

TRS Supplemental Saving Plan (SSP)

Defined Contribution (DC) Reporting

Fall 2024

Agenda

- What is the Difference Between DB and DC Reporting?
- SSP Contributions **Reporting**
- Miscellaneous Reporting **Tips & Tricks**
- General SSP/DC Reporting **Q & A**

Defined Contribution (DC)

Why is employer reporting important?

Employer Role

Timely and accurately process and remit SSP contributions in accordance with TRS guidance.

Employers should review the most recent SSP Deferrals Report prior to each payroll to ensure contributions are withheld in accordance with the member's SSP elections.

SSP contributions should be reported **as soon as administratively possible** after being withheld from payroll, in accordance with 457(b) and [SSP Plan](#) rules.

Employee/Member Impact

An SSP (DC) Report should be submitted to TRS in Gemini (through the Submit Payment step) for the corresponding contribution amount(s) to be transferred via ACH to Voya's bank. Until this takes place, the **funds** are not deposited into the participant's SSP account.

Defined Contribution (DC) reports should be submitted as close to the employee's pay date as possible. This allows Voya to **invest the funds** as the employee intended.

Key Differences Between DC and DB

	Defined Contribution/SSP	Defined Benefit
Reporting Cycle	Calendar Year 1/1/XX – 12/31/XX	Fiscal Year 7/1/XX – 6/30/XX
Due Date (based on Pay Date)	As close to the Pay Date as Possible*	10 th of the following month
Summer Payrolls Due (<u>earned</u> through 6/30, but <u>paid</u> after 6/30)	When <u>paid</u> to the Member	July 10 th
Contact Information	Email: SSP@trsil.org ➤ Phone: 888-678-3675, option 3 Accounting: SSPAccounting@trsil.org ➤ Phone: 888-678-3675, option 2	Email: Employers@trsil.org ➤ Phone: 888-678-3675, option 1 Accounting: Accounting@trsil.org ➤ Phone: 888-678-3675, option 2

* As soon as administratively feasible, but no later than fifteen (15) business days following the end of the month in which such amount is withheld from the Compensation of the Participant.

TRS SSP Deferrals Report

WHAT IS AN SSP DEFERRALS REPORT?

The *TRS SSP Deferrals Report* is a *comprehensive report* that generates *each time* your district has an update.

WHEN WILL IT GENERATE?

A new report will generate each time an employee:

- 1. Enrolls (including automatic enrollment);*
- 2. Makes a Change(s) to an existing deferral; or,*
- 3. Cancels an existing deferrals.*

TRS SSP Deferrals Report

How to know when to look for a new TRS SSP Deferrals Report



When a **new** *SSP Deferrals Report* generates, an **email** will be sent to your **District's Reporting** and **Accounting** Contacts.

From: TRS Gemini Messenger (TRSGeminiMessenger@trsil.org)
To: District *Reporting* and *Accounting* Contacts
Subject: ATTENTION: Your District Has a New SSP Deferrals Report Updated (DATE)

Dear Reporting and Accounting Gemini Contact,

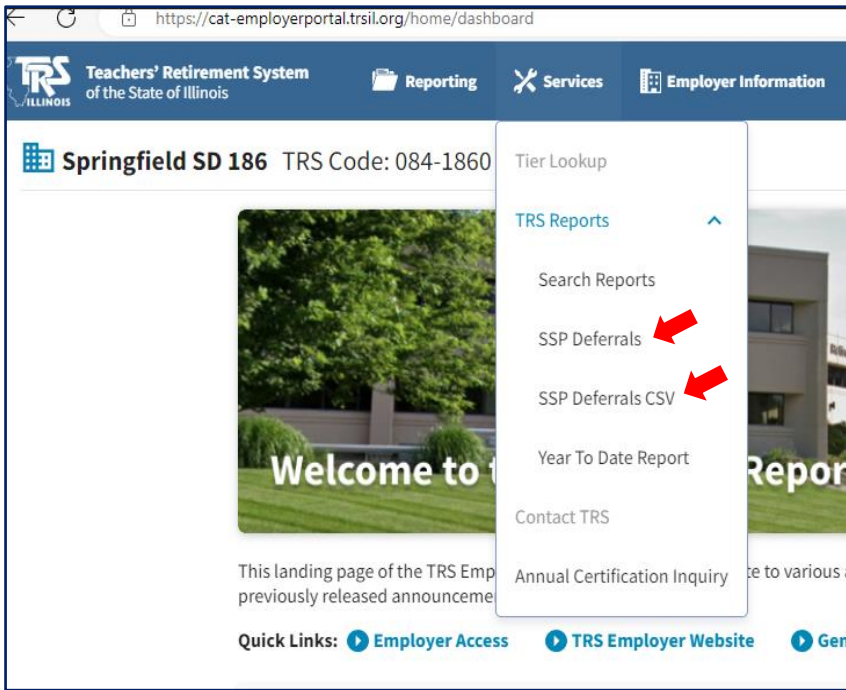
Your employer has a new SSP Deferrals Report that was updated on 01/15/2023 for Your District. This report contains new, updated or cancelled SSP deferrals for your employees that require your attention.

Please access your SSP Deferrals Report from the Employer Portal. Upon log in, select Services on the top navigation bar. Then select SSP Deferrals under the TRS Reports option and choose the most recent SSP Deferrals Report to view the information.

Log on to your web account at [Secure Sign-In](#) to view information related to your SSP Deferrals Report. If you have any questions, please contact our office at (888) 678-3675 or employers@trsil.org.

SSP Tip

Add the TRS Gemini Messenger email address TRSGeminiMessenger@trsil.org as a contact in your email. This will help prevent the notification emails from going into Junk Mail or Spam.

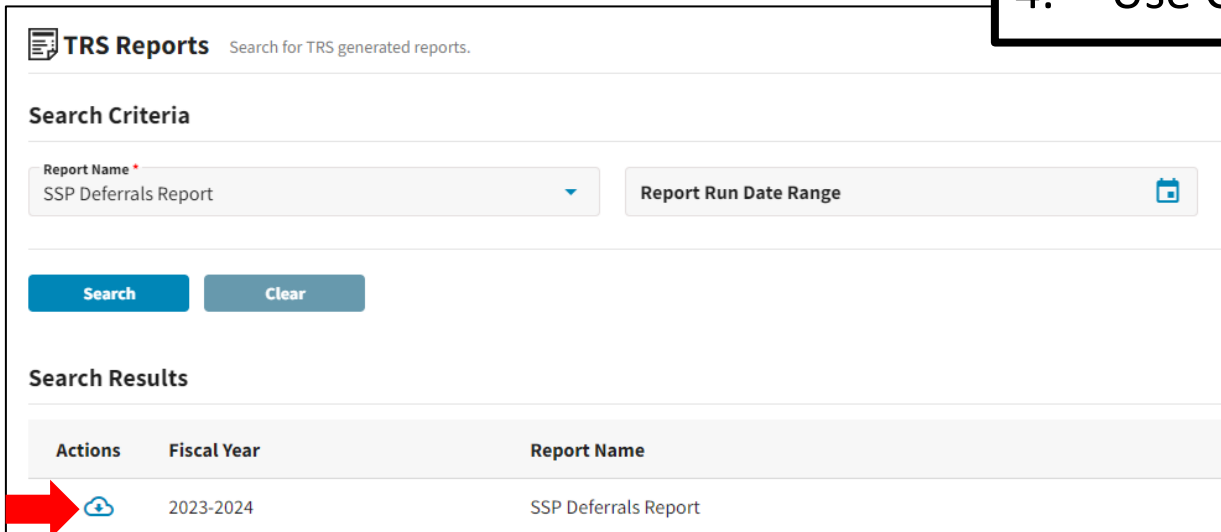


Where is the TRS SSP Deferrals Report?

Gemini Employer Portal

Four EASY Steps

1. Services Menu
2. TRS Reports
3. SSP Deferrals
4. Use Cloud Icon to Download



SSP Tip
The most recent report
Is always at the top!



TRS SSP Deferrals Report

- **DATE:** Use the most recent report.
- **LEGEND:** Displays the Contribution Category Codes and Description.
- **MEMBER INFORMATION:** The Name, DOB, SSN (last four) are provided.
- **CONTRIBUTION EFFECTIVE DATE, CONTRIBUTION AMOUNT & CONTRIBUTION CATEGORIES**
- **AUTOMATIC ENROLLMENT / CONTRIBUTION LIMIT MET COLUMNS**
- **DEFERRALS ARE GROUPED BY:** Changes, New, Canceled and Existing Deferrals.

SSP Tip

Review the *SSP Deferrals Report* before the close of each pay period to ensure that all deferrals are withheld correctly.

TRS SSP Deferrals Report



Supplemental Savings Plan Deferrals Report as of 08/15/2024

Use this report to set up new or changed deferrals and to confirm existing deferrals from your payroll for the TRS Supplemental Savings Plan. SSP deferrals, including new enrollments or changes, should be deducted from the participant's paycheck which covers the first pay period with a **Pay Period Begin Date on or after the Contribution Effective Date**. Records with a + indicate updates based on the "as of" date on this report.

*If IRS Limit Met is "Yes", the member has met their **457b** limit for the current calendar year. Administratively revoke the applicable deferrals for the remainder of the calendar year and reinstate the deferrals on the first paycheck with a Pay Date in the next calendar year.

