Data Collection Tool Guide

Reporting Member Data for 2022
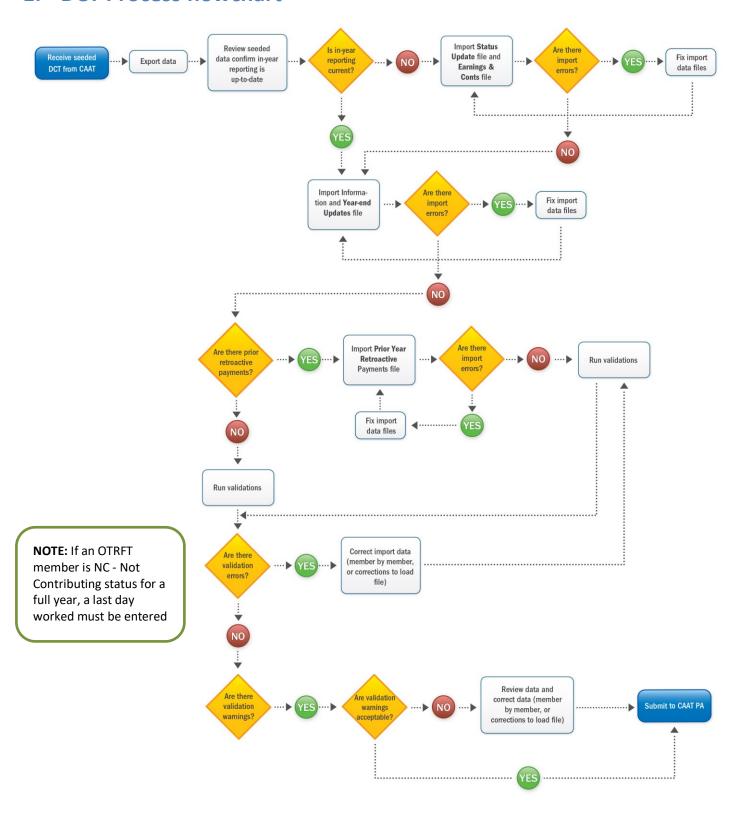
Effective January 1, 2023

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NOTE: If an OTRFT member is NC - Not Contributing status for a full year, a last day worked must be entered

2. Overview of the Data Collection Process

2.1   Purpose and timelines

Purpose

The data collection process is an annual process to collect members' pension data and to reconcile contribution remittances to satisfy reporting requirements and issue annual pension statements.

Data Collection Tool (DCT) is a web-based tool that allows employers to report members' pension data.

Timelines

- **January 17** – Full DCT training for all employers
- **January 19** – DCT Refresher training for all employers
- **January 20** – DCT rollout to all employers
- **March 6** – DCT data completed and submitted to Plan
- **March 31** – Annual Detail Account Summary file sent to employers by Finance Department
- **April 14** – Annual Detail Account Summary file remittance confirmations submitted to CAAT Pension Plan

Who to call for support?

Contact your Employer PA for any questions about your data or about using the DCT.

Technical Requirements

The DCT is a web-based tool. It is designed to work in all modern browsers, such as Google Chrome, Mozilla Firefox, Apple, Safari and Internet Explorer 10 or above.

2.2   Process Overview

Step 1: Receive DCT data

Before the DCT is released to Employers, the CAAT Pension Plan will populate the DCT with demographic data with the previously submitted in-year data that was updated in the CAAT's pension database.

Your data will include:

- Each member who was active in the data collection year
- Any Status Updates from in-year reporting of Status Changes (for example Leave Starts and Stops)
- Payroll data that was submitted during in-year reporting (for example Pregnancy/Parental Leave with payroll deductions)
- Earnings, DBprime Service and Contributions reported in-year for any members who terminated, retired, or died in the reporting year

Step 2: Export and review data

Employers access the DCT tool, extract the data file and compare it with their records.

Use **Section 3. Navigating the DCT** to learn how to navigate the DCT website and **Section 4. Working with reports** to find out what reports are available and how to export data files from DCT.

Step 3: Import data to DCT

The employer's task is to upload the payroll data and any status changes that were not reported during the year, along with the year-to-date payroll data for all members who were active during the year.

Use **Section 5. Importing your data** to know more about import steps and file requirements.

Step 4: Validate import file and correct import errors

Use **Section 5. Importing your data** to learn how to validate the import file and to action the import data errors.

Step 5: Run data validations

Use **Section 6.1 - Running Validations** to validate the imported data.

