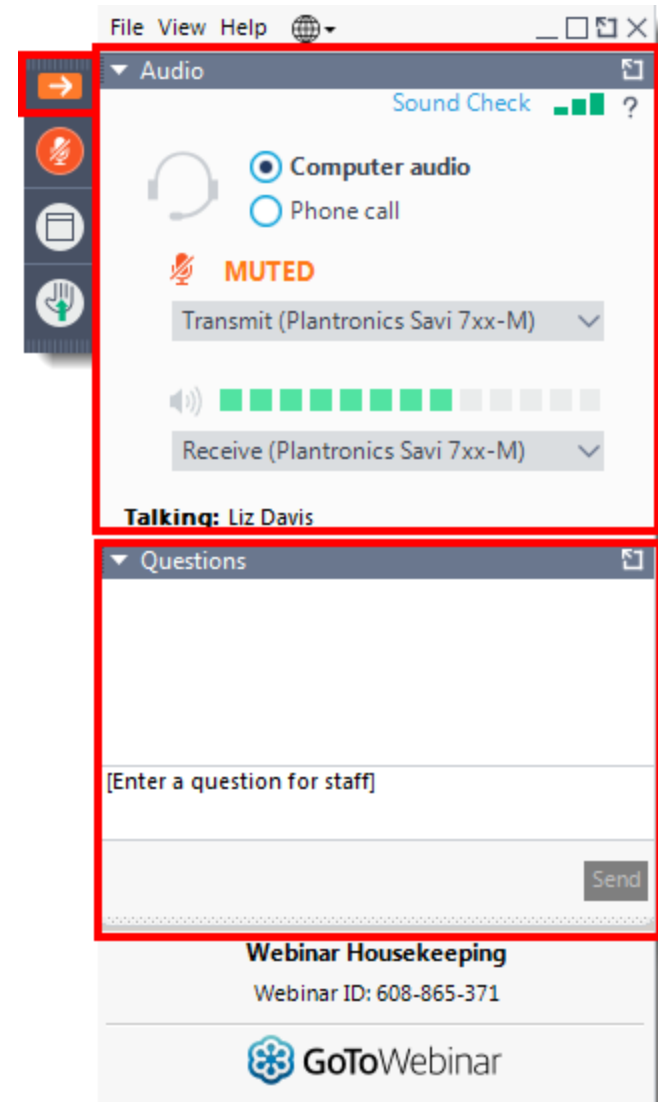


While we wait – audio instructions

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





Payroll Based Reporting

Pension Administration Link

February 17, 2022





Agenda

1. Recap
2. Using PBR on Pension Administration Link
3. Demo

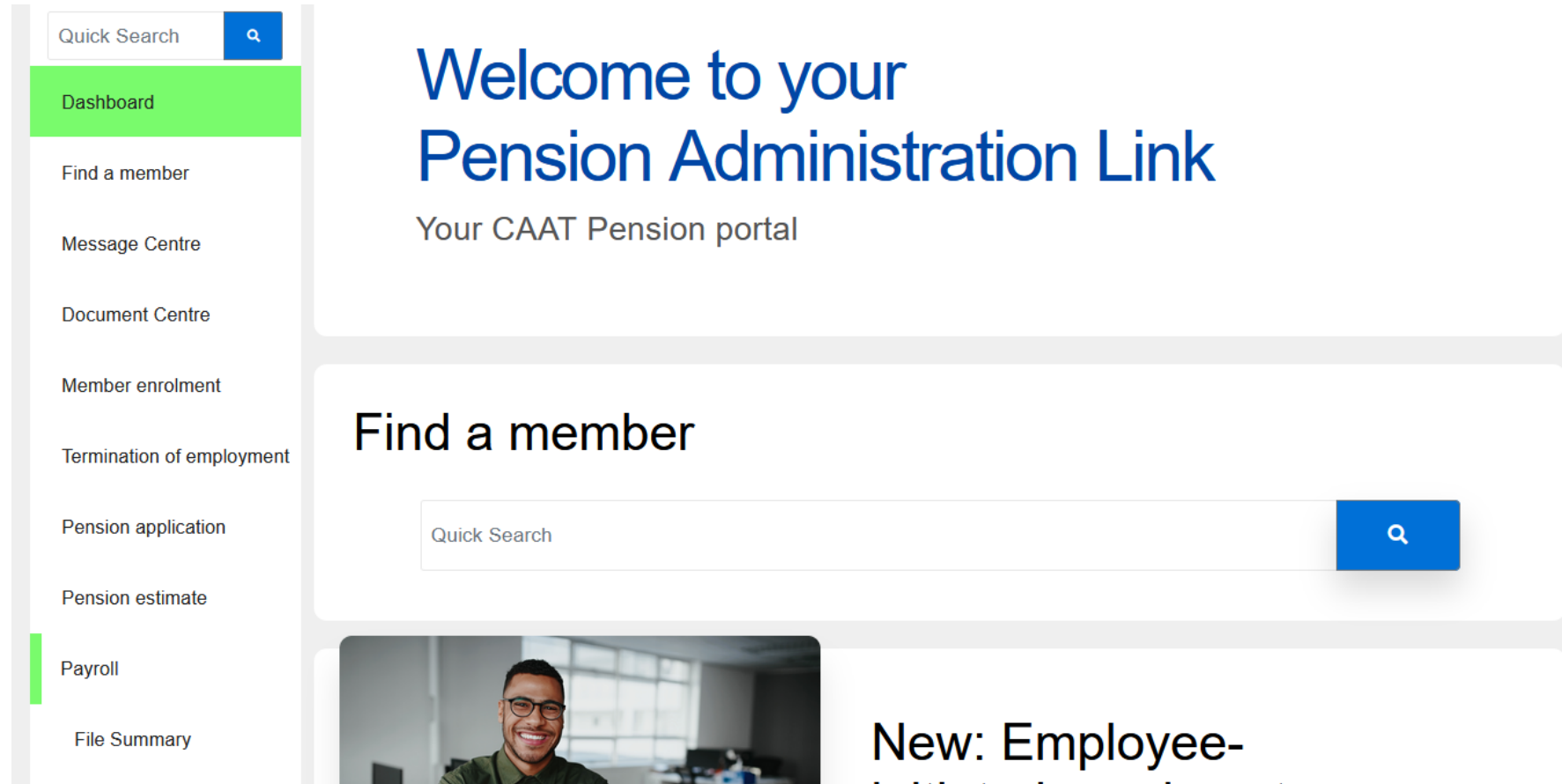
Payroll Based Reporting (PBR) – Recap from December

- PBR will be available in Pension Administration Link (PAL)
 - Expected to be available March 2022
 - Data prior to March 2022 must have been submitted and finalized prior to using PAL
- PBR files loaded in PAL will be accessible for review at any time
- CAAT employer pension analysts available for support

Benefits of using PBR online

- Remove dependency on multiple platforms to submit files
- Easily make updates to payroll file before final submission
- Employees will be able to view data immediately
- Report Pension Adjustments online

Payroll Based Reporting – New Menu Feature



The screenshot displays the CAAT Pension portal interface. On the left is a vertical sidebar menu with the following items: Dashboard (highlighted in green), Find a member, Message Centre, Document Centre, Member enrolment, Termination of employment, Pension application, Pension estimate, Payroll (highlighted with a green bar), and File Summary. A large blue arrow points from the left towards the 'Payroll' menu item. The main content area features a 'Welcome to your Pension Administration Link' header, followed by 'Your CAAT Pension portal'. Below this is a 'Find a member' section with a search bar and a blue search button. At the bottom, there is a section titled 'New: Employee-' with a small image of a smiling man.

