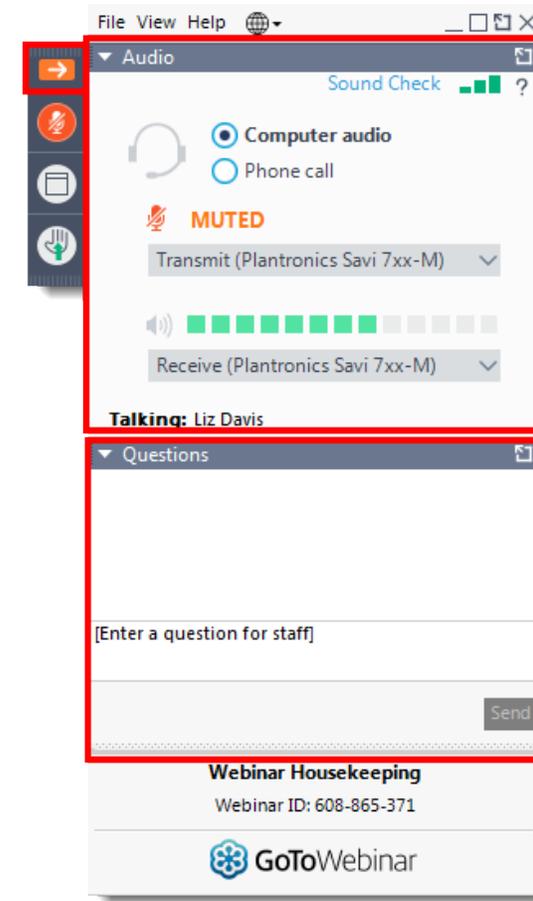


While we wait – audio instructions

1. Select the *Audio* section of the GoToWebinar control panel
2. Select *Computer audio* or *Phone call*
3. To submit a question or comment, type it in the Questions panel



Land Acknowledgement

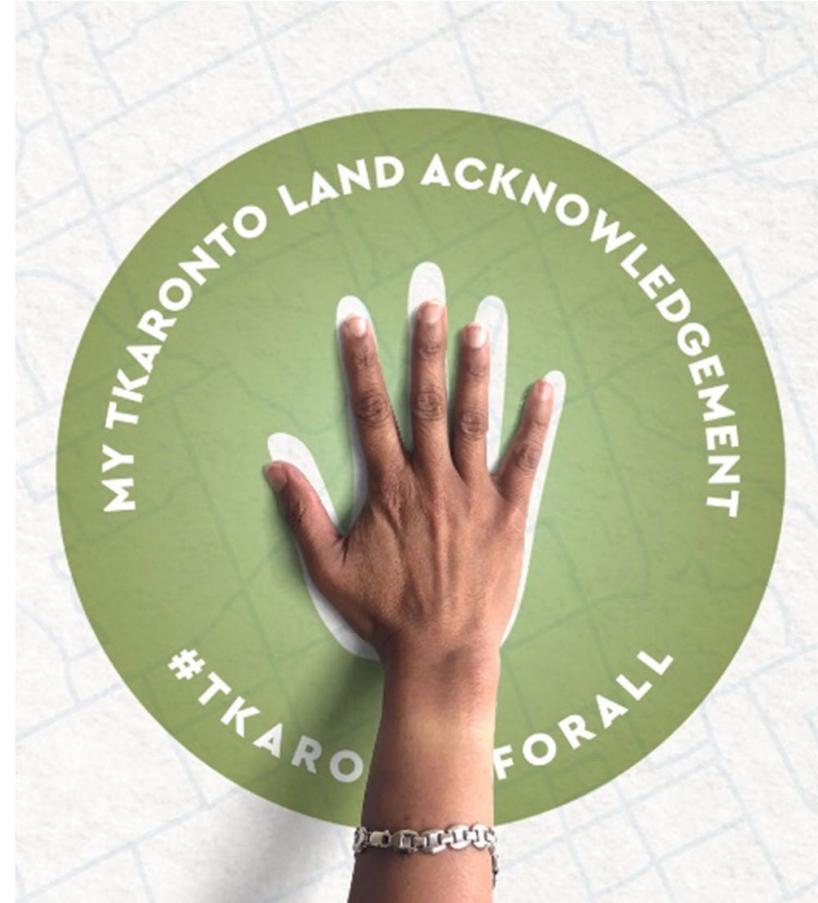
“We acknowledge that our office sits on the traditional territory of many nations, including the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples, and is now home to many diverse First Nations, Inuit, and Métis peoples. We also acknowledge that Toronto is covered by Treaty 13 with the Mississaugas of the Credit.”

Pronunciation

Anishnabeg: (ah-nish-naw-bek)

Haudenosaunee: (hoodt-en-oh-show-nee)

Métis: (may-tee)





Employer Education session

Data Collection Tool –
Full Training Session

January 17, 2023





Agenda

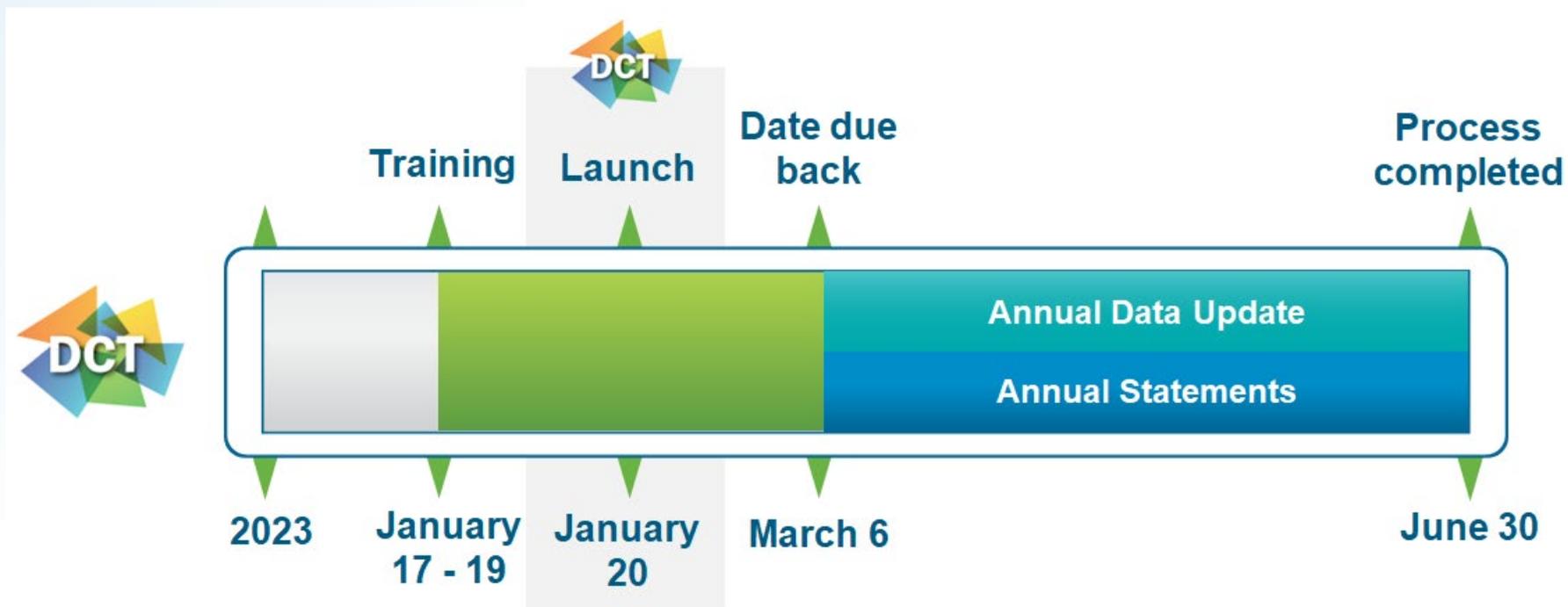
1. DCT overview
 - Navigating
 - Exporting
 - Importing
 - Validating
 - Submitting
2. Finance Contributions
 - Reconciliation process

DCT overview

What is DCT?

