

Sent: Thursday, June 12, 2014 11:59 AM
To: Employers
Subject: Last Paid Day Box on Supplementary Reports

Dear Employer:

The TRS Employer Services Department has been receiving numerous phone calls from employers regarding the “Last Paid Day” box when completing Supplementary Reports online. This box is **not** asking for the date the member will receive his/her last paycheck for regular earnings. The box should reflect the last date of the school term or employment agreement for which the member was paid including salary paid for sick leave, personal leave or vacation days that were used by a member. If a member works the entire school term or employment agreement, this date will be the same as the date reflected in the “Last Day of School Term or Employment Agreement, If Longer” box.

If you have any questions regarding the completion of Supplementary Reports, please contact the Employer Services Department at (888) 877-0890, option 1 or email us at employers@trs.illinois.gov.

TRS Employer Services