Step 6: Review and correct data validation errors

Employers review error messages from DCT and clean up data as required.

Use **Section 6. Data Validations** to understand validation errors and the corrective action and **Section 7. Reviewing and Editing Member Data** to learn how to navigate member and payroll details.

Step 7: Submit data

Use **Section 8. Submitting Data** for instructions on how to send data to the CAAT Pension Plan.

Step 8: CAAT reviews data

CAAT Pension Plan verifies the data and sends questions back to employers. Once data is confirmed, the CAAT Pension Plan loads data into the pension administration system.

Step 9: Receive Contribution Remittance Summary
Use **Section 9. Reconciliation** to learn what reports you will be getting and what you need to do to reconcile contributions.

2.3   How is the Data Structured?

The data in the DCT is structured around the concept of Status Updates, which include changes to the member's Employment Status, Employee Type, or Employee Group.

For any change in the member's status during the year, the in-year reporting ensures that the pension database was updated. If the database was updated, the member's status changes will be available in the initial DCT data. If the member's status changes were not reported in-year, they will be updated as part of the data submission activities.

Definitions

Employee Status
There are 19 types:

ACT – Active
DTH – Death
IDT – Active
INT – Intergroup Transfer
LAY – Layoff
LOA – Unpaid Leave of Absence
LTD – Long Term Disability
NC – Other-Than-Full-Time – Not Contributing
NCE – Not Contributing – Eligible for Purchase
PLA – Paid Leave of Absence
PRG – Pregnancy/Parental Leave – Payroll Deductions
PRN – Pregnancy/Parental Leave – No Payroll Deductions
RED – Reduced Workload
RET – Retired
STL – Authorized Statutory Leave
STR – Strike Period
TER – Termination
WSIB – Full WSIB
WSIP – Partial WSIB

Use **IDT – Active** Employee Status when a member changes their status from Full time to Other Than Regular Full-Time (OTRFT) or from OTRFT to Full-time.

Employee Type

There are two types:

1. Full-time
2. Other Than Full-Time

Employee Group

There are three types:

1. Administration
2. Faculty Member
3. Support Staff

How does the DCT use SIN?

Member SIN's are used by the DCT as the primary key to differentiate between employees.
Employee ID is your employee identifier for payroll purposes and must be included in the file you upload to the DCT.
Employers will be able to search for employees using either Employee ID or Member SIN.

All validation results and report screens show both the Member SIN and Employee ID. The **Member Details** screen identifies members by Employee ID only.

NOTE: If you cannot find a member who has recently changed their SIN, search under the old SIN. If found under the old SIN, **make updates under the old SIN** rather than creating a new member. Remember to submit the Member Change of Information form.

3.   Navigating the DCT

3.1   Managing Your Account

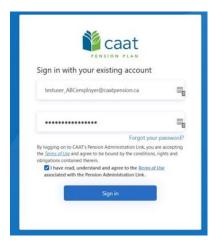**Logging In**

PAL Users:

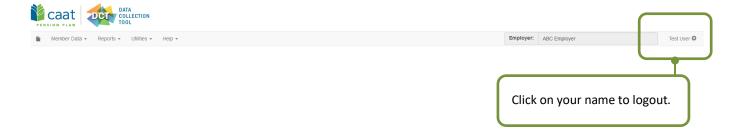Log into PAL and select Data Collection Tool.

Non-PAL Users:

Access the DCT link https://dct.caatpension.ca/ and use the existing DCT credentials to login and set up Multi Factor Authentication.

Inactivity timeout is 30 minutes. You will have to log in again after an inactivity period of 30 minutes or more.

Logging Out

Click on your name to logout.

Switching Employer

If you administer more than one employer, choose each employer from the drop-down menu.

You can only see the data from one employer at a time.

3.2   Home Screen

The Home screen provides summaries of your data for at-a-glance information.

Click the home icon or the logo to return to the home screen at any time.

Navigation Ribbon

Use the navigation ribbon at the top of the screen to navigate the DCT. From the ribbon, you can go to the homepage, view your Member Data, open any of the Reports, see the Utilities and access the Help screens.

Announcement Banner

When you log in, check the Announcement Banner. We will use the Announcement Banner to keep you up to date on deadlines or anything else you need to know as a DCT user.

Deadline: March 6, 2023
Final DCT data submission

Quick Search

Use **Quick Search** on the top left of the home screen to search for a member by:

- Last name
- SIN
- Employee ID
- First name
- Middle name

Member Data Summary

The **Member Data Summary** gives you a snapshot of the members in your database.

