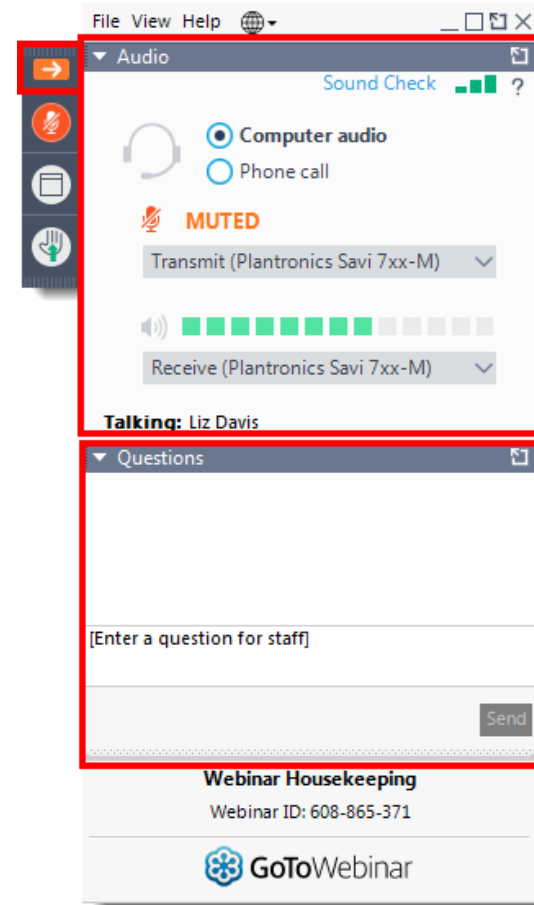


While we wait – audio instructions

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





Employer Education session

**Data Collection Tool –
Refresher session**

January 19, 2021





Agenda

1. DCT overview
2. Finance contribution reconciliation process

Employer DCT Process

- Employers receive DCT Data from CAAT
- Employers Export and Review Data
- Data is imported into DCT in the following 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

- Data is reviewed, investigated and any errors are corrected
- Run Validations and clear all errors
- Submit Data

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 at the top left of the main content area.

Member Data Summary

- Last Member Viewed: 130398019: SAMPLE, MARK
- Number of Members: 14
- New Members: 2
- Employment Status Change: 20

Data Problems:

Earnings Problems:	0
DBprime PA Problems:	0
DBplus PA Problems:	0
Missing Info:	10
Contributions Problems:	0
Service Problems:	0
Demographic Problems:	0
Status Problems:	0
Retroactive Payments:	0
Plan Design Problems:	0
Employee/Employer Contribution Level Problems:	0
Members with NC Statuses:	0

2021 DCT schedule

The timeline diagram illustrates the 2021 DCT schedule. It features a horizontal bar representing the period from 2021 to June 30. Key milestones are marked with arrows: Training (January 19-21), DCT Launch (January 22), Data due back (March 15), and Process completed (June 30). The bar is divided into segments: a grey segment for 2021, a green segment for January 19-21, a grey segment for January 22, a blue segment for Annual data update (March 15 to June 30), and a blue segment for Annual Statements (March 15 to June 30).

Deadline: March 15, 2021
Final DCT data submission
Confirmation of CAAT Pension & CAAT RCA 2020 Reconciliation Remittance Spreadsheets

Member Details – Personal (DBprime)

Member Details

Help

EMPNO: 1017 DOE, JOHN DOB:1995-04-30 ACT 2020-08-07 FT 2020-08-07 SUP 2020-08-07 DBprime 2020-08-07

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

2020-08-07

Enrolment Date

2020-08-07

Status and Payroll Data

Effective Date

2020-08-07

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

Help

EMPNO: 1018 YELLOW, MARK DOB:1991-04-08 ACT 2019-01-01 OTF 2019-01-01 ADM 2019-01-01 DBplus 2019-01-01

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

Surname YELLOW

First Name MARK

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 2020-01-01

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

Help

EMPNO: 1017 DOE, JOHN DOB:1995-04-30 ACT 2020-08-07 FT 2020-08-07 SUP 2020-08-07 DBprime 2020-08-07

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

	Reported	Calculated	Difference	Comments:
Total Regular Contributions	\$6,648.56	\$5,662.86	\$985.70	<input type="text"/> <input type="button" value="Re-calculate"/>
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	0.41603	0.58397	

Status and Payroll Data

Effective Date: 2020-08-03 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: 6648.56	Basic: 1.00000