055-XXXX School District's Name

Legend

Contribution Category	Contribution Category Description
03	SSP Pretax
04	SSP Pretax Catch-up
05	SSP Pretax Special Catch-up
06	SSP Roth
07	SSP Roth Catch-up
08	SSP Roth Special Catch-up
09	SSP Pretax Employer Match
10	SSP Pretax Employer Non-Elective

Changes to Deferrals

Last 4 SSN	Name	Date of Birth	Contribution Effective Date	Contribution Category	Current Contribution	New Contribution	Auto Enrolled	*IRS Limit Met
+xxxx	Bateman, Jason	05/01/19XX	08/15/2024	03	\$30.00	10 %		
+xxxx	McCarthy, Melissa	05/20/19XX	08/15/2024	06	\$250.00	\$50.00		
+xxxx	Timberlake, Justin	09/24/19XX	08/15/2024	03	\$500.00	\$100.00		



Supplemental Savings Plan Deferrals Report as of 08/15/2024

New Deferrals

Last 4 SSN	Name	Date of Birth	Contribution Effective Date	Contribution Category	Contribution	Auto Enrolled	*IRS Limit Met
+xxxx	Pitt, Brad	06/01/19XX	08/15/2024	03	\$1,100.00		
+xxxx	Sheets, Glen	08/12/19XX	08/15/2024	06	\$150.00		
xxxx	Biles, Simone	03/28/19XX	08/12/2024	03	3 %	Yes	

No Cancelled Deferrals

Existing Deferrals

Last 4 SSN	Name	Date of Birth	Contribution Effective Date	Contribution Category	Contribution	Auto Enrolled	*IRS Limit Met
xxxx	Cruise, Tom	01/19/20XX	03/22/2024	03	3 %	Yes	
xxxx	DiCaprio, Leonardo	05/02/20XX	11/13/2023	03	28 %		Yes
xxxx	Hanks, Tom	09/03/19XX	11/13/2023	03	3 %	Yes	
xxxx	Jackson, Samuel L.	04/29/19XX	11/13/2023	03	3 %	Yes	
xxxx	Johnson, Dewayne	07/27/20XX	11/13/2023	03	50 %		Yes
xxxx	Jolie, Angelina	09/08/20XX	03/22/2024	03	3 %	Yes	
xxxx	Monroe, Marilyn	04/21/19XX	11/13/2023	03	3 %	Yes	
xxxx	Nicholson, Jack	04/09/19XX	03/22/2024	03	3 %	Yes	
xxxx	Portman, Natalie	03/19/20XX	11/13/2023	03	3 %	Yes	
xxxx	Reeves, Keanu	10/09/19XX	11/20/2023	03	3 %	Yes	
xxxx	Pitt, Brad	09/13/19XX	10/18/2023	06	3 %		
xxxx	Williams, Robin	01/26/19XX	03/01/2022	04	\$505.00		Yes





How to Download the TRS SSP Deferrals Report from the Gemini Employer Portal

The screenshot displays the Gemini Employer Portal interface. At the top left, the TRS logo and 'Teachers' Retirement System of the State of Illinois' are visible. The main navigation bar includes 'Reporting', 'Services', and 'Employer Information'. Below this, the user's location is identified as 'Springfield SD 186' with TRS Code: 084-1860. A dropdown menu is open under 'Reporting', listing options: Tier Lookup, TRS Reports (with an upward arrow), Search Reports, SSP Deferrals (circled in red), SSP Deferrals CSV, Year to Date Report, Contact TRS, and Annual Certification Inquiry. The background features a 'Reporting Dashboard' banner with a building and trees. At the bottom, a 'Quick Links' section contains several buttons: 'Employer Access', 'TRS Employer Website', 'Gemini Information', 'TRS Reports', 'SSP Employer Information', and 'SSP Deferrals Report' (circled in red).

Services Menu: TRS Reports or
Quick Links: SSP Deferrals Reports

Click the BLUE Download Icon next to the report you wish to download.

The screenshot shows the TRS Reports interface. At the top, there is a navigation bar with the TRS logo, 'Teachers' Retirement System of the State of Illinois', and links for 'Reporting', 'Services', and 'Employer Information'. On the right, it displays 'Env: CAT Version: 2.24.0.41161' and a user profile 'QT Tester'. Below the navigation bar, the 'TRS Reports' section includes a search prompt 'Search for TRS generated reports.' and a 'Search Criteria' section. The search criteria include a 'Report Name' dropdown menu set to 'SSP Deferrals Report' and a 'Report Run Date Range' field with a calendar icon. There are 'Search' and 'Clear' buttons. Below the search criteria is the 'Search Results' section, which contains a table with the following data:

Actions	Fiscal Year	Report Name	Run Date
 	2023-2024	SSP Deferrals Report	08/17/2023

SSP Tip
The reports will appear in date order with the most recent report at the top.

Once the report is selected and downloaded, it will look like this:

Use this report to set up new or changed deferrals and to confirm existing deferrals from your payroll for the TRS Supplemental Savings Plan.

Legend

Contribution Category	Contribution Category Description
03	SSP Pretax
04	SSP Pretax Catch-Up
05	SSP Pretax Special Catch-Up
06	SSP Roth
07	SSP Roth Catch-up
08	SSP Roth Special Catch-up
10	SSP Pretax Employer Non-Elective
09	SSP Pretax Employer Match


No Changes to Deferrals

No New Deferrals

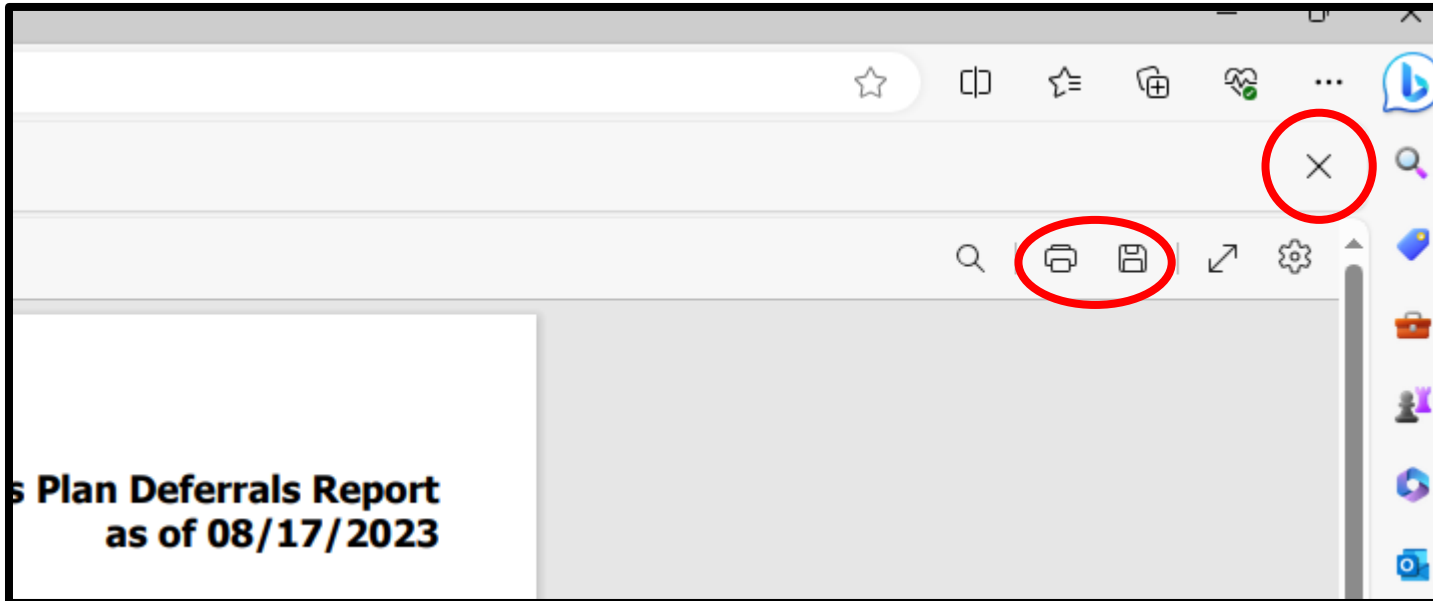
No Cancelled Deferrals

8/17/2023 9:53:37 AM Page 1 of 2 SSPDeferrals

Supplemental Savings Plan Deferrals Report as of 08/17/2023

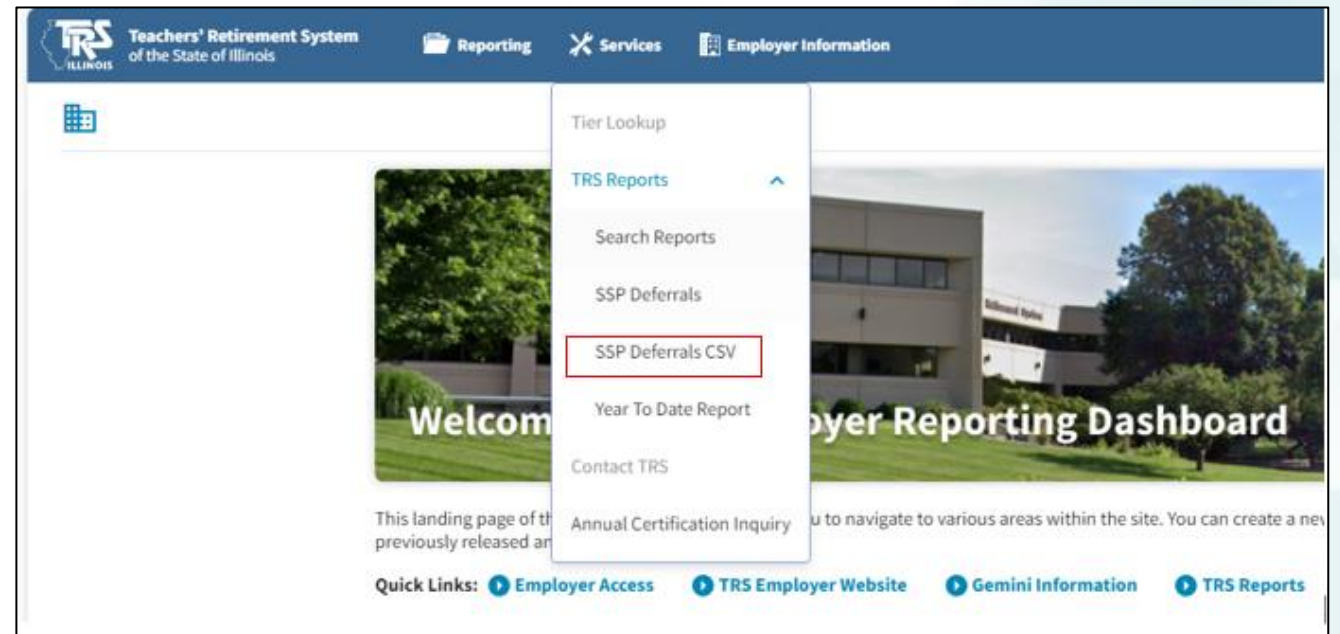


You may save or print the document by using the three dots in the upper right-hand corner or the print or save icons.



SSP Deferrals Report CSV

- On-demand **CSV version** of the SSP Deferrals Report is now available.
- The CSV version contains the same information that is included on the most recent PDF version of the SSP Deferrals Report.
 - If there are no members enrolled in the SSP, the report will generate indicating no deferrals exist.
 - The report will be downloaded to the user's computer and will be named "**SSPDeferralsReport.csv**"
- [Gemini System Update FY 24-11](#)



Two methods of Reporting:

- Replication Method (Data Entry)
- File Upload Method

Your district's DC Reporting Method will default to the same method as your Defined Benefits (DB) Reporting.