- DCT = Data Collection Tool
- Data collection site used to collect member data from our employers
- Data collection year is from January 1st to December 31st

DCT Timeline

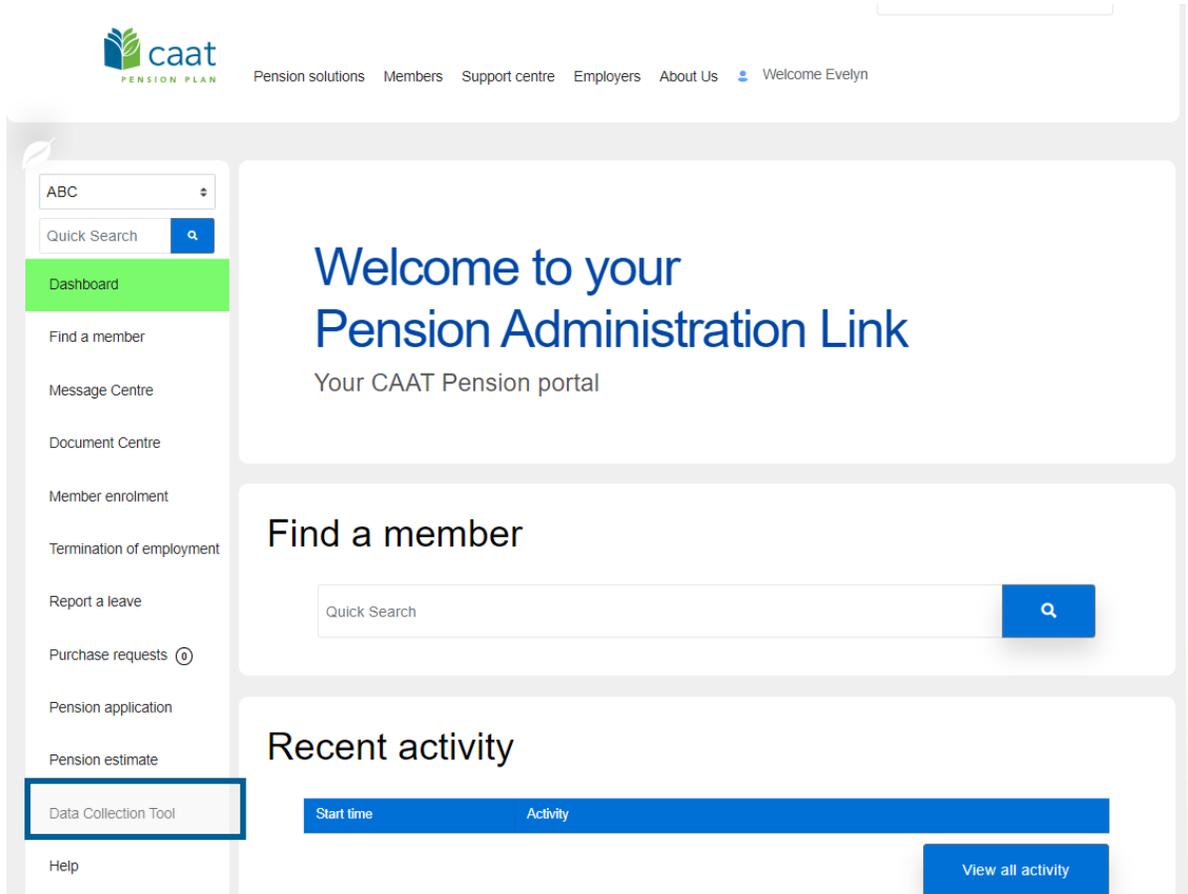


Deadline: March 6, 2023

Final DCT data submission

New to 2022 DCT – PAL Users

- If you are a PAL user, log into PAL and select Data Collection Tool in the left menu



The screenshot displays the CAAT Pension Plan portal interface. At the top, the CAAT logo is visible alongside navigation links for Pension solutions, Members, Support centre, Employers, and About Us. A user greeting 'Welcome Evelyn' is shown in the top right. The left-hand navigation menu is highlighted, with the 'Data Collection Tool' option selected and indicated by a blue arrow. The main content area features a 'Welcome to your Pension Administration Link' message, a 'Find a member' search section, and a 'Recent activity' section with a table header and a 'View all activity' button.

caat
PENSION PLAN

Pension solutions Members Support centre Employers About Us Welcome Evelyn

ABC

Quick Search

Dashboard

Find a member

Message Centre

Document Centre

Member enrolment

Termination of employment

Report a leave

Purchase requests

Pension application

Pension estimate

Data Collection Tool

Help

Welcome to your
Pension Administration Link

Your CAAT Pension portal

Find a member

Quick Search

Recent activity

Start time Activity

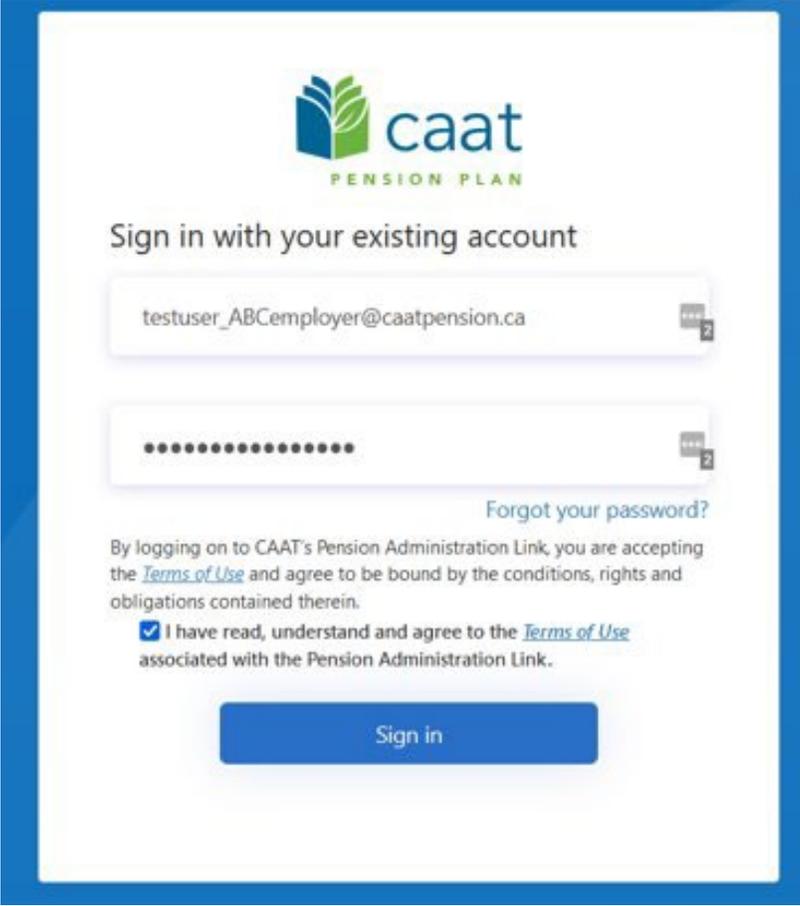
View all activity

New to 2022 DCT – Non-PAL Users

Employers that do not have PAL access, can access the DCT using the following link:

