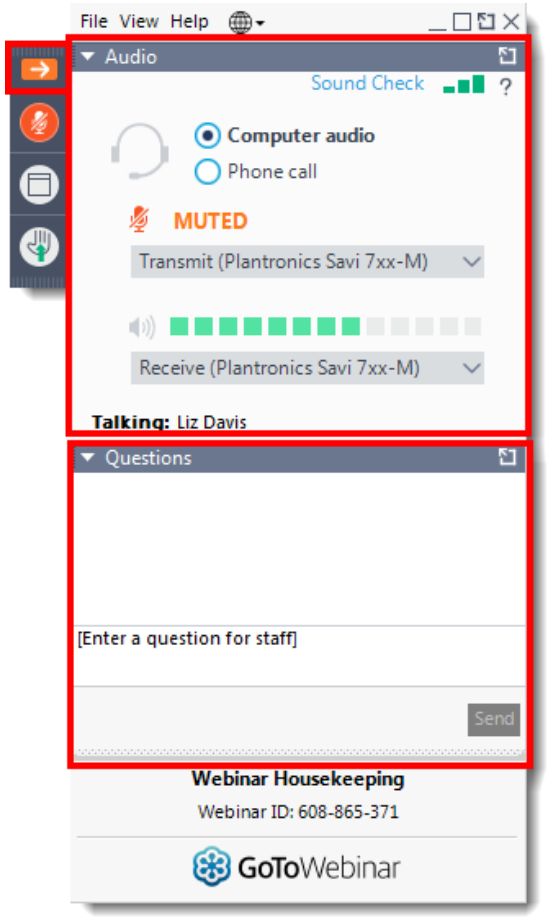
While we wait – audio instructions

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



caat
PENSION PLAN

Employer Education session

Data Collection Tool – Full Training Session

January 20, 2021

Agenda

1. DCT overview
   - Navigation
   - Exporting
   - Importing
   - Validation
   - Submission
2. Finance contribution reconciliation process

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

Employer DCT Process

Step 1: Employers receive DCT Data from CAAT

Step 2: Employers Export and Review Data

Step 3: 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

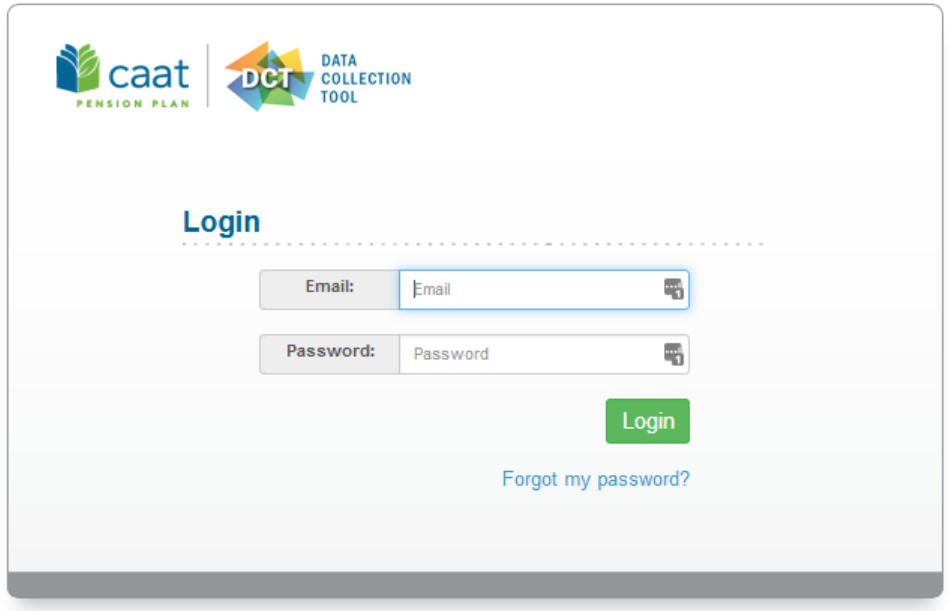
Step 4: Data is reviewed, investigated and any errors are corrected

