

ANNUAL CERTIFICATION PROCESS

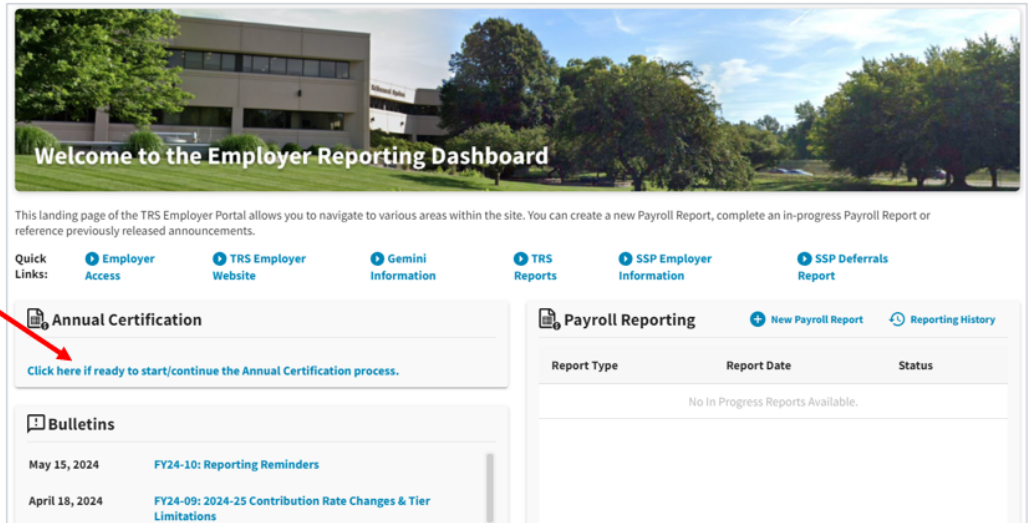
1.0 STARTING THE PROCESS

The employer may begin the Annual Certification process when all pay-period reports have been uploaded, posted and all records from pay-period reports requiring TRS review have been processed. The link is located on the Employer Reporting Dashboard. The link will be available **June 1st** and submission of the Annual Certification will be enabled on **July 1st**.

NOTE:

The first time the link is selected, the data accumulation process will begin.

Subsequent link selection will take you to the Annual Certification Dashboard.



1.1 EMAIL WILL BE SENT ONCE PROCESS IS COMPLETED

While the system is accumulating the data, you may return to the Employer Reporting Dashboard. The employer will receive an email confirmation that the process is complete.

Note: You may need to refresh the page after you receive the email.

Annual Certification

You have initiated the Annual Certification Process. We are gathering all relevant data submitted through Gemini over the course of the fiscal year and annualizing it for your review. This process could take several minutes and will continue running when you leave this page or log out of the Employer Portal.

You will be notified by email once this process is complete. Please do not click start/continue process link from the dashboard page until you have received the email notification.

[← Return to Dashboard](#)

2.0 ANNUAL CERTIFICATION DASHBOARD

When you receive your email confirmation that the Annual Certification process is complete, return to the Employer Reporting Dashboard. Click the link again to continue the Annual Certification process and the **Annual Certification Dashboard** will be displayed.

Annual Certification Dashboard

Fiscal Year: 2023-2024 Annual Certification Status: Annual Rpt In Progress

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.

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. Proceed to Final Sick Leave Review →	Federally Funded Earnings Review Federally Funded Earnings. 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. Proceed to Workers' Compensation →	Final Annual Certification Review Final review of the Annual Certification and Submit to TRS. Proceed to Final Annual Certification Review →

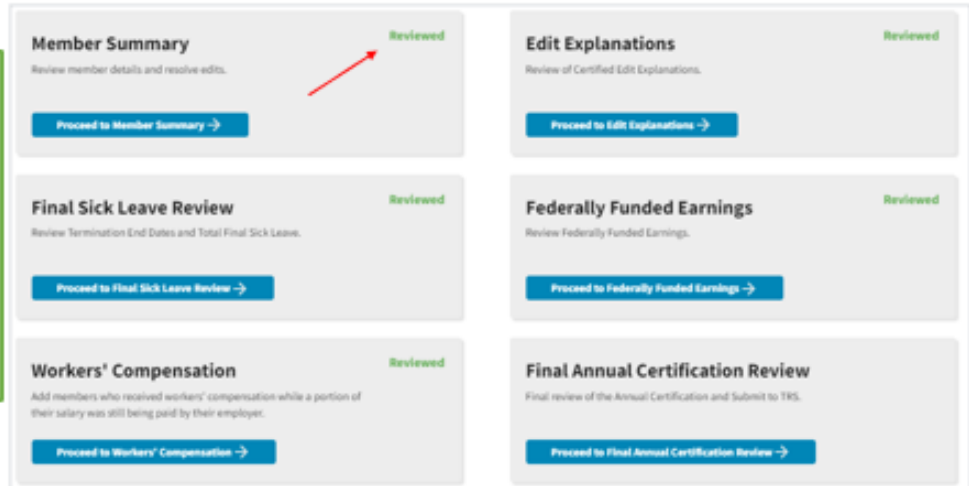
From the Annual Certification Dashboard, you may navigate directly to specific pages. There are 5 pages that need to be reviewed prior to Final Annual Certification Review submission. Each page will need to be marked "Review Complete".

Member Summary Review member details and resolve edits. Proceed to Member Summary →	View and edit member earnings, termination end dates and final sick leave, and provide edit explanations.	Edit Explanations Review of Certified Edit Explanations. Proceed to Edit Explanations →	Will display all edit explanations provided on the Member Summary page for each member.
Final Sick Leave Review Review Termination End Dates and Total Final Sick Leave. Proceed to Final Sick Leave Review →	Review members that had termination end dates and sick leave reported on the Member Summary page.	Federally Funded Earnings Review Federally Funded Earnings. Proceed to Federally Funded Earnings →	Review and make corrections to amounts and/or fund categories that were reported.
Workers' Compensation Add members who received workers' compensation while a portion of their salary was still being paid by their employer. Proceed to Workers' Compensation →	Add members that were on workers' compensation and a portion of their daily rate was still being paid by their employer.	Final Annual Certification Review Final review of the Annual Certification and Submit to TRS. Proceed to Final Annual Certification Review →	Once all pages have been marked "Review Complete", the page will be enabled and the employer can submit to TRS.

