



## DCT submission checklist

*Before submitting your DCT data, please ensure the following:*

### Data:

- Review DCT data and confirm in-year data on DCT is up-to-date.
- Add any missing in-year data into DCT and review any import errors.
- Exclude data for members with an inactive status.
- Review all error and warning messages after validation identified in the “Data Problems” section of DCT.
- Provide comments for any errors that were not able to be cleared from the DCT. Provide calculation worksheets for errors that require the Employer PA to override.
- Manually add any Partial Day Leaves (refer to page 48 of the DCT Guide).
- Prior Year Retroactive Payments are loaded into DCT and reported in the “Retro-active Pays” tab (refer to page 48 of the DCT Guide).
- If you have members who are NC status (Non-Contributing) at January 1, 2020 - please include their last day worked on the NC Status tab in the DCT (refer to page 50 of the DCT Guide).
- Late year enrolments - if a member is enrolled in the Plan at the end of December and their first pay is in January of the following year, pensionable service must be reported in the DCT and the Pensionable Earnings and Contributions are to be reported in the following year’s DCT.

### Forms:

- If you have added any new members to the DCT manually – please submit an Enrolment Form when the DCT is being submitted
- If there is incorrect demographic data on the DCT – please submit a Change of Information form to CAAT Pension Plan.

**DUE DATE: March 15, 2021**