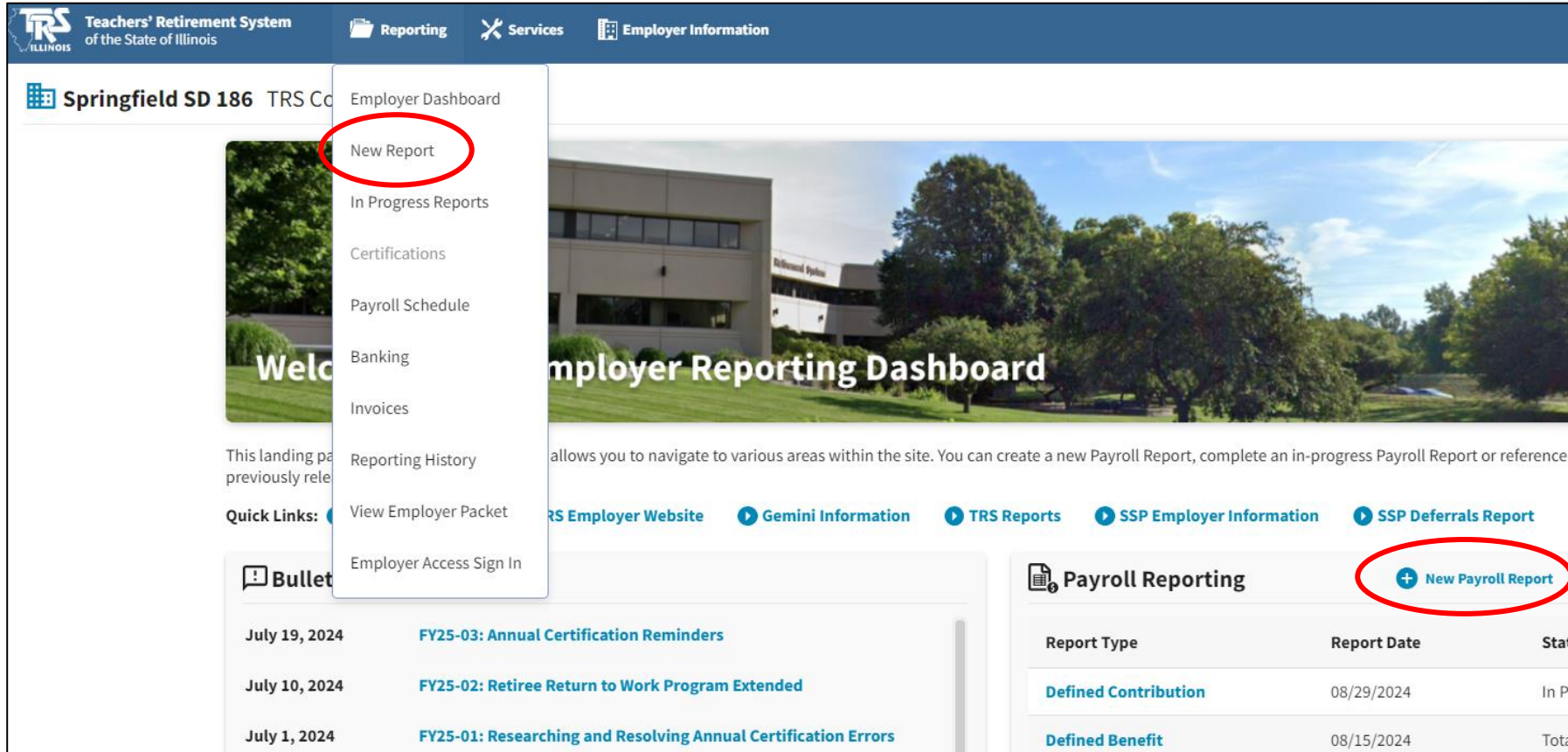
If you wish to change your Reporting Method, please email SSP@trsil.org.



To begin a new *Defined Contributions (DC) Report* (regardless of Reporting Method),
click **Reporting** and **New Report**

or

 + New Payroll Report



Teachers' Retirement System of the State of Illinois

Reporting Services Employer Information

Springfield SD 186 TRS Co

Employer Dashboard

New Report

In Progress Reports

Certifications

Payroll Schedule

Banking

Invoices

Reporting History

View Employer Packet

Employer Access Sign In

Welcome to the Employer Reporting Dashboard

This landing page allows you to navigate to various areas within the site. You can create a new Payroll Report, complete an in-progress Payroll Report or reference previously released reports.

Quick Links: [View Employer Packet](#) [TRIS Employer Website](#) [Gemini Information](#) [TRIS Reports](#) [SSP Employer Information](#) [SSP Deferrals Report](#)

Bulletin

- July 19, 2024 [FY25-03: Annual Certification Reminders](#)
- July 10, 2024 [FY25-02: Retiree Return to Work Program Extended](#)
- July 1, 2024 [FY25-01: Researching and Resolving Annual Certification Errors](#)

Payroll Reporting

Report Type	Report Date	Status
Defined Contribution	08/29/2024	In Progress
Defined Benefit	08/15/2024	Total

Replication Reporting Method

Replication Reporting Method

Click “Proceed to Replication” to proceed.

The screenshot shows the 'Teachers' Retirement System of the State of Illinois' reporting interface. The top navigation bar includes 'Reporting', 'Services', and 'Employer Information'. The main content area is titled 'Select Report Type' and contains two options:

- Defined Benefit**: Submit a Defined Benefit report using File Upload. Includes a 'Proceed to File Upload' button.
- Defined Contribution**: Submit a Defined Contribution deferred compensation report using Replication. Includes a 'Proceed to Replication' button, which is highlighted with a red border.

At the bottom of the page, there is a note: 'If you wish to update your reporting method, please contact TRS.'

Replication Reporting Method

Select the appropriate Pay Schedule and click Proceed.

Select	Fiscal Year	First Pay Date	Payroll Frequency	Payment Lag	Job Categories	Employment Types
<input type="radio"/>	2021-2022	07/08/2021	Bi-Weekly	Current	All	All
<input type="radio"/>	2022-2023	07/07/2022	Bi-Weekly	Current	Administrator	All
<input type="radio"/>	2022-2023	07/21/2022	Bi-Weekly	14 Days	Teacher	All
<input type="radio"/>	2023-2024	07/06/2023	Bi-Weekly	Current	All	All
<input type="radio"/>	2023-2024	08/03/2023	Bi-Weekly	19 Days	Teacher	All
<input type="radio"/>	2024-2025	07/03/2024	Bi-Weekly	-8 Days	Administrator	Full Time

Replication Reporting Method

Select the appropriate Pay Period and click Proceed.

Springfield SD 186 TRS Code: 084-1860

Select Report → Replication Results → Details / Adjustments → Totals → Payment → Confirmation

Select Reporting Period Select pay period report to replicate.

Actions	Pay Period Begin Date	Pay Period End Date	Pay Date	Report Status
	06/28/2024	07/11/2024	07/03/2024	Posted
	07/12/2024	07/25/2024	07/18/2024	Posted
	07/26/2024	08/08/2024	08/01/2024	Posted
	08/09/2024	08/22/2024	08/15/2024	Posted
	08/23/2024	09/05/2024	08/29/2024	In Progress
	09/06/2024			Ready
	09/20/2024			Ready
	10/04/2024			Ready
	10/18/2024			Ready
	11/01/2024			Ready

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Create Report

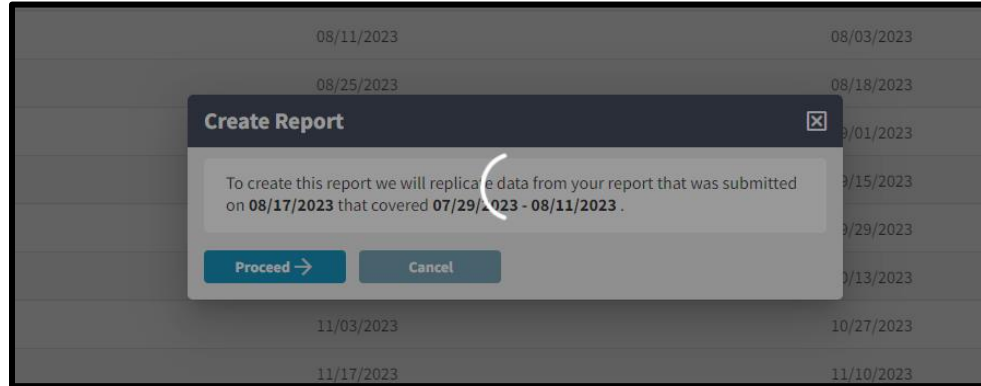
To create this report we will replicate data from your report that was submitted on 08/19/2024 that covered 08/09/2024 - 08/22/2024 .

Proceed → **Cancel**

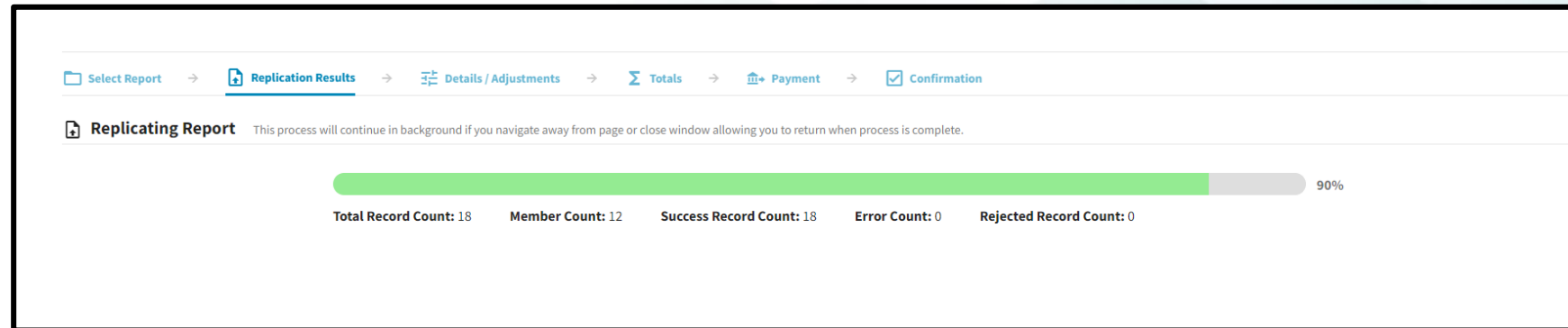
Review dates provided in “Create Report” box and click Proceed.

Replication Reporting Method

Gemini will begin to process...



...and will then continue to replicate.