The **Member Summary, Edit Explanations, Final Sick Leave Review, Federally Funded Earnings, and Workers' Compensation** pages will each need to be marked "Review Complete". Proceed to each page and the "Review Complete" is located at the bottom of each page. **TIP: If corrections are made after a page is marked "Review Complete", it may need to be reviewed again.**



When each page is marked "Review Complete", the word **Reviewed** will display in **green** indicating that page has been reviewed. The Final Annual Certification Review will be enabled once all Annual Certification pages are marked as "Review Complete".



3.0 MEMBER SUMMARY PAGE

First review if the Members count is correct. Retirees will NOT show up in Member count. If any members are not reported, STOP and delete the report by using the **Delete button at the bottom. Any time Delete is used, all corrections are lost.**

NOTE: The employer will need to upload a report to add the member to Gemini. After the report has been processed, the employer can restart the annual certification process.

Members: 10 Terminations: 3 Fiscal Year: 2023-2024 Annual Certification Status: Annual Rpt In Progress Total Earnings: \$419,219.38
 Member Contributions: \$37,730.13 Member THIS Contributions: \$3,772.87 Employer Contributions: \$2,431.28 Employer THIS Contributions: \$2,809.07
 Federally Funded Earnings: \$46,474.83 Federally Funded Contributions: \$4,926.24

Annual Certification Member Summary Mass Update Clear All Sorting Errors Only

Action Needed	Actions	Last Name	First Name	Last 4 SSN	Employment Type	Contract Days	Days Paid	Annual Salary Rate	Creditable Earnings	Docked Days	Leave Days
			Christina		Full Time	260	217	\$8,250.00	49,083.40	0	0

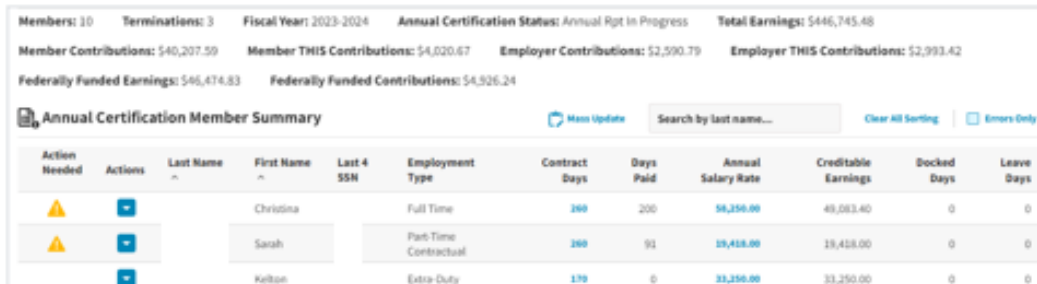
Showing 1 - 10 of 10 Rows per page 10 First < 1 > Last

Review Complete

Delete **Return to AC Dashboard** **Next ->**

3.1 REVIEWING THE INFORMATION

The Annual Certification Member Summary will list all members reported on Gemini pay-period reports throughout the year with their individual total amounts displayed. The Actions Needed column identifies the members that have errors that will need to be addressed.



Members: 10 Terminations: 3 Fiscal Year: 2023-2024 Annual Certification Status: Annual Rpt In Progress Total Earnings: \$446,745.48
Member Contributions: \$40,207.59 Member THIS Contributions: \$4,020.67 Employer Contributions: \$2,590.79 Employer THIS Contributions: \$2,993.42
Federally Funded Earnings: \$46,474.83 Federally Funded Contributions: \$4,926.24

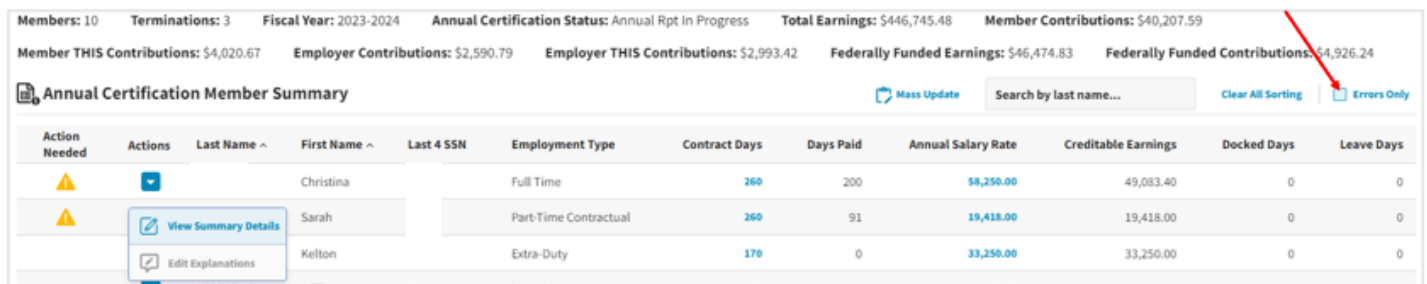
Annual Certification Member Summary

Action Needed	Actions	Last Name	First Name	Last 4 SSN	Employment Type	Contract Days	Days Paid	Annual Salary Rate	Creditable Earnings	Docked Days	Leave Days
⚠️	⌵		Christina		Full Time	260	200	\$8,250.00	49,083.40	0	0
⚠️	⌵		Sarah		Part-Time Contractual	260	91	19,418.00	19,418.00	0	0
	⌵		Kelton		Extra-Duty	170	0	33,250.00	33,250.00	0	0

3.2 IDENTIFYING ERRORS

If errors need to be resolved, there will be a symbol in the Action Needed column for that member. Click the Actions arrow and select View Summary Details for an individual member.

NOTE: The Errors Only is available to search for only those members with errors.