Step 5: Run Validations

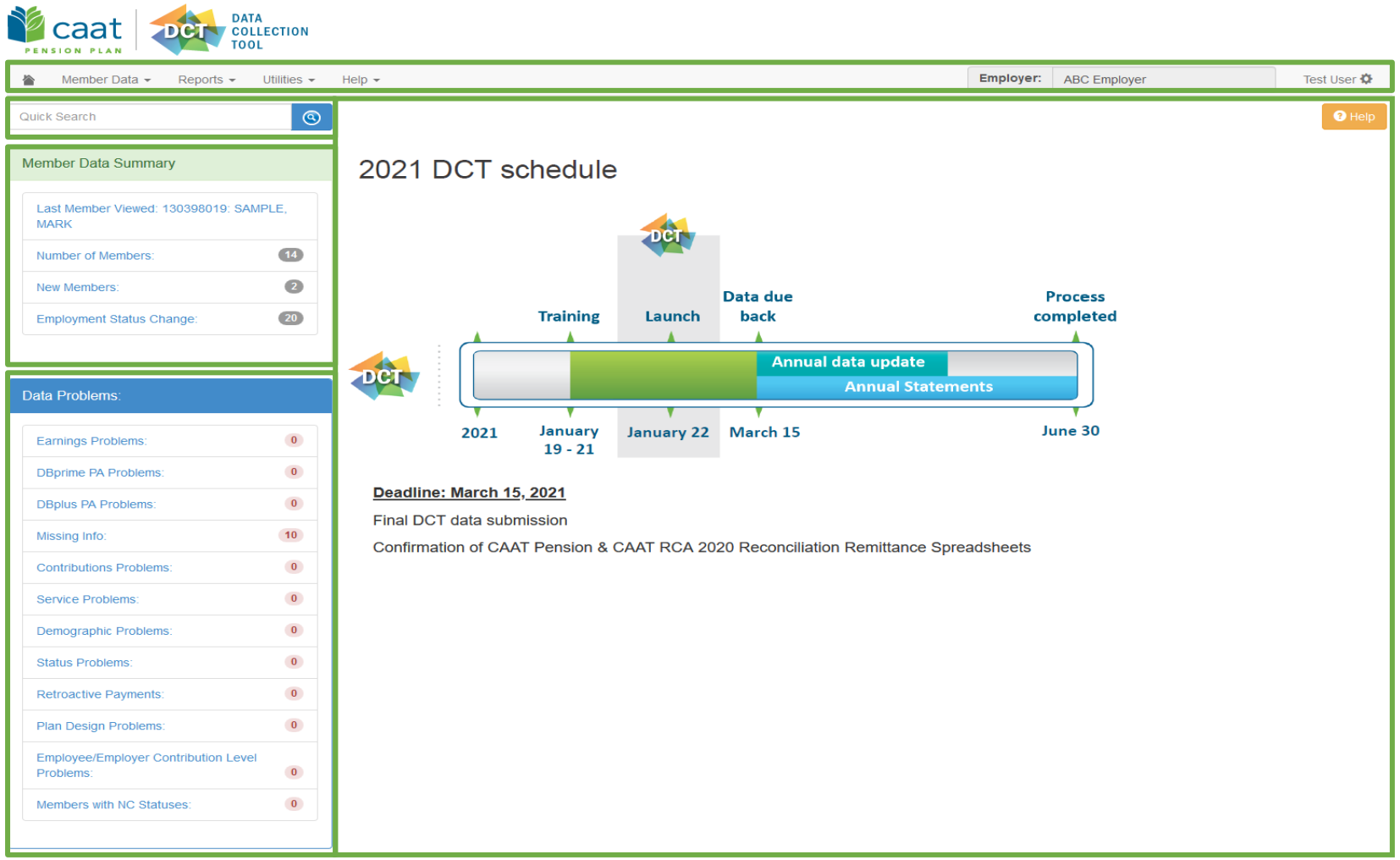
Step 6: Submit Data

Data Collection Tool (DCT) Login

Access DCT: https://dct.caatpension.ca/



DCT Home Screen



DCT Demo

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*

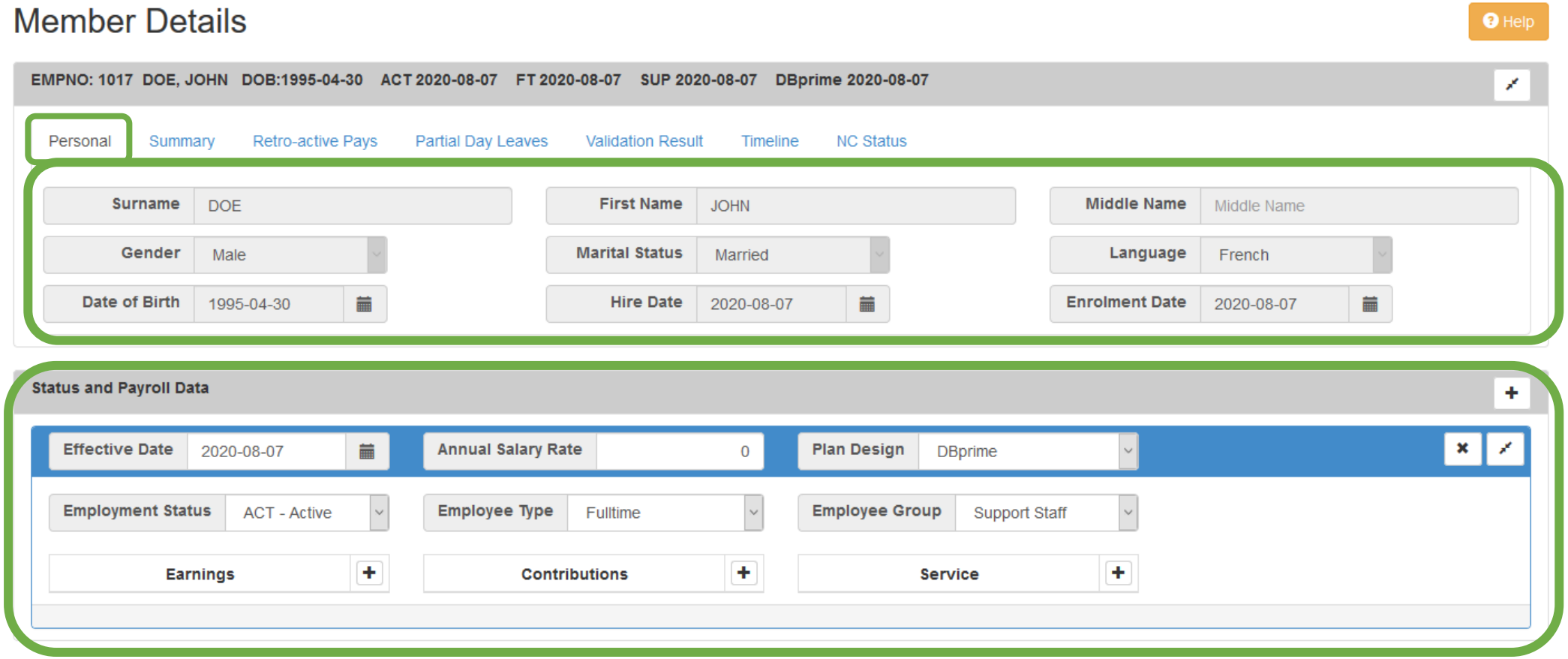
- Reports
  - **Error Reports** – *provides summaries of all possible errors in the data*
  - **All Members** - *list all members on record*
  - **New Members** - *list all new members added by employer*
  - **Employment Status Change** – *list all members with in-year status changes*
  - **Reconciliation 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*
  - **DBplus EE Contributions Rate Change** - *list all members with changes to their DBplus EE Contribution rate, 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*
  - **Reset Data**

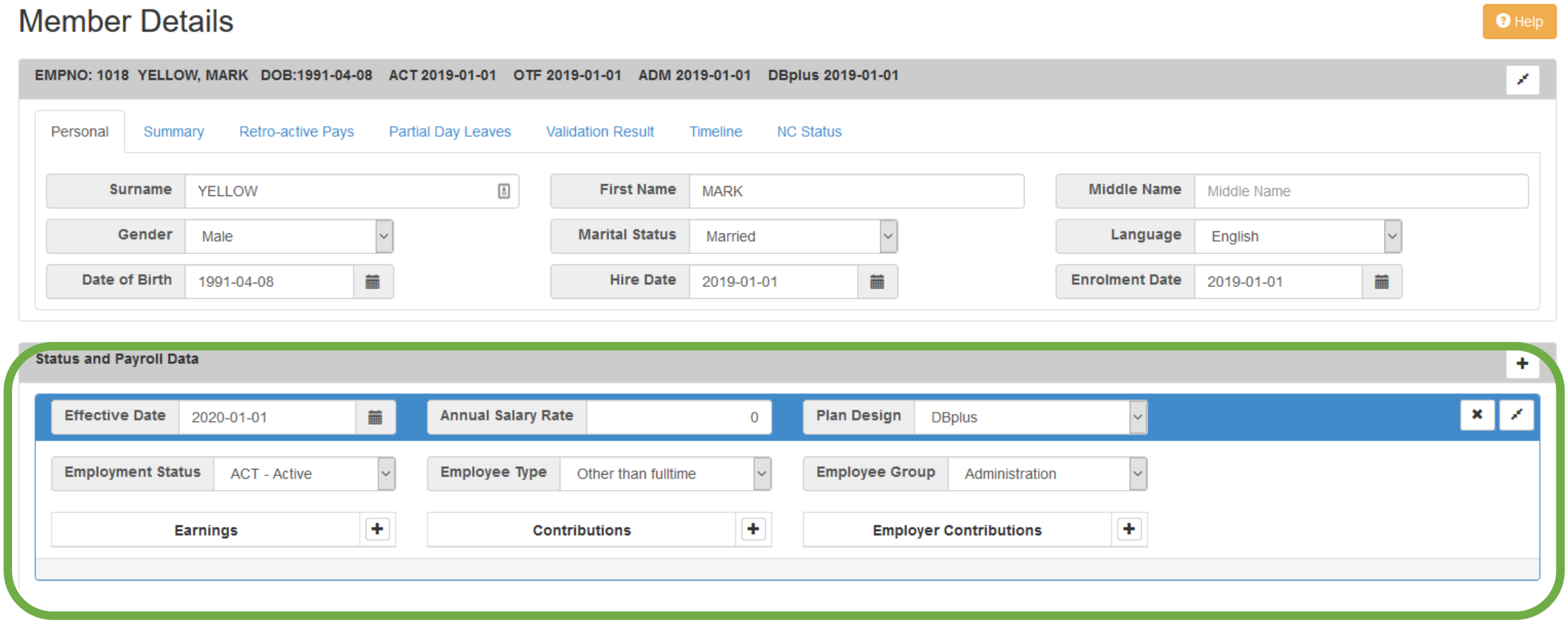
- Help
  - Using the DCT
  - About DCT

Questions?

