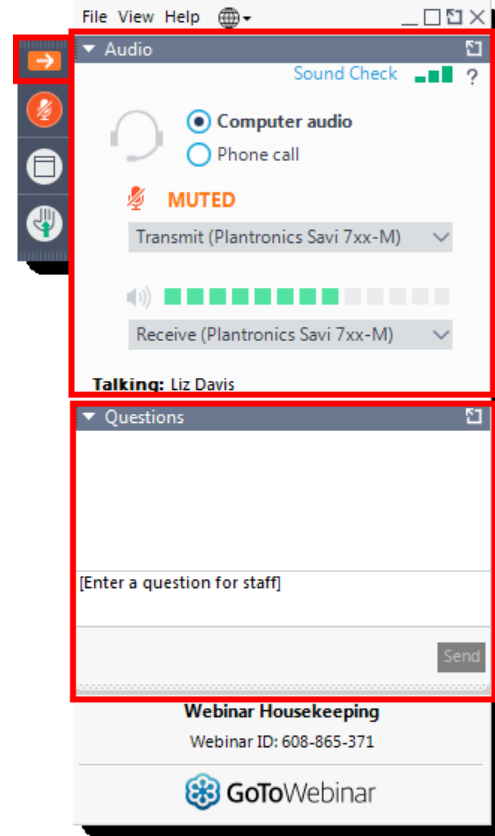


While we wait – audio instructions

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 – DBplus Employers
Training Session
January 21, 2019

Agenda

1. DCT overview

- Navigation
- Exporting
- Importing
- Validation
- Submission

2. Finance contribution reconciliation process

What is DCT?

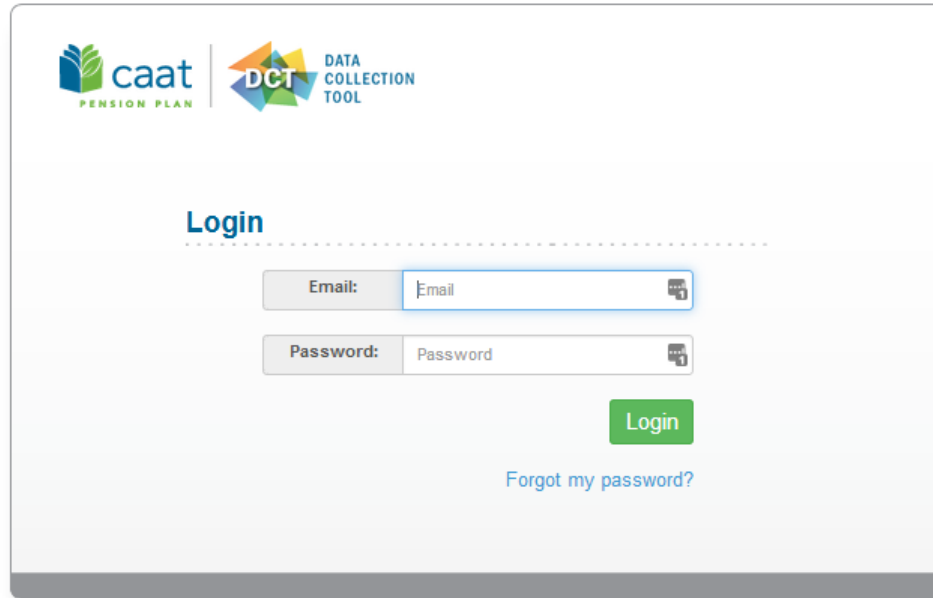
- DCT = Data Collection Tool
- Data collection site used to collect member data from our employers
- Data collection year is from January 1st to December 31st

Employer DCT Process

- Employers receive DCT Data from CAAT
- Employers Export and Review Data
- Data is imported into DCT in the following order:
 - A) Status Update File
 - B) Earnings and Contribution File
 - C) Member Information and Year-end Updates (YTD) File
- Data is reviewed, investigated and any errors are corrected
- Run Validations and clear all errors
- Submit Data

Data Collection Tool (DCT) Login

Access DCT: <https://dct.caatpension.on.ca/>



The screenshot shows the login interface for the Data Collection Tool (DCT). At the top left, there are two logos: the 'caat PENSION PLAN' logo and the 'DCT DATA COLLECTION TOOL' logo. Below the logos, the word 'Login' is displayed in a blue font, followed by a horizontal dashed line. There are two input fields: the first is labeled 'Email:' and contains the placeholder text 'Email'; the second is labeled 'Password:' and contains the placeholder text 'Password'. Both input fields have a small icon on the right side. Below the input fields is a green 'Login' button. At the bottom of the form, there is a blue link that says 'Forgot my password?'.