Members: 10 Terminations: 3 Fiscal Year: 2023-2024 Annual Certification Status: Annual Rpt In Progress Total Earnings: \$446,745.48 Member Contributions: \$40,207.59
Member THIS Contributions: \$4,020.67 Employer Contributions: \$2,590.79 Employer THIS Contributions: \$2,993.42 Federally Funded Earnings: \$46,474.83 Federally Funded Contributions: \$4,926.24

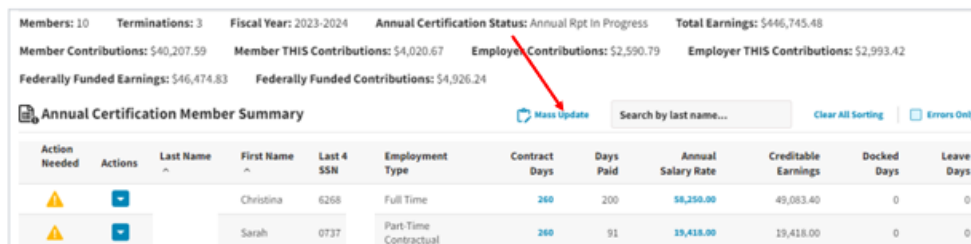
Annual Certification Member Summary

Action Needed	Actions	Last Name	First Name	Last 4 SSN	Employment Type	Contract Days	Days Paid	Annual Salary Rate	Creditable Earnings	Docked Days	Leave Days
⚠️	⌵		Christina		Full Time	260	200	\$8,250.00	49,083.40	0	0
⚠️	⌵		Sarah		Part-Time Contractual	260	91	19,418.00	19,418.00	0	0
	⌵		Kelton		Extra-Duty	170	0	33,250.00	33,250.00	0	0

TIP: If you notice a lot of errors that can be corrected by uploading a pay period report, use the Delete option and upload another report to make adjustments. There is also a Mass Update option in the Annual Certification process.

3.3 MASS UPDATE

The Mass Update option can only be used to correct Contract Days and/or Days Paid. The employer can choose to select all members or filter to select specific members.



Members: 10 Terminations: 3 Fiscal Year: 2023-2024 Annual Certification Status: Annual Rpt In Progress Total Earnings: \$446,745.48
Member Contributions: \$40,207.59 Member THIS Contributions: \$4,020.67 Employer Contributions: \$2,590.79 Employer THIS Contributions: \$2,993.42
Federally Funded Earnings: \$46,474.83 Federally Funded Contributions: \$4,926.24

Annual Certification Member Summary

Action Needed	Actions	Last Name	First Name	Last 4 SSN	Employment Type	Contract Days	Days Paid	Annual Salary Rate	Creditable Earnings	Docked Days	Leave Days
⚠️	⌵		Christina	6268	Full Time	260	200	\$8,250.00	49,083.40	0	0
⚠️	⌵		Sarah	0737	Part-Time Contractual	260	91	19,418.00	19,418.00	0	0

All members with Days Paid will be displayed for possible Mass Update corrections. Each member displayed can be unchecked to be excluded from the mass update. In addition, the employer can select filters to the Employment Type, Job Category, Payment Reason or a specific Error Code to display only certain members.

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

Select Records Use the filters below to select which records in the report you would like to update. Use the checkboxes to individually add or remove records.

Employment Type Job Category Payment Reason Error Code Clear Filters

Records Selected: 0 Members Selected: 0 Show Selected Records Only

<input checked="" type="checkbox"/>	Last Name ^	First Name ^	Last Four SSN ^	Employment Type	Payment Reason	Job Category	Contract Days	Days Paid
<input checked="" type="checkbox"/>		Christina		F	BS	Administrator	260	217

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

Select Records Use the filters below to select which records in the report you would like to update. Use the checkboxes to individually add or remove records.

Employment Type Job Category Payment Reason Error Code Clear Filters

Records Selected: 4 Members Selected: 4 Show Selected Records Only

<input checked="" type="checkbox"/>	Full Time	Part Time Contractual	Substitute	Part Time Non-Contractual (Hourly)	First Name ^	Last Four SSN ^	Employment Type	Payment Reason	Job Category	Contract Days	Days Paid
<input checked="" type="checkbox"/>					Christina		F	BS	Teacher	260	217
<input type="checkbox"/>					Richard		F	BS	Teacher	162	174
<input type="checkbox"/>					Jamie		F	BS	Teacher	162	72
<input type="checkbox"/>					David		F	BS	Teacher	260	217

Proceed to Update

Once the members are chosen that require an update, click Proceed to Update.

The employer can choose to replace the Contract Days and/or Days Paid with a specific number. An option is also available to Increase or Decrease by an exact amount to Contract Days and/or Days Paid.

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: 4 Members Selected: 4

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: Contract Days Increase/Decrease (+/-) Contract Days by: Contract Days

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: Days Paid Increase/Decrease (+/-) Days Paid by: Days Paid

Previous Cancel Confirm Updates

Once the corrections are selected, choose Confirm Updates. **Once the employer confirms the Update, it can not be reversed without deleting the Annual Certification.**

The Annual Certification process will rerun with the updated information.

Return to the Employer Reporting Dashboard and wait for the email stating the process is complete. By rerunning the process, additional edits may invoke due to the corrected amounts.

Confirm Mass Update

Are you sure you want to make the indicated changes to all selected records?

Once you select Update, the changes will be made and your Annual Certification will be run back through our validation process. You will be returned to the Employer Dashboard and your Annual Certification will be inaccessible during this time. It should take no more than the time it took your certification to be rolled-up and created in the first place. You will receive an email when the process is complete and your report is accessible.

Update Cancel

3.4 RESOLVING ERRORS

Within the detail of the individual member, each row represents the total amount reported from all pay-period reports with each unique Employment Type and Payment Reason. If there is an error, a detailed Error Resolution will be provided at the top of the page and will need to be addressed.

FATAL ERRORS

Any **RED FATAL ERRORS** will require a correction

Severity	Error #	Error Title ^	Error Message	Error Resolution
F	AR2015	Total Days Paid Exceeds Contract Days	Total number of Days Paid is greater than total number of Contract Days for an Employment Type of Full Time or Part-Time Contractual.	For Employment Types of Full Time and Part-Time Contractual the C... View More

WARNING ERRORS AND EXPLANATION

If an error is a **WARNING**, click **View More** within the Error Resolution. The warnings are required to be certified and may need an explanation provided. Take time to fully read each Error Resolution.

