teacher

Errors for Record (3) | Select to examine details. Tip: Address final errors first before addressing any others. Corrections to final errors may result in the elimination of other errors. Edit Explanations

Filter by: Employment Type | Payment Reason | Clear Filter | Add Row

Actions	Employment Type	Payment Reason	Contract Days	FTE Percentage	Full Annual Rate	Earnings	Member Contributions	Member TRS Contributions	Employer Contributions	Employer TRS Contributions	Decided Base	Days Paid
+	Substit. Ac.	05				2,658.00	137.00	23.76	15.30	17.76	0.00	19
Totals						\$2,658.00	\$227.00	\$23.76	\$18.30	\$27.76	0.00	19

Save Cancel

5. Re-running Edits Upon Submission

This will aid in identifying possible reporting errors that may not have been detectable at the time the Annual Certification was initiated.

6. Re-running Warning Edits When a Member's Record is Updated

This will allow you to enter or update a warning certification following a change to the member's data. Certification of all warnings is required following an update to a member's record even if the warning had been certified prior to the change.

7. Updates to Edits

In our ongoing effort to ensure member data is accurately reported and avoids the need for future adjustments, new edits have been implemented. The criteria for some of the edits has also been updated.

Mass Update Make the same change to multiple records at once.

Update Selected Records Make universal updates to all of your previously selected records within this report.

Records Selected: 5 Members Selected: 5

Contract Days Existing Contract Days can be replaced or increased/decreased so that resulting Contract Days are between 180 - 262.

Replace current Contract Days with: 185 Increase/Decrease (+/-) Contract Days by:

Days Paid Existing Days Paid can be replaced or increased/decreased so that resulting Days Paid are between 0 - 262.

Replace current Days Paid with: Increase/Decrease (+/-) Days Paid by: 3

9. Identification of Workers' Compensation Recipients

Employers will now be prompted to identify employees who received workers' compensation while still receiving a portion of their salaries. Worker's compensation payments are non-creditable earnings. Employer Services will evaluate these members to ensure their annual salary rates and creditable earnings were correctly reported.

Members: 95 Terminations: 4 Fiscal Year: 2023-2024 Annual Certification Status: Annual Rpt In Progress Total Earnings: \$3,139,584.74 Member Contributions: \$282,963.14

Member THIS Contributions: \$28,256.60 Employer Contributions: \$18,209.45 Employer THIS Contributions: \$21,034.61 Federally Funded Earnings: \$918.75 Federally Funded Contributions: \$97.39

Workers' Compensation Listing of members who received any portion of their salary while in receipt of workers' Compensation benefits. Add or delete members as needed. [Add Member](#)

Actions	Last Name ^	First Name ^	Last Four SSN ^	Employment Type	Job Category
		Ashley		Full Time	Teacher

Review Complete

If you have questions, concerns or feedback you would like to share, please email employers@trsil.org for reporting items, accounting@trsil.org for accounting items or SSP@trsil.org for SSP/deferred compensation items.

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