



EMPLOYER BULLETIN

Online Supplementary Report and Sick Leave Certifications

March 2014

Employers now are able to file all Supplementary Reports and Sick Leave Certifications for members via the web-based Supplementary Report and Sick Leave Certification System. The introduction of the online Supplementary Report and Sick Leave Certification system means no more paper forms to complete, forms to mail or signatures.

Employers may now access the Supplementary Report and Sick Leave Certification system from the TRS website's home page (<http://trs.illinois.gov>) by hovering over "Employers," then selecting "Employer Login." Sign in online and use the "Supp Rpts/Sick Leave Certs" menu item to complete and submit Supplementary Reports and Sick Leave Certifications (if applicable) for members who have initiated a benefit (retirement, temporary disability, or death) or refund prior to TRS completing the review of the Annual Report of Earnings.

The employer will be notified weekly of all members who have applied for a benefit within the last seven days. The Supplementary Report and Sick Leave Certification can be submitted to TRS on or after a member's last paid day (inclusive of paid sick leave days). Prior to the member's last paid day, the employer may enter the Supplementary Report and Sick Leave Certification data in the Employer Access area, but the employer cannot submit the information to TRS until on or after the member's last paid day. If TRS only requires the employer to complete a Sick Leave Certification and not a Supplementary Report, the system will allow the Sick Leave Certification to be submitted before the member's last paid day.

The "Supp Rpts/Sick Leave Certs" menu item shows a list of members who have applied for a benefit. Please disregard any paper forms you may have received. You **must** submit all Supplementary Reports and Sick Leave Certifications electronically through the web-based system.

Edit Process

The new online Supplementary Report and Sick Leave Certification system contains an edit process that gives the employer an opportunity to correct reporting errors or explain situations that TRS will be required to research. Each edit is assigned a number and is either fatal or non-fatal. Employers can print a list of all edit codes by clicking on "How To Use This System" on the left navigation bar, then selecting "TRS Edits." Edits invoked on each member can be viewed after entering the Supplementary Report and Sick Leave Certification information and clicking "Save" at the bottom of the screen. **Please ensure you click "Save" prior to clicking "Submit to TRS" so that you are able to see all the edits.**

Fatal edits will be shown in red and non-fatal edits in black. A short description of the edit will be shown with the edit number. To see a detailed description of the edit code and instructions for addressing the edit, refer to the printed edit list or click on the  at the end of the edit description.

Fatal edits

A fatal edit identifies incorrect or incomplete information and must be corrected before the Supplementary Report of Sick Leave Certification can be submitted to TRS.

Non-fatal edits

A non-fatal edit does not necessarily mean that the information entered is incorrect. Many edits are reasonableness checks, prompting TRS to verify the member data. Review the reported information. If the member has been

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correctly reported, enter an explanation for the edit. A detailed note in the edit explanation box may prevent an inquiry from TRS. Employers should not modify the member data solely because an edit exists. Modifications to the member data should be made only if the original information is incorrect and not in accordance with reporting guidelines.

Revisions

If any changes occur after the Supplementary Report or Sick Leave Certification have been submitted, use the “Revise Submitted Supp Rpts” or “Revise Submitted SL Certs” menu items on the left navigation bar to submit corrections online. Enter the corrections along with the reason for the corrections and submit the corrected Supplementary Report or Sick Leave Certification to TRS. Please note that the reason for the correction is required.

Employer Emails

- Employers will be notified weekly of members whose Supplementary Reports and Sick Leave Certifications need to be submitted so that the benefits can be calculated.
- TRS will send a reminder email if a Revised Supplementary Report or Revised Sick Leave Certification was started by the employer more than 30 days ago but it was not submitted.
- If more than 60 days have elapsed since the Revised Supplementary Report or Revised Sick Leave Certification was started and it has not been submitted, the revised report will be deleted. TRS will send an email notification.
- If TRS makes changes to a member’s claim information that affects the years listed on the Supplementary Report or Sick Leave Certification, employers will receive an email notification.
- If TRS deletes a Supplementary Report or Sick Leave Certification, employers will receive an email notification.

Reports

Under the “Reports” menu item employers may view and print copies of Supplementary Reports and Sick Leave Certifications that have been submitted to TRS. Employers may also print blank copies of the forms.

Reporting Reminders

- For substitute (S) and part-time noncontractual (H) employment types, report only extra duties that require teacher licensure. Do not report extra duties that do not require teacher licensure. Refer to Chapter 3 of the *Employer Guide*.
- Report each day that a member is paid Monday through Friday, regardless of the length of the day. Do not convert partial days to full-day equivalents. Refer to Chapter 5 of the *Employer Guide*.
- Sick leave days granted to a member when the member terminates employment to increase that member’s retirement credit cannot be used to establish TRS service credit. Refer to Chapter 6 of the *Employer Guide*.
- Earnings must be reported to TRS on an accrual basis. Accrual reporting requires earnings to be reported in the period in which services are performed, which may not coincide with the period in which the earnings are paid. Creditable earnings for services performed from July 1 through June 30 should be reported each year. When a summer assignment begins in June and continues into July, the related earnings must be reported in the fiscal year in which the service was performed, regardless of when payment was actually issued to the teacher. Refer to Chapter 3 of the *Employer Guide*.
- Payment to a member for sick leave days after the last regular paycheck and the last day of work are not reportable as creditable earnings. Therefore, all unused, uncompensated sick leave days on a member’s record at termination are reportable. Refer to Chapter 6 of the *Employer Guide*.
- For administrators, the normal annual allotment (Column 1 on the Sick Leave Certification) is defined as the amount of annual sick leave granted to members under the CBA or employment policies including personal days



that can be used as sick days. For employer contribution purposes, the normal annual allotment for administrators will be the same amount that is granted to teachers. Refer to Chapter 8 of the *Employer Guide*.

Questions

For additional information on the web-based Supplementary Report and Sick Leave Certification System, please refer to the [Supplementary Report Tutorial](#) link by clicking here. This link will take you to the tutorial on completing the Supplementary Reports and Sick Leave Certifications online.

For questions on completing Supplementary Reports or Sick Leave Certifications please contact the Employer Services Department by phone at (888) 877-0890, option 1, or by email at employers@trs.illinois.gov.