<https://dct.caatpension.ca/>

Use your existing DCT credentials to login and set up Multi-Factor Authentication.



The screenshot shows the login interface for the CAAT Pension Plan. At the top, the CAAT Pension Plan logo is displayed. Below the logo, the text "Sign in with your existing account" is centered. There are two input fields: the first for the email address, which contains "testuser_ABCemployer@caatpension.ca", and the second for the password, which is masked with dots. To the right of the password field is a "Forgot your password?" link. Below the input fields, there is a paragraph of text: "By logging on to CAAT's Pension Administration Link, you are accepting the [Terms of Use](#) and agree to be bound by the conditions, rights and obligations contained therein." Below this text is a checked checkbox followed by the text "I have read, understand and agree to the [Terms of Use](#) associated with the Pension Administration Link." At the bottom of the form is a blue "Sign in" button.

New to 2022 DCT continued

- The DCT Data Submission Checklist has been added to the Help dropdown



Employer DCT Process

Step 1: Employers receive DCT Data from CAAT

Step 2: Employers Export and Review Data

Step 3: Employers import data into DCT in this order:

- Status Update File **
- Earnings and Contributions File **
- Member Information and Year-end Updates (YTD) File
- Prior Year Retroactive Payments File
- Last Day Worked File

** to be done if in-year data was not submitted

Employer DCT Process continued

Step 4: Review and investigate data and correct any errors

Step 5: Run Validations

Step 6: Submit Data

Tip: Both the DCT Guide and DCT Submission checklist are available on our CAAT website under Employer Education Guide - Data Reporting and in the DCT under the Help dropdown.

DCT Home Screen

The screenshot displays the DCT Home Screen interface. At the top left, there are logos for 'caat PENSION PLAN' and 'DCT DATA COLLECTION TOOL'. The navigation bar includes 'Member Data', 'Reports', 'Utilities', and 'Help'. The user is logged in as 'Test User' for 'ABC Employer'. A 'Quick Search' bar is located below the navigation. The main content area is divided into two columns. The left column contains a 'Member Data Summary' section with the following information: Last Member Viewed: 999940984: CASE5, DONALD; Number of Members: 14; New Members: 1; Employment Status Change: 20. Below this is a 'Data Problems' section listing various categories and their counts: Earnings Problems: 0; DBprime PA Problems: 0; DBplus PA Problems: 0; Missing Info: 12; Contributions Problems: 0; Service Problems: 0; Demographic Problems: 0; Status Update Problems: 0; Retroactive Payments: 0; Plan Design Problems: 0; Employee/Employer Contribution Level Problems: 0; Members with NC Status Problems: 0. The right column features a 'DCT' logo and a timeline diagram. The timeline shows a sequence of events: 'Training' (2023), 'Launch' (January 17 - 19), 'Date due back' (January 20), 'Annual Data Update' (March 6), and 'Annual Statements' (June 30). The 'Annual Data Update' and 'Annual Statements' phases are highlighted in a blue box. Below the timeline, the text reads: 'Deadline: March 6, 2023' and 'Final DCT data submission'.

Member Data Summary

Last Member Viewed: 999940984: CASE5, DONALD

Number of Members: 14

New Members: 1

Employment Status Change: 20

Data Problems:

Earnings Problems:	0
DBprime PA Problems:	0
DBplus PA Problems:	0
Missing Info:	12
Contributions Problems:	0
Service Problems:	0
Demographic Problems:	0
Status Update Problems:	0
Retroactive Payments:	0
Plan Design Problems:	0
Employee/Employer Contribution Level Problems:	0
Members with NC Status Problems:	0

Timeline:

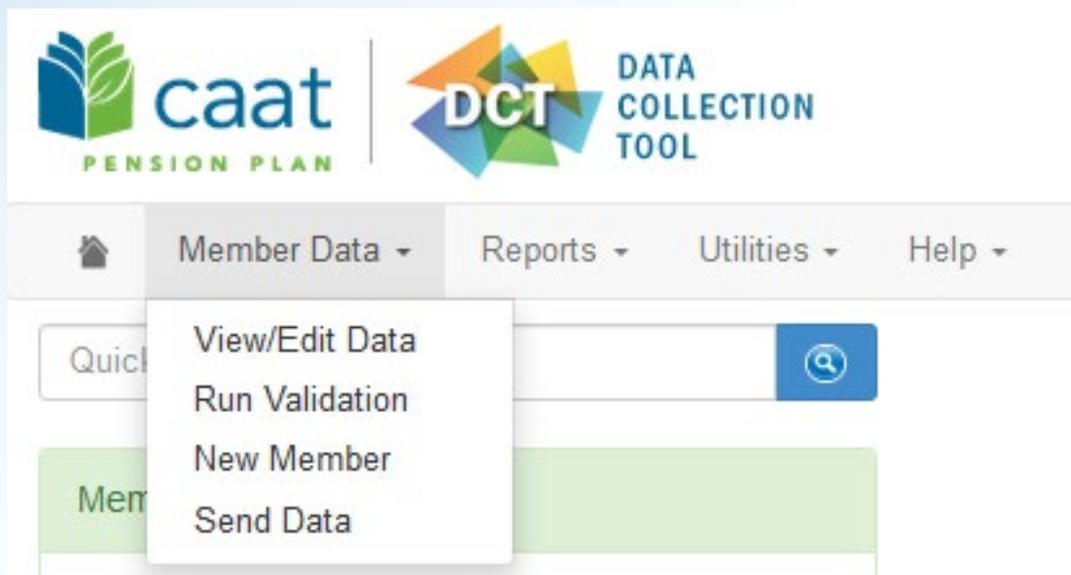
- 2023
- January 17 - 19
- January 20
- March 6
- June 30

Process completed

Deadline: **March 6, 2023**

Final DCT data submission

Navigating DCT – Member Data



View/Edit Data – list all members on record

Run Validation - run validations for all members on record

New Member - add a new member

Send Data – submit final data to CAAT

Navigating DCT – Reports

The screenshot displays the DCT (Data Collection Tool) interface. At the top left, there are logos for 'caat PENSION PLAN' and 'DCT DATA COLLECTION TOOL'. Below the logos is a navigation bar with tabs for 'Member Data', 'Reports', 'Utilities', and 'Help'. The 'Reports' tab is selected, and a dropdown menu is open, listing various report categories. The 'Error Reports' category is highlighted, and a secondary dropdown menu is visible, listing specific error types. On the left side of the interface, there is a 'Quick Search' box and a 'Member Data Summary' section with several data points: 'Last Member Viewed:', 'Number of Members:', 'New Members: 0', and 'Employment Status Change: 0'.