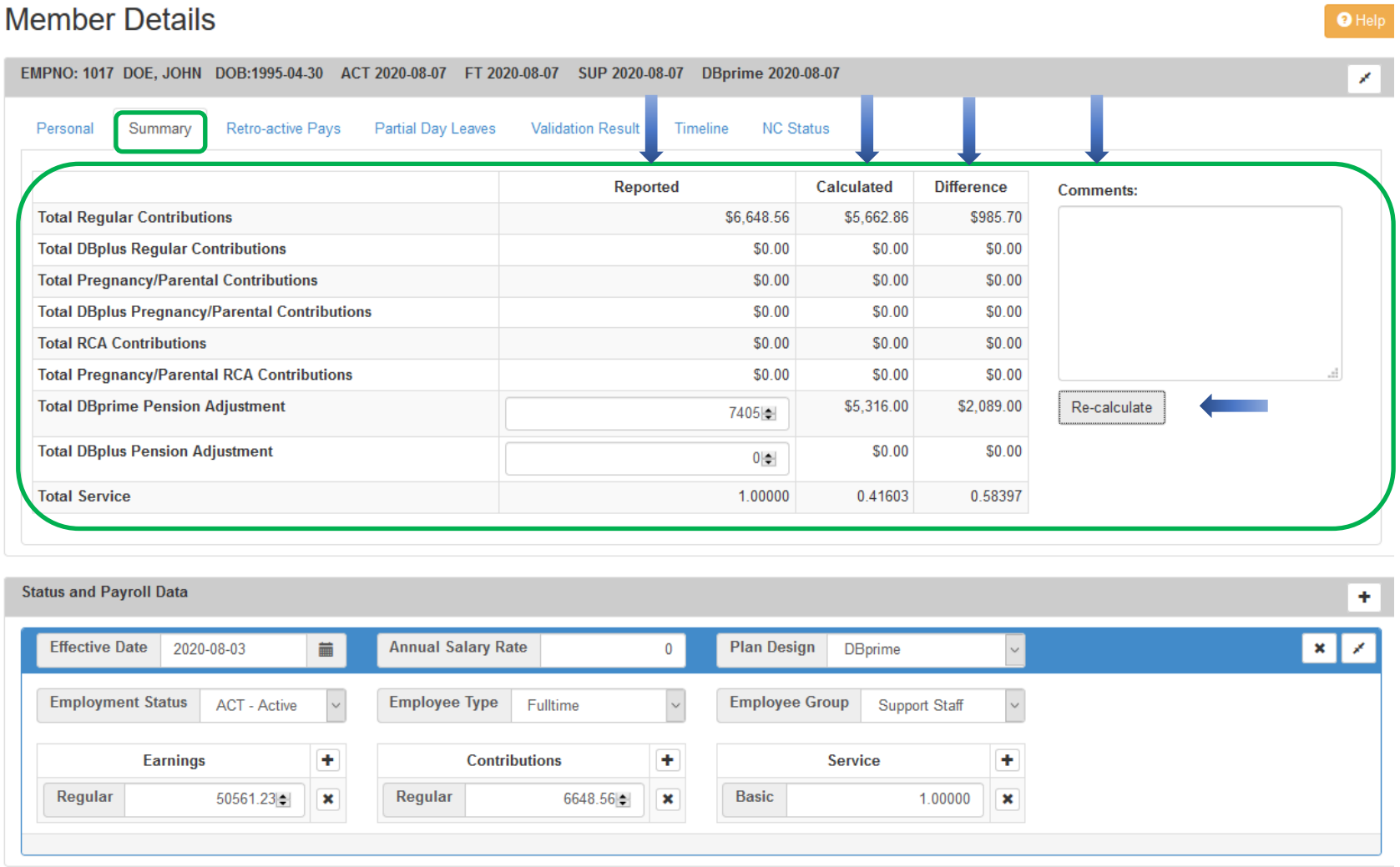
Member Details – Personal (DBprime)



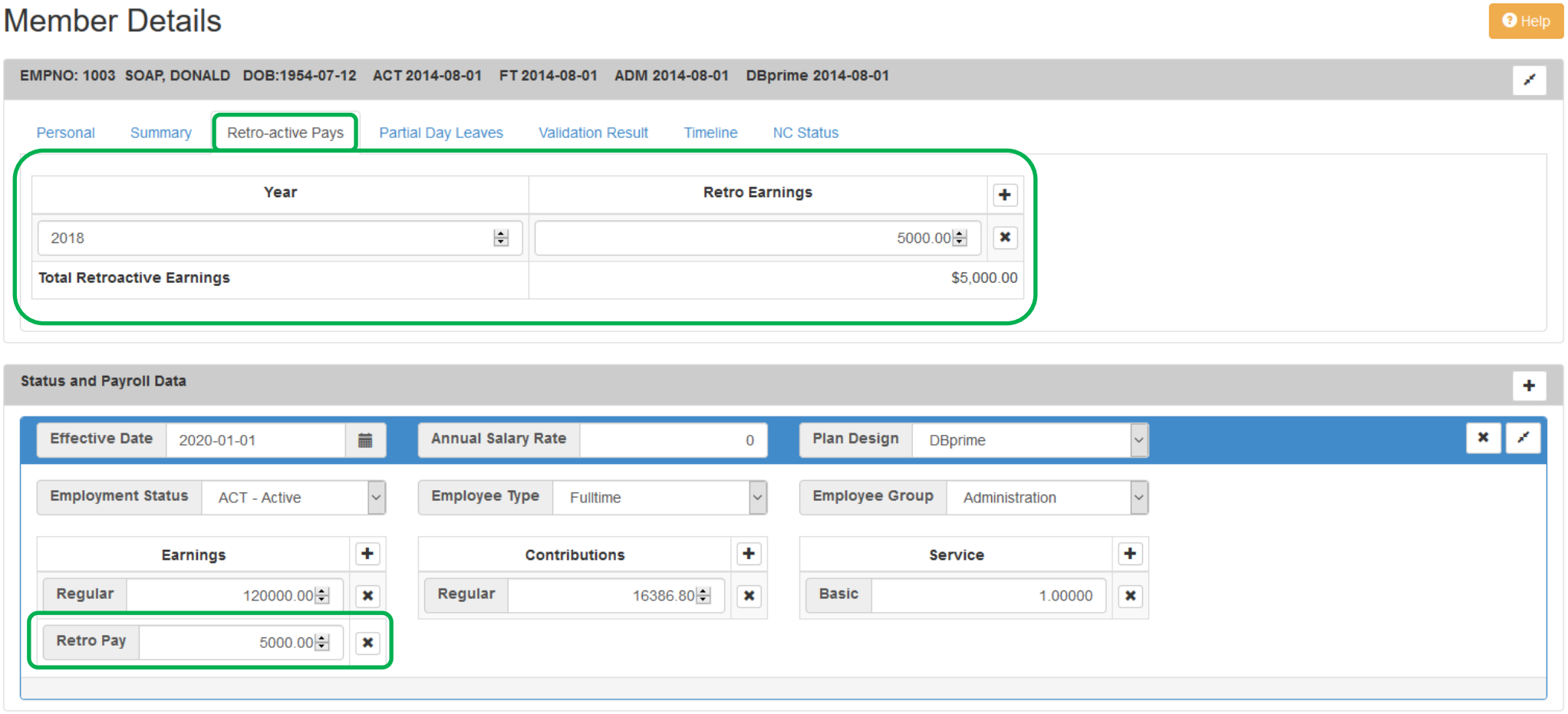
Member Details – Personal (DBplus)