DCT Home Screen



Quick Search

Member Data Summary

Last Member Viewed: 169850328: DUCK, DONALD

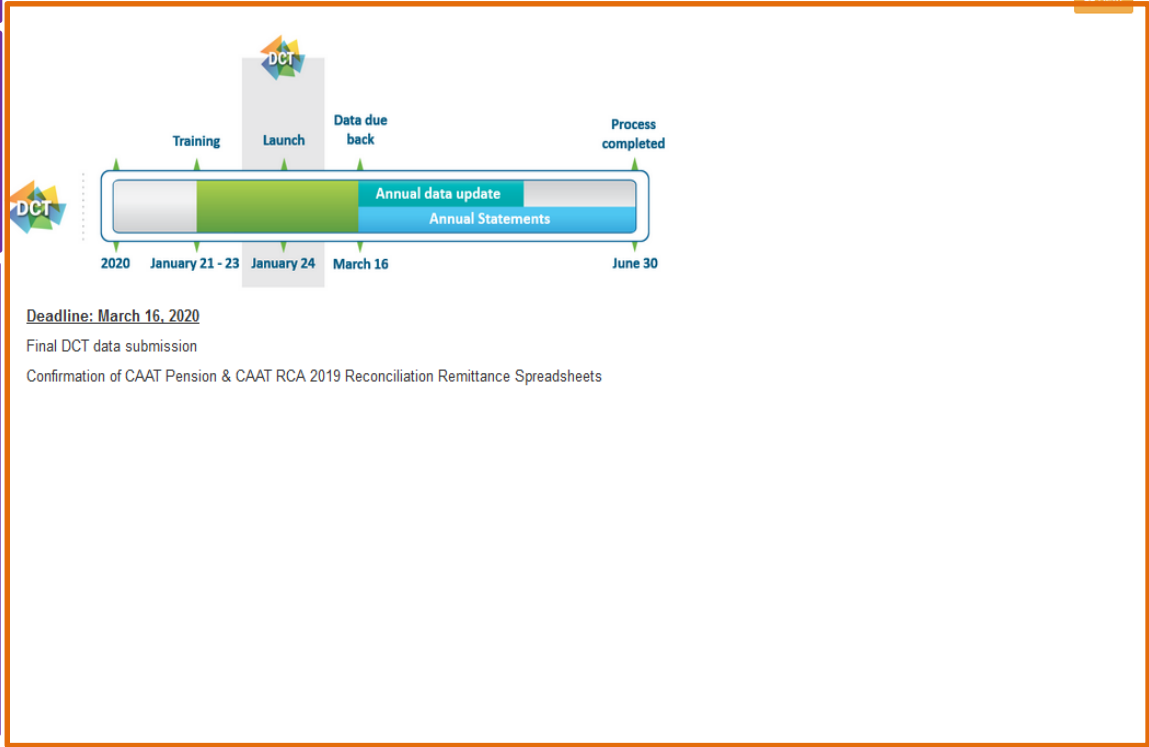
Number of Members: 14

New Members: 14

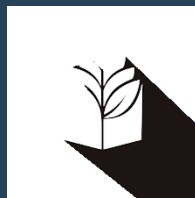
Employment Status Change: 13

Data Problems:

Earnings Problems:	0
DBprime PA Problems:	0
DBplus PA Problems:	0
Missing Info:	7
Contributions Problems:	0
Service Problems:	0
Demographic Problems:	0
Status Problems:	0
Retroactive Payments:	0
Plan Design Problems:	0
Employee Contribution Level Problems:	0



Deadline: March 16, 2020
Final DCT data submission
Confirmation of CAAT Pension & CAAT RCA 2019 Reconciliation Remittance Spreadsheets



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*
 - **Reset Data**
- Help
 - Using the DCT
 - About DCT



Member Details – Personal

Member Data ▾ Reports ▾ Utilities ▾ Help ▾ Employer: ABC DBplus Employer Evelyn Andall ⚙

Member Details Help

EMPNO: 1003 DUCK, DONALD DOB:1954-07-12 NCE 2018-08-01 FT 2019-01-01 ADM 2019-01-01 DBplus 2019-01-01

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

Surname	DUCK	First Name	DONALD	Middle Name	Middle Name
Gender	Male ▾	Marital Status	Married ▾	Language	English ▾
Date of Birth	1954-07-12 📅	Hire Date	2018-08-01 📅	Enrolment Date	2019-01-01 📅

