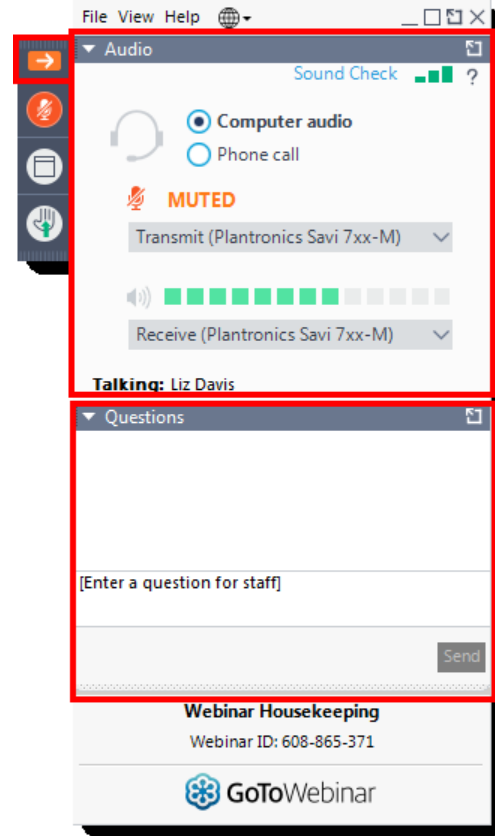


While we wait – audio instructions

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 – Full Training Session
January 22, 2019

Agenda

1. DCT overview

- Navigation
- Exporting
- Importing
- Validation
- Submission

2. Finance contribution reconciliation process

What is DCT?

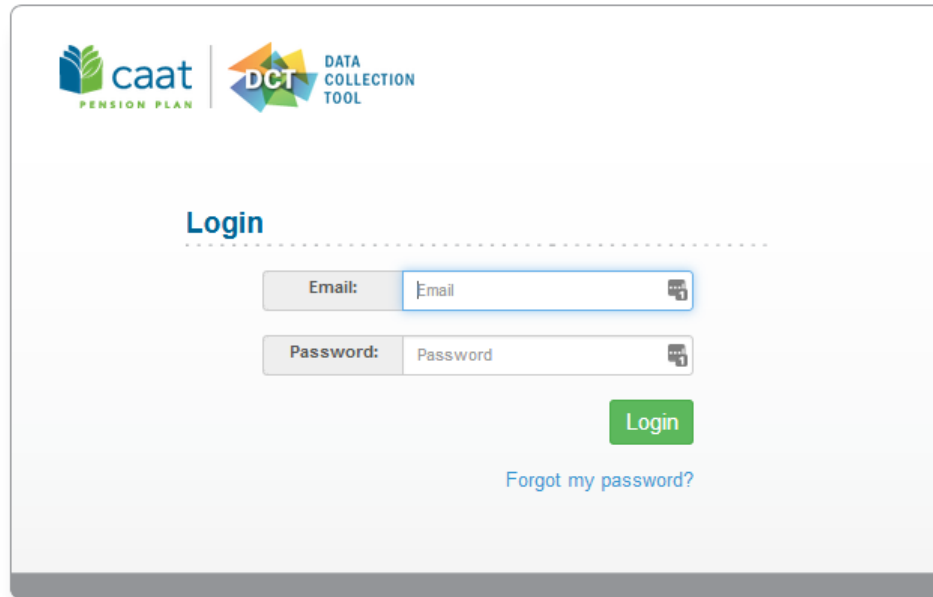
- DCT = Data Collection Tool
- Data collection site used to collect member data from our employers
- Data collection year is from January 1st to December 31st

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
 - D) Retro Payments 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: 'Email:' with a text box containing the placeholder 'Email' and a small icon of an envelope; and 'Password:' with a text box containing the placeholder 'Password' and a small icon of a key. Below the password field is a green 'Login' button. At the bottom of the form area, there is a blue link that says 'Forgot my password?'.