Contribution Category: Tier 1 | Annual Salary Rate: 119,361.35 | Creditable Earnings: 69,694.12 | Employment Begin Date: 09/01/2019

Employment End Date: | Employment End Re... | Final Sick Leave

Errors for Record (1) Select to view error details. Tip: Address fatal errors first before addressing any others; Corrections to fatal errors may result in the elimination of other errors.

Severity	Error #	Error Title ^	Error Message	Error Resolution
W	AR2004	Base Earnings calculation	TRS is unable to calculate to the total BS - Base Salary earnings within \$250.	The daily rate (computed by dividing Full Annual Rate by the Cont... View More

Read each Error Resolution **carefully** to determine how to resolve the Error and what information is needed. A detailed explanation must be provided to Certify the error. If the information is not provided that was requested in the Error Resolution, TRS will be required to contact the employer during the audit. Once the detailed explanation is provided, click "Certify".

Contribution Category: Tier 1 | Annual Salary Rate: 119,361.35 | Creditable Earnings: 69,694.12 | Employment Begin Date: 09/01/2019

Employment End Date: | Employment End Re... | Final Sick Leave

Errors for Record (1) Select to view error details. Tip: Address fatal errors first before addressing any others; Corrections to fatal errors may result in the elimination of other errors.

Severity	Error #	Error Title ^	Error Message	Error Resolution
W	AR2004	Base Earnings calculation	TRS is unable to calculate to the total BS - Base Salary earnings within \$250.	The daily rate (computed by dividing Full Annual Rate by the Cont... View More

Warning Certification: I certify that I have read the error and understand the resolution.

WARNING: AR2004 Base Earnings calculation

Resolution: The daily rate (computed by dividing Full Annual Rate by the number of contract days) minus any calculated dock amount (calculated daily rate x number of days on leave).

Review the member's Full Annual Rate, Contract Days, and any dock amounts for the year including board paid TRS Contributions and that Employer's Website <https://www.trsil.org/employers/pay-period-reporting>

Explanation Required

To certify this warning, an explanation must be provided.

Explanation *

TIP: Provide calculations and exact details of the situation to address the error. The more information the better!

We are **REQUIRED** to contact employer if explanations are:
Member was docked
Member on leave for part of the year
Earned extra duties
Reported correctly
Returned to teaching

0 / 3000

3.5 EDIT EXPLANATIONS

Once an edit is certified and an explanation provided, it can be viewed within the member detail. In addition, when clicking the Actions arrow on the Member Summary page, there is an option to view the Edit Explanation. All explanations will also be displayed on Edit Explanations page.

Annual Certification Member Summary Details for

Employment Type: Extra-Duty | Contract Days: 170 | Days Paid: 0 | Annual Salary Rate: 52,824.91 | Creditable Earnings: 52,824.91

Contribution Category: Tier 1 | Employment Begin Date: 08/01/1997 | Final Sick Leave | Employment End Date | Employment End Reason | Job Category: Administrator

Errors for Record (0) | [Edit Explanations](#)

Action Needed	Actions	Last Name	First Name	Last 4 SSN	Employment Type	Contract Days	Days Paid	Annual Salary Rate	Creditable Earnings	Docked Days	Leave Days
⚠	⌵	Christina			Full Time	260	200	58,250.00	49,083.40	0	0
⚠	⌵	Sarah			Part-Time Contractual	260	91	19,418.00	19,418.00	0	0
	⌵	Kelton			Extra-Duty	170	0	33,250.00	33,250.00	0	0
	⌵	William			Extra-Duty	170	0	42,585.33	42,585.33	0	0

3.6 EDITING AND VIEWING INFORMATION

When the employer is reviewing the View Summary Details page for an individual, corrections may need to be made. Within each member detail, the employer can make corrections to each row of information as well as the Job Category. Each row represents the total amount reported from all pay-period reports with each unique Employment Type and/or Payment Reason.

Members: 10 | Terminations: 3 | Fiscal Year: 2023-2024 | Annual Certification Status: Annual Rpt In Progress | Total Earnings: \$446,745.48 | Member Contributions: \$40,207.59

Member THIS Contributions: \$4,020.67 | Employer Contributions: \$2,990.79 | Employer THIS Contributions: \$2,993.42 | Federally Funded Earnings: \$46,474.83

Federally Funded Contributions: \$4,926.24

Annual Certification Member Summary Details for

Employment Type: Full Time | Contract Days: 260 | Days Paid: 200 | Annual Salary Rate: 58,250.00 | Creditable Earnings: 49,083.40

Contribution Category: Tier 1 | Employment Begin Date: 05/01/2023 | Final Sick Leave: 100.0 | Employment End Date: 05/31/2024 | Employment End Reason: Terminated | Job Category: Teacher

Errors for Record (0) | [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 THIS Contributions	Employer Contributions	Employer THIS Contributions	Docked Days	Days Paid	
⌵	Full Time	B5	260	100	55,000.00	45,833.40	4,125.00	412.60	265.80	307.00	0.00	200
⌵	Full Time	F5			3,250.00	292.60	29.20	18.80	21.80	0.00	0	
Totals					\$49,083.40	\$4,417.60	\$441.80	\$284.60	\$328.80	0.00	200	

Save | Cancel

For each row, there is an Actions dropdown. The employer can select to Quick Edit the row of information or View Details.

Actions	Employment Type ^	Payment Reason ^	Contract Days	FTE Percentage	Full Annual Rate	Earnings	Member Contributions	Member THIS Contributions	Employer Contributions	Employer THIS Contributions	Docked Days	Days Paid
Quick Edit		BS	180	100	55,908.28	55,908.28	5,031.60	503.27	324.24	374.64	0.00	180
View Details		FB				7,582.42	682.42	68.24	43.98	50.80	0.00	0
Delete						\$63,490.70	\$5,714.02	\$571.51	\$368.22	\$425.44	0.00	180

QUICK EDIT

When Quick Edit is selected, only certain boxes will be allowed for editing. Once the corrections have been made, click Save to the left of the row.