Member Details – Retro-Active Pays

Member Details

Help

EMPNO: 1003 SOAP, DONALD DOB:1954-07-12 ACT 2014-08-01 FT 2014-08-01 ADM 2014-08-01 DBprime 2014-08-01

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

Year	Retro Earnings	
2018	5000.00	+
Total Retroactive Earnings		\$5,000.00

Status and Payroll Data

Effective Date: 2020-01-01 Annual Salary Rate: 0 Plan Design: DBprime

Employment Status: ACT - Active Employee Type: Fulltime Employee Group: Administration

Earnings	Contributions	Service
Regular: 120000.00	Regular: 16386.80	Basic: 1.00000
Retro Pay: 5000.00		

Member Details – Partial Day Leaves

Member Details

Help

EMPNO: 1002 WINDOW, PETR DOB:1975-10-18 ACT 2011-09-20 FT 2011-09-20 SUP 2003-03-24 DBprime 2003-03-24

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

Date	Service Deduction	
2020-12-02	0.00383	 
Total Service for Partial Day Leaves		0.00383

Status and Payroll Data

Effective Date	2020-01-01	Annual Salary Rate	0	Plan Design	DBprime
Employment Status	ACT - Active	Employee Type	Fulltime	Employee Group	Support Staff
Earnings	Regular 120000	Contributions	Regular 16386.80	Service	Basic 0.99617

Member Details – Valuation Result

Member Details

Help

EMPNO: 1017 DOE, JOHN DOB:1995-04-30 ACT 2020-08-07 FT 2020-08-07 SUP 2020-08-07 DBprime 2020-08-07

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

Override	Field	Reported Value	Expected Value	Error Description	Severity
	Contributions	6648.56	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	0.41603	Reported Pensionable Service is not within tolerance	Error
Total Number of Errors:		3			

Run Validation

Status and Payroll Data

Effective Date: 2020-08-03 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: 6648.56	Basic: 1.00000

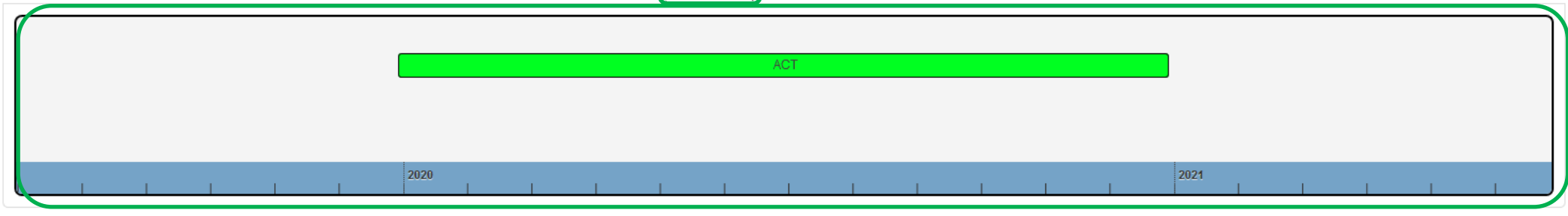
Member Details – Timeline

Member Details

Help

EMPNO: 1018 YELLOW, MARK DOB:1991-04-08 ACT 2019-01-01 OTF 2019-01-01 ADM 2019-01-01 DBplus 2019-01-01

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



Status and Payroll Data

+

Effective Date 2020-01-01



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 – NC Status ***NEW FOR 2020*

Member Details

Help

EMPNO: 1009 FAKE, RICHARD DOB:1959-12-07 ACT 2009-01-05 OTF 2009-01-05 FAC 2009-01-05 DBplus 2019-01-01

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

Date

2019-08-16

Last Day Worked

Status and Payroll Data

+

Effective Date 2020-01-01

Annual Salary Rate 0

Plan Design DBplus

Employment Status NC - Other-Than-Full-

Employee Type Other than fulltime

Employee Group Faculty Member

Earnings +

Contributions +

Employer Contributions +

DCT Demo



Questions?

A group of people is seated around a table, their arms and hands visible. A large white rectangular area is superimposed over the center of the image, containing the word "Reminders" in a bold, blue, sans-serif font. The background shows various clothing items like blue shirts, a patterned shirt, and a light blue shirt.

Reminders

Reminders

- Ensure all enrolments for 2020 have been sent to CAAT
- There are 2 options when importing pregnancy/parental data
- Report Reduced Workload Statuses
- Always check the Import Error Report for any rejected members
- If you cannot find a member with a changed SIN, search the old SIN before adding again to the DCT
- Send in appropriate Change and Benefit Application Forms as necessary

Reminders continued...