PBR in PAL – Process Steps

- Step 1 – Upload your PBR load file
- Step 2 – Validate and Review
- Step 3 – Edit records, if necessary
- Step 4 – Post data

Step 1 – Upload

The screenshot shows a web application interface for payroll management. On the left is a navigation menu with items: Quick Search, Dashboard, Find a member, Message Centre, Document Centre, Member enrolment, Termination of employment, Pension application, Pension estimate, Payroll (highlighted in green), and File Summary. The main content area has a header 'Payroll' with the subtitle 'Submit and view payroll files'. Below this is a section titled 'Start a payroll submission' containing a blue button labeled 'Upload a new payroll file'. A large red arrow points from the right towards this button, with the text 'Step 1' written inside it. Below the button is an 'Upload history' section with a link: 'Go to the most recent file uploaded: 15-Jan-2019 - 1935368'. A table below the link shows the upload history.

Payroll date	Process ID	Total posted: DBplus contributions	Records posted (%)
31-Jan-2019	1934526	0	

Step 2 – Validate and Review Errors

Payroll file summary

View details of uploaded payroll file then edit, validate and post to complete

Payroll file options

Select your payroll file

28-Feb-2022 - 1942106

[View member data](#) [Edit payroll date](#) [Validate payroll file](#) [Post payroll file](#) [Delete payroll file](#)

Payroll file summary: 28-Feb-2022 - 1942106

Contributions summary			
Total DBplus reported	Total DBplus posted	Adjustments	Records Posted (%)
10119.22	0	0	

Upload details +

Member data summary +

Errors in payroll file: 28-Feb-2022 - 1942106

Member ID	Employee number	Social Insurance Number	Name in system	Error ID	Status	Error category	Error description
172989	172989050	001835941	AEGJSSWOG WEITEST	76204	Warning	Member information	CPS-76204: SIN and LNAME not match for Preferred Employer.
172988	172988050	001835933	HFKQZURH DSFYVTBBD...	50034	Error		CPS-50034: Country is missing as provided by Preferred Employer.

1 - 2 of 2 items



172989050 - AEGJSSWOG WEITEST

Validation [Personal](#) [Contact](#) [Employment](#) [Contribution rate](#) [Pension adjustment](#)

Error ID	Status	Error type	Error description	Override
76204	Warning	Demographic	CPS-76204: SIN and LNAME not match for Preferred Employer.	

1 - 1 of 1 items

Step 3 - View and Edit Data if necessary

Payroll file options

Select your payroll file

28-Feb-2022 - 1942106

View member data Edit payroll date Validate payroll file Post payroll file Delete payroll file

Payroll file summary: 28-Feb-2022 - 1942106

Contributions summary			
Total DBplus reported	Total DBplus posted	Adjustments	Records Posted (%)
10119.22	0	0	

Upload details +

Member data summary +

Data errors	
Error type	Count
Demographic	2
Employment	0

A28 -

Validation Personal Contact Employment Contribution rate Pension adjustment

Employee number: A28 Social Insurance Number: 158637363

First name: First Middle initial:

Last name: Last Name Date of birth: 10-Apr-1965

Sex: Male Language preference: Francais

Marital status: Separated

Payroll details

Record 1

From date: 01-Jan-2019 To date: 15-Jan-2019

Step 4 – Re-validate and Post

Payroll file options

Select your payroll file

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View member data

Edit payroll date

Validate payroll file

Post payroll file

Delete payroll file

Payroll file summary: 28-Feb-2022 - 1942106

Contributions summary

Total DBplus reported	Total DBplus posted	Adjustments	Records Posted (%)
3096.69	3096.69	0	100

PBR – Next Steps

- PBR in PAL User Guide will be shared and made available on the Employer Manual
- Reporting features to come
 - Earnings and Contribution YTD reports
- Feedback is welcome and appreciated



Payroll Demo

1. PBR file for smaller employers (less than 5 members)
2. PBR file for larger employers



Questions?