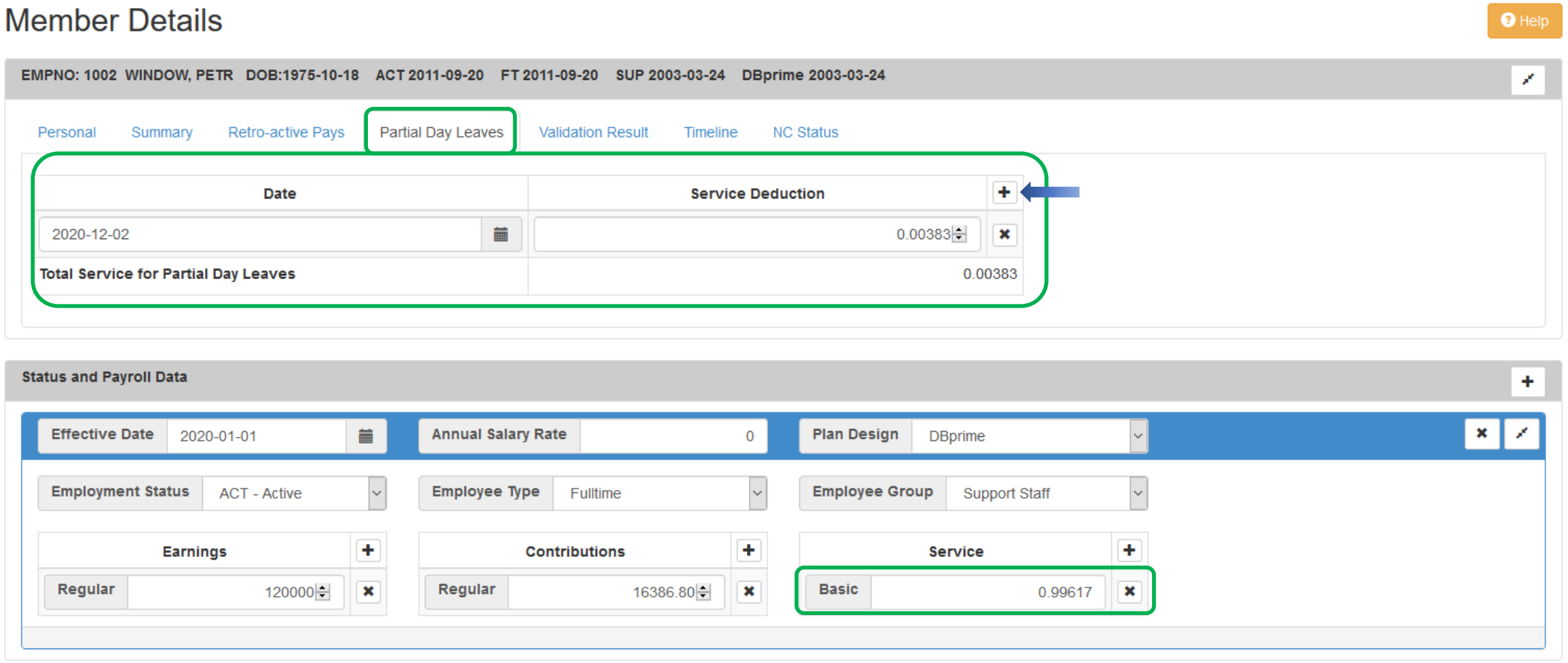
Member Details – Summary



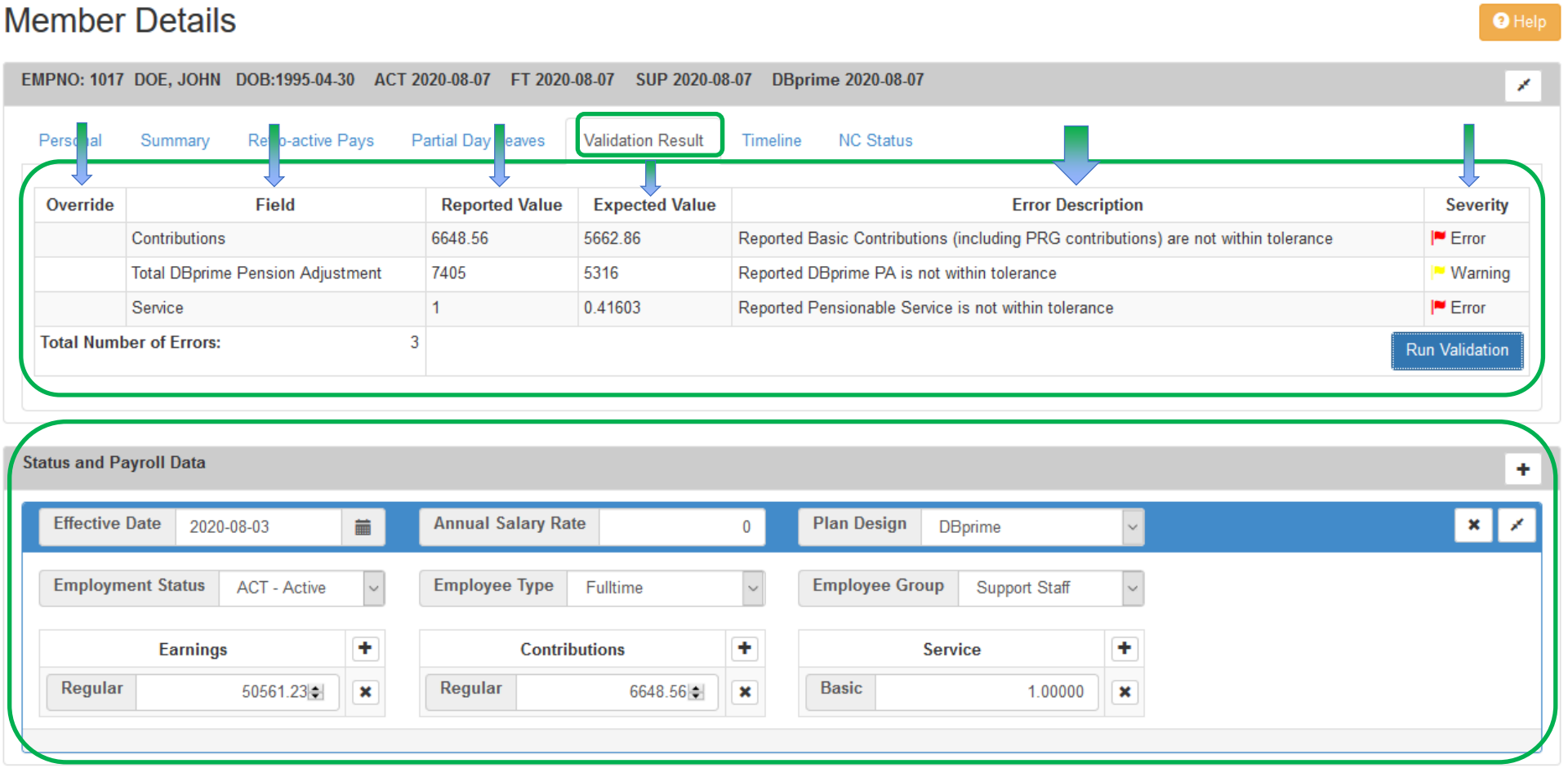
Member Details – Retro-Active Pays



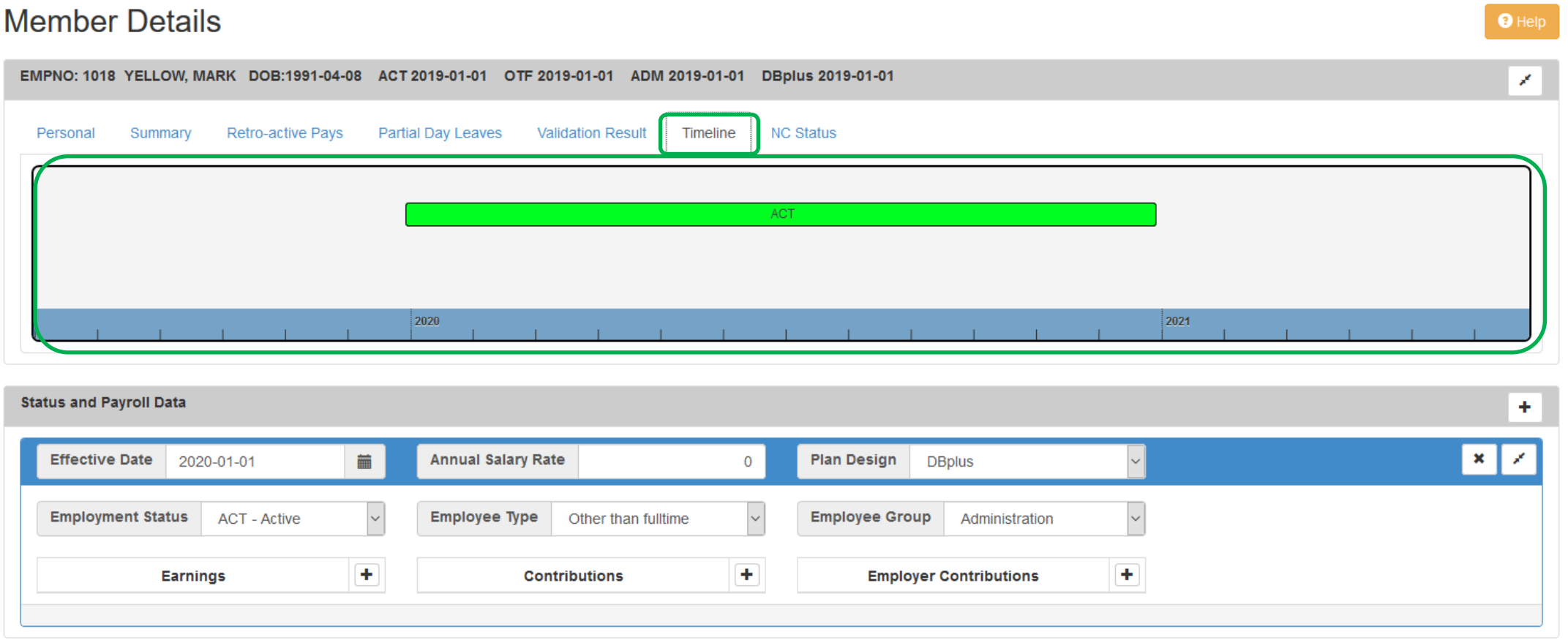
Member Details – Partial Day Leaves



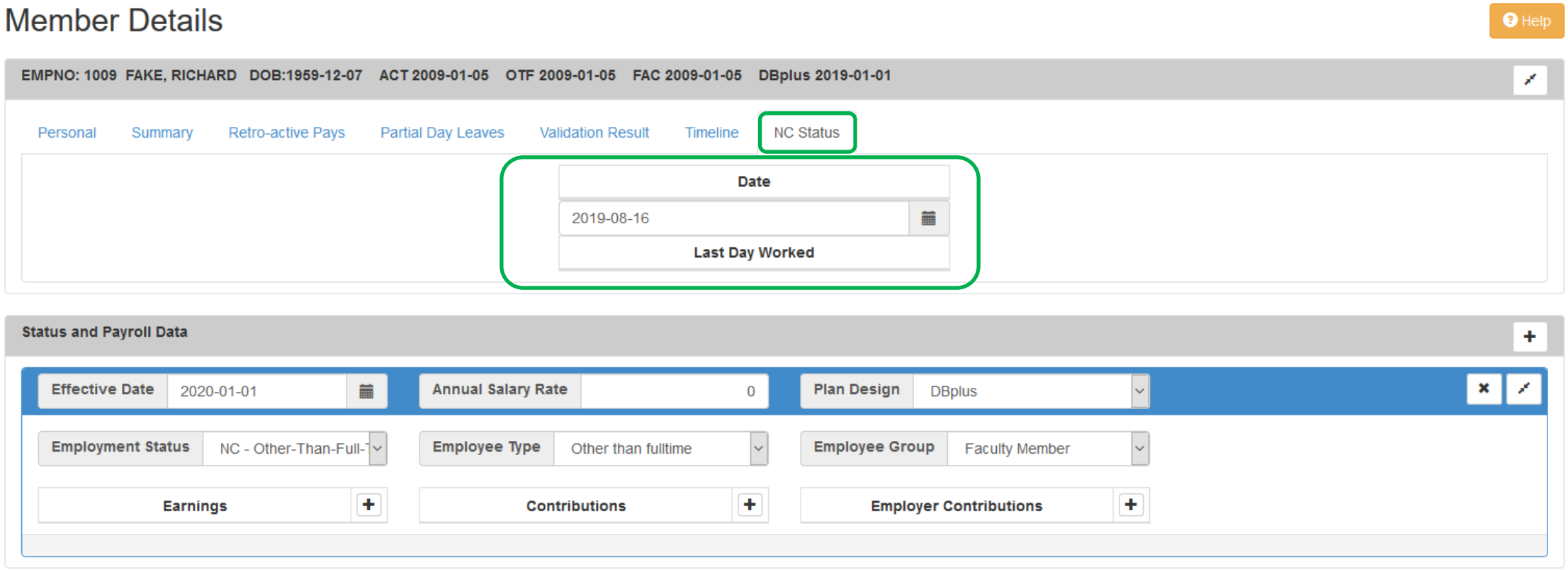
Member Details – Valuation Result



Member Details – Timeline



Member Details – NC Status **New for 2020



DCT Demo – Navigating Member Details

DCT Examples

1 - Member who has no in year data DBprime/DBplus

2 - Member who has in year data – on leave

3 - FT to PT status change

Questions?

Exporting DCT Data

Extracting Member Data

- Employers can extract the member data and compare it to their own records, for member reconciliation
- 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 Status

*Partial-Day Leaves must be entered manually by the employer as they are not part of the Import Data utility. So if there are any, they 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

DCT Demo – Export Data files

Questions?