Actions	Employment Type ^	Payment Reason ^	Contract Days	FTE Percentage	Full Annual Rate	Earnings	Member Contributions	Member THIS Contributions	Employer Contributions	Employer THIS Contributions	Docked Days	Days Paid
Save	Full Time	BS	180	100	55,908.28	55,908.28	5,031.60	503.27	324.24	374.64	0.00	180
	Full Time	FB				7,582.42	682.42	68.24	43.98	50.80	0.00	0
Totals						\$63,490.70	\$5,714.02	\$571.51	\$368.22	\$425.44	0.00	180

VIEW DETAILS

The View Details will provide information reported throughout the year for that row of information. Editing is not available in View Details.

	05/10/2022	Teacher	180	100	69,656.56	2,855.10	0.00	256.96	25.70	0.00	9
	05/24/2022	Teacher	180	100	69,656.56	2,855.10	0.00	256.95	25.70	0.00	10
	06/10/2022	Teacher	180	100	69,656.56	2,855.10	0.00	256.95	25.70	0.00	11
	06/24/2022	Teacher	180	100	69,656.56	2,855.10	0.00	256.95	25.70	0.00	0
	07/08/2022	Teacher	180	100	69,656.56	2,855.10	0.00	256.96	25.70	0.00	0
	07/22/2022	Teacher	180	100	69,656.56	2,855.08	0.00	256.95	25.70	0.00	0
	08/10/2022	Teacher	180	100	69,656.56	2,855.08	0.00	256.95	25.70	0.00	0
	08/24/2022	Teacher	180	100	69,656.56	2,855.08	0.00	256.95	25.70	0.00	0
Totals						\$69,034.12	\$0.00	\$6,212.94	\$621.40	0.00	181

3.7 ADDING A ROW

Within each member detail, additional rows may need to be added for an Employment Type and/or Payment Reason that was not reported correctly on a pay-period report. Click the **Add Row**.

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 THIS Contributions	Employer Contributions	Employer THIS Contributions	Docked Days	Days Paid
	Full Time	BS	181	100	69,656.56	69,034.12	6,213.07	621.31	400.40	462.53	0.00	180

Choose the Employment Type and Payment Reason for each row added. Additional information is required based on the Employment Type and Payment Reason. Click save to the left of the row after adding all the required information.

The screenshot shows a data entry interface with a table and a dropdown menu. The table has columns for various metrics. The dropdown menu is open for the 'Employment Type' column, showing options: Full Time, Part-Time Contractual, Substitute, Part-Time Non-Contractual (Hourly), and Extra-Duty. A 'Save' button is visible next to the dropdown.

Actions	Employment Type	Payment Reason	Contract Days	FTE Percentage	Full Annual Rate	Earnings	Member Contributions	Member THIS Contributions	Employer Contributions	Employer THIS Contributions	Docked Days	Days Paid
	Full Time	BS	181	100	69,656.56	69,034.12	6,213.07	621.31	400.40	462.53	0.00	180
	Full Time	ED				2,914.48	262.20	26.33	16.81	19.58	0.00	0
	Full Time	FB				10.00	0.90	0.09	0.06	0.07	0.00	0
							0.00	0.00	0.00	0.00		
Totals						\$71,958.60	\$6,476.17	\$647.73	\$417.27	\$482.18	0.00	180

3.8 DELETING INFORMATION

ORIGINAL INFORMATION

Any rows that were generated from the certification process cannot be deleted. If a row needs to be deleted, it can be updated by using Quick Edit and entering a 0 in each box.

The screenshot shows a table with columns for various metrics. A red arrow points to the 'Actions' column of the first row, which has 'Full Time' and 'BS' as values. The 'Contract Days' column is set to 0.

Actions	Employment Type	Payment Reason	Contract Days	FTE Percentage	Full Annual Rate	Earnings	Member Contributions	Member THIS Contributions	Employer Contributions	Employer THIS Contributions	Docked Days	Days Paid
	Full Time	BS	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
	Full Time	FB				7,582.42	682.42	68.24	43.98	50.80	0.00	0
Totals						\$7,582.42	\$682.42	\$68.24	\$43.98	\$50.80	0.00	0

ADDED ROW

If a row was added, the Delete button will be enabled and the row can be deleted.

The screenshot shows a table with columns for various metrics. A red arrow points to the 'Delete' button in the 'Actions' column of the third row, which has 'Full Time' and 'FB' as values. The 'Contract Days' column is set to 0.

Actions	Employment Type	Payment Reason	Contract Days	FTE Percentage	Full Annual Rate	Earnings	Member Contributions	Member THIS Contributions	Employer Contributions	Employer THIS Contributions	Docked Days	Days Paid
	Full Time	BS	0	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
		ED				500.00	45.00	4.50	2.90	3.35	0.00	0
		FB				7,582.42	682.42	68.24	43.98	50.80	0.00	0
						\$8,082.42	\$727.42	\$72.74	\$46.88	\$54.15	0.00	0

3.9 TERMINATED SICK LEAVE

Terminated sick leave information may be added or deleted within each member detail. The information will then be displayed on the Final Sick Leave Review page.

Employment Type: Full Time | Contract Days: 182 | Days Paid: 174 | Annual Salary Rate: 45,325.00 | Creditable Earnings: 34,725.01
 Contribution Category: Tier 2 | Employment Begin Date: 08/01/2020 | Final Sick Leave | Employment End Date | Employment End Reason | Job Category: Teacher

Errors for Record (0) [Select to view error details.](#) Tip: Address fatal errors first before addressing any others; Corrections to fatal 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 THIS Contributions	Employer Contributions	Employer THIS Contributions	Docked Days	Days Paid
<input type="checkbox"/>	Full Time	BS	182	100	42,400.00	31,800.01	2,862.00	286.20	184.50	213.12	0.00	174
<input type="checkbox"/>	Full Time	FB				2,925.00	263.34	26.28	16.92	19.62	0.00	0
Totals						\$34,725.01	\$3,125.34	\$312.48	\$201.42	\$232.74	0.00	174

4.0 EDIT EXPLANATIONS PAGE

All edit explanations entered from the Member Summary will be displayed. The “Review Complete” will need to be checked

[View Summary Details](#) will proceed to the member summary detail screen for that individual.
[Edit](#) will allow corrections to be made to the comment previously entered.