Replicated Reporting Method Defined Contribution (DC) Report

Teachers' Retirement System
of the State of Illinois

Reporting
Services
Employer Information

Env: CAT Version: 2.24.0.41161
QT
Tester, QA

Select Report → Replication Results → Details / Adjustments → Totals → Payment → Confirmation

Report Summary ID: 87198 Report Type: Defined Contribution Report Date: 08/18/2023 Report Status: In Progress Status Date: 09/18/2023 08:54:05 AM Members: 12 Errors: 0

Details / Adjustments Make any necessary changes to member records, add records and resolve all errors. [Clear All Sorting](#) [+ Add Record](#) 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	Pay Period End Date	Payment Reason	Contribution Category	Compensation	Contributions	Emp Defined Contributions
⌵		Clidesdale	Theresa	1603	08/12/2023	08/25/2023	BS	03 - SSP Pretax	2,000.00	550.00	0.00
⌵		Flannigan	Demetrius	1131	08/12/2023	08/25/2023	BS	04 - SSP Pretax Catch-Up	1,210.00	45.00	0.00
⌵		Flannigan	Demetrius	1131	08/12/2023	08/25/2023	BS	03 - SSP Pretax	1,220.00	45.00	0.00
⌵		Flannigan	Demetrius	1131	08/12/2023	08/25/2023	BS	09 - SSP Pretax Employer Match	1,210.00	0.00	45.00
⌵		Freleigh	Jocelyn	1872	08/12/2023	08/25/2023	BS	03 - SSP Pretax	8,000.00	450.00	0.00
⌵		Ladney	William	1643	08/12/2023	08/25/2023	BS	03 - SSP Pretax	3,250.00	235.00	50.00
⌵		Larkin	Michelle	1117	08/12/2023	08/25/2023	BS	06 - SSP Roth	12,000.00	10.00	0.00
⌵		Larkin	Michelle	1117	08/12/2023	08/25/2023	BS	03 - SSP Pretax	12,000.00	11,500.00	0.00
⌵		Main	Jessica	1133	08/12/2023	08/25/2023	BS	03 - SSP Pretax	3,210.00	42.00	120.00
⌵		Moore	Stephanie	1968	08/12/2023	08/25/2023	BS	03 - SSP Pretax	3,000.00	100.00	0.00

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← Previous
Submit Details

Replication Reporting Method

To view all records within the report, click the box next to 'Rows per page' and select ALL.

Teachers' Retirement System of the State of Illinois | Reporting | Services | Employer Information

Career Development System TRS Code: 314-0160

Select Report → Replication Results → **Details / Adjustments** → Totals → Payment → Confirmation

Report Summary ID: 87198 | Report Type: Defined Contribution | Report Date: 08/18/2023 | Report Status: In Progress | Status Date: 09/18/2023 08:54:05 AM | Members: 12 | Errors: 0

Details / Adjustments Make any necessary changes to member records, add records and resolve all errors. Search by last name... Clear All Sorting Add Record 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	Pay Period End Date	Payment Reason	Contribution Category	Compensation	Contributions	Emp Defined Contributions
▼	Clidesdale	Theresa	1603	08/12/2023	08/25/2023	BS	03 - SSP Pretax	2,000.00	550.00	0.00
▼	Flannigan	Demetrius	1131	08/12/2023	08/25/2023	BS	04 - SSP Pretax Catch-Up	1,210.00	45.00	0.00
▼	Flannigan	Demetrius	1131	08/12/2023	08/25/2023	BS	03 - SSP Pretax	1,220.00	45.00	0.00
▼	Flannigan	Demetrius	1131	08/12/2023	08/25/2023	BS	09 - SSP Pretax Employer Match	1,210.00	0.00	45.00
▼	Freleigh	Jocelyn	1872	08/12/2023	08/25/2023	BS	03 - SSP Pretax	8,000.00	450.00	0.00
▼	Ladney	William	1643	08/12/2023	08/25/2023	BS	03 - SSP Pretax	3,250.00	235.00	50.00
▼	Larkin	Michelle	1117	08/12/2023	08/25/2023	BS	06 - SSP Roth	12,000.00	10.00	0.00
▼	Larkin	Michelle	1117	08/12/2023	08/25/2023	BS	03 - SSP Pretax	12,000.00	11,500.00	0.00
▼	Main	Jessica	1133	08/12/2023	08/25/2023	BS	03 - SSP Pretax	3,210.00	42.00	120.00
▼	Moore	Stephanie	1968	08/12/2023	08/25/2023	BS	03 - SSP Pretax	3,000.00	100.00	0.00

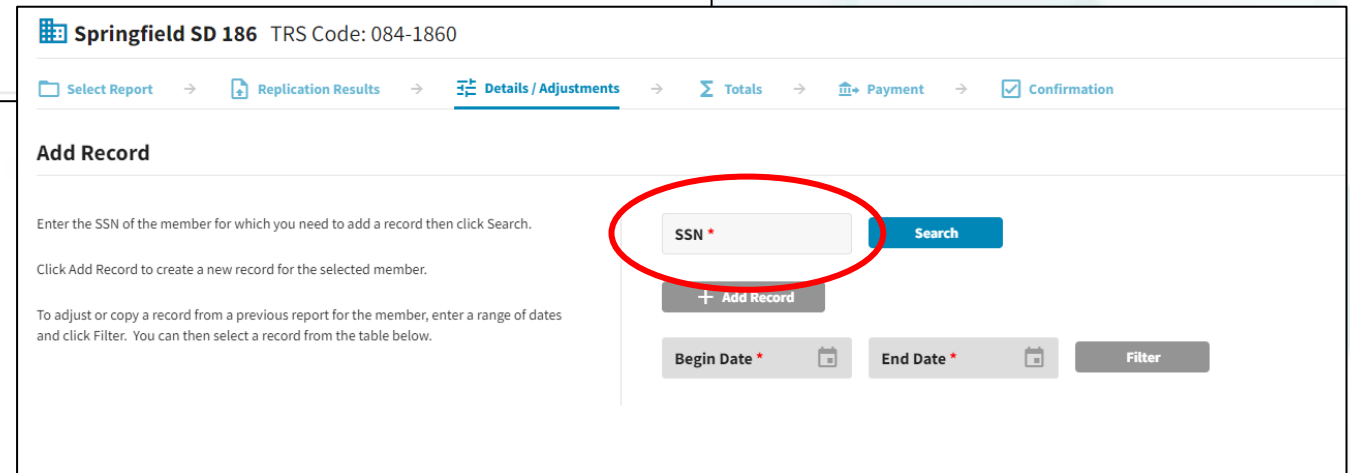
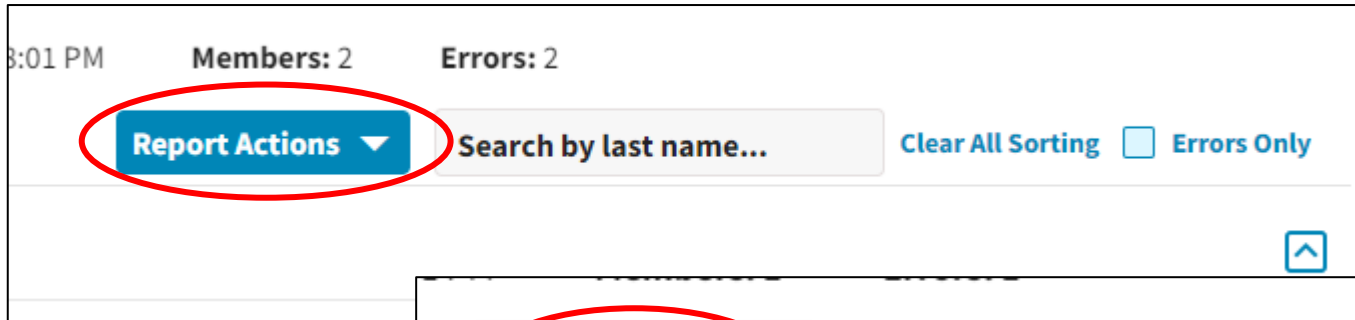
Showing 1 - 10 of 18.

← Previous Submit Details

Rows per page: All, 5, 10, 25, 50, 100

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Adding a Record to a Defined Contribution (DC) Report



To **Add a Record**, select the Report Actions button, then click Add Record. Enter employee's SSN, select employee and then click the Add Record button below the SSN box. The Employee will now appear in your report.

Adding a Record to a Defined Contribution (DC) Report

When manually **adding a record**, be sure to fill all cells with a **red asterisk (*)**, then click 'SAVE'.

The form contains the following fields and values:

- Pay Period:** Pay Period Begin Date: 08/12/2023; Pay Period End Date: 08/25/2023; Pay Date: 08/18/2023; Payroll Frequency: Bi-Weekly
- Employment:** Employment Begin Date: 07/04/2023; Employment End Date: (empty); Employment End Reason: (empty); Employment Type: Full Time; Job Category: Teacher
- Contract:** Contract Days: 180; FTE Percentage: 100 %; Contribution Category: 07 - SSP Roth Catch-up
- Earnings & Contributions:** \$ Full Annual Rate: (empty); Payment Reason: Base Salary; Deferred: (empty); Compensation: \$ 2,222.00; Earnings that Exceed Salary Limits: \$ 0.00
- Contributions:** Contributions: \$ 250.00; THIS Contributions: \$ 0.00; Employer Defined Contributions: \$ 0.00; Fiscal Year: 2023-2024
- Timekeeping:** Docked Days: 0.00; Sick Leave/Personal Days: (empty); Days Paid: 0; Post-Retirement Hours: (empty); Balanced Calendar: (empty)
- Contact Info:** Email Address: testparticipant1866isqa@voya.com; Phone: (698) 419-8198; Address Line 1: 30 Braintree Hill Office Park; Address Line 2: 608001866; City: Braintree; State: MA; Zip Code: 02184; Country: United States of America

Buttons: Save, Cancel


If all Errors have been resolved, click SUBMIT DETAILS.

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

Report Summary ID: 87198 Report Type: Defined Contribution Report Date: 08/18/2023 Report Status: In Progress Status Date: 09/18/2023 08:54:05 AM Members: 12 Errors: 0

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

Errors for Theresa Clidesdale SSN 1603 BS (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 ^	Contribution Category	Compensation	Contributions	Emp Defined Contributions
<input checked="" type="checkbox"/>	Rehnae	Sharese	1132	08/12/2023	08/25/2023	BS	10 - SSP Pretax Employer Non-Elective	3,201.00	0.00	52.00
<input checked="" type="checkbox"/>	Rehnae	Sharese	1132	08/12/2023	08/25/2023	BS	03 - SSP Pretax	3,200.00	310.00	0.00
<input checked="" type="checkbox"/>	Ryan	Clarence	1130	08/12/2023	08/25/2023	BS	07 - SSP Roth Catch-up	2,222.00	250.00	0.00
<input checked="" type="checkbox"/>	Ryan	Clarence	1130	08/12/2023	08/25/2023	BS	06 - SSP Roth	2,222.00	250.00	0.00
<input checked="" type="checkbox"/>	Selfner	Courtney	1874	08/12/2023	08/25/2023	BS	06 - SSP Roth	1,250.00	512.00	0.00
<input checked="" type="checkbox"/>	Truesdale	Rolan	1134	08/12/2023	08/25/2023	BS	03 - SSP Pretax	3,156.00	223.00	50.00
<input checked="" type="checkbox"/>	Woodlin	Lori	1136	08/12/2023	08/25/2023	BS	04 - SSP Pretax Catch-Up	300.00	75.00	0.00
<input checked="" type="checkbox"/>	Woodlin	Lori	1136	08/12/2023	08/25/2023	BS	06 - SSP Roth	6,500.00	412.00	0.00

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Once the Report Totals are verified, click 'Save and Proceed to Payment.'