- Member Data
- Reports
 - Error Reports
 - Import Log
 - DBprime PA Problems
 - DBplus PA Problems
 - Contributions Problems
 - Missing Information
 - Earnings Problems
 - Service Problems
 - Members with Retroactive Payments
 - Demographic Problems
 - Status Update Problems
 - Plan Design Problems
 - Employee/Employer Contribution Level Problems
 - Members with NC Status Problems
 - All Members
 - New Members
 - Employment Status Change
 - Reconciliation Report
 - Employee Type Change
 - Plan Design Type Change
- Utilities
- Help

Quick Search

Member Data Summary

Last Member Viewed:

Number of Members:

New Members: 0

Employment Status Change: 0

Error Reports – list all possible errors in the data

All Members - list all members on DCT

New Members - list all new members added by employer

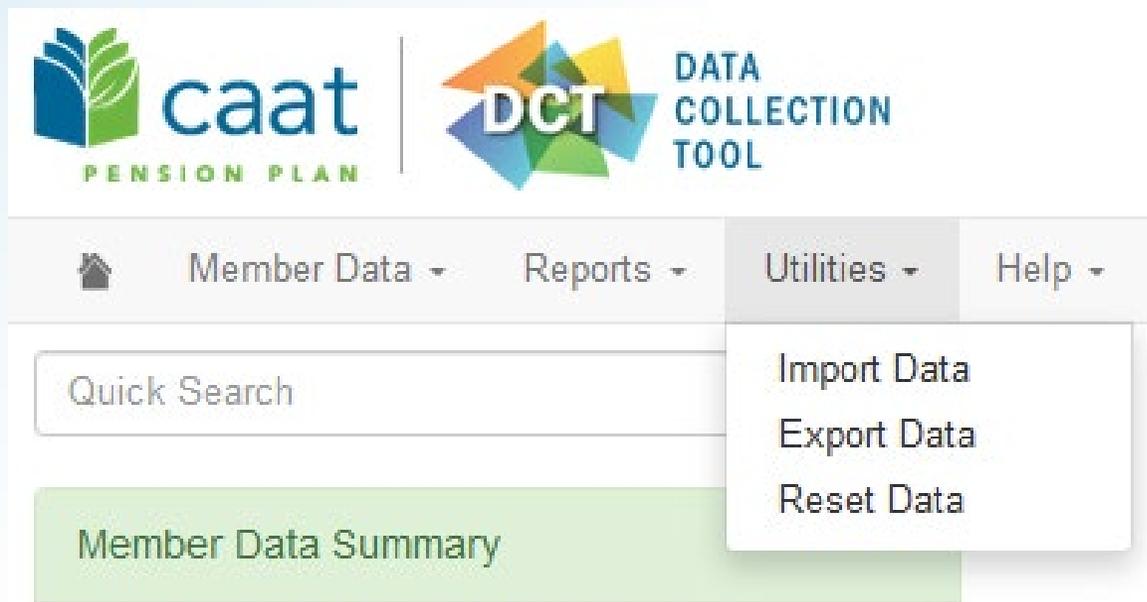
Employment Status Change - list all members with in-year status changes

Reconciliation Report - list all members on record and provides total contributions, earnings and member count

Employee Type Change - list all members with changes to their Employment Type

Plan Design Type Change - list all members with changes to their Plan Design Type

Navigating DCT – Utilities

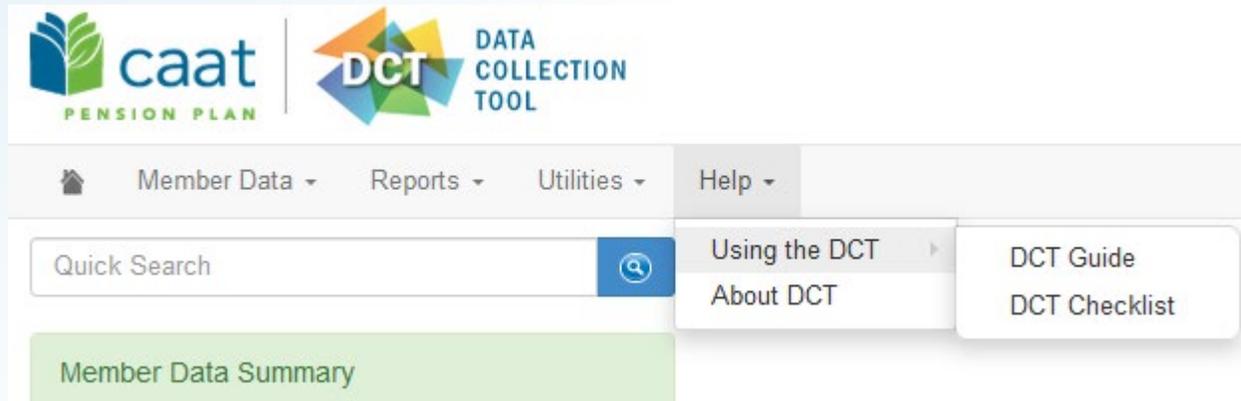


Import Data – load import files

Export Data – extract various information from the DCT, including Member Demographic Information

Reset Data – reset data to original state. This will erase any import data or manual changes you have made.

Navigating DCT - Help



**Using the DCT – DCT Guide
and DCT Checklist**

Navigating DCT – Employer Menu

- Member Data
 - **View/Edit Data** – *list all members on record*
 - **Run Validation** – *runs validations for all member records*
 - **New Member** – *add a new member*
 - **Send Data** – *data submission*
- Reports
 - **Error Reports** – *provides summaries of all possible errors in the data*
 - **All Members** - *list all members on record*
 - **New Members** - *list all new members added by employer*
 - **Employment Status Change** – *list all members with in-year status changes*
 - **Reconciliation Report** - *list all members on record and provides total contributions, earnings and member count*
 - **Employee Type Change** – *list all members with changes to their Employment Type, in-year*
 - **Plan Design Type Change** - *list all members with changes to their Plan Design Type, in-year*
- Utilities
 - **Import Data**
 - **Export Data** – *Member Demographic Information, Member Status Updates; Member Earnings, Contributions and Service, Member Prior Year Retroactive Payments, Member Partial-Day Leave, Members with NC Statuses and a last day worked, Member Data, Expected Amounts and Difference, All Member Data*
 - **Reset Data**
- Help
 - **Using the DCT** – *DCT Guide, DCT Checklist*
 - **About DCT**

Member Details – Personal (DBprime)

Member Details

EMPNO: 1017 NAME: DOE, JOHN DOB: 1995-04-30

Personal Summary Retro-active Pays Partial Day Leaves Validation Result Timeline NC Status