Importing Data files

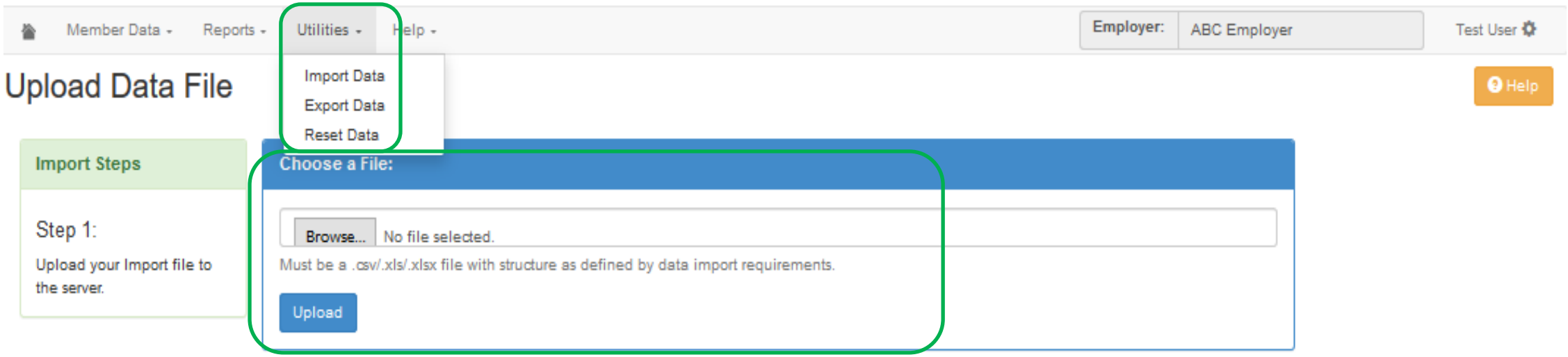
Import Files

- Data is imported into DCT in the following 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

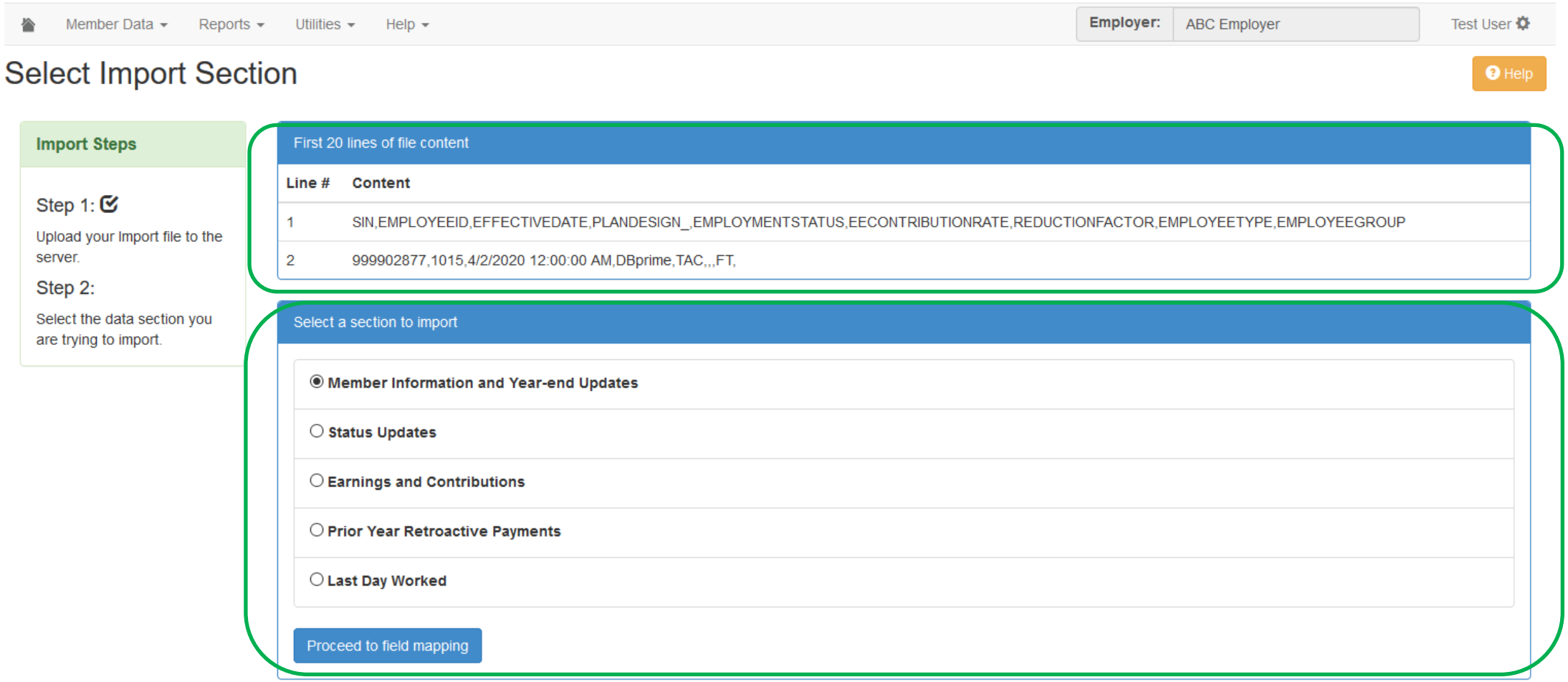
Reporting Employer Contributions

	Description	YTD_CONTRIBUTION_PRG	YTD_CONTRIBUTION_REG	YTD_CONTRIBUTION_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