Members: 10 | Terminations: 0 | Fiscal Year: 2023-2024 | Annual Certification Status: Annual Rpt In Progress | Total Earnings: \$422,469.38
 Member Contributions: \$38,022.73 | Member THIS Contributions: \$3,802.07 | Employer Contributions: \$2,450.08 | Employer THIS Contributions: \$2,830.87
 Federally Funded Earnings: \$46,474.83 | Federally Funded Contributions: \$4,926.24

Annual Certification Review Edit Explanations [Clear All Sorting](#)

Action	Last Name	First Name	Last Four SSN	Error #	Error Title	Edit Explanations
<input type="checkbox"/>						
<input type="checkbox"/>		Sarah		AR2001	No Flex Plan reported	Member was part time and did not qualify for a flex plan.
<input type="checkbox"/>		Richard		AR2004	Base Earnings calculation	Base 40,000/180 = 222.22 daily rate. Docked 20 half days 222.22/2 * 20 = 2,222.20.
<input type="checkbox"/>		Jamie		AR2004	Base Earnings calculation	Base 50,000/180 = 277.78 daily rate. Docked 10 half days 277.78/2 * 10 = 1388.90.

Review Complete

5.0 FINAL SICK LEAVE REVIEW PAGE

The Final Sick Leave Review page will display all members that were reported as terminated throughout the year. Review all members and make any corrections on the review screen for members that were already reported as terminated. The “Review Complete” will need to be checked.

NOTE: Return to the member detail to enter a termination for a member not listed on the Final Sick Leave Review page.

Members: 10 Terminations: 3 Fiscal Year: 2023-2024 Annual Certification Status: Annual Rpt In Progress Total Earnings: \$422,469.38
 Member Contributions: \$38,022.73 Member THIS Contributions: \$3,802.07 Employer Contributions: \$2,450.08 Employer THIS Contributions: \$2,830.87
 Federally Funded Earnings: \$46,474.83 Federally Funded Contributions: \$4,926.24

Annual Certification - Final Sick Leave Review Search by last name... Clear All Sorting Errors Only

Action Needed	Last Name ^	First Name ^	Last Four SSN	Employment Begin Date	Final Sick Leave	Employment End Date	Employment End Reason
		Christina		05/01/2023	100.0	05/31/2024	Terminated
		David		06/01/2023	370.0	06/30/2024	Terminated
		Thomas		07/01/2017	250.0	06/15/2024	Death

Count: 3

Review Complete

6.0 FEDERALLY FUNDED SALARIES PAGE

The Federally Funded Earnings page will display all Grants Types and earnings previously reported. If no corrections are needed, check “Review Complete”.

EDITING A FUND

The Actions on each row will allow for Quick Edit of the information or to Delete the row.

Federally Funded Earnings - Reported in Fiscal Year 2023-2024 Add

Actions	Grant Type ^	Federally Funded Earnings	Federally Funded Employer Contributions
Quick Edit	y Vento Homeless Educ	10,795.76	1,144.41
Delete		11,899.60	1,261.23
	Vocational Education	23,779.47	2,520.60

Count: 3

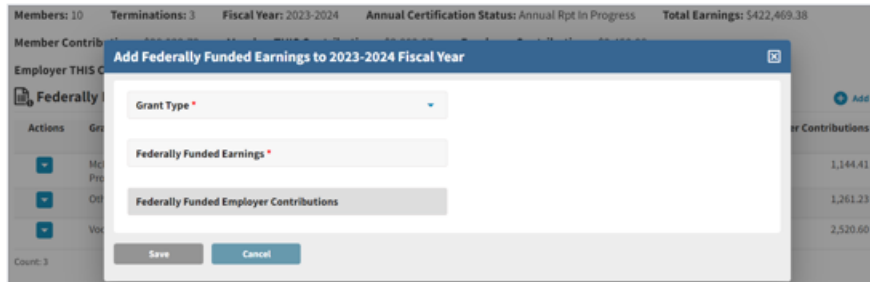
Review Complete

ADDING A FUND

Additional federal funds can be added by clicking [Add](#). Choose the Grant Type and enter the amount of Federally Funded Earnings for that grant.



Actions	Grant Type ^	Federally Funded Earnings	Federally Funded Employer Contributions
	McKinney Vento Homeless Educ Program	10,795.76	1,144.41
	Other	11,899.60	1,261.23
	Vocational Education	23,779.47	2,520.60



Members: 10 Terminations: 3 Fiscal Year: 2023-2024 Annual Certification Status: Annual Rpt In Progress Total Earnings: \$422,469.38

Member Contributions: \$38,022.73 Member THIS Contributions: \$3,802.07 Employer Contributions: \$2,450.08

Employer THIS Contributions: \$2,830.87 Federally Funded Earnings: \$46,474.83 Federally Funded Contributions: \$4,926.24

Add Federally Funded Earnings to 2023-2024 Fiscal Year

Grant Type *

Federally Funded Earnings *

Federally Funded Employer Contributions

Save Cancel

7.0 WORKERS' COMPENSATION PAGE

The Workers' Compensation page is required to be reviewed. If no members were on workers' compensation during the year and the employer did not pay any portion of their daily rate, select "No". The employer will need to check the "Review Complete".



Member Contributions: \$38,022.73 Member THIS Contributions: \$3,802.07 Employer Contributions: \$2,450.08

Employer THIS Contributions: \$2,830.87 Federally Funded Earnings: \$46,474.83 Federally Funded Contributions: \$4,926.24

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](#)

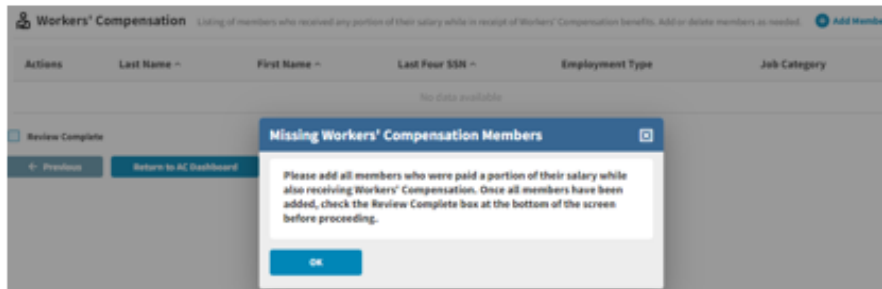
Did any members receive a portion of their salary while in receipt of Workers' Compensation benefits during the 2023-2024 school year?