Σ Report Totals Summary of payroll report totals, current invoices and account balances.

Regular

Contribution Category	Fiscal Year	Compensation	Contributions	Employer Defined Contributions
SSP Pretax	2023-2024	39,036.00	13,445.00	220.00
SSP Pretax Catch-Up	2023-2024	1,510.00	120.00	0.00
SSP Pretax Employer Match	2023-2024	1,210.00	0.00	45.00
SSP Pretax Employer Non-Elective	2023-2024	3,201.00	0.00	52.00
SSP Roth	2023-2024	21,972.00	1,184.00	0.00
SSP Roth Catch-up	2023-2024	2,222.00	250.00	0.00
Totals:		\$69,151.00	\$14,999.00	\$317.00

Adjustments

Contribution Category	Fiscal Year	Compensation	Contributions	Employer Defined Contributions
No data available				
Totals:		\$0.00	\$0.00	\$0.00

← Previous **Save and Proceed to Payment** →



Enter the totals in the appropriate payment boxes: Mbr Contributions Totals & Emp Contributions Totals Due

Teachers' Retirement System
of the State of Illinois

[Reporting](#) [Services](#) [Employer Information](#)

Env: CAT Version: 2.24.0.41161

QT Tester, QA

[Upload File](#) → [Upload Results](#) → [Details / Adjustments](#) → [Totals](#) → [Payment](#) → [Confirmation](#)

Report Summary ID: 87198 **Report Type:** Defined Contribution **Report Date:** 08/18/2023 **Report Status:** Totals Submitted **Status Date:** 09/19/2023 11:09:59 AM **Members:** 12 **Errors:** 0

Payment Information Summary of total payment due.

Current Report

Contribution Type	Compensation	Member Contribution	Employer Defined Contributions
Regular	69,151.00	14,999.00	317.00
Totals:	\$69,151.00	\$14,999.00	\$317.00

Mbr Contributions Total Due: \$14,999.00

Bank Account *

BMO HARRIS BANK, NA - ...8005

\$ Amount *

Bank Account *

BMO HARRIS BANK, NA - ...8005

\$ Amount *

Total Payment Due: \$15,316.00

Total Payment: \$0.00

Authorization Date *

09/19/2023

Authorization Date *

09/19/2023

Once the payment is confirmed, the Authorization Date cannot be changed.

← Previous
Process Payment →

28

SUPPLEMENTAL SAVINGS PLAN

Enter the appropriate payment Authorization Date.

TRS Teachers' Retirement System of the State of Illinois | Reporting | Services | Employer Information | Env: CAT Version: 2.24.0.41161 | QT Tester, QA

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

Report Summary ID: 87198 | Report Type: Defined Contribution | Report Date: 08/18/2023 | Report Status: Totals Submitted | Status Date: 09/19/2023 11:09:59 AM | Members: 12 | Errors: 0

Payment Information

Summary of total payment due.

Current Report

Contribution Type	Compensation	Member Contribution	Employer Defined Contributions
Regular	69,151.00	14,999.00	317.00
Totals:	\$69,151.00	\$14,999.00	\$317.00

Mbr Contributions Total Due: \$14,999.00 | Bank Account: BMO HARRIS BANK, NA - ...8005 | \$ Amount *

Emp Contributions Total Due: \$317.00 | Bank Account: BMO HARRIS BANK, NA - ...8005 | \$ Amount *

Total Payment Due: \$15,316.00 | Total Payment: \$0.00 | Authorization Date: 09/19/2023

Once the payment is confirmed, the Authorization Date cannot be changed.

← Previous | Process Payment →

Teachers' Retirement System of the State of Illinois | Reporting | Services | Employer Information | Env: CAT Version: 2.24.0.41161 | QT Tester, QA

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

Report Summary ID: 87198 | Report Type: Defined Contribution | Report Date: 08/18/2023 | Report Status: Totals Submitted | Status Date: 09/19/2023 11:09:59 AM | Members: 12 | Errors: 0

Payment Information Summary of total payment due.

Current Report

Contribution Type	Compensation	Member Contribution	Employer Defined Contributions
Regular	69,151.00	14,999.00	317.00
Totals:	\$69,151.00	\$14,999.00	\$317.00

Mbr Contributions Total Due: \$14,999.00 | Bank Account: BMO HARRIS BANK, NA - ...8005 | \$ Amount *

Emp Contributions Total Due: \$317.00 | Bank Account: BMO HARRIS BANK, NA - ...8005 | \$ Amount *

Total Payment Due: \$15,316.00 | Total Payment: \$0.00

← Previous | Process Payment →

Confirm Payment Screen

1. Future Authorization Date
2. Mbr & Emp* Contribution Totals
3. CONFIRM Payment

September 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Authorization Date represents the date your payment information and withdrawal authorization will be transmitted to the financial institution responsible for processing the payment.

→ Select date

Mbr Contributions Total Due: \$14,999.00 | Bank Account: BMO HARRIS BANK, NA - ...8005 | \$ 14,999.00

Emp Contributions Total Due: \$317.00 | Bank Account: BMO HARRIS BANK, NA - ...8005 | \$ Amount: 317.00

Total Payment Due: \$15,316.00 | Total Payment: \$15,316.00 | Authorization Date: 09/19/2023

← Previous | Process Payment →

Once the payment is confirmed, the Authorization Date cannot be changed.

Confirm Payment

Do you confirm that it is OK for TRS to charge the chosen accounts \$15,316.00?

Account: BMO HARRIS BANK, NA - ...8005 | Amount: \$15,316.00 | Authorization Date: 09/19/2023

Confirm | Cancel



Confirmation Screen

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

Confirmation

Thank You!

Confirmation Number: 63620

Report Date: 08/18/2023

Report Status: Payment Submitted

Status Date: 09/19/2023 11:54:36 AM

Report type: Defined Contribution

Report Summary ID: 87198

Members: 12

Account Invoiced	Total Paid	Authorization Date
...8005	15,316.00	09/19/2023

Grand Total Paid: \$15,316.00

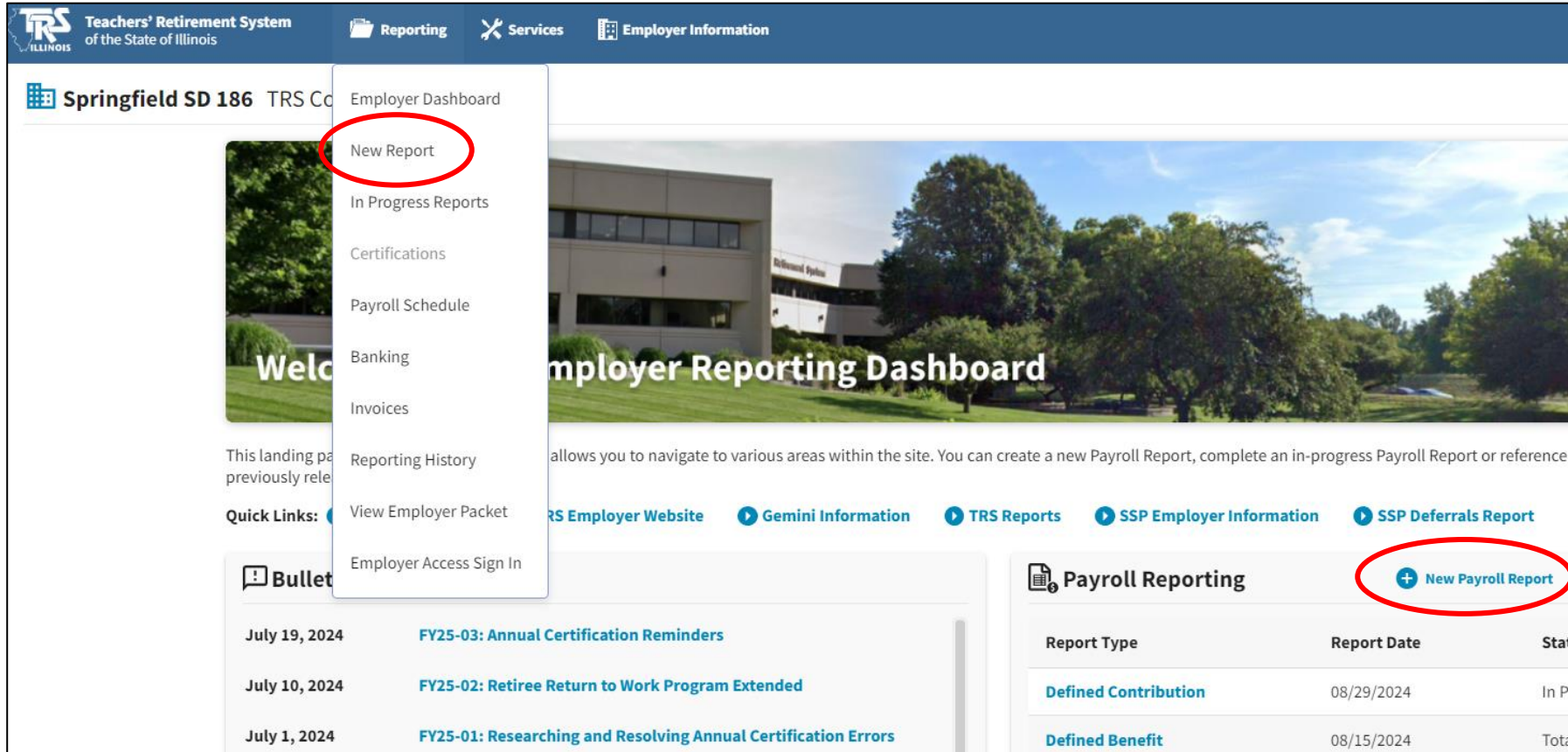
[← Return To Dashboard](#)

File Upload Reporting Method

To begin a new *Defined Contributions (DC) Report* (regardless of Reporting Method),
click **Reporting** and **New Report**

or

 + New Payroll Report



Teachers' Retirement System of the State of Illinois

Reporting Services Employer Information

Springfield SD 186 TRS Co

Employer Dashboard

New Report

In Progress Reports

Certifications

Payroll Schedule

Banking

Invoices

Reporting History

View Employer Packet

Employer Access Sign In

Welcome to the Employer Reporting Dashboard

This landing page allows you to navigate to various areas within the site. You can create a new Payroll Report, complete an in-progress Payroll Report or reference previously released reports.