Surname	DOE	First Name	JOHN	Middle Name	Middle Name
Gender	Male	Marital Status	Married	Language	French
Date of Birth	1995-04-30	Hire Date	2022-08-08	Enrolment Date	2022-08-08

Status and Payroll Data

Effective Date	2022-08-08	Annual Salary Rate	0	Plan Design	DBprime
Employment Status	ACT - Active	Employee Type	Fulltime	Employee Group	Support Staff
Earnings	+	Contributions	+	Service	+

Member Details – Personal (DBplus)

Member Details

EMPNO: 1018 NAME: SAMPLE1, STEVEN DOB: 1991-04-08

Personal Summary Retro-active Pays Partial Day Leaves Validation Result Timeline NC Status

Surname	SAMPLE1	First Name	STEVEN	Middle Name	Middle Name
Gender	Male	Marital Status	Married	Language	English
Date of Birth	1991-04-08	Hire Date	2019-01-01	Enrolment Date	2019-01-01

Status and Payroll Data

Effective Date	2022-01-01	Annual Salary Rate	0	Plan Design	DBplus
Employment Status	ACT - Active	Employee Type	Other than fulltime	Employee Group	Administration
Earnings	+	Contributions	+	Employer Contributions	+

Member Details – Summary

Member Details

EMPNO: 1017 NAME: DOE, JOHN DOB: 1995-04-30

Personal

Summary

Retro-active Pays

Partial Day Leaves

Validation Result

Timeline

NC Status

	Reported	Calculated	Difference	Comments:
Total Regular Contributions	\$6,590.92	\$5,662.86	\$928.06	<input type="text"/>
Total DBplus Regular Contributions	\$0.00	\$0.00	\$0.00	
Total Pregnancy/Parental Contributions	\$0.00	\$0.00	\$0.00	
Total DBplus Pregnancy/Parental Contributions	\$0.00	\$0.00	\$0.00	
Total RCA Contributions	\$0.00	\$0.00	\$0.00	
Total Pregnancy/Parental RCA Contributions	\$0.00	\$0.00	\$0.00	
Total DBprime Pension Adjustment	<input type="text" value="7405"/>	\$5,316.00	\$2,089.00	
Total DBplus Pension Adjustment	<input type="text" value="0"/>	\$0.00	\$0.00	
Total Service	1.00000	0.40385	0.59615	<input type="button" value="Re-calculate"/>

Status and Payroll Data

Effective Date: 2022-08-08 Annual Salary Rate: 0 Plan Design: DBprime

Employment Status: ACT - Active Employee Type: Fulltime Employee Group: Support Staff

Earnings: Regular 50561.23 Contributions: Regular 6590.92 Service: Basic 1.00000

Member Details – Retro-Active Pays

Member Details

EMPNO: 1003 NAME: CASE5, DONALD DOB: 1954-07-12

Personal Summary **Retro-active Pays** Partial Day Leaves Validation Result Timeline NC Status

Year	Retro Earnings	
2021	5000.00	+
Total Retroactive Earnings		\$5,000.00

Status and Payroll Data

Effective Date	2022-01-01	Annual Salary Rate	0	Plan Design	DBprime
Employment Status	ACT - Active	Employee Type	Fulltime	Employee Group	Administration
Earnings		Contributions		Service	
Regular	120000.00	Regular	16182.40	Basic	1.00000
Retro Pay	5000.00				

Member Details – Partial Day Leaves

Member Details

EMPNO: 1002 NAME: SAMPLE2, PETER DOB: 1975-10-18

Personal Summary Retro-active Pays **Partial Day Leaves** Validation Result Timeline NC Status

Date	Service Deduction	
2022-12-12	0.00192	
Total Service for Partial Day Leaves		0.00192



Status and Payroll Data

Effective Date 2022-01-01 Annual Salary Rate 0 Plan Design DBprime

Employment Status ACT - Active Employee Type Fulltime Employee Group Support Staff

Earnings Contributions Service

Regular 105000 Regular 13152.36 **Basic 0.99808**

Member Details – Valuation Result

Member Details

EMPNO: 1017 NAME: DOE, JOHN DOB: 1995-04-30

[Personal](#)
[Summary](#)
[Retro-active Pays](#)
[Partial Day Leaves](#)
[Validation Result](#)
[Timeline](#)
[NC Status](#)

Override	Field	Reported Value	Expected Value	Error Description	Severity
	Contributions	6590.92	5662.86	Reported Basic Contributions (including PRG contributions) are not within tolerance	Error
	Total DBprime Pension Adjustment	7405	5316	Reported DBprime PA is not within tolerance	Warning
	Service	1	0.40385	Reported Pensionable Service is not within tolerance	Error
Total Number of Errors:		3			

[Run Validation](#)

Status and Payroll Data

Effective Date 2022-08-08 **Annual Salary Rate** 0 **Plan Design** DBprime

Employment Status ACT - Active **Employee Type** Fulltime **Employee Group** Support Staff

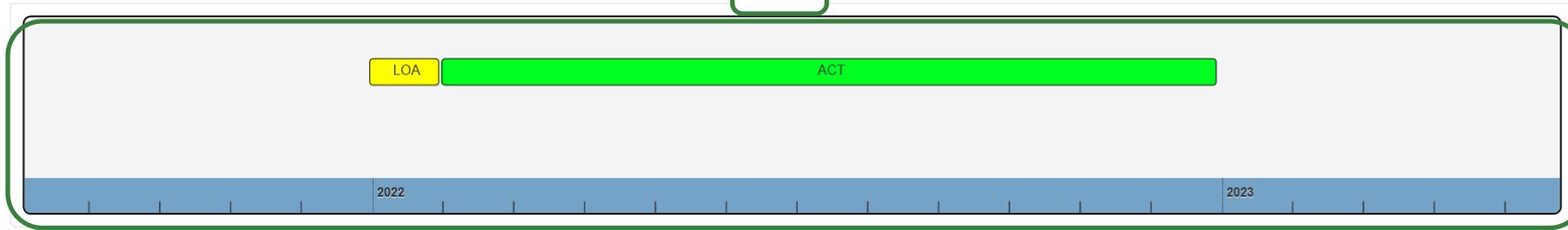
Earnings		Contributions		Service	
Regular	50561.23	Regular	6590.92	Basic	1.00000

Member Details – Timeline

Member Details

EMPNO: 1018 NAME: SAMPLE1, STEVEN DOB: 1991-04-08

Personal Summary Retro-active Pays Partial Day Leaves Validation Result **Timeline** NC Status



Status and Payroll Data

Effective Date	2022-01-01	Annual Salary Rate	0	Plan Design	DBplus
Employment Status	LOA - Unpaid Lea	Employee Type	Other than fulltime	Employee Group	Administration
Earnings	+	Contributions	+	Employer Contributions	+

Effective Date	2022-02-01	Annual Salary Rate	0	Plan Design	DBplus
Employment Status	ACT - Active	Employee Type	Other than fulltime	Employee Group	Administration
Earnings	+	Contributions	+	Employer Contributions	+

Member Details – Non-Contributing (NC) Status

Member Details

EMPNO: 1009 NAME: PROFILE1, RICHARD DOB: 1959-12-07

Personal Summary Retro-active Pays Partial Day Leaves Validation Result Timeline **NC Status**

Date

2021-08-14

Last Day Worked

Status and Payroll Data

Effective Date 2022-01-01

Annual Salary Rate 0

Plan Design DBplus

Employment Status NC - Other-Than-I

Employee Type Other than fulltime

Employee Group Faculty Member

Earnings

Contributions

Employer Contributions



Questions?