Yes No

Review Complete

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

If the employer selected "Yes" that a member was on workers' compensation and was paid a portion of their daily rate by the employer, the member will need to be added to the Workers' Compensation page.



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

No data available.

Review Complete

Missing Workers' Compensation Members

Please add all members who were paid a portion of their salary while also receiving Workers' Compensation. Once all members have been added, check the Review Complete box at the bottom of the screen before proceeding.

OK

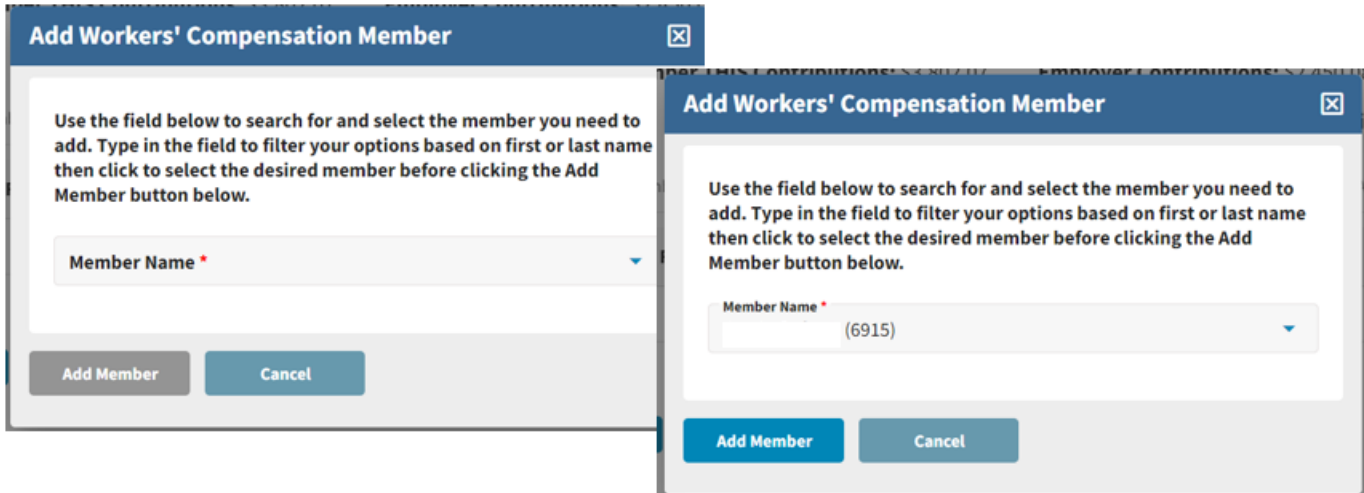
To start selecting members, click [Add Member](#).



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

Use the field below to search for and select the member you need to add. Type in the field to filter your options based on first or last name. Select the desired member before clicking the Add Member button.



Once all members are added, check the “Review Complete”.

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
		Sarah	0737	Part-Time Contractual	Administrator
		David	2495	Full Time	Administrator

Review Complete

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

8.0 FINAL ANNUAL CERTIFICATION REVIEW PAGE

Once all pages have been marked “Review Complete”, the Final Annual Certification Review page will be enabled. Review all totals to ensure they are accurate. If corrections need to be made, click the Previous button to go back. If the information is correct, click the Certify box and Submit to TRS. **NOTE: The “Submit to TRS” will be enabled on July 1st.**

Annual Certification

This is the final step in the Annual Certification Process. If you need to make any further changes to your data, click the Previous button. If you have made all necessary changes, you can check the Certify box and click the Submit to TRS button.

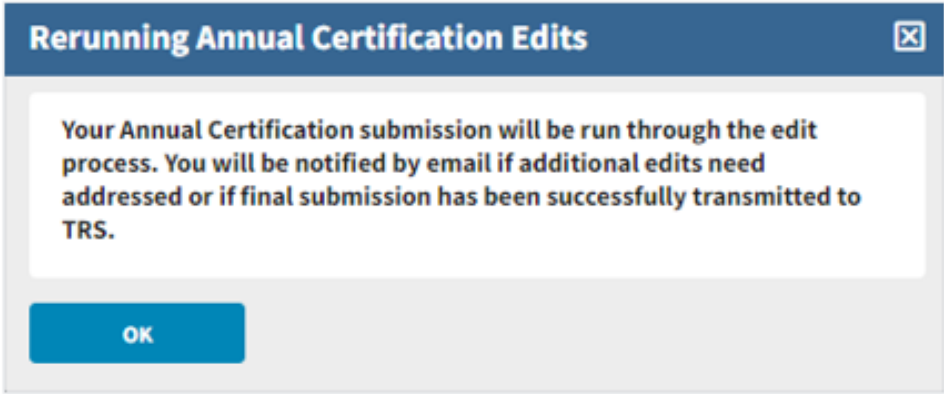
Certify the information below is correct.