Quick Links: [View Employer Packet](#) [TRIS Employer Website](#) [Gemini Information](#) [TRIS Reports](#) [SSP Employer Information](#) [SSP Deferrals Report](#)

Bulletin

- July 19, 2024 [FY25-03: Annual Certification Reminders](#)
- July 10, 2024 [FY25-02: Retiree Return to Work Program Extended](#)
- July 1, 2024 [FY25-01: Researching and Resolving Annual Certification Errors](#)

Payroll Reporting

Report Type	Report Date	Status
Defined Contribution	08/29/2024	In Progress
Defined Benefit	08/15/2024	Total

File Upload Reporting Method

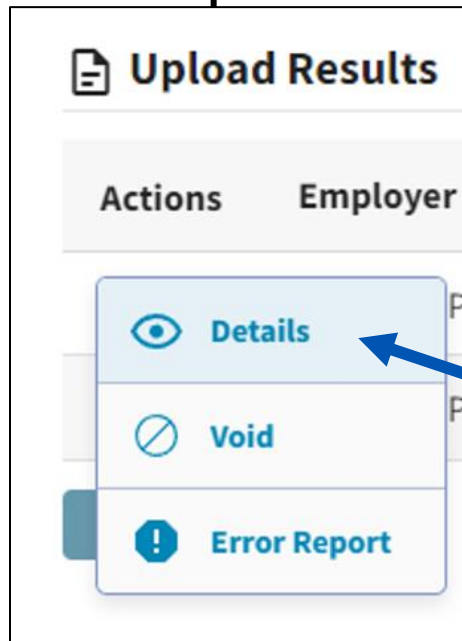
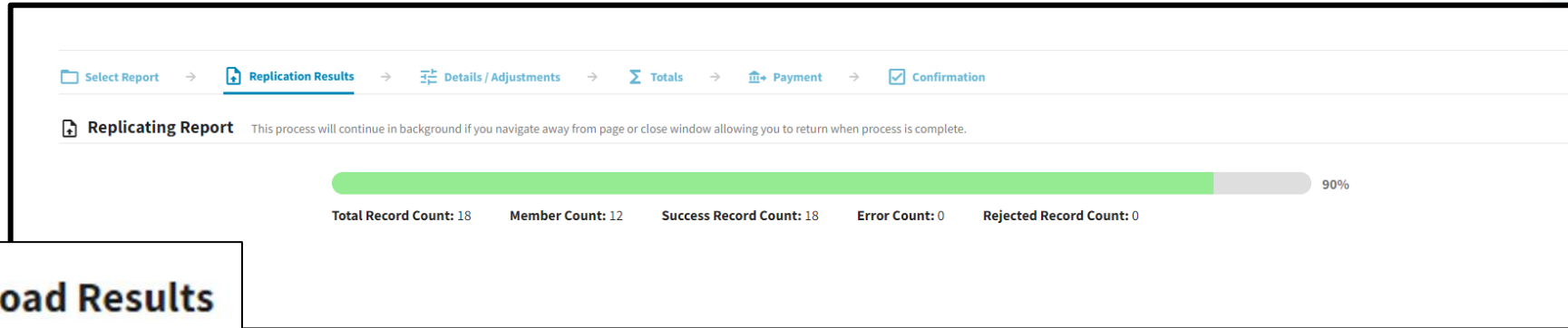
Click on “Select a file...” box, choose the file, and click UPLOAD.

The screenshot shows the 'Teachers' Retirement System of the State of Illinois' Career Development System interface. The top navigation bar includes 'Reporting', 'Services', and 'Employer Information'. The user is logged in as 'Tester, QA' with environment version '2.24.0.41161'. The main content area shows the 'Upload File' process with a breadcrumb trail: 'Upload File' → 'Upload Results' → 'Details / Adjustments' → 'Totals' → 'Payment' → 'Confirmation'. The 'Select File' section has a 'Browse' button and an 'Upload' button. A file explorer window is open, showing the file '202309272223140160_SSPReportingFileUpload.txt' selected. Below the file explorer, a table shows the submission history.

File Name	Status	Status Date
202309172023140160_SSPReportingEdits.txt	In Progress	09/29/2023
	In Progress	09/29/2023
	Void	09/29/2023
	In Progress	09/29/2023
	Rejected	09/29/2023
	Void	09/29/2023
202309272223140160_SSPReportingFileUpload.txt	Void	09/27/2023

File Upload Reporting Method

The selected file will begin to upload.



Once the upload is complete, you will move to the Upload Results Screen. Using the down arrow in the Actions Menu, click DETAILS from the drop-down menu.

Defined Contribution (DC) Edits

ER5055: SSP Contributions Mismatch

The Edit generated because there is a discrepancy between the TRS SSP Deferrals Report and the Contribution Amount entered in Gemini.

Ryan, Clarence	10/13/1971	07/04/2023	06	\$250.00
Ryan, Clarence	10/13/1971	07/04/2023	07	\$250.00

[Select Report](#) → [Replication Results](#) → [Details / Adjustments](#) → [Totals](#) → [Payment](#) → [Confirmation](#)

Report Summary ID: 87198 **Report Type:** Defined Contribution **Report Date:** 08/18/2023 **Report Status:** In Progress **Status Date:** 09/18/2023 08:54:05 AM **Members:** 12 **Errors:** 2

Details / Adjustments Make any necessary changes to member records, add records and resolve all errors.

 Errors Only

Errors for Clarence Ryan SSN 1130 BS (1) 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
⚠	ER5055	SSP Contributions Mismatch	The reported SSP Contributions do not match the member's elected SSP Deferral Amount for the reported Contribution Category.	The combined total of SSP Contributions reported for this pay per... View More

⚠	Actions	Last Name	First Name	Last Four SSN	Pay Period Begin Date	Pay Period End Date	Payment Reason	Contribution Category	Compensation	Contributions	Emp Defined Contributions
1	▼	Ryan	Clarence	1130	08/12/2023	08/25/2023	BS	07 - SSP Roth Catch-up	2,222.00	225.00	0.00
1	▼	Ryan	Clarence	1130	08/12/2023	08/25/2023	BS	06 - SSP Roth	2,222.00	225.00	0.00

The bookkeeper should verify the exact deferral amount that was taken on payroll. If \$225.00 was deducted on payroll, then that is what should be reported in Gemini. The deferral should be corrected on the next pay period.

IF **\$250.00** was taken on payroll, and the **\$225.00** was a typo, you need to correct the Contribution Amount.

There are **TWO** ways to make the correction on the report.

Option 1: Edit Details

Select the blue down arrow next to the employee's name, and select 'Edit Details'.

Errors for Clarence Ryan SSN 1130 BS (1) 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
	ER5055	SSP Contributions Mismatch	The reported SSP Contributions do not match the member's elected SSP Deferral Amount for the reported Contribution Category.	The combined total of SSP Contributions reported for this pay per... View More

	Actions	Last Name	First Name	Last Four SSN	Pay Period Begin Date	Pay Period End Date	Payment Reason	Contribution Category	Compensation	Contributions	Emp Defined Contributions
		Clarence		1130	08/12/2023	08/25/2023	BS	07 - SSP Roth Catch-up	2,222.00	225.00	0.00
		Clarence		1130	08/12/2023	08/25/2023	BS	06 - SSP Roth	2,222.00	225.00	0.00

← Prev View Details

Copy

Delete

Once the Contribution has been edited, click the **SAVE** button at the bottom of the screen.

The screenshot displays a web form for editing contribution information. The form is organized into several sections:

- Payroll Information:** Includes fields for Pay Period Begin Date (08/12/2023), Pay Period End Date (08/25/2023), Pay Date (08/18/2023), and Payroll Frequency (Bi-Weekly).
- Employment Information:** Includes Employment Begin Date (07/04/2023), Employment End Date, Employment End Reason, Employment Type (Full Time), and Job Category (Teacher).
- Contract Details:** Includes Contract Days (180), FTE Percentage (100%), and Contribution Category (07 - SSP Roth Catch-up).
- Earnings & Contributions:** This section contains:
 - Full Annual Rate: \$
 - Payment Reason: Base Salary
 - Deferred: (dropdown menu)
 - Compensation: \$ 2,222.00
 - Earnings that Exceed Salary Limits: \$ 0.00
 - Contributions: \$ 250.00 (highlighted with a red circle)
 - THIS Contributions: \$ 0.00
 - Employer Defined Contributions: \$ 0.00
 - Fiscal Year: 2023-2024
- Timekeeping:** Includes Docked Days (0.00), Sick Leave/Personal Days, Days Paid (0), Post-Retirement Hours, and Balanced Calendar (dropdown menu).
- Contact Info:** Includes Email Address (testparticipant1866isqa@voya.com), Phone ((698) 419-8198), Address Line 1 (30 Braintree Hill Office Park), Address Line 2 (608001866), City (Braintree), State (MA), Zip Code (02184), and Country (United States of America).

At the bottom left of the form, there are two buttons: **Save** (highlighted with a red circle) and **Cancel**.

PLEASE NOTE: The deduction MUST BE verified on payroll prior to editing to ensure accurate reporting.

Option 2: Quick Edit

Select the blue down arrow next to the employee's name and select 'Quick Edit.'

The screenshot displays a web interface for the TRS SSP system. At the top, there is a breadcrumb trail: [Select Report](#) → [Replication Results](#) → [Details / Adjustments](#) → [Totals](#) → [Payment](#) → [Confirmation](#). Below this, a report summary is shown: Report Summary ID: 87198, Report Type: Defined Contribution, Report Date: 08/18/2023, Report Status: In Progress, Status Date: 09/18/2023 08:54:05 AM, Members: 12, Errors: 1. A search bar contains the text 'ryan'. There are buttons for 'Clear All Sorting', '+ Add Record', and 'Errors Only'. The main section is titled 'Errors for Clarence Ryan SSN 1130 BS (0)' with a tip: 'Address fatal errors first before addressing any others; Corrections to fatal errors may result in the elimination of other errors.' Below this is a table with the following columns: Actions, Last Name, First Name, Last Four SSN, Pay Period Begin Date, Pay Period End Date, Payment Reason, Contribution Category, Compensation, Contributions, and Emp Defined Contributions. The table contains two rows for Clarence Ryan. The first row shows a contribution of 250.00 for category '07 - SSP Roth Catch-up'. The second row shows a contribution of 225.00 for category '06 - SSP Roth'. A dropdown menu is open for the second row, with 'Quick Edit' highlighted in yellow. Other options in the menu include 'Edit Details', 'View', 'Copy', and 'Delete'. The 'Quick Edit' option is circled in red, and the '225.00' value in the Contributions column is also circled in red.