DCT Home Screen



Quick Search

Member Data Summary

Last Member Viewed: 726818305: HOLMES, SHERLOCK

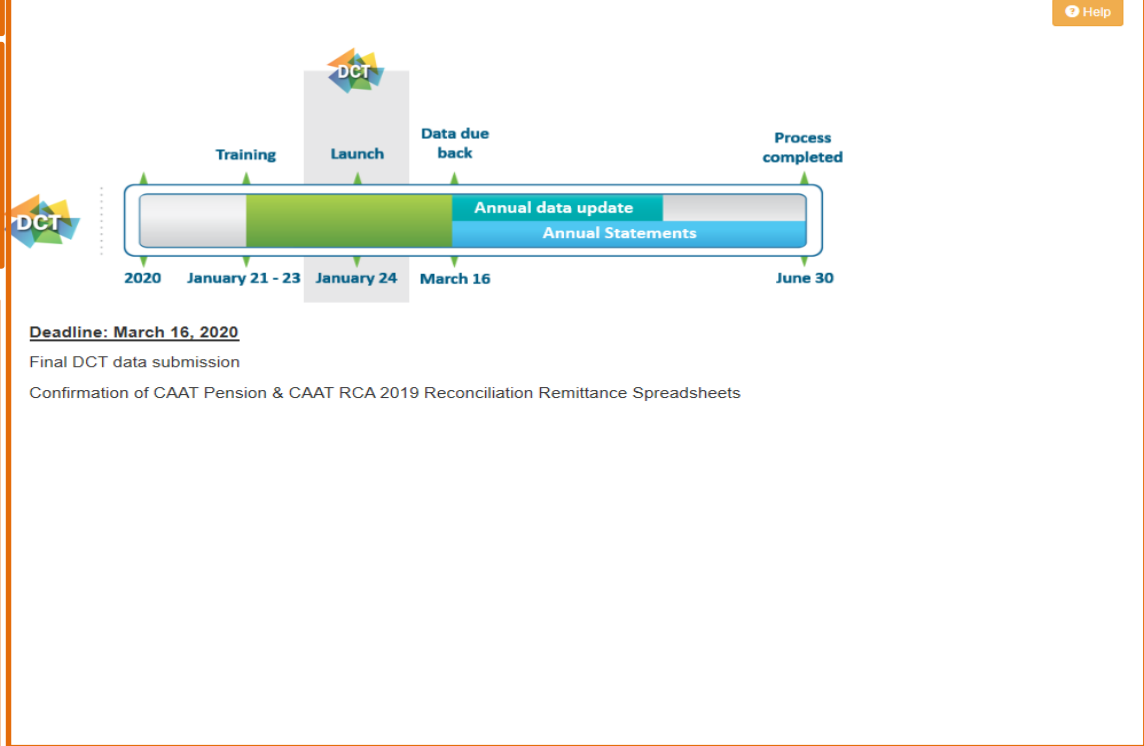
Number of Members: 14

New Members: 2

Employment Status Change: 20

Data Problems:

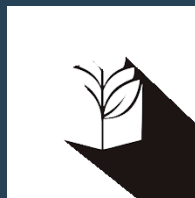
Earnings Problems:	0
DBprime PA Problems:	0
DBplus PA Problems:	0
Missing Info:	8
Contributions Problems:	0
Service Problems:	0
Demographic Problems:	0
Status Problems:	0
Retroactive Payments:	0
Plan Design Problems:	0
Employee Contribution Level Problems:	0



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 (DBprime)

Member Details

Help

EMPNO: 1017 BROWN, CHARLIE DOB:1995-04-30 ACT 2019-08-07 FT 2019-08-07 SUP 2019-08-07 DBprime 2019-08-07

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

Surname	BROWN	First Name	CHARLIE	Middle Name	Middle Name
Gender	Male	Marital Status	Married	Language	French
Date of Birth	1995-04-30	Hire Date	2019-08-07	Enrolment Date	2019-08-07

Status and Payroll Data

Effective Date	2019-08-07	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 – Personal (DBplus)

Member Details

Help

EMPNO: 1018 HOLMES, SHERLOCK DOB:1991-04-08

Personal

Summary

Retro-active Pays

Partial Day Leaves

Validation Result

Timeline

Surname HOLMES

First Name SHERLOCK

Middle Name Middle Name

Gender Male

Marital Status Married

Language English

Date of Birth 1991-04-08

Hire Date 2017-01-01

Enrolment Date 2017-01-01

Status and Payroll Data

Effective Date 2019-01-01

Annual Salary Rate 0

Plan Design DBplus

Employment Status IDT - Active

Employee Type Other than fulltime

Employee Group Administration

Earnings

Regular 54056

Contributions

Regular 4865.04

Employer Contributions

Pregnancy 4865.04

Member Details – Summary

Member Details

Help

EMPNO: 1017 BROWN, CHARLIE DOB:1995-04-30 ACT 2019-08-07 FT 2019-08-07 SUP 2019-08-07 DBprime 2019-08-07

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

	Reported	Calculated	Difference	Comments:
Total Regular Contributions	\$6,648.56	\$5,662.86	\$985.70	<div style="border: 1px solid gray; padding: 5px; min-height: 100px;"> Re-calculate </div>
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	0.40230	0.59770	

