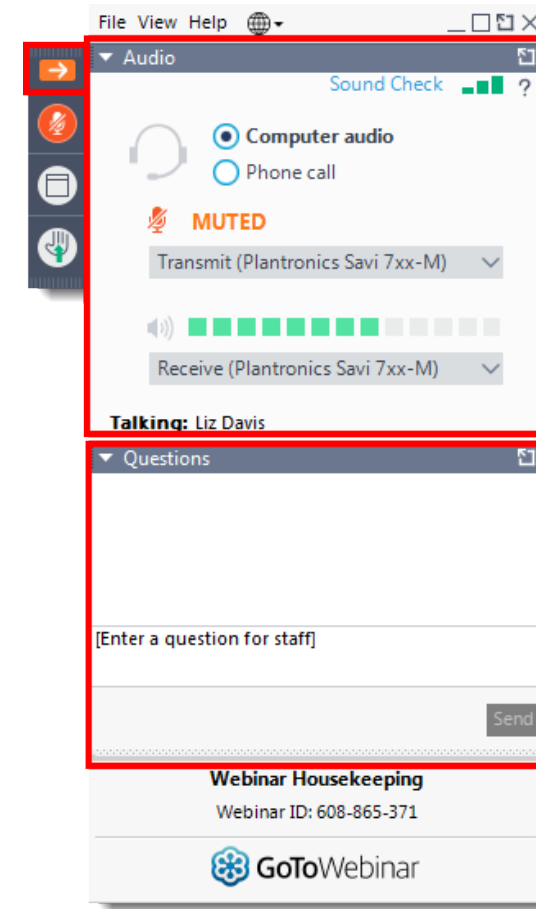


# While we wait – audio instructions

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 –  
Refresher session

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January 19, 2023



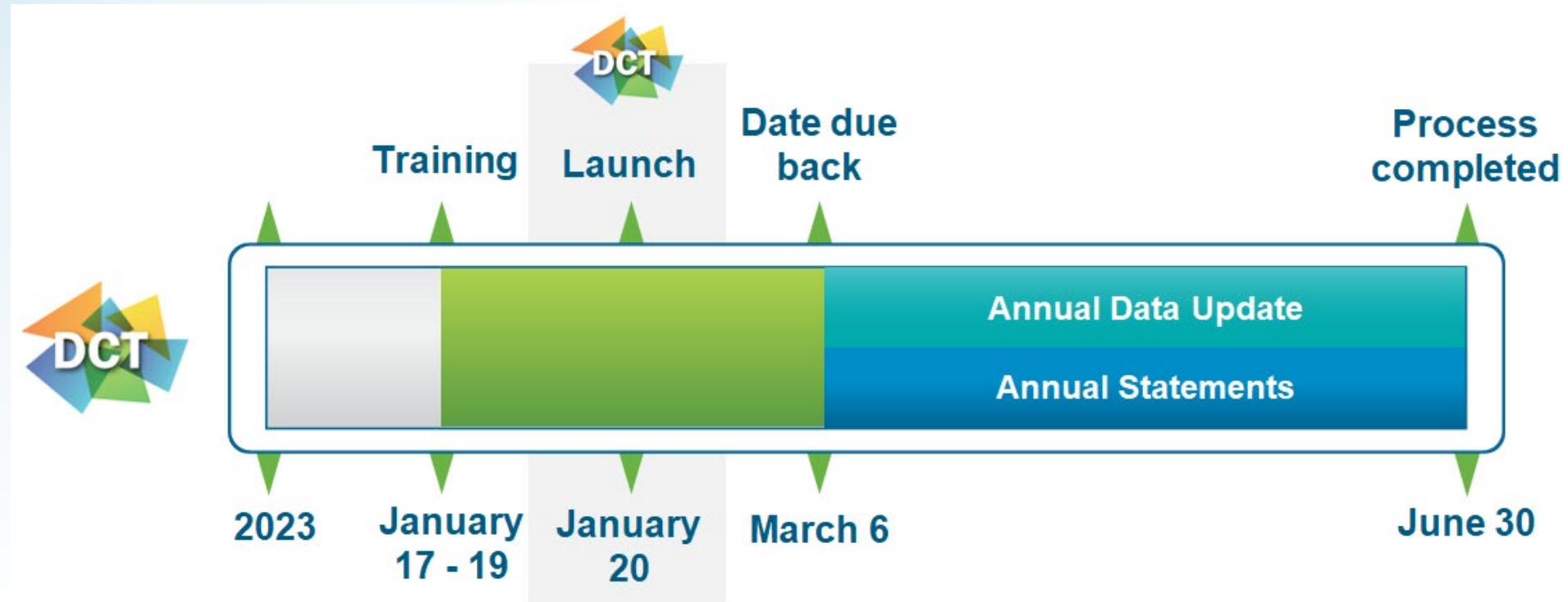


## Agenda

1. DCT overview
2. Finance Contributions  
Reconciliation process

# DCT overview

# 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

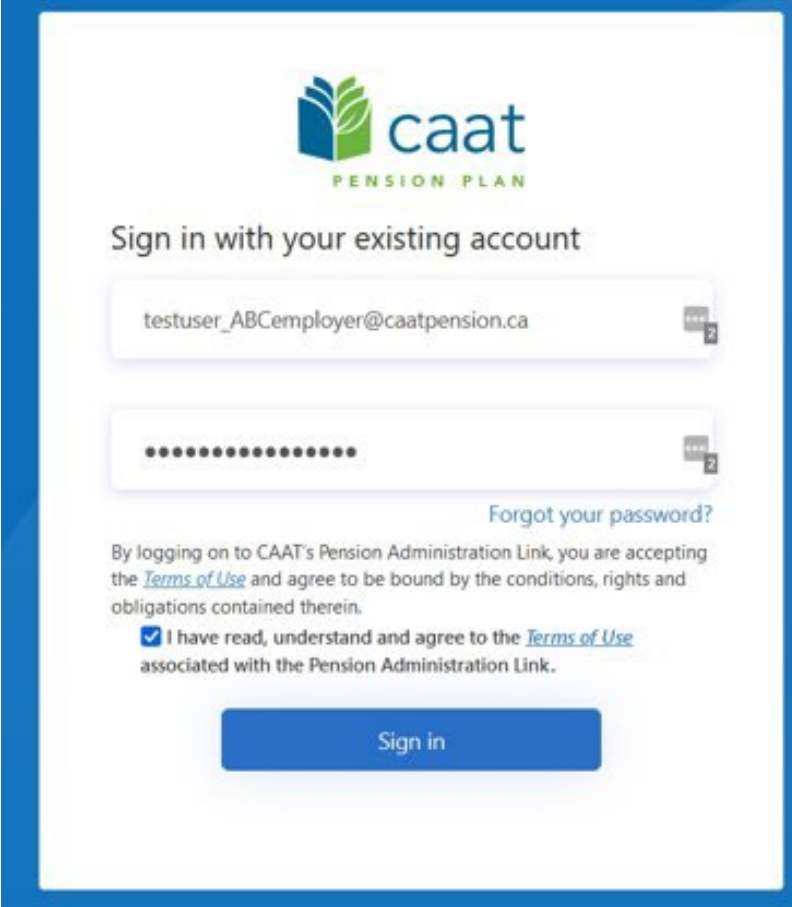
The screenshot displays the CAAT Pension Plan portal. At the top, the CAAT logo is visible alongside navigation links for Pension solutions, Members, Support centre, Employers, and About Us. A user greeting 'Welcome Evelyn' is shown in the top right. The left-hand navigation menu includes options such as 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 (highlighted with a blue box and a blue arrow), and Help. The main content area features a large 'Welcome to your Pension Administration Link' message, a 'Find a member' search bar, and a 'Recent activity' section with a table header for 'Start time' and 'Activity', and a 'View all activity' button.