Actions	Last Name	First Name	Last Four SSN	Pay Period Begin Date	Pay Period End Date	Payment Reason	Contribution Category	Compensation	Contributions	Emp Defined Contributions
	Ryan	Clarence	1130	08/12/2023	08/25/2023	BS	07 - SSP Roth Catch-up	2,222.00	250.00	0.00
	Ryan	Clarence	1130	08/12/2023	08/25/2023	BS	06 - SSP Roth	2,222.00	225.00	0.00

Once the change has been made, click the SAVE button.

Teachers' Retirement System of the State of Illinois

Reporting Services Employer Information Env: CAT Version: 2.24.0.41161 QT Tester, QA

Select Report → Replication Results → **Details / Adjustments** → Totals → Payment → Confirmation

Report Summary ID: 87198 Report Type: Defined Contribution Report Date: 08/18/2023 Report Status: In Progress Status Date: 09/18/2023 08:54:05 AM Members: 12 Errors: 1

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

Errors for Clarence Ryan SSN 1130 BS (1) 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
Warning	ER5055	SSP Contributions Mismatch	The reported SSP Contributions do not match the member's elected SSP Deferral Amount for the reported Contribution Category.	The combined total of SSP Contributions reported for this pay per... View More

Actions	Last Name	First Name	Last Four SSN	Pay Period Begin Date	Pay Period End Date	Payment Reason	Contribution Category	Compensation	Contributions	Emp Defined Contributions
	Ryan	Clarence	1130	08/12/2023	08/25/2023	BS	07 - SSP Roth Catch-up	2,222.00	250.00	0.00
1 Save	Ryan	Clarence	1130	08/12/2023	08/25/2023	Base Salary	06 - SSP Roth	2,222.00	250.00	0.00

Previous Submit Details

Actions	Last Name	First Name	Last Four SSN	Pay Period Begin Date	Pay Period End Date	Payment Reason	Contribution Category	Compensation	Contributions	Emp Defined Contributions
	Ryan	Clarence	1130	08/12/2023	08/25/2023	BS	07 - SSP Roth Catch-up	2,222.00	250.00	0.00
1 Save	Ryan	Clarence	1130	08/12/2023	08/25/2023	Base Salary	06 - SSP Roth	2,222.00	250.00	0.00

PLEASE NOTE: The deduction MUST BE verified on payroll prior to editing to ensure accurate reporting.

Warnings should only be certified **if** the contribution matches the actual payroll deduction.
For example, if the district is making up a missed deferral from a prior pay period.

How to Certify a Warning

A **Warning** should only be certified ONLY if the transaction has been verified and is justifiable.

1. Use the **BLUE DOWN ARROW** to the left of the employee's name and click **EDIT DETAILS**.
2. Click **View More** under **Error Resolution**. This will bring up the **WARNING** box as pictured below.
3. In the **WARNING** box, click the blue **CERTIFY** button.
4. Click **SAVE** at the bottom of the screen.

The screenshot displays a user interface for managing errors. At the top right, there are 'Collapse All' and 'Expand All' buttons. Below this is a section titled 'Errors for Record (1)' with a tip: '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.' A table follows with columns for Severity, Error #, Error Title, Error Message, and Error Resolution. One error is listed: ER5055 SSP Contributions Mismatch. Below the table is a 'Warning Certification' section with a text box containing the warning message and a 'Resolution' section with a text box containing the resolution details. At the bottom of the warning box are 'Certify' and 'View' buttons. Below the warning box is a 'Demographics' section.

Severity	Error #	Error Title	Error Message	Error Resolution
	ER5055	SSP Contributions Mismatch	The reported SSP Contributions do not match the member's elected SSP Deferral Amount for the reported Contribution Category.	The combined total of SSP Contributions reported for this pay per... View More

Warning Certification: I certify that I have read the error message and resolution and have confirmed that the information in question is accurate.

WARNING: ER5055 SSP Contributions Mismatch

Resolution: The combined total of SSP Contributions reported for this pay period do not match with the member's elected SSP Deferral dollar amount for the reported Contribution Category. Please correct the Contributions to match the member's election.

ER4059: Contribution Category Mismatch

The Edit generated because there is a discrepancy between the TRS SSP Deferrals Report and the Contribution Category entered in Gemini.

Report Summary ID: 87198 Report Type: Defined Contribution Report Date: 08/18/2023 Report Status: In Progress Status Date: 09/18/2023 08:54:05 AM Members: 12 Errors: 1

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

Errors for Theresa Clidesdale 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
	ER4059	SSP Contribution Category Mismatch	This member does not have an active elected deferral for the reported Contribution Category.	Please review the SSP Deferrals Report to determine the appropriate Contribution Category. View More

Actions	Last Name	First Name	Last Four SSN	Pay Period Begin Date	Pay Period End Date	Payment Reason	Contribution Category	Compensation	Contributions	Emp Defined Contributions	
	Ladney	William	1643	08/12/2023	08/25/2023	BS	03 - SSP Pretax	3,250.00	235.00	50.00	
		Clidesdale	Theresa	1603	08/12/2023	08/25/2023	BS	06 - SSP Roth	2,000.00	550.00	0.00
	Moore	Stephanie	1968	08/12/2023	08/25/2023	BS	03 - SSP Pretax	3,000.00	90.00	0.00	

Name	Last Four SSN	Compensation	Contributions
m	1643	3,250.00	
sa	1603	2,000.00	
anie	1968	3,000.00	
se	1132	3,201.00	
se	1132	3,200.00	

Error resolution

Please review the SSP Deferrals Report to determine the appropriate Contribution Category for this member. Ensure your payroll records reflect the correct Contribution Category for taxability purposes.

If the incorrect Contribution Category was taken on payroll (Pretax vs. Roth), please correct on payroll on a future pay date to ensure proper taxes were taken. The elected Contribution Category must be reported in Gemini.



Use the drop-down menu under 'Contribution Category' to edit using the QUICK EDIT Option.

Actions	Last Name	First Name	Last Four SSN	Pay Period Begin Date	Pay Period End Date	Payment Reason	Contribution Category	Compensation
	Ladney	William	1643	08/12/2023	08/25/2023	BS	03 - SSP Pretax	3,250.00
Save	Clidesdale	Theresa	1603	08/12/2023	08/25/2023	Base Salary	06 - SSP Roth	2,000.00
	Moore	Stephanie	1968	08/12/2023	08/25/2023	BS	Select None	000.00
	Rehnae	Sharese	1132	08/12/2023	08/25/2023	BS	03 - SSP Pretax	201.00
	Rehnae	Sharese	1132	08/12/2023	08/25/2023	BS	04 - SSP Pretax Catch-Up	200.00
	Truesdale	Rolan	1134	08/12/2023	08/25/2023	BS	05 - SSP Pretax Special Catch-Up	156.00
	Larkin	Michelle	1117	08/12/2023	08/25/2023	BS	06 - SSP Roth	000.00
	Larkin	Michelle	1117	08/12/2023	08/25/2023	BS	07 - SSP Roth Catch-up	000.00
	Woodlin	Lori	1136	08/12/2023	08/25/2023	BS	08 - SSP Roth Special Catch-up	300.00
	Woodlin	Lori	1136	08/12/2023	08/25/2023	BS	06 - SSP Roth	6,500.00

Use the drop-down menu under 'Contribution Category' to edit using the EDIT DETAILS Option.

Severity	Error #	Error Title	Error Message	Error Resolution
	ER4059	SSP Contribution Category Mismatch	This member does not have an active elected deferral for the reported Contribution Category.	Please review the SSP Deferrals Report to determine the appropria... View More

Demographics

Social Security # XXX-XX-1603	Prefix	First Name * Theresa	Middle Name	Last Name * Clidesdale	Suffix
Date of Birth * 03/02/1949	Gender * Male				

Employment Information

Pay Period Begin Date * 08/12/2023	Pay Period End Date * 08/25/2023	Pay Date * 08/18/2023	Payroll Frequency * Bi-Weekly		
Employment Begin Date * 07/02/2023	Employment End Date	Employment End Reason	Employment Type * Full Time	Job Category * Teacher	
Contract Days 180	FTE Percentage 100 %	Contribution Category * 03 - SSP Pretax			

Earnings & Contributions

\$ Full Annual Rate	Payment Reason * Base Salary	D	04 - SSP Pretax Catch-Up	Compensation * \$ 2,000.00	Earnings that Exceed Salary Limits \$ 0.00
Contributions * \$ 550.00	THIS Contributions \$ 0.00	En	05 - SSP Pretax Special Catch-Up	Fiscal Year * 2023-2024	
			06 - SSP Roth		
			07 - SSP Roth Catch-up		

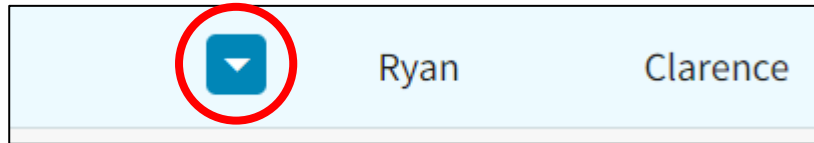
ER4031: SSP Record for Non-Enrollee

The Edit generated because the employee does not have a current enrollment for this pay period.

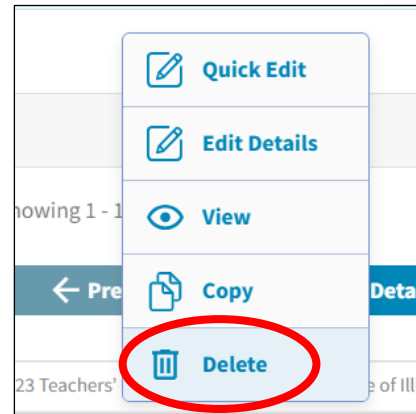
- If the employee is **NOT** on your district's SSP Deferrals Report, you **should not** take the deferral on payroll.
- If the deferral **was** taken on payroll, please refund the deferral to the employee and **delete the deferral** from this report.
- **Effective Date Rule:** SSP deferrals should be withheld from the employee's paycheck on the first pay period with a **Pay Period Begin Date** *on or after* the **Contribution Effective Date**.
- If a member's deferral has been cancelled, deferrals are to be discontinued immediately.

How to Delete a Record in a Report

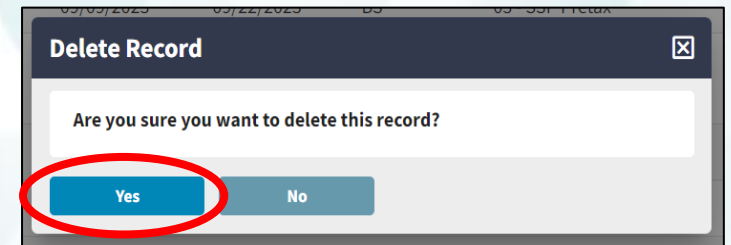
1. Click the Blue Arrow to the left of the employee's name.