Click on any row to open the report or screen.

Last Member Viewed: If you have already been in the database, this will show you the SIN, last name and first name of the member whose record you last worked on.

Number of Members: The total number of members in your group.

New Members: Total new members who enrolled in the DCT reporting year (they are also included in the total Number of Members, above).

Employment Status Change: A count of the total number of employment status changes in your group of members.
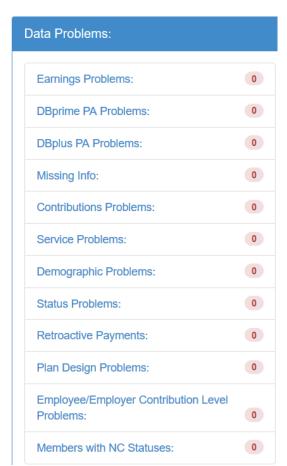
Data Problems Menu

The **Data Problems** menu shows you the result of any validations and provides a quick link to the relevant Error Reports.

Every Error Report is displayed in the **Data Problems** menu. If there are no data problems, the number beside the Error Report will report zero errors. If you have not run any validations, each report will display zero errors.

Use this menu to quickly identify where any data problems exist or to organize your work. **The goal is to submit all data with zero errors**. The Data Problems menu lets you see at-a-glance how close you are to that goal.

NOTE: The error reports are also available from the navigation ribbon **Reports -> Error Reports** drop-down menu.

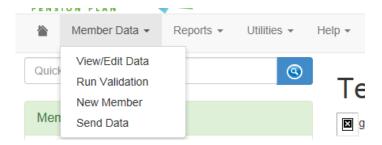| Data Problems:	
Earnings Problems:	0
DBprime PA Problems:	0
DBplus PA Problems:	0
Missing Info:	0
Contributions Problems:	0
Service Problems:	0
Demographic Problems:	0
Status Problems:	0
Retroactive Payments:	0
Plan Design Problems:	0
Employee/Employer Contribution Level Problems:	0
Members with NC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

Click on the report title to open the report.

Service Problems report is not applicable for **DBplus** members

Employee/Employer Contribution Level Problems report is not applicable for **DBprime** members

3.3   Member Data Menu

Select **Member Data** from the navigation ribbon to view/edit data, run validations, add new members and send data to your Employer PA.

View/Edit Data – Use this to open the Member Data. It will open a grid with every employee in your database. You can change the number of employees displayed using the "items per page" drop-down at the bottom of the screen.

Run Validations – Use this to validate all your data. This will generate the error reports, which tell you if your reported values do not match the expected values. Every time you run data validations, the **Data Problems** menu on the home page will be updated. It provides an at-a-glance summary of any remaining data issues.

New Member – Use this to manually add a member to the database. A pop-up box will open in which you can enter the new member data. Be sure to submit the Enrolment form to support the addition to the database.

Send Data – Use this when you have completed all edits on your data. **Send Data** will send an automatic email to the Plan to notify your Employer PA that your data is complete. The DCT will freeze your data and you will not be able to make any further changes to the data after you use **Send Data**. Note that **Send Data** should not be used to save data changes.
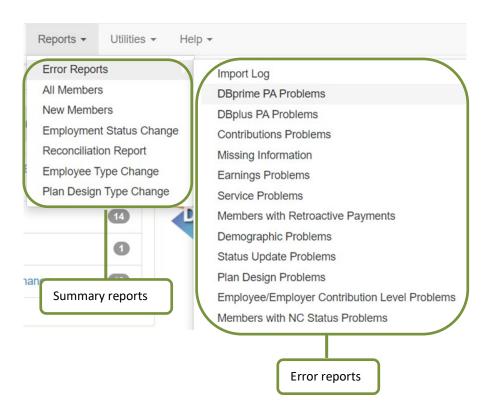If data was submitted in error, contact your Employer PA.

Once your data has been submitted, you can no longer edit data or run validations.

3.4   Reports Menu

Select **Reports** from the navigation ribbon to access **Error Reports** and **Summary Reports**.

Click on the report title you want to review to open the report.

Error Reports include all the possible errors in your data. The errors are also summarized in the **Data Problems** menu on the home page.

Use the **Data Problems** menu on the homepage to determine which reports you need to review. The **Error Reports** in the **Data Problems** menu display error totals.
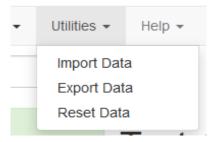
Summary Reports provide summaries of all your data. Some of these reports appear in the **Member Data Summary** menu on the home page.