Status and Payroll Data

Effective Date: 2019-08-07 Annual Salary Rate: 0 Plan Design: DBprime

Employment Status: ACT - Active Employee Type: Fulltime Employee Group: Support Staff

Earnings: Regular 50561.23 Contributions: Regular 6648.56 Service: Basic 1.00000

Member Details – Retro-Active Pays

Member Details

EMPNO: 1003 DUCK, 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

Year	Retro Earnings	
2017	5000	X
Total Retroactive Earnings		\$5,000.00

Status and Payroll Data

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

Employment Status ACT - Active Employee Type Fulltime Employee Group Administration

Earnings	Contributions	Service
Regular 210000 X	Regular 29005.66 X	Basic 1.00000 X
Retro Pay 5000 X		

Member Details – Partial Day Leaves

Member Details

EMPNO: 1003 DUCK, 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

Date	Service Deduction	
2019-12-02	0.00383	✕
Total Service for Partial Day Leaves	0.00383	

Status and Payroll Data

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

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

Earnings	Contributions	Service
Regular 21000 ✕	Regular 29005.66 ✕	Basic 0.99617 ✕

Member Details – Valuation Result

Member Details

Help

EMPNO: 1017 BROWN, CHARLIE DOB:1995-04-30 ACT 2019-08-07 FT 2019-08-07 SUP 2019-08-07 DBprime 2019-08-07

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

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	0.40230	Reported Pensionable Service is not within tolerance	Error
Total Number of Errors:		3			

Run Validation

Status and Payroll Data

Effective Date: 2019-08-07 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: 1008 FLINSTONE, FRED DOB:1965-04-10 ACT 2009-11-19 OTF 2009-11-19 SUP 2009-11-19 DBprime 2009-11-19

Personal

Summary

Retro-active Pays

Partial Day Leaves

Validation Result

Timeline



Status and Payroll Data

Effective Date 2019-01-01

Annual Salary Rate 0

Plan Design DBprime

Employment Status ACT - Active

Employee Type Fulltime

Employee Group Faculty Member

Earnings

Regular 30910.06

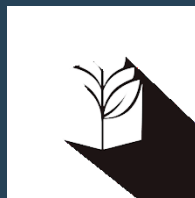
Retro Pay 7051

Contributions

Regular 4251.64

Service

Basic 1.00000



DCT DEMO – Navigating Member Details

DCT Examples

Member who has no in year data DBprime

DCT Examples

Member who has no in year data DBplus

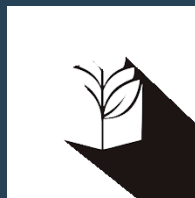
DCT Examples

Member who has in year data – on leave

DCT Examples

FT to PT status change





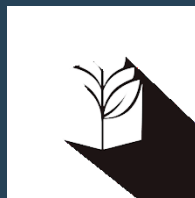
Exporting DCT Data

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*

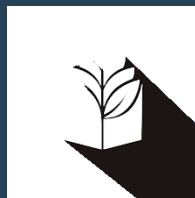
*Partial-Day Leaves must be entered manually by the employer as they are not part of the Import Data utility. So if there are any, they will have to manually add in the Partial-Day data first, before exporting this type of data. **This will not apply for DBplus members**

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



DCT DEMO – Export Data files





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
 - D) Retro Payments File

Employer Import Process

The screenshot displays a web application interface for the 'Employer Import Process'. At the top, a navigation bar includes 'Member Data', 'Reports', 'Utilities', and 'Help'. The 'Utilities' menu is open, showing 'Import Data', 'Export Data', and 'Reset Data'. The main content area is titled 'Upload Data File' and features a sidebar with 'Import Steps' and 'Step 1: Upload your Import file to the server.' The main form area is titled 'Choose a File:' and contains a 'Browse...' button, the text 'No file selected.', a note 'Must be a .csv/.xls/.xlsx file with structure as defined by data import requirements.', and an 'Upload' button. A green box highlights the 'Utilities' menu and the 'Choose a File:' section.