DCT Demo – Navigating Member Details

DCT Examples

- 1 - Member who has no in-year data**
- 2 - Member who has in-year data – on leave**
- 3 - FT to OTRFT status change**

Exporting DCT Data

Exporting Data – Reconciliation Process

- Employers should export the Member Demographic Information and compare it to their own records, for member reconciliation

Extracting Member Data

- The export option is found under “Utilities” -> “Export Data”
- Employers can export any or all of the following files:
 - Member Demographic Information
 - Member Status Updates
 - Member Earnings, Contributions and Service
 - Member Prior Year Retroactive Payments
 - Member Partial-Day Leave*
 - Members with NC Statuses and a last day worked
 - Member Data, Expected Amounts and Difference
 - All Member Data

*Employers must enter Partial-Day Leaves manually as they are not part of the Import Data utility. If there are any, you will have to manually add in the Partial-Day data first, before exporting this type of data. **This will not apply for DBplus members**

These data files can be exported at any point during the data sharing process.

Importing Data files

Import Files

- Import data into the DCT in this order:
 - A) Status Update File
 - B) Earnings and Contributions File
 - C) Member Information and Year-end Updates (YTD) File
 - D) Prior Year Retroactive Payments File
 - E) Last Day Worked File

Reporting Employer Contributions

	Description	YTD_CONTRIBUTION_PRG	YTD_CONTRIBUTION_REG	YTD_CONTRIBUTION_D BPLUS_ER_PRG	YTD_CONTRIBUTION_D BPLUS_ER_REG
1	\$5,550 DBprime REG contributions		5,550		
2	\$6,800 DBprime PRG contributions	6,800			
3	\$2,000 DBplus REG contributions		2,000		2,000
4	\$3,700 DBplus PRG contributions	3,700		3,700	
5	\$4,000 DBprime REG contributions + \$1,000 DBplus REG contributions		5,000		1,000
6	\$5,000 DBprime PRG contributions + \$600 DBplus REG contributions	5,000	600		600

Employer Import Process

The screenshot shows a web application interface for uploading data. At the top, there is a navigation bar with a home icon, 'Member Data', 'Reports', 'Utilities', and 'Help'. On the right, it displays 'Employer: ABC Employer' and 'Test User' with a settings gear icon. The main heading is 'Upload Data File'. On the left, a sidebar titled 'Import Steps' shows 'Step 1: Upload your Import file to the server.' The main content area is titled 'Choose a File:' and contains a 'Browse...' button, the text 'No file selected.', a note 'Must be a .csv/.xls/.xlsx file with structure as defined by data import requirements.', and an 'Upload' button. A green box highlights the 'Utilities' menu and the 'Choose a File:' section.

Member Data ▾ Reports ▾ Utilities ▾ Help ▾

Employer: ABC Employer Test User ⚙

Upload Data File

Import Steps

Step 1:
Upload your Import file to the server.

Choose a File:

No file selected.

Must be a .csv/.xls/.xlsx file with structure as defined by data import requirements.

Import Section

Select Import Section

Import Steps

Step 1:

Upload your Import file to the server.

Step 2:

Select the data section you are trying to import.

First 20 lines of file content

Line

#

Content

1	SIN,EMPLOYEEID,EFFECTIVEDATE,PLANDESIGN,EMPLOYMENTSTATUS,EECONTRIBUTIONRATE,REDUCTIONFACTOR,EMPLOYEEETYPE,EMPLOYEEGROUP
2	999902877,1015,4/2/2022 12:00:00 AM,DBprime,TAC,,,FT,

Select a section to import

Member Information and Year-end Updates

Status Updates

Earnings and Contributions

Prior Year Retroactive Payments

Last Day Worked

Proceed to field mapping

Field Mapping

Member Data ▾ Reports ▾ Utilities ▾ Help ▾ Employer: ABC Employer Test User ⚙

Map database columns to your data file

Import Steps

Step 1: Upload your Import file to the server.

Step 2: Select the data section you are trying to import.

Step 3: Describe the import file layout and select the fields to import.

Header Row

Is the first row a header row?

Date Format

Date Format: YYYY-MM-DD ▾

Field Mapping

Database Column	Column on File	Sample Data
SIN* ▾	SIN	999902877
EMPLOYEEID* ▾	EMPLOYEEID	1015
EFFECTIVEDATE* ▾	EFFECTIVEDATE	4/2/2022 12:00:00 AM
PLANDESIGN* ▾	PLANDESIGN	DBprime
EMPLOYMENTSTATUS ▾	EMPLOYMENTSTATUS	TAC
EECONTRIBUTORATE ▾	EECONTRIBUTORATE	
REDUCTIONFACTOR ▾	REDUCTIONFACTOR	
EMPLOYEEETYPE ▾	EMPLOYEEETYPE	FT
EMPLOYEEEGROUP ▾	EMPLOYEEEGROUP	

[Import Data](#)

Import Summary

Member Data ▾ Reports ▾ Utilities ▾ Help ▾

Employer: ABC Employer Test User ⚙

Import Summary

Import Steps

Step 1:
Upload your Import file to the server.

Step 2:
Select the data section you are trying to import.

Step 3:
Describe the import file layout and select the fields to import.

Step 4:
Import is complete.

Messages

Error at line 2: [EMPLOYMENTSTATUS]: Invalid field value.

Import completed with 1 errors out of 1 rows.

[Home](#) [Validate](#) [Upload](#)

Running Validations

The screenshot displays a web application interface for managing member data. At the top, there is a navigation bar with a home icon, a dropdown menu containing 'Member Data', 'Reports', 'Utilities', and 'Help', and user information for 'Employer: ABC Employer' and 'Test User' with a settings gear icon. On the left side, a sidebar menu is partially visible with options like 'View/Edit Data', 'Run Validation', 'New Member', and 'Send Data'. The 'Run Validation' option is highlighted with a green box. Below the sidebar, a checklist of four steps is shown, all marked as complete with checkmarks. The main content area features a blue header for 'Messages' and a message box stating 'Import completed with 0 errors out of 1 rows.' At the bottom of the main area, there are three buttons: 'Home', 'Validate' (highlighted with a green box), and 'Upload'.

Member Data ▾ Reports ▾ Utilities ▾ Help ▾

Employer: ABC Employer Test User ⚙

View/Edit Data
Run Validation
New Member
Send Data

Step 1: ✓
Upload your Import file to the server.

Step 2: ✓
Select the data section you are trying to import.

Step 3: ✓
Describe the import file layout and select the fields to import.

Step 4: ✓
Import is complete.

Messages

Import completed with 0 errors out of 1 rows.

Home Validate Upload

DCT Demo

Exporting and Importing Data files

Running Data Validations



Questions?