Fiscal Year	Salary Rate	Creditable Earnings	Member Contributions	Member THIS Contributions	Employer Contributions	Employer THIS Contributions	Federally Funded Earnings	Federally Funded Contributions
2023-2024	367,438.40	315,738.06	28,416.60	2,841.64	1,831.14	2,115.67	46,474.83	4,926.24

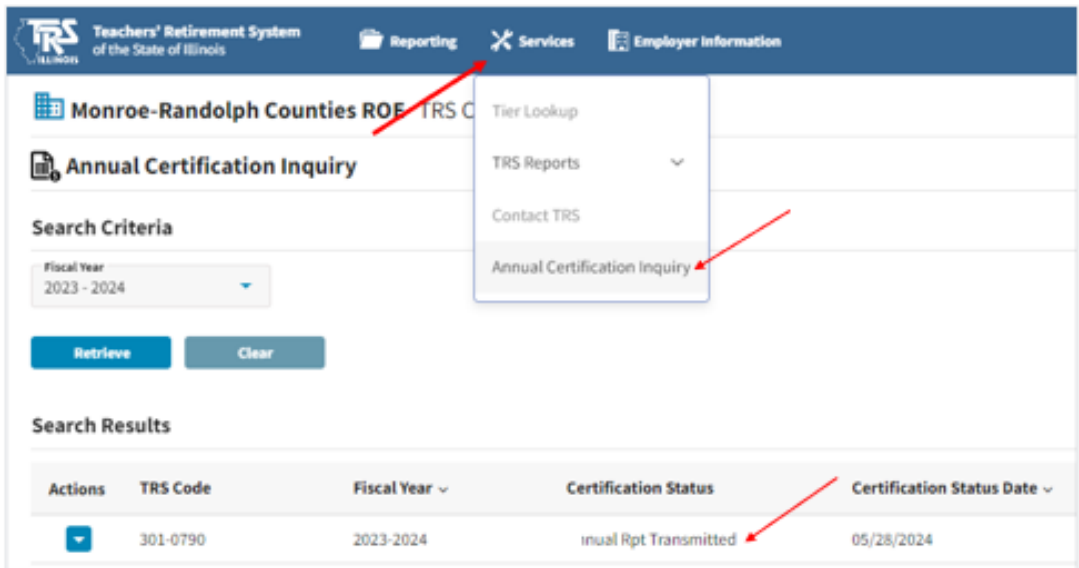
[← Previous](#) [Return to AC Dashboard](#) [Submit to TRS →](#)

The "Submit to TRS" will rerun the edit process. The employer will either receive an email stating there are additional errors that need addressed or that it has been successfully transmitted.

NOTE: If the email states there are additional errors, return to the Annual Certification process, resolve errors and submit again.



Upon successful submission, the Annual Certification is now located in the **Annual Certification Inquiry** under Services. Search the Fiscal Year and it will display the status of "Annual Rpt Transmitted". The Actions arrow will allow the Annual Certification to be viewed.



The Annual Certification Dashboard will display **Transmitted** in the Final Annual Certification Review page.

NOTE: The Annual Certification is now "Read Only", and no corrections can be made. Contact Employer Services if corrections are needed.

The screenshot shows the 'Annual Certification Dashboard' for fiscal year 2023-2024. The status is 'Annual Rpt Transmitted'. A note explains that 'Reviewed' indicates a page has been reviewed, and 'Transmitted' indicates the final review is complete. The dashboard contains six review sections, each with a 'Proceed to' button:

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

9.0 REPORTS


Reports are located in Employer Access

NOTE: NO REPORTS ARE AVAILABLE IN GEMINI

Employer Access
Sign Out
My Account
Contact Information
Employer Services
Employee Information
Employee Lookup
Reports
Accounting
Accounts
Billing
Reports
Payroll Schedule
Annual Report
How To Use This System
Import/Recover/Delete
Employee List
Add Employee
Remittances
Compliance Questionnaire
Reports
Submit to TRS
Confirm Sum of Changes
Claims
How To Use This System
Supp Rpts/Sick Leave Certs
Revise Submitted Supp Rpts
Revise Submitted SL Certs
Reports
Demographics
Document Upload
Seminar
Seminar Registration
User Accounts
Add Profile
Select User Profile
Web Access Certification

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

In Employer Access, the employer can view and print multiple types of reports generated from the submission of the Annual Certification process. The **"Final" Annual Report of Earnings** will list all members and the final amounts reported by the employer during the Annual Certification Process. After the audit is completed by TRS, any changes made by TRS will be reflected on the **Annual Report Summary of Changes Report**.

TEACHERS' RETIREMENT SYSTEM OF THE STATE OF ILLINOIS		Annual Report Remittances		
 2815 W Washington St PO Box 19253 Springfield, IL 62794-9253 888-678-3675 FAX: 217-753-0969 employes@trs.il.gov http://www.trsil.org		TRS		
Member TRS 9.00 Percent Contributions				
1. Total Creditable Earnings:		\$3,810,644.09		
Contribution Rate:	x	0.09		
2. Total Contributions Due:		\$342,957.97		
3. Total Contributions Remitted to TRS:	-	\$344,869.97		
4. Amount Overpaid for this Account:		(\$1,912.00)		
Employer Federal Funds 10.49 Percent Contributions				
5. Total Federal Funds:		\$71,676.71		
Contribution Rate:	x	0.1049		
6. Total Contributions Due:		\$7,518.89		
7. Total Contributions Remitted to TRS:	-	\$7,518.88		
8. Your underpayment of \$0.01 will be considered a write-off.		\$0.00		
Employer 0.58 Percent Contributions for Member Benefit Increase				
9. Total Creditable Earnings:		\$3,810,644.09		
Contribution Rate:	x	0.0058		
10. Total Contributions Due:		\$22,101.74		
11. Total Contributions Remitted to TRS:	-	\$22,224.53		
12. Amount Overpaid for this Account:		(\$122.79)		
13. Amount to be Refunded to Employer:		(\$2,034.79)		
Annual Report Totals				
Salary Rate	Creditable Earnings	Member TRS Contributions	Federal Funds	Count
\$3,810,644.09	\$3,810,644.09	\$342,957.92	\$71,676.71	70

Annual Report Remittances will display the total amounts remitted through Gemini Pay-period Reports in each account. If corrections were made during the Annual Certification process, it will display any amounts that are owed or to be refunded to the employer. **NOTE: Amounts will not be billed or refunded until TRS completes the Audit of the Annual Report.**

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

DUE DATE

The filing deadline for the 2023-24 Annual Report is **Thursday, August 15, 2024 at 11:59 p.m.** Service and creditable earnings information must be reported in accordance with the laws and rules applicable to TRS. An Annual Report failing to materially conform to the laws and rules applicable to TRS will not be deemed received until it is properly corrected and resubmitted to TRS.

A \$250-per-day late filing penalty will be assessed for each day past the deadline that the report is not on file with TRS.

Contact Information

Employer Services

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

Accounting Department

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