Status and Payroll Data +

Effective Date	2019-01-01 📅	Annual Salary Rate	0	Plan Design	DBplus ▾	✕ ✎
Employment Status	ACT - Active ▾	Employee Type	Fulltime ▾	Employee Group	Administration ▾	
EE Contributions Rate	5 ▾	ER Contributions Rate	5 ▾			
Earnings +		Contributions +		Employer Contributions +		
Regular	21000 ▾ ✕	Regular	10500 ▾ ✕	Regular	10500 ▾ ✕	

Member Details – Summary

Member Data - Reports - Utilities - Help - Employer: ABC DBplus Employer Evelyn Andali Help

Member Details

EMPNO: 1003 DUCK, DONALD DOB:1954-07-12 NCE 2018-08-01 FT 2019-01-01 ADM 2019-01-01 DBplus 2019-01-01

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

	Reported	Calculated	Difference	Comments:
Total Regular Contributions	\$0.00	\$0.00	\$0.00	<input type="text"/> <input type="button" value="Re-calculate"/>
Total DBplus Regular Contributions	\$21,000.00	\$21,000.00	\$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="0"/>	\$0.00	\$0.00	
Total DBplus Pension Adjustment	<input type="text" value="15465"/>	\$15,465.00	\$0.00	
Total Service	0.00000	0.00000	0.00000	

Status and Payroll Data

Effective Date: 2019-01-01 Annual Salary Rate: 0 Plan Design: DBplus

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

EE Contributions Rate: 5% ER Contributions Rate: 5%

Earnings		Contributions		Employer Contributions	
Regular	<input type="text" value="210000"/>	Regular	<input type="text" value="10500"/>	Regular	<input type="text" value="10500"/>

Member Details – Retro-Active Pays*

Member Data - Reports - Utilities - Help - Employer: ABC DBplus Employer Evelyn Andall

Member Details Help

EMPNO: 1003 DUCK, DONALD DOB:1954-07-12 NCE 2018-08-01 FT 2019-01-01 ADM 2019-01-01 DBplus 2019-01-01

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

Year	Retro Earnings
Total Retroactive Earnings	\$0.00

Status and Payroll Data

Effective Date	2019-01-01	Annual Salary Rate	0	Plan Design	DBplus
Employment Status	ACT - Active	Employee Type	Fulltime	Employee Group	Administration
EE Contributions Rate	5	ER Contributions Rate	5		
Earnings		Contributions		Employer Contributions	
Regular	21000	Regular	10500	Regular	10500

**not applicable for DBplus*

Member Details – Partial Day Leaves*

Member Data - Reports - Utilities - Help - Employer: ABC DBplus Employer Evelyn Andall

Member Details

EMPNO: 1003 DUCK, DONALD DOB:1954-07-12 NCE 2018-08-01 FT 2019-01-01 ADM 2019-01-01 DBplus 2019-01-01

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

Date	Service Deduction
Total Service for Partial Day Leaves	0.00000

Status and Payroll Data

Effective Date	2019-01-01	Annual Salary Rate	0	Plan Design	DBplus
Employment Status	ACT - Active	Employee Type	Fulltime	Employee Group	Administration
EE Contributions Rate	5	ER Contributions Rate	5		
Earnings		Contributions		Employer Contributions	
Regular	21000	Regular	10500	Regular	10500

**not applicable for DBplus*

Member Details – Valuation Result



Member Data - Reports - Utilities - Help - Employer: ABC DBplus Employer Evelyn Andall

Member Details

EMPNO: 10 WHITE, SNOW L DOB: 1985-09-11 NCE 2005-02-17 2019-01-01 ADM 2019-01-01 DBplus 2019-01-01

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

Override	Field	Reported Value	Expected Value	Error Description	Severity
	DBplus PA	0	423	Reported DBplus PA is not within tolerance	Warning
	EE Contribution Rate	0		Employer contribution rate has changed from previous reporting year	Warning
	Annual Salary Rate	0		Member status is LTD/WSIB/WSIP and Annual Salary Rate is missing.	Error
Total Number of Errors:		3			

Run Validation

Status and Payroll Data

Effective Date	Annual Salary Rate	Plan Design
2019-01-01	0	DBplus

Employment Status	Employee Type	Employee Group
ACT - Active	Fulltime	Administration

EE Contributions Rate	ER Contributions Rate
5%	5%

Earnings	Contributions	Employer Contributions
Regular 13371.52	Regular 668.58	Regular 668.58