Reminders

Reminders

- Reconcile data (including membership) before starting and submitting your DCT
- If you cannot find a member with a changed SIN, search the old SIN before adding again to the DCT
- Send all missed 2022 enrolments via PAL
- Send Change forms and Benefit Applications as necessary via PAL
- Review tolerances to determine if you need to submit a revised termination, retirement or death form
 - DBprime: \$150 earnings tolerance for changes
 - DBplus: \$140 change in total employee/employer contributions

Reminders continued...

- Change of Employee Group
 - For members who changed employee group throughout the year, the employment forms were not required. Update the employee group with a January 1st effective date under Status and Payroll Data.
 - If a Change of Employment form was previously submitted, provide the data for the remainder of the calendar year.
- If you are adding or ending an LTD/WSIB status for a member, send the appropriate Notice via PAL

Reminders continued...

- Under the Summary tab, the “Comments” section can be used if you want to bring anything to your pension analyst’s attention. For example, if you are making changes to the original data on DCT
- Provide contribution worksheets as requested
- Include 2022 retroactive payments for retirements and terminations, if applicable
- Check the Import Error Report for any rejected members

Additional Resources

- DCT Guide
- DCT Data Submission checklist
- Employer Pension Analyst



Questions?

Contributions Reconciliation CAAT Pension Plan / CAAT RCA

Initial reconciliation of contribution remittances

Each year the DCT is released to the employers by our Employer Services team



Initial reconciliation of contribution remittances

- Finance Department provides an Excel workbook (via Email) on March 31, 2023 showing all contributions remitted for both CAAT Pension Plan and the CAAT RCA (if applicable).

Initial reconciliation of contribution remittances

- The 2 workbooks contain:
 - CAAT Summary of 2022 Contributions
 - CAAT RCA Summary of 2022 Contributions
- Please check the information and confirm it's accurate.

1. CAAT Summary of 2022 Contributions

SUMMARY OF CONTRIBUTIONS - 20xx - ABC Employer															
Description	G/L Account Number	Source Class	January	February	March	April	May	June	July	August	September	October	November	December	Total
Basic	99999-000-061-1110-1	Member	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00
Employer Basic	99999-000-061-1110-2	Employer	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00
Pregnancy	99999-000-061-1120-1	Member	2,392.79	2,759.79	5,861.42	3,955.13	3,166.53	3,166.54	6,236.17	5,000.00	4,970.87	5,809.46	5,251.11	6,147.69	54,717.50
Employer Pregnancy	99999-000-061-1120-2	Employer	2,392.79	2,759.79	5,861.42	3,955.13	3,166.53	3,166.54	6,236.17	5,000.00	4,970.87	5,809.46	5,251.11	6,147.69	54,717.50
Pregnancy Service Purchase within prescribed period	99999-000-061-1120-1	Member	-	-	-	-	-	-	-	-	-	-	-	-	-
Pregnancy Service Purchase after prescribed period	99999-000-061-1120-1	Member	-	-	-	-	-	-	-	-	-	-	-	-	-
Employer Pregnancy Purchase	99999-000-061-1120-2	Employer	-	-	-	-	-	-	-	-	-	-	-	-	-
Pre-enrolment after prescribed period	99999-000-061-1115-1	Member	-	-	-	-	-	-	-	-	-	-	-	-	-
Pre-enrolment within prescribed period	99999-000-061-1115-1	Member	-	-	-	-	-	-	-	-	-	-	-	-	-
Employer Pre-enrolment	99999-000-061-1115-2	Employer	-	-	-	-	-	-	-	-	-	-	-	-	-
Leave of Absence after prescribed period	99999-000-061-1130-1	Member	-	-	-	-	-	-	-	-	-	-	-	-	-
Leave of Absence within prescribed period	99999-000-061-1130-1	Member	-	-	-	-	-	-	1,676.54	-	-	-	-	-	1,676.54
Vested Prior Service	99999-000-061-1135-1	Member	-	-	-	-	-	-	-	-	-	-	-	-	-
Non-vested Prior within prescribed period	99999-000-061-1140-1	Member	-	-	-	-	-	-	-	-	-	-	-	-	-
Non-vested Prior after prescribed period	99999-000-061-1140-1	Member	-	-	-	-	-	-	-	-	-	-	-	-	-
50% Cost Excess	99999-000-061-1157-1	Member	-	-	-	-	-	-	-	-	-	-	-	-	-
Total			84,785.58	85,519.58	91,722.84	87,910.26	86,333.06	86,333.08	94,148.88	90,000.00	89,941.74	91,618.92	90,502.22	92,295.38	191,111.54

2. CAAT RCA Summary of 2022 Contributions

SUMMARY OF CONTRIBUTIONS - 20xx - ABC Employer			RCA												
Description	G/L Account Number	Source Class	January	February	March	April	May	June	July	August	September	October	November	December	Total
Basic RCA	99999-0-061-1110-1	Member	886.56	886.56	1,329.81	886.56	886.56	886.56	12,686.69	2,690.13	1,306.41	1,306.41	1,306.41	1,306.41	26,365.07
Employer RCA	99999-0-061-1110-2	Employer	448.04	2,659.67	3,989.43	2,659.68	2,659.67	2,659.67	38,060.07	8,070.36	3,919.23	3,919.23	3,919.23	0.67	72,964.95
RCA - Pregnancy Service Purchase after prescribed period	99999-0-061-1120-1	Member	-	-	-	-	-	-	-	-	-	-	-	-	-
Pregnancy RCA	99999-0-061-1120-1	Member	-	-	-	-	-	-	-	-	-	-	-	-	-
RCA - Pregnancy Service Purchase within prescribed period	99999-0-061-1120-1	Member	-	-	-	-	-	-	-	-	-	-	-	-	-
Employer Pregnancy RCA	99999-0-061-1120-2	Employer	-	-	-	-	-	-	-	-	-	-	-	-	-
Employer RCA Pregnancy Purchase	99999-0-061-1120-2	Employer	-	-	-	-	-	-	-	-	-	-	-	-	-
RCA Ineligible to Eligible Purchase	99999-0-061-1180-1	Member	-	-	-	-	-	-	-	-	-	-	-	-	-
RCA Employer Fee Paid	21101-0-000-1001	Employer	2,211.64	-	-	-	-	-	-	-	-	-	-	3,918.55	6,130.19
Total			3,546.24	3,546.23	5,319.24	3,546.24	3,546.23	3,546.23	50,746.76	10,760.49	5,225.64	5,225.64	5,225.64	5,225.63	105,460.21

Initial reconciliation of contribution remittances

Employer verification

- Cash sent by the employer or member during the year agrees with CAAT Plan's records
- CAAT reporting errors – reach out to CAAT Finance
- Employer reporting errors
 - Report them through DCT
 - If the error is noticed after DCT submitted, notify your Employer PA

Initial reconciliation of contribution remittances

Employer advises of any discrepancies

- Due date is **April 14, 2023**
- If no discrepancies are reported, we will consider these reports as approved

Annual reconciliation

From Pension Analyst:

- A **Schedule of Adjustments** reconciling contributions from the original DCT submissions made by the employer to the final reconciled totals (from Employer Services)
- A copy of the final **Summary Data Report** that shows all membership data after adjustments have been entered