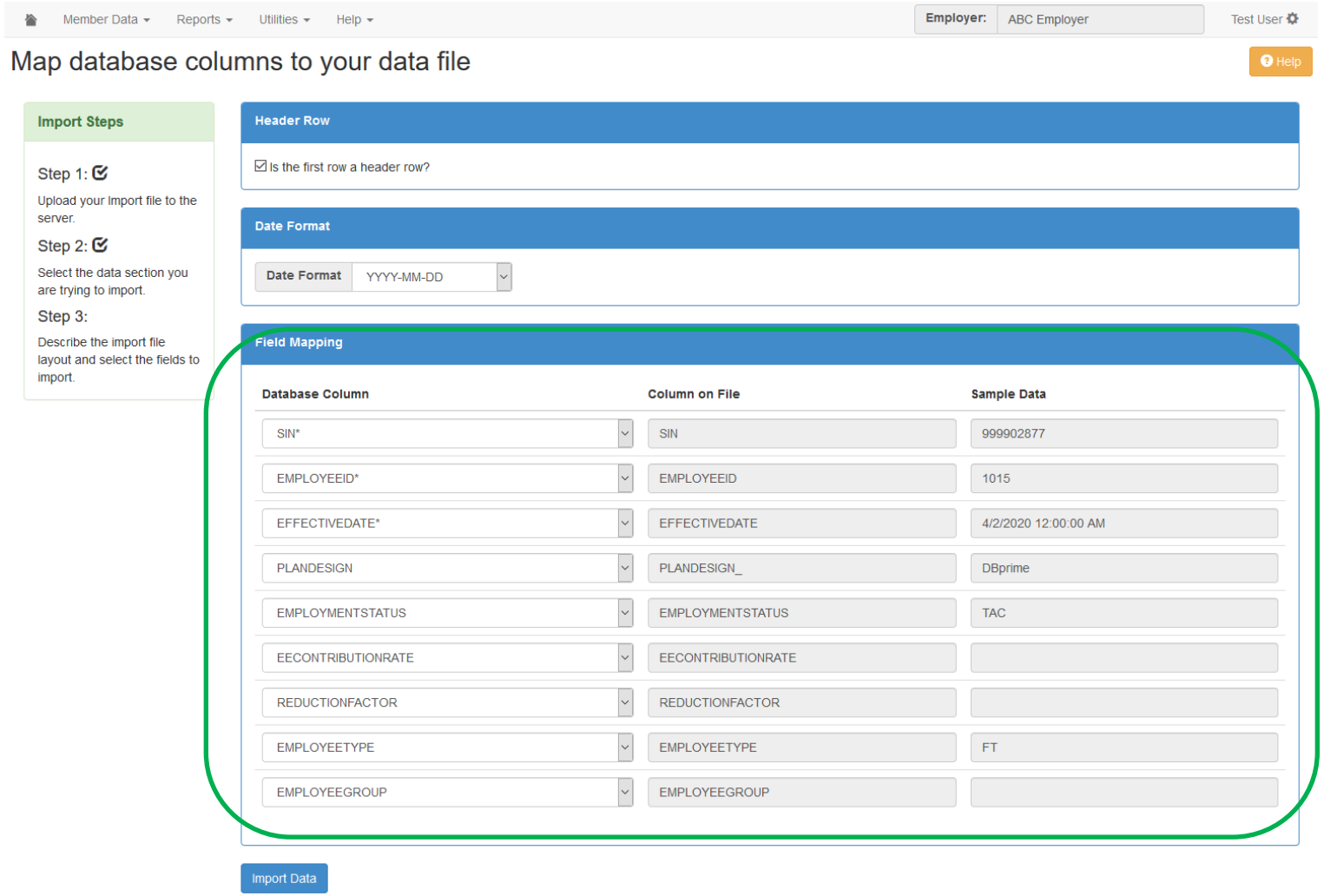
Employer Import Process



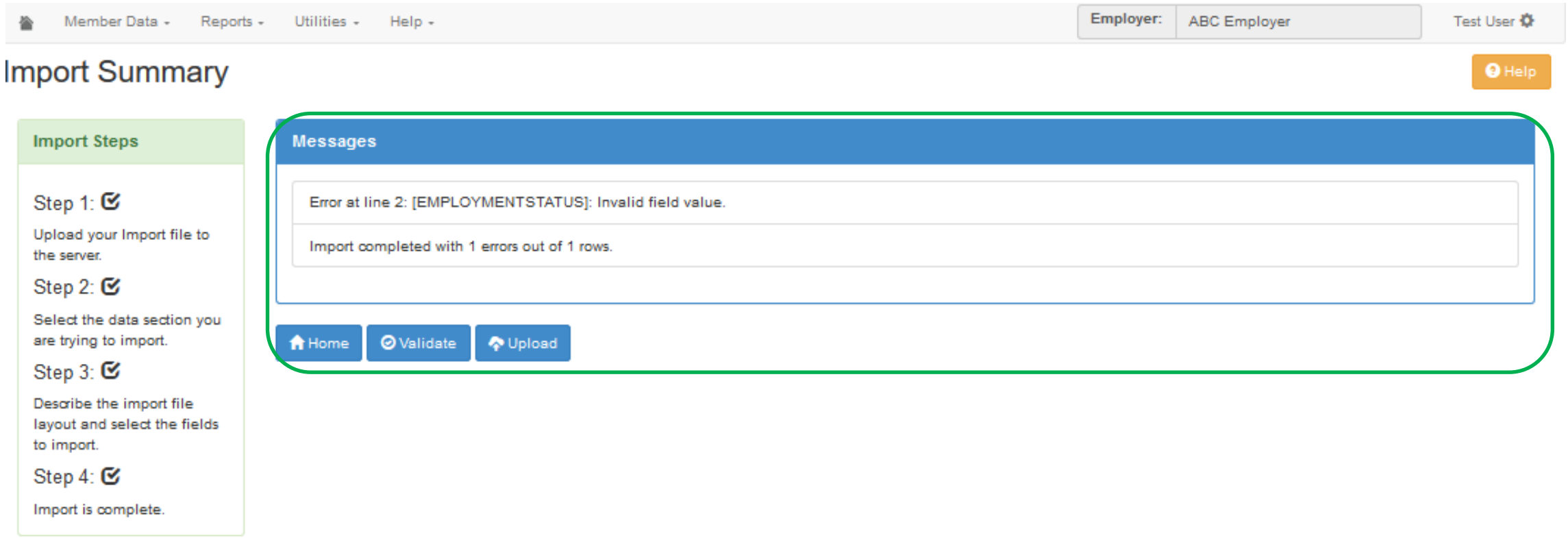
Import Section



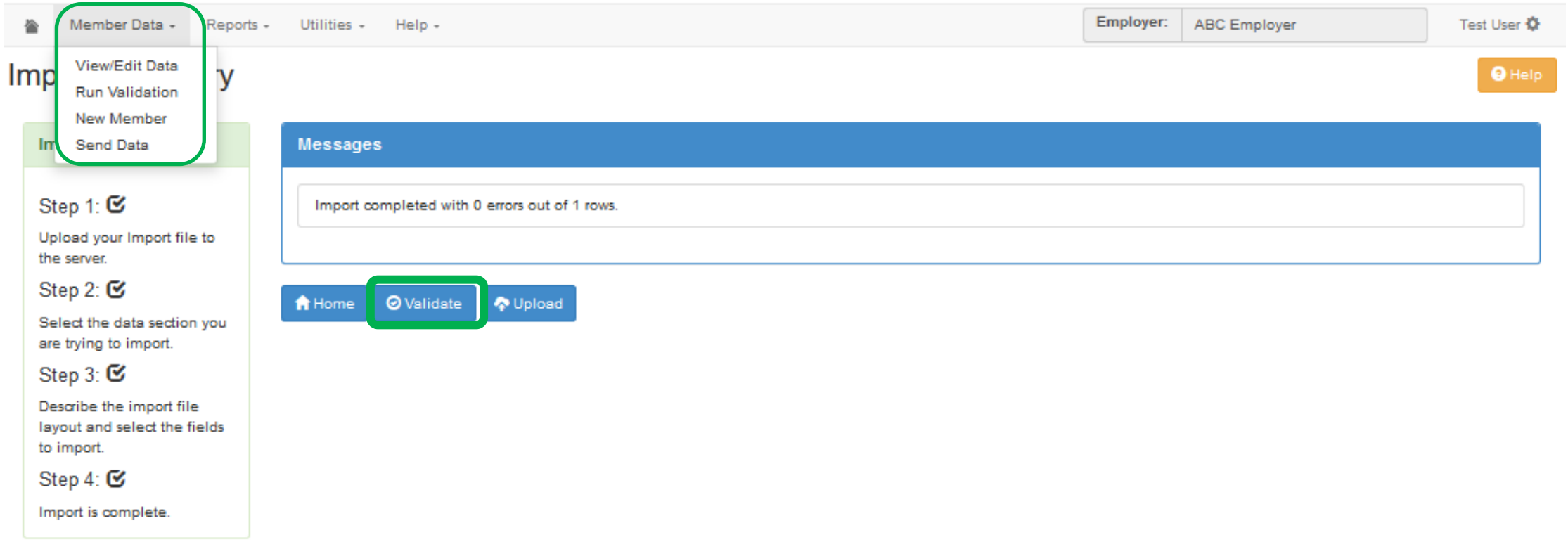
Field Mapping



Import Summary

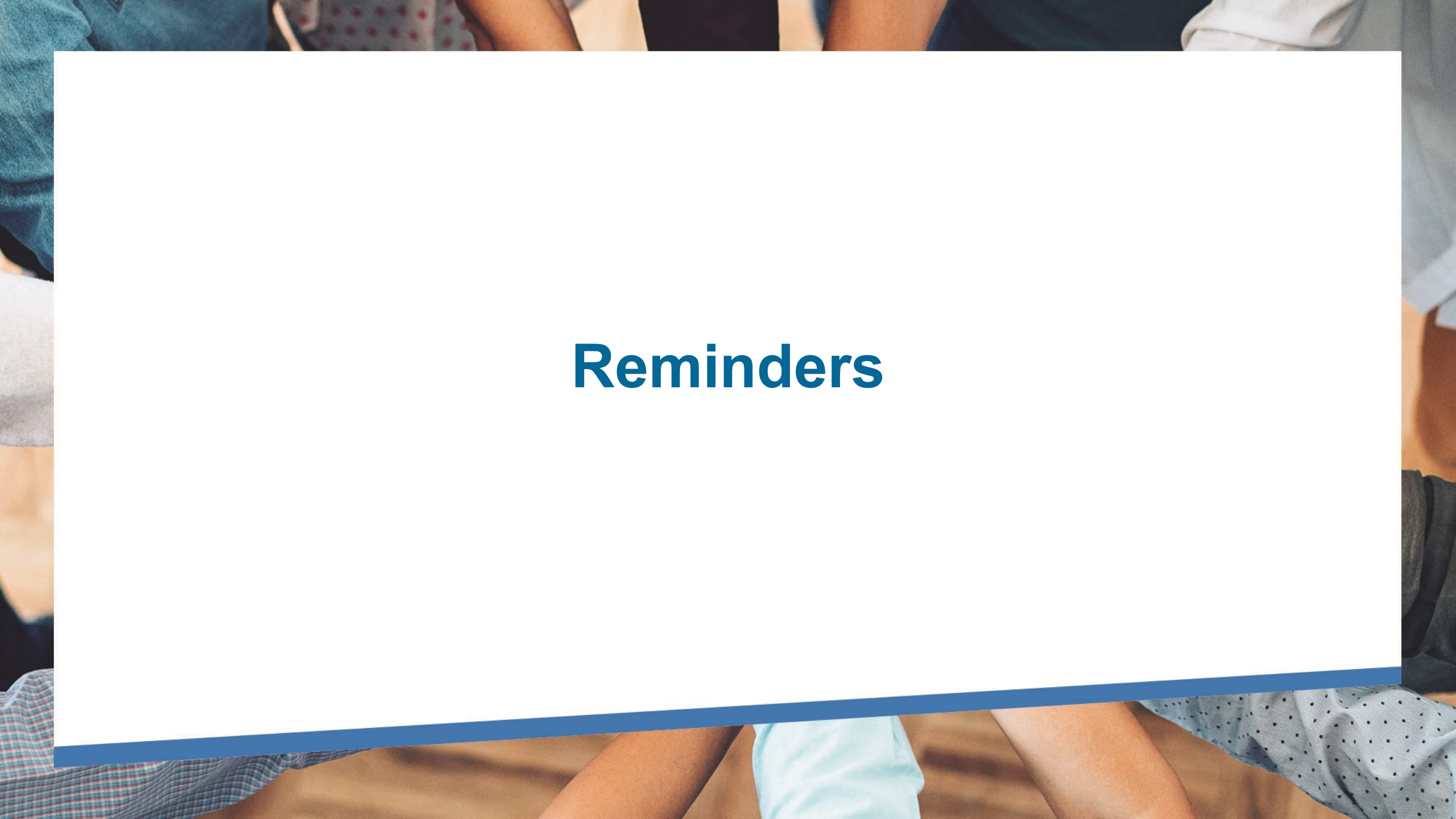


Running Validations



DCT Demo – Importing Data files and Data Validations

Questions?



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 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

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) 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

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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

RPP

ANNUAL STATEMENT OF CONTRIBUTIONS
FOR THE YEAR 20xx

Employer Information

ABC Employer

Bob Doe
123 Anywhere Street
Toronto, ON

FINAL STATEMENT ISSUED: May 22, 20xx

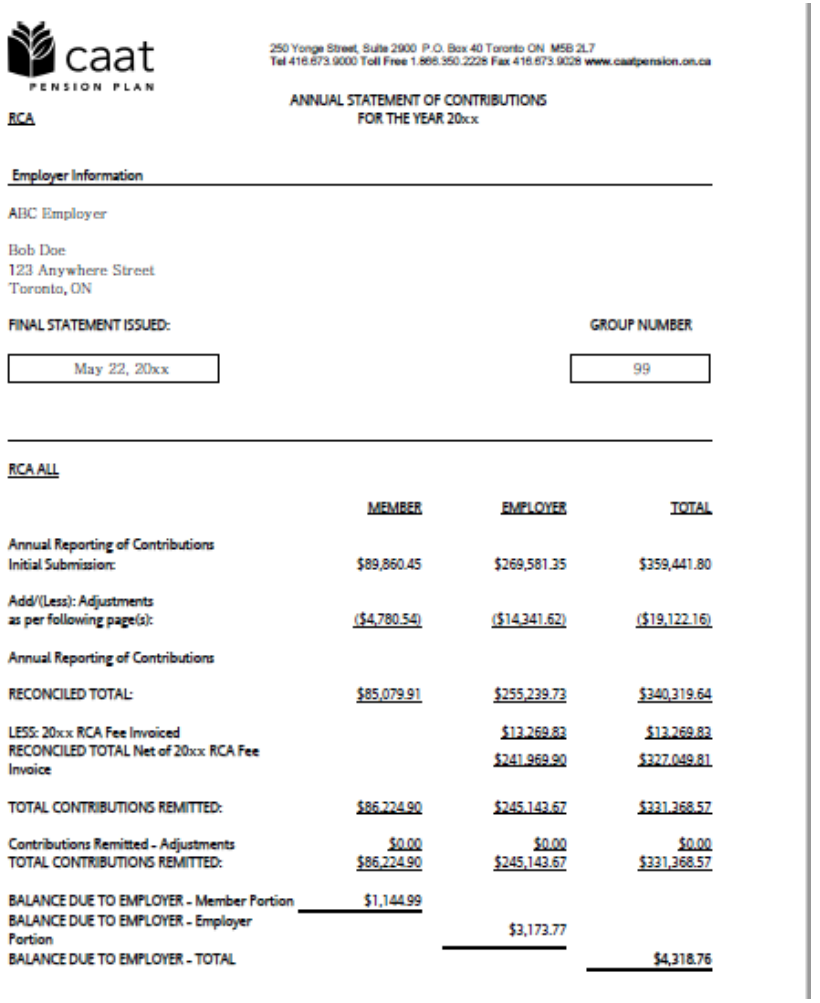
GROUP NUMBER: 99

RPP ALL

	MEMBER	EMPLOYER	TOTAL
Annual Reporting of Contributions (Regular + PRG payroll deductions)			
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: (Regular + PRG payroll deductions, excludes PRG paid in a lumpsum)	$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



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

FINAL STATEMENT ISSUED: May 22, 20xx

GROUP NUMBER: 99

RCA ALL

	MEMBER	EMPLOYER	TOTAL
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

Current service contributions must be remitted monthly and received by the custodian no later than the **5th business day** of the month following the month for which the contributions were made.

Email this form To: B1K@cibcmellon.com
CC: Finance@caatpension.on.ca

Contributions Remittance Summary

1. Employer Identification

Name of Employer	**ABC Employer**		
Group No.	**5**		
Prepared by	Bob Smith **Name**	smighb@abcemployer.ca **Email**	416-555-11111 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

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