Member Data - Reports - Utilities - Help -

Employer: ABC Employer Test User ⚙️

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.

Import Section

Member Data - Reports - Utilities - Help -

Employer: ABC Employer Test User

Select Import Section Help

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,EMPLOYEEYPE,EMPLOYEEGROUP
2	519650436,1015,4/2/2019 12:00:00 AM,DBprime,ACT,..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

Map database columns to your data file

Help

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

Field Mapping

Database Column	Column on File	Sample Data
SIN*	SIN	519850436
EMPLOYEEID*	EMPLOYEEID	1015
EFFECTIVEDATE*	EFFECTIVEDATE	4/2/2019 12:00:00 AM
PLANDESIGN	PLANDESIGN_	DBprime
EMPLOYMENTSTATUS	EMPLOYMENTSTATUS	ACT
EECONTRIBUTORATE	EECONTRIBUTORATE	
REDUCTIONFACTOR	REDUCTIONFACTOR	
EMPLOYEEETYPE	EMPLOYEEETYPE	FT
EMPLOYEEEGROUP	EMPLOYEEEGROUP	

Import Data

Import Errors

Import Summary

 Help

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.

Step 4: 

Import is complete.

Messages

Error at line 2: [EMPLOYMENTSTATUS]: Invalid field value.

Import completed with 1 errors out of 1 rows.

 Home

 Validate

 Upload

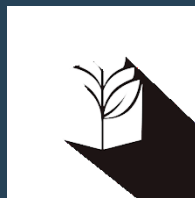
Running Validations

The screenshot shows a web application interface with a top navigation bar. The navigation bar includes a home icon, a dropdown menu for 'Member Data', and other menu items: 'Reports -', 'Utilities -', and 'Help -'. On the right side of the navigation bar, there is a field for 'Employer: ABC Employer' and a user profile for 'Test User' with a settings gear icon. A 'Help' button is also present in the top right corner.

The 'Member Data' dropdown menu is open, showing the following options: 'View/Edit Data', 'Run Validation', 'New Member', and 'Send Data'. The 'Run Validation' option is highlighted with a green box.

Below the navigation bar, there is a 'Messages' section with a blue header. The message content reads: 'Import completed with 0 errors out of 1 rows.' Below the message is a navigation bar with three buttons: 'Home', 'Validate', and 'Upload'. The 'Validate' button is highlighted with a green box.

On the left side of the page, there is a sidebar with a 'Step 1' through 'Step 4' checklist. Each step is followed by a checkmark icon. The steps are: '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.', and 'Step 4: Import is complete.'



DCT DEMO – Importing Data files and Data Validations



Additional Resources

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

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 both CAAT Pension Plan and the CAAT RCA.

Initial reconciliation of contribution remittances

The workbook contains three different documents:

1. **CAAT Summary of 2019 Contributions**
2. **CAAT RCA Summary of 2019 Contributions**
3. **CAAT Purchased Service 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	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 2019 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

3. CAAT Purchased Service Contributions

SUMMARY OF CONTRIBUTIONS - 20xx - ABC Employer			PURCHASED SERVICE			
Deposit Date	Employer	Member Key	Member Name	Purchase Type	Employee RPP	Employer RPP
mm/dd/yyyy	ABC	99999	JOHN DOE 99999 [DBprime]	LOA - within	1,676.54	0
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 service are accurately recorded

Initial reconciliation of contribution remittances

Employer verification – Confirmation

Please confirm accuracy with email:

“I agree with the CAAT Pension Plan and CAAT RCA 2019 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**
- **CAAT RCA 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

RFP

Employer Information

ABC Employer

Bob Doe
 123 Anywhere Street
 Toronto, ON

FINAL STATEMENT ISSUED:

GROUP NUMBER

May 22, 20xx

99

RFP ALL

	<u>MEMBER</u>	<u>EMPLOYER</u>	<u>TOTAL</u>
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>\$(3,682.03)</u>	<u>\$(3,682.03)</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



250 Yonge Street, Suite 2000 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

RCA

ANNUAL STATEMENT OF CONTRIBUTIONS
FOR THE YEAR 20xx

Employer Information

A/B/C 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	

Annual Reconciliation

CAAT RCA 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 Pension Plan and CAAT 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	smight@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) **\$ 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?

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