3.5   Utilities Menu

Select **Utilities** from the navigation ribbon to work with your data files.

From this menu you can import your data to the DCT, export a raw data file or reset your data.

Import Data

Use Import Data to upload data to the DCT. The data import process will depend on the in-year reporting you completed.

If you provided in-year data for all members with Status changes, then only the Member Information and Year End Updates (referred to as the YTD file) file is required.
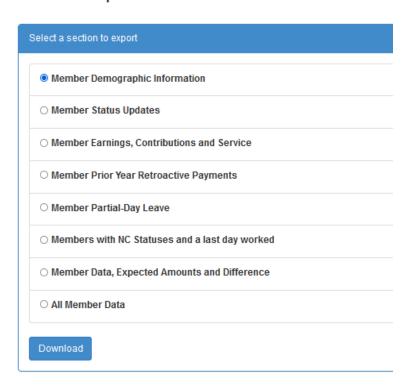
If there are members with in-year Status changes for whom you did not provide in-year data changes or for whom information was provided after the December cut-off date and therefore leave data is not included in the tool, you will have to provide additional files or manually upload the in-year data.

Export Data

Use Export Data to keep a copy of the data at any stage of the process.

As a first step, export the data and compare it to your data files. If your in-year reports are missing data, use this file to identify which of the six files you need to import.

Select Export Section

Select a section to export

- ● Member Demographic Information
- ○ Member Status Updates
- ○ Member Earnings, Contributions and Service
- ○ Member Prior Year Retroactive Payments
- ○ Member Partial-Day Leave
- ○ Members with NC Statuses and a last day worked
- ○ Member Data, Expected Amounts and Difference
- ○ All Member Data

Download

Select data to export by choosing one of the options:

- Member Demographic Information – *all members in the Plan as of December 31, 2022*
- Member Status Updates – s*tatus changes provided through in-year data*
- Member Earnings, Contributions, and Service – *data provided through in-year reporting*
- Member Prior Year Retroactive Payments
- Member Partial-Day Leave
- Members with NC Statuses and a last day worked
- Member Data, Expected Amounts and Difference - *displays members' data that you reported, the expected values and the difference*
- All Member Data - *displays member's demographic and financial data reported in the DCT*

NOTE: Partial-Day Leaves must be entered manually and are not part of the Import Data utility. If you have any, you must manually add them before exporting the Partial-Day Leaves data.

Click **Download**. Your data will be exported in a CSV file.

> This is an export of raw data and not a report. It extracts all the relevant data. To export a specific report, go to **Section 4. Working with reports**.

Reset Data

Use this to restore your data to the data originally uploaded by the CAAT Pension Plan. It will erase all your data uploads or changes.

4. Working with Reports

4.1   Report Descriptions

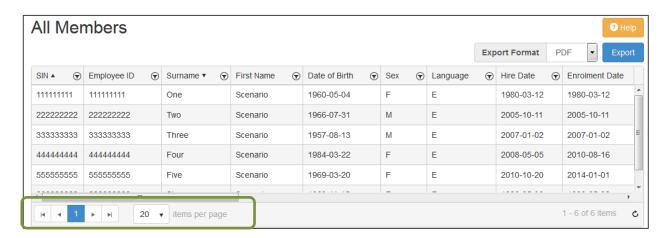| Report Name	Description
Summary Reports	
All Members	A detailed listing of demographic and payroll information of all members for the employer as reported in the DCT. This report has one record per member with Employee type, Employee Group and Employment Status at the end of the year. The report displays the sum of the Total Pensionable Earnings, Contributions, DBprime Service and PA for the full year.
New Members	A listing of demographic data for all new members that enrolled in the reporting year.
Employment Status Change	A flexible tool that can generate a report for any status based on user selection. This report also displays members with no change in status and will show the member's status as at January 1 of the reporting year.
Reconciliation Report	This report displays the year-to-date listing of the payroll information for all members for the employer.
Employee Type Change	This report lists all members who changed Employee Type from OTRFT to FT and/or vice versa.
Plan Design Type Change	This report lists all members who have changed Plan Design.
Error Reports	
Import Log	This report describes the results of the data import process and cannot be used to access member records. It does not have Member SIN or Name columns. It is sorted by "Import Time", "Filename" and "Line sequence" by default.
DBprime PA Problems	This report displays all members where the reported DBprime PA is not within the tolerance of the calculated DBprime PA.
DBplus PA Problems	This report displays all members where the reported DBplus PA is not within the tolerance of the calculated DBplus PA.
Contribution Problems	This report displays all members where the reported contributions are not within tolerance of the contributions calculated by DCT. The earnings are broken down by the earnings type: regular and lump sum. The contributions are grouped by RPP and RCA: • RPP contributions (basic and PRG) • RCA contributions (RCA and RCA_PRG)
Missing Information	This report displays all members whose status is active and no payroll data has been reported (contributions, pensionable earnings, Dpprime service, PA). Deleted members will not appear on this report. When searching for a deleted member in the DCT, a message will appear: *No Results Found!*