- 2020 Retroactive Payments for RET/TER will not appear in the DCT
- DBprime: \$150 earnings tolerance for changes in TER/RET/DTH
- DBplus: \$140 change in total employee/employer contributions for TER/RET/DTH
- Provide contribution worksheets as requested
- If you are making changes to seeded data on DCT, please make a note under “Comments” in the Summary tab
- Remember to reconcile data before submitting

New to 2020 DCT

- Data Problems Report: Members with NC Statuses
- Non-Contributing Members: New tab for Last Day Worked
- Earnings and Contributions File and Member Information and Year End Updates file: New Columns for Employer Regular and Employer Pregnancy contributions for DBplus members
- DBplus employee and employer contribution tolerance is \$1.00

Reporting Employer Contributions ***NEW for 2020*

	Description	YTD_CONTRIBUTION_PRG	YTD_CONTRIBUTION_REG	YTD_CONTRIBUTION_ER_PRG	YTD_CONTRIBUTION_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



Questions?

The background of the slide shows a group of people sitting around a table, likely in a meeting or conference. The image is partially obscured by a large white rectangular area that contains the text. The people are wearing various colored shirts, including blue, white, and light blue. The overall scene suggests a professional or collaborative environment.

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) showing all contributions remitted for both CAAT Pension Plan and the CAAT RCA.

Initial reconciliation of contribution remittances

The 2 workbooks contain:

- 1. CAAT Summary of 2020 Contributions**
- 2. CAAT RCA Summary of 2020 Contributions**

Please check the information and confirm it's accurate.

1. CAAT Summary of 2020 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 2020 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
- If discrepancies are apparent, please reach out with your concerns, otherwise no confirmation is required if the data agrees with your records

Initial reconciliation of contribution remittances

Employer verification – Confirmation

- Due date is March 19th, 2021

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



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

Employer Information

ABC Employer
 Bob Doe
 123 Anywhere Street
 Toronto, ON

FINAL STATEMENT ISSUED:

GROUP NUMBER

May 22, 20xx

99

RPP ALL

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

Annual Reconciliation

CAAT Pension Plan Annual Statement of Contributions



250 Yonge Street, Suite 2000 P.O. Box 40 Toronto ON M5B 2L7
 Tel 416.673.9000 Toll Free 1.866.350.2225 Fax 416.673.9029 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

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			
RECONCILED TOTAL:	\$85,079.91	\$255,239.73	\$340,319.64
LESS: 20xx RCA Fee Invoiced		\$13,269.83	\$13,269.83
RECONCILED TOTAL Net of 20xx RCA Fee Invoice		\$241,969.90	\$327,049.81
TOTAL CONTRIBUTIONS REMITTED:	\$86,224.90	\$245,143.67	\$331,368.57
Contributions Remitted - Adjustments	\$0.00	\$0.00	\$0.00
TOTAL CONTRIBUTIONS REMITTED:	\$86,224.90	\$245,143.67	\$331,368.57
BALANCE DUE TO EMPLOYER - Member Portion	\$1,144.99		
BALANCE DUE TO EMPLOYER - Employer Portion		\$3,173.77	
BALANCE DUE TO EMPLOYER - TOTAL			\$4,318.76

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.
- Example on next slide

Contributions Remittance Summary

1. Employer Identification

Name of Employer	ABC Employer		
Group No.	5		
Prepared by	Bob Smith Name	smighb@abcemployer.ca Email	416-565-1111 x 123 Telephone (and extension)

2. Contributions

For the Month/Year:	August Month	2020 Year
Form of Payment	EFT (Electronic Funds Transfer)	
Payment Date (YYYYMMDD)	20200829	

TOTAL PAYMENT AMOUNT (RPP + RCA) \$ 82,000.00

Contributions Type	Amount - RPP (DBprime and DBplus)	Amount - RCA	Comments (limited to 30 characters)
Current Service - Employee	\$ 35,000.00	\$ 5,000.00	
Current Service - Employer	\$ 35,000.00	\$ 15,000.00	
Pregnancy/Parental - Employee	\$ 3,000.00		
Pregnancy/Parental - Employer	\$ 3,000.00		
Credits - Employee			
Credits - Employer	\$ (12,000.00)	\$ (2,000.00)	2019 DCT credit
RCA Fee - annual			

	Amount - RPP	Amount - RCA
PAYMENT SUBTOTAL	\$ 64,000.00	\$ 18,000.00

Questions?

Sean McFarland

Finance Administrator

smcfarland@caatpension.ca

Maisie Au

Senior Finance Analyst

mau@caatpension.ca



