17-02

EMPLOYER BULLETIN

SUPPLEMENTARY REPORT GUIDANCE ON LAST PAID DAY

July 2016

This bulletin will help clarify some common questions employers ask about the last paid day for members when completing the Supplementary Report.

When the employer first selects "Update" to begin filling out a Supplementary Report, the first three fields to complete are:

Last Day of School Term or Employment Agreement, If Longer*:(mm/dd/yyyy)
(mm/dd/yyyy)
Last Paid Day (inclusive of paid sick days)*:(mm/dd/yyyy)
(mm/dd/yyyy)
Effective Date of Resignation*:(mm/dd/yyyy)
(mm/dd/yyyy)

In the "Last Paid Day" field, the employer should enter the last day for which the member is being compensated. **In most cases, this will be the member's final work day**. Exceptions include:

1) If the member used sick, personal or vacation days after the last day actually worked, enter the date the member used his/her final sick, personal or vacation day.
2) If the district pays teachers for emergency days in addition to their actual work days and the district did not use all of the emergency days during the school term, enter the date of the last unused emergency day.

For teachers who worked all year and resigned/retired at the end of the school term, the same date should be entered in all three fields listed above.

"Last Paid Day" should not be confused with "Date of Last Payment for Regular Earnings" which appears on the second entry screen. In the "Date of Last Payment for Regular Earnings" field, the employer should enter the date the member received or will receive the final regular paycheck.

If corrections need to be made after a Supplementary Report has already been submitted, sign in to the Employer Access area of the TRS website. Then, select "Revise Submitted Supp Rpts" and select "Add Supplementary Report to list for revision." Enter the member's Social Security number and select the "Search" button. Select the Supplementary Report to be revised by selecting the box to the left of the claim type. When the revision list comes up, select "Update." Enter the necessary changes and a brief explanation, then submit the revised Supplementary Report to TRS.

Please email any other Supplementary Report questions to **employers@trs.illinois.gov** or call the TRS Employer Services Department at (888) 877-0890, option 1.

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