Effective Date	Annual Salary Rate	Plan Design
2019-03-16	0	DBplus

Employment Status	Employee Type	Employee Group
LTD - Long Term Disability	Fulltime	Administration

EE Contributions Rate	ER Contributions Rate
5%	5%

Earnings	Contributions	Employer Contributions

Member Details - Timeline

Member Data - Reports - Utilities - Help - Employer: ABC DBplus Employer Evelyn Andall

Member Details

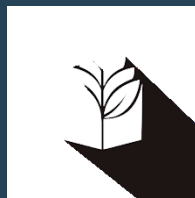
EMPNO: 1003 DUCK, DONALD DOB:1954-07-12 NCE 2018-08-01 FT 2019-01-01 ADM 2019-01-01 DBplus 2019-01-01

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

The timeline chart displays a single green bar labeled 'ACT' spanning from the beginning of 2019 to the end of 2020. The x-axis is marked with the years 2019 and 2020.

Status and Payroll Data

Effective Date	2019-01-01	Annual Salary Rate	0	Plan Design	DBplus
Employment Status	ACT - Active	Employee Type	Fulltime	Employee Group	Administration
EE Contributions Rate	5	ER Contributions Rate	5		
Earnings		Contributions		Employer Contributions	
Regular	21000	Regular	10500	Regular	10500



DCT DEMO – Navigating Member Details

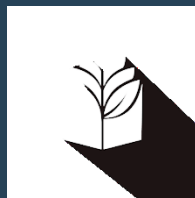
DCT Examples

Member who has no in year data

DCT Examples

Member who has in year data – on leave



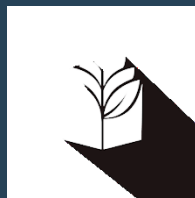


Exporting DCT Data

Extracting Member Data

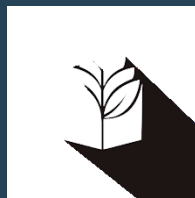
- Employers can extract the DCT data and compare it to their own records, for member reconciliation
- The export option is found under “Utilities” -> “Export Data”
- Employers can export any or all of the following files:
 - Member Demographic Information
 - Member Status Updates
 - Member Earnings, Contributions and Service

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



DCT DEMO – Export Data files





Importing Data files

Import Files

- Data is imported into DCT in the following order:
 - A) Status Update File
 - B) Earnings and Contribution File
 - C) Member Information and Year-end Updates (YTD) File

Import Process

The screenshot shows the CAAT Pension Plan DCT Data Collection Tool interface. The top navigation bar includes 'Member Data', 'Reports', 'Utilities', and 'Help'. The 'Utilities' dropdown menu is open, showing 'Import Data', 'Export Data', and 'Reset Data'. The 'Member Data Summary' section displays: 'Last Member Viewed: 169850328: DUCK, DONALD', 'Number of Members: 14', 'New Members: 14', and 'Employment Status Change: 18'. The 'Data Problems' section lists various categories with counts: Earnings Problems (0), DBprime PA Problems (0), DBplus PA Problems (0), Missing Info (7), Contributions Problems (0), Service Problems (0), Demographic Problems (0), Status Problems (0), Retroactive Payments (0), Plan Design Problems (0), and Employee Contribution Level Problems (0).

The timeline diagram illustrates the project schedule from 2020 to June 30. Key milestones include: 'Training' (January 21-23), 'Launch' (January 24), 'Data due back' (March 16), and 'Process completed' (June 30). The 'Annual data update' phase is highlighted in green, and 'Annual Statements' are shown in blue.

Deadline: March 16, 2020
Final DCT data submission
Confirmation of CAAT Pension & CAAT RCA 2019 Reconciliation Remittance Spreadsheets

Upload Data File



Member Data - Reports - Utilities - Help -

Employer: ABC DBplus Employer

Evelyn Andall

Help

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.

Select Import Section



Member Data - Reports - Utilities - Help -

Employer: ABC DBplus Employer

Evelyn Andall

Help

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	519850438,1015,4/2/2019 12:00:00 AM,DBplus,TAC,,,FT,

Select a section to import

- Member Information and Year-end Updates
- Status Updates
- Earnings and Contributions
- Prior Year Retroactive Payments