# 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.

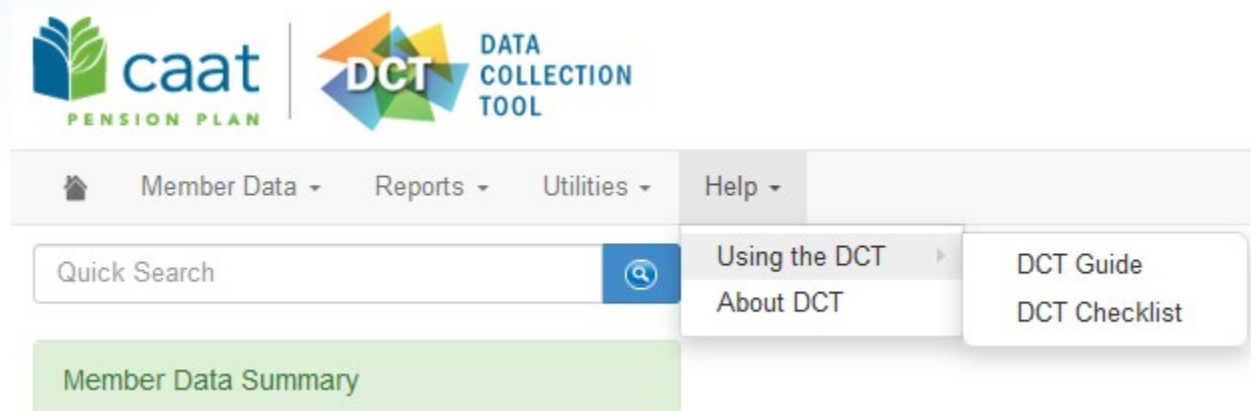


The screenshot shows the login interface for the CAAT Pension Plan. At the top, the CAAT Pension Plan logo is displayed. Below the logo, the text "Sign in with your existing account" is centered. There are two input fields: the first for the email address, which contains "testuser\_ABCemployer@caatpension.ca", 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

- Employers receive DCT Data from CAAT
- Employers Export and Review Data
- 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

- Correct import errors
- Run Validations and clear all data validation errors
- Submit Data

Tip: Both the DCT Guide and the DCT Submission Checklist will be available on our CAAT website under Employer Education Guide - Data Reporting. They can also be found in the DCT under the Help dropdown.

# DCT Home Screen

The screenshot displays the DCT Home Screen interface. At the top left, the CAAT Pension Plan logo and the DCT Data Collection Tool logo are visible. The navigation menu 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 Member Data Summary section shows: Last Member Viewed: 999940984: CASE5, DONALD; Number of Members: 14; New Members: 1; Employment Status Change: 20. A central timeline diagram illustrates the annual data update process: Training (2023), Launch (January 17-19), Date due back (March 6), and Process completed (June 30). The timeline is divided into Annual Data Update and Annual Statements phases. A DCT logo is positioned to the left of the timeline. Below the timeline, the Data Problems section lists various categories with their respective 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), and Members with NC Status Problems (0). A **Deadline: March 6, 2023** is noted, along with the text "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

**Deadline: March 6, 2023**

Final DCT data submission

# 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 Results

Timeline

NC Status

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

## 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	+
<b>Total Retroactive Earnings</b>		\$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
<b>Retro Pay 5000.00</b>		



# 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	
<b>Total Service for Partial Day Leaves</b>		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  	<b>Basic</b> 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
<b>Total Number of Errors:</b>		3			

[Run Validation](#)

## Status and Payroll Data

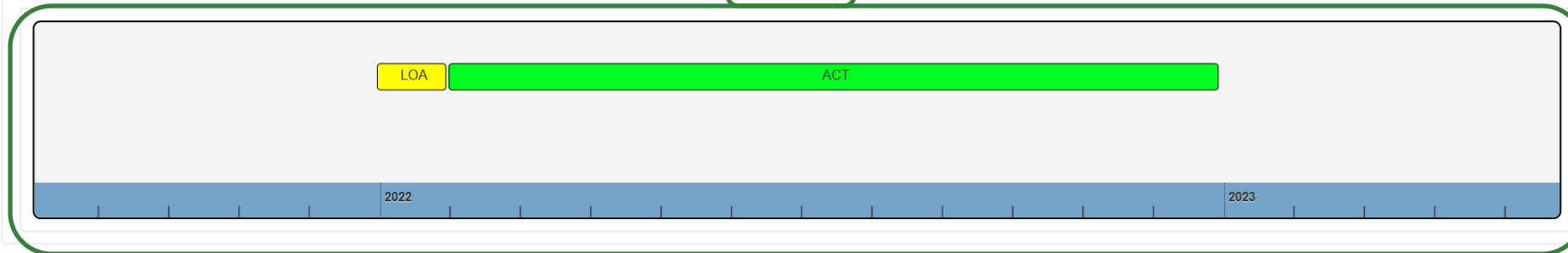
<b>Effective Date</b>	2022-08-08	<b>Annual Salary Rate</b>	0	<b>Plan Design</b>	DBprime
<b>Employment Status</b>	ACT - Active	<b>Employee Type</b>	Fulltime	<b>Employee Group</b>	Support Staff
<b>Earnings</b>		<b>Contributions</b>		<b>Service</b>	
Regular	50561.23	Regular	6590.92	Basic	1.00000