Annual reconciliation

From Finance:

- CAAT Pension Plan Annual Statement of Contributions
- CAAT RCA Annual Statement of Contributions

Annual Reconciliation

CAAT Pension Plan Annual Statement of Contributions



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PENSION PLAN

250 Yonge Street, Suite 2900 P.O. Box 40 Toronto ON M5B 2L7
Tel 416.673.9000 Toll Free 1.866.350.2228 Fax 416.673.9028 www.caatpension.on.ca

**ANNUAL STATEMENT OF CONTRIBUTIONS
FOR THE YEAR 20xx**

RFP

Employer Information

ABC Employer
Bob Doe
123 Anywhere Street
Toronto, ON

FINAL STATEMENT ISSUED:

May 22, 20xx

GROUP NUMBER

99

<u>RFP ALL</u>	<u>MEMBER</u>	<u>EMPLOYER</u>	<u>TOTAL</u>
Annual Reporting of Contributions <small>(Regular + PRG payroll deductions)</small>			
Initial Submission:	\$10,238,468.34	\$10,238,468.34	\$20,476,936.68
Add/(Less): Adjustments as per following page(s):	<u>\$79,229.69</u>	<u>\$79,229.69</u>	<u>\$158,459.38</u>
Annual Reporting of Contributions			
RECONCILED TOTAL:	<u>\$10,317,698.03</u>	<u>\$10,317,698.03</u>	<u>\$20,635,396.06</u>
TOTAL CONTRIBUTIONS REMITTED: <small>(Regular + PRG payroll deductions, excludes PRG paid in a lumpsum)</small>	<u>\$10,336,797.46</u>	<u>\$10,336,797.46</u>	<u>\$20,673,594.92</u>
Contributions Remitted - Adjustments	<u>\$(3,662.03)</u>	<u>\$(3,662.03)</u>	<u>\$(7,324.06)</u>
TOTAL CONTRIBUTIONS REMITTED:	<u>\$10,333,135.43</u>	<u>\$10,333,135.43</u>	<u>\$20,666,270.86</u>
BALANCE DUE TO EMPLOYER	<u>\$15,437.40</u>	<u>\$15,437.40</u>	<u>\$30,874.80</u>

Annual Reconciliation

CAAT Pension Plan Annual Statement of Contributions



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250 Yonge Street, Suite 2900 P.O. Box 40 Toronto ON M5B 2L7
Tel 416 673 9000 Toll Free 1 866 350 2228 Fax 416 673 9028 www.caatpension.on.ca

**ANNUAL STATEMENT OF CONTRIBUTIONS
FOR THE YEAR 20xx**

RCA

Employer Information

ABC Employer

Bob Doe
123 Anywhere Street
Toronto, ON

FINAL STATEMENT ISSUED: **GROUP NUMBER**

May 22, 20xx	99
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RCA ALL

	<u>MEMBER</u>	<u>EMPLOYER</u>	<u>TOTAL</u>
Annual Reporting of Contributions Initial Submission:	\$89,860.45	\$269,581.35	\$359,441.80
Add/(Less): Adjustments as per following page(s):	<u>(\$4,780.54)</u>	<u>(\$14,341.62)</u>	<u>(\$19,122.16)</u>
Annual Reporting of Contributions			
RECONCILED TOTAL:	<u>\$85,079.91</u>	<u>\$255,239.73</u>	<u>\$340,319.64</u>
LESS: 20xx RCA Fee Invoiced		<u>\$13,268.83</u>	<u>\$13,268.83</u>
RECONCILED TOTAL Net of 20xx RCA Fee Invoice		<u>\$241,969.90</u>	<u>\$327,049.81</u>
TOTAL CONTRIBUTIONS REMITTED:	<u>\$86,224.90</u>	<u>\$245,143.67</u>	<u>\$331,368.57</u>
Contributions Remitted - Adjustments	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
TOTAL CONTRIBUTIONS REMITTED:	<u>\$86,224.90</u>	<u>\$245,143.67</u>	<u>\$331,368.57</u>
BALANCE DUE TO EMPLOYER - Member Portion	<u>\$1,144.99</u>		
BALANCE DUE TO EMPLOYER - Employer Portion		<u>\$3,173.77</u>	
BALANCE DUE TO EMPLOYER - TOTAL		<u>\$4,318.76</u>	

EFT Payments

- Send EFT payment together with invoice
- Send invoice by Email:
 - B1K@cibcmellon.com
 - Finance@caatpension.ca

Mailing Cheque Payments

- Mail cheque together with invoice to
CIBC Mellon
1 York Street, Suite 900
Toronto, ON M5J 0B6
Attention: IPA Department 7th Floor

DCT balance due to employer

- Please claim the balance owing against your next monthly remittance by showing a credit on the **CAAT RPP and RCA Contribution Remittance Summary form 034-A** under **‘Credits - Employer’** and reducing the total remittance amount.
- The regular monthly contribution remittance amounts should remain unaffected.

Reporting an overpayment – Form 034-A

Contributions Type	Amount - RPP (DBprime and DBplus)	Amount - RCA	Comments (limited to 50 characters)
Current Service - Employee	\$ 4,000.00	\$ 1,000.00	
Current Service - Employer	\$ 6,000.00	\$ 3,000.00	
Pregnancy/Parental - Employee			
Pregnancy/Parental - Employer			
DBplus LTD/WCB - Employee			
DBplus LTD/WCB - Employer			
DCT Credits - Employee	\$ (700.00)	\$ (200.00)	YYYY-DCT balance (overpayment)
DCT Credits - Employer	\$ (200.00)	\$ (100.00)	YYYY-DCT balance (overpayment)
RCA Fee - annual			

	Amount - RPP	Amount - RCA
PAYMENT SUBTOTAL	\$ 9,100.00	\$ 3,700.00

- **Overpayment** – please take a credit in the amount of the difference in the next monthly remittance and report it as **2022-DCT balance** in Form 034-A which will reduce the total remittance amount. The regular monthly contribution remittance amounts would remain unaffected.

Reporting an underpayment – Form 034-A

Contributions Type	Amount - RPP (DBprime and DBplus)	Amount - RCA	Comments (limited to 50 characters)
Current Service - Employee	\$ 4,000.00	\$ 1,000.00	
Current Service - Employer	\$ 6,000.00	\$ 3,000.00	
Pregnancy/Parental - Employee			
Pregnancy/Parental - Employer			
DBplus LTD/WCB - Employee			
DBplus LTD/WCB - Employer			
DCT Credits - Employee	\$ 700.00	\$ 200.00	YYYY-DCT balance (underpayment)
DCT Credits - Employer	\$ 200.00	\$ 100.00	YYYY-DCT balance (underpayment)
RCA Fee - annual			

	Amount - RPP	Amount - RCA
PAYMENT SUBTOTAL	\$ 10,900.00	\$ 4,300.00

Underpayment – please make a payment in the amount owed on the next monthly remittance and report it as **2022-DCT balance** in Form 034-A which will increase the total remittance amount. The regular monthly contribution remittance amounts would remain unaffected.

Finance contact information

Email: Finance@caatpension.ca



Questions?



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