2. In the drop-down menu, select 'DELETE'.

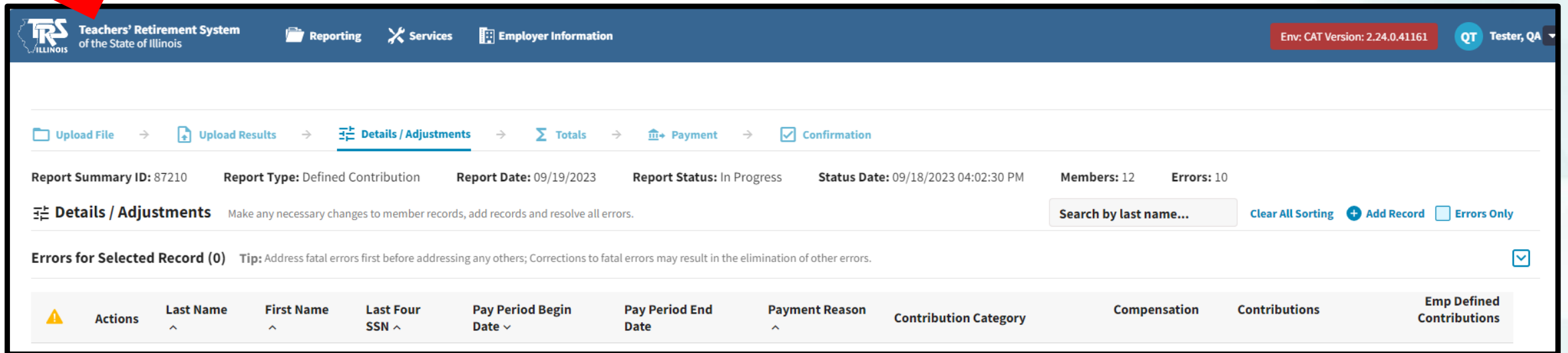


3. Confirm by clicking YES.



Quick Tips

To return to the HOME PAGE, click the TRS Logo



Teachers' Retirement System of the State of Illinois

Reporting Services Employer Information

Env: CAT Version: 2.24.0.41161 QT Tester, QA

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

Report Summary ID: 87210 Report Type: Defined Contribution Report Date: 09/19/2023 Report Status: In Progress Status Date: 09/18/2023 04:02:30 PM Members: 12 Errors: 10

Details / Adjustments Make any necessary changes to member records, add records and resolve all errors. Search by last name... Clear All Sorting + Add Record 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 ^	Contribution Category	Compensation	Contributions	Emp Defined Contributions
-----------	-------------	--------------	-----------------	-------------------------	---------------------	------------------	-----------------------	--------------	---------------	---------------------------

To view an 'IN PROGRESS' Defined Contributions (DC) Report, click on the report in the PAYROLL REPORTING box.

Teachers' Retirement System of the State of Illinois

Reporting Services Employer Information

Env: CAT Version: 3.1.0.53435 AG

Welcome to the Employer Reporting Dashboard

This landing page of the TRS Employer Portal allows you to navigate to various areas within the site. You can create a new Payroll Report, complete an in-progress Payroll Report or reference previously released announcements.

Quick Links: [Employer Access](#) [TRS Employer Website](#) [Gemini Information](#) [TRS Reports](#) [SSP Employer Information](#) [SSP Deferrals Report](#)

Bulletins

- July 19, 2024 [FY25-03: Annual Certification Reminders](#)
- July 10, 2024 [FY25-02: Retiree Return to Work Program Extended](#)
- July 1, 2024 [FY25-01: Researching and Resolving Annual Certification Errors](#)
- June 27, 2024 [FY24-15: Gemini New Year Set Up and Reporting Reminders for Defined Benefit Reports](#)
- June 24, 2024 [FY24-14: Modification to Reporting Extra Duties Starting with the 2024-2025 School Year](#)
- June 17, 2024 [FY24-13: Sick Leave Reporting Reminders](#)

Payroll Reporting

[New Payroll Report](#) [Reporting History](#)

Report Type	Report Date	Status
Defined Contribution	09/12/2024	In Progress

While in your Report, you may search by employee's last name by using the '*Search by last name...*' box.

Select Report → Replication Results → **Details / Adjustments** → Totals → Payment → Confirmation

Report Summary ID: 87198 Report Type: Defined Contribution Report Date: 08/18/2023 Report Status: In Progress Status Date: 09/18/2023 08:54:05 AM Member: 0112 Errors: 2

Details / Adjustments Make any necessary changes to member records, add records and resolve all errors. Ryan Clear All Sorting

Errors for Clarence Ryan **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
	ER5055	SSP Contributions Mismatch	The reported SSP Contributions do not match the member's elected SSP Deferral Amount for the reported Contribution Category.	The combined total of SSP Contributions reported for this p

	Actions	Last Name	First Name	Last Four SSN	Pay Period Begin Date	Pay Period End Date	Payment Reason	Contribution Category	Compensation	Contributions	E
		Ryan	Clarence	1130	08/12/2023	08/25/2023	BS	07 - SSP Roth Catch-up	2,222.00	225.00	
		Ryan	Clarence	1130	08/12/2023	08/25/2023	BS	06 - SSP Roth	2,222.00	225.00	

[← Previous](#) [Submit Details](#)

How to View Prior Reports in Gemini

In the *Gemini Employer Reporting Dashboard Payroll Reporting Box*, click on **Reporting History** to view any previously submitted report.

Teachers' Retirement System of the State of Illinois

Reporting Services Employer Information

Env: CAT Version: 3.1.0.53435 AG Gerlach, Angela

Springfield SD 186 TRS Code: 084-1860

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Bulletins

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Payroll Reporting

[+ New Payroll Report](#) [Reporting History](#)

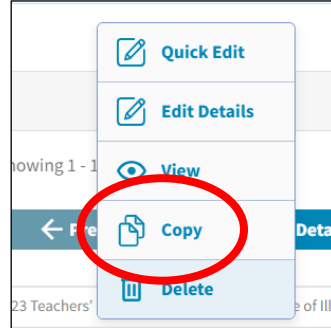
Report Type	Report Date	Status
Defined Contribution	09/12/2024	In Progress

How to Copy a Record in a Report

1. Click the Blue Arrow to the left of the employee's name.



2. In the drop-down menu, select 'COPY'.



3. Once in the record, update the information required then click 'SAVE'.

A screenshot of the "Career Development System" record page for TRS Code: 314-0160. The page is divided into several sections: "Employment Information", "Earnings & Contributions", and "Timekeeping".
Employment Information: Includes fields for Pay Period Begin Date (09/09/2023), Pay Period End Date (09/22/2023), Pay Date (09/15/2023), Payroll Frequency (Bi-Weekly), Employment Begin Date (07/01/2023), Employment End Date, Employment End Reason, Employment Type (Full Time), Job Category (Teacher), Contract Days (180), FTE Percentage (100%), and Contribution Category (07 - SSP R0th Catch...).
Earnings & Contributions: Includes Full Annual Rate (\$ 61,000.00), Payment Reason (Base Salary), Deferred (No), Compensation (\$ Compensation), Earnings that Exceed Salary Limits, Contributions (\$ Contributions), THIS Contributions, Employer Defined Con..., and Fiscal Year (2023-2024).
Timekeeping: Includes Docked Days, Sick Leave/Personal Days (2.0), Days Paid, Post-Retirement Hours (0.00), and Balanced Calendar (No).

Year to Date (YTD) Report

Teachers' Retirement System of the State of Illinois

Reporting Services Employer Information Env: CAT Version: 2.24.0.41161 QT Tester, QA

Tier Lookup

TRs Reports

Search Reports

SSP Deferrals

Year To Date Report

Contact TRS

Annual Certification Inquiry

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Bulletins

September 8, 2023 [FY24-04: SSP Trainings, Resources & Plan Updates](#)

August 10, 2023 [FY24-03: Annual Certification Reminders](#)

July 13, 2023 [FY24-02: Important Reminder: Pay-period Reports Cannot Cross Fiscal Years](#)

Payroll Reporting [New Payroll Report](#) [Reporting History](#)

Report Type

Defined Cont

- Select Services, TRS Reports, Year to Date Report.
- In the pop-up window, select the Report Type - Defined Contributions, Year Type – Calendar Year, and the appropriate Calendar Year from the drop-down menu.
- Click the SAVE button.

This report is an easy way to determine the contributions that have been reported for your employees in any given Calendar Year.

Year to Date Report

Report Type *
Defined Contri...

Year Type *
Calendar Year

Calendar Year *
2023

Save Cancel

Report Name

Additional Information

Local Voya Education Representatives

Local TRS SSP representatives* are available to provide ongoing educational support to help meet eligible TRS members' retirement needs, including:

- Plan information and enrollment assistance
- Information on consolidation of retirement accounts
- Financial wellness education
- Individual meetings
- Group education meetings and seminars

To schedule an individual virtual appointment,
go to <https://trssp457b.timetap.com>.

Members may join an upcoming SSP informational webinar by registering at
<https://trssp-statewide-webinar.timetap.com/#/>

Access the Local Representative Flyer at trsilssp.voya.com.

*Information from registered Plan Service Representatives is for educational purposes only and is not legal, tax or investment advice. Local Plan Service Representatives are registered representatives of Voya Financial Advisors, Inc., member SIPC.



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TRS SSP Reporting Resources

- **Voya TRS SSP Participant Resources**

- TRS SSP Portal: trsilssp.voya.com
- TRS SSP Service Center: **844-877-4572 (844-TRS-457B)**
 - Voya Customer Service Associates are available **Monday through Friday, 7 a.m. to 7 p.m. CT**, except for stock market holidays.

- **Miscellaneous Procedures**

- [Employer Portal - Defined Contribution \(DC\) Reporting: File Upload Process](#)
- [Employer Portal - Defined Contribution \(DC\) Reporting: Replication Process](#)
- [How to Add a Contact in Gemini](#)
- [Employer Portal - Banking Procedures](#)

- **Employer Communications, Trainings & FAQs**

- SSP: [TRS SSP Employer Website](#)
- Gemini: [Gemini Resources](#)
- FAQs: [TRS SSP FAQs](#)
- [Summer Payroll Training](#)
- [Gemini Payroll Schedule Training](#)
- [SSP Overview and Updates Training](#)



CONTACT US!

TRS SUPPLEMENTAL SAVINGS PLAN (SSP) INQUIRIES

EMAIL: SSP@trsil.org

EMPLOYER SUPPORT LINE (SSP): 888-678-3675, OPTION #3

SSP Payment Inquiries: SSPAccounting@trsil.org



Q & A

Thank you for attending!