# 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 – 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	+

# 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:
  1. CAAT Summary of 2022 Contributions
  2. 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	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>			<b>84,785.58</b>	<b>85,519.58</b>	<b>91,722.84</b>	<b>87,910.26</b>	<b>86,333.06</b>	<b>86,333.08</b>	<b>94,148.88</b>	<b>90,000.00</b>	<b>89,941.74</b>	<b>91,618.92</b>	<b>90,502.22</b>	<b>92,295.38</b>	<b>191,111.54</b>

# 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
<b>Total</b>			<b>3,546.24</b>	<b>3,546.23</b>	<b>5,319.24</b>	<b>3,546.24</b>	<b>3,546.23</b>	<b>3,546.23</b>	<b>50,746.76</b>	<b>10,760.49</b>	<b>5,225.64</b>	<b>5,225.64</b>	<b>5,225.64</b>	<b>5,225.63</b>	<b>105,460.21</b>



# 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



**caat**  
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

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

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**Employer Information**

ABC Employer  
Bob Doe  
123 Anywhere Street  
Toronto, ON

FINAL STATEMENT ISSUED: GROUP NUMBER

May 22, 20xx

99


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**RPP ALL**

	<u>MEMBER</u>	<u>EMPLOYER</u>	<u>TOTAL</u>
<b>Annual Reporting of Contributions</b> <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>
<b>Annual Reporting of Contributions</b>			
RECONCILED TOTAL:	<u>\$10,317,698.03</u>	<u>\$10,317,698.03</u>	<u>\$20,635,396.06</u>
<b>TOTAL CONTRIBUTIONS REMITTED:</b> <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>
<b>TOTAL CONTRIBUTIONS REMITTED:</b>	<u>\$10,333,135.43</u>	<u>\$10,333,135.43</u>	<u>\$20,666,270.86</u>
<b>BALANCE DUE TO EMPLOYER</b>	<u>\$15,437.40</u>	<u>\$15,437.40</u>	<u>\$30,874.80</u>

# Annual Reconciliation

## CAAT Pension Plan Annual Statement of Contributions



**caat**  
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**

**RCA**

---

**Employer Information**

ABC Employer  
Bob Doe  
123 Anywhere Street  
Toronto, ON

<b>FINAL STATEMENT ISSUED:</b>	<b>GROUP NUMBER</b>
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):	(\$4,780.54)	(\$14,341.62)	(\$19,122.16)
Annual Reporting of Contributions			
<b>RECONCILED TOTAL:</b>	<b><u>\$85,079.91</u></b>	<b><u>\$255,239.73</u></b>	<b><u>\$340,319.64</u></b>
LESS: 20xx RCA Fee Invoiced		\$13,268.83	\$13,268.83
<b>RECONCILED TOTAL Net of 20xx RCA Fee Invoice</b>		<b><u>\$241,969.90</u></b>	<b><u>\$327,049.81</u></b>
<b>TOTAL CONTRIBUTIONS REMITTED:</b>	<b><u>\$86,224.90</u></b>	<b><u>\$245,143.67</u></b>	<b><u>\$331,368.57</u></b>
Contributions Remitted - Adjustments	\$0.00	\$0.00	\$0.00
<b>TOTAL CONTRIBUTIONS REMITTED:</b>	<b><u>\$86,224.90</u></b>	<b><u>\$245,143.67</u></b>	<b><u>\$331,368.57</u></b>
<b>BALANCE DUE TO EMPLOYER - Member Portion</b>	<b><u>\$1,144.99</u></b>		
<b>BALANCE DUE TO EMPLOYER - Employer Portion</b>		<b><u>\$3,173.77</u></b>	
<b>BALANCE DUE TO EMPLOYER - TOTAL</b>			<b><u>\$4,318.76</u></b>

# EFT Payments

- Send EFT payment together with invoice
- Send invoice by Email:
  - [B1K@cibcmellon.com](mailto:B1K@cibcmellon.com)
  - [Finance@caatpension.ca](mailto: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](mailto:Finance@caatpension.ca)



Questions?



caat

PENSION PLAN