Report Name	Description
Earnings Problems	This report displays members with the following validations: ▪ Member is Active but Earnings = 0 ▪ Annualized Earnings, including lump sums, over $200,000 ▪ Annualized Earnings, excluding lump sums, over $200,000 ▪ Member was inactive but earnings > $0 ▪ Vacation pay reported for active member
Service Problems (DBprime only)	This report displays all members where the reported Service is not within the tolerance of the Service calculated by DCT. If the member had Employee type changes during the reporting year, the earnings and service should be broken down based on the effective dates. For FT, the validation is raised when the reported service is not equal to the maximum service allowed but within the tolerance – 2 working days.
Members with Retroactive Payments (DBprime only)	This report displays members with the following validations as well as every member who has a retro payment reported in the DCT: • Invalid retroactive pay year (RETROPAYYEAR) (i.e. retro provided for current year or for year(s) prior to enrolment date) • Total retroactive earnings (EARNINGS_RTO) does not equal sum of the annual retroactive earnings amounts.
Demographic Problem	This report displays members who have the following validation: • Member is < 16 years of age • Member is > 71 • Duplicate Employee ID • Employee Status date (excluding Not Contributing – Eligible for Purchase date) is before the Enrolment Date • Employee Group date is before the Enrolment Date • Employee Type date is before the Enrolment Date • Hire Date > Enrolment Date • SIN check (will reject upon import)
Status Update Problems	This report displays members who have the following validation: • Status Update Date (i.e. Employment Status Date, Employee Group Date, Employee Type Date) is not in the current year • To Date/From Date is not in the current year • Gaps in Employment based on Status Update Dates and To/From Dates • Overlaps in Employment based on Status Update Dates and To/From Dates • NC should be used for non-contributing OTRFT members • Reduced Status Code (i.e. RED) but no reduction factor (REDUCTIONFACTOR) • Reduction factor (REDUCTIONFACTOR) but no reduced status code (i.e. RED) • Member Status is RED, Reduction factor must be >0 and <1
Plan Design Problems	This report displays members who have: • Plan Design not in current year • Overlaps in employment based on Plan Design Dates • Gaps in employment based on Plan Design Dates

Report Name	Description
Employee/Employer Contribution Level Problems	This report is for **DBplus members** only and displays members who have the following validations: • Employee/Employer Contribution Level Rate not in the current year • Employee/Employer contribution rate has changed from previous reporting year • Employee/Employer contribution rate is invalid • Overlaps in employment based on Employee Contributions Level Rates Dates • Gaps in employment based on Employee Contributions Level Rate Dates
Members with NC Statuses	This report displays members who have an NC status, but no last day worked has been entered.

4.2   Navigating Through a Report

When you open a report, use the navigation on the bottom of the screen to move through the report and to change the number of records displayed per page.

4.3   Sorting or Filtering Data on the Report Screen

Sorting

By default, reports are sorted by last name in alphabetical order, then by SIN in ascending order.

Each column is resizable. Hover over the line between columns and click and drag to resize the column. You may have to resize some columns to see the sort triangle.

To change the sort order, **you must first remove the previous sorts**. Every column with a potential sort on it will have a triangle beside the column title.

If you click on a column head to sort, you are adding it to the existing sort.
- **To change the sort order:** Click the triangle beside the column name you want to sort on. The triangle will flip, and the data will be sorted in the opposite direction.
- **To remove the sort:** Click the arrow beside the column title once to sort on that field. Click a second time to remove the sort. (Note that this is not a double-click. You must click twice).
- **To sort on a specific column:** First remove all previous sorts, then click on the column title to add an arrow and sort on a specific column.
- **To sort on multiple columns:** Click on the column title to add it to the end of the existing sort.

Filtering

Use this to quickly identify all entries with a certain characteristic.

Filter is **Case Sensitive**. Click on the funnel icon beside the column title you want