Proceed to field mapping

Field Mapping



Member Data - Reports - Utilities - Help -

Employer: ABC DBplus Employer

Evelyn Andall

Help

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	519650436
EMPLOYEEID*	EMPLOYEEID	1015
EFFECTIVEDATE*	EFFECTIVEDATE	4/2/2019 12:00:00 AM
PLANDESIGN	PLANDESIGN_	DBplus
EMPLOYMENTSTATUS	EMPLOYMENTSTATUS	ACT
EECONTRIBUTIONRATE	EECONTRIBUTIONRATE	
skip...	REDUCTIONFACTOR	
EMPLOYEEYPE	EMPLOYEEYPE	FT
skip...	EMPLOYEEGROUP	

Import Data

DBplus Employer Mapping

Status Update	Earnings and Contributions	Member Information and Year-End Updates (YTD)
SIN	SIN	SIN
EMPLOYEEID	EMPLOYEEID	EMPLOYEEID
EFFECTIVEDATE	FROMDATE	DBPLUSPA
PLANDESIGN	TODATE	COMMENTS
EMPLOYMENTSTATUS	EARNINGS_PRG	YTD_EARNINGS_PRG
EECONTRIBUTIONRATE	EARNINGS_REG	YTD_EARNINGS_REG
EMPLOYEEYPE	CONTRIBUTIONS_PRG	YTD_CONTRIBUTIONS_PRG
	CONTRIBUTIONS_REG	YTD_CONTRIBUTIONS_REG

Running Validations



Member Data - Reports - Utilities - Help -

Employer: ABC DBplus Employer Evelyn Andall

Help

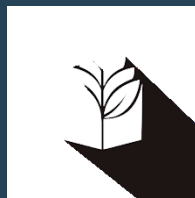
Member Data -
View/Edit Data
Run Validation
New Member
Send Data

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 – Importing Data files and Data Validations

Additional Resources

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

1

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 S-Doc) showing all contributions remitted for CAAT's RPP Plan

Initial reconciliation of contribution remittances

The workbook contains two different documents:

1. **CAAT Summary of 2019 Contributions**
2. **CAAT Purchased Contributions** (a listing of purchases by member).

Please check the information and confirm it's accurate.

1. CAAT Summary of 2019 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	-	-	-	-	-	-	-	-	4,970.87	5,809.46	5,251.11	6,147.69	22,179.13
Employer Pregnancy	99999-000-061-1120-2	Employer	-	-	-	-	-	-	-	-	4,970.87	5,809.46	5,251.11	6,147.69	22,179.13
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			80,000.00	80,000.00	80,000.00	80,000.00	80,000.00	80,000.00	81,676.54	80,000.00	89,941.74	91,618.92	90,502.22	92,295.38	126,034.80

3. CAAT Purchased Contributions

SUMMARY OF CONTRIBUTIONS - 20xx - ABC Employer			PURCHASED CONTRIBUTIONS			
Deposit Date	Employer	Member Key	Member Name	Purchase Type	Employee RPP	Employer RPP
mm/dd/yyyy	ABC	99998	JULIA DOE 99998 [DBprime]	Pregnancy - within	7,168.10	0
mm/dd/yyyy	ABC	99998	JULIA DOE 99998 [DBprime]	Pregnancy - within	0	7,168.10

Initial reconciliation of contribution remittances

Employer verification

- Cash sent by the employer or member during the year agrees with CAAT Plan's records
- Names and types of contributions are accurately recorded

Initial reconciliation of contribution remittances

Employer verification – Confirmation

Please confirm accuracy with email:

“I agree with the CAAT Pension Plan DCT Reconciliation Remittance spreadsheets”

(do not attach spreadsheets)

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**



RPP

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:

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):	<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: (Regular + PRG payroll deductions, excludes PRG paid in a lumpsum)	<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

EFT Payments

- Send EFT payment together with invoice
- Send invoice by Email:
 - B1K@cibcmellon.com
 - Finance@caatpension.on.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 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@aboemployer.ca Email	416-555-1111 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)	\$	60,000.00

Contributions Type	Amount - RPP (DBprime and DBplus)	Amount - RCA	Comments (limited to 30 characters)
Current Service - Employee	\$ 35,000.00		
Current Service - Employer	\$ 35,000.00	\$ -	
Pregnancy/Parental - Employee	\$ 1,000.00		
Pregnancy/Parental - Employer	\$ 1,000.00		
Credits - Employee			
Credits - Employer	\$ (12,000.00)		2019 DCT credit
RCA Fee - annual			

	Amount - RPP	Amount - RCA
PAYMENT SUBTOTAL	\$ 60,000.00	\$ -

Questions?

Sean McFarland

Finance Administrator

416.673.9000

smcfarland@caatpension.on.ca

Maisie Au

Senior Finance Analyst

416.673.4805

mau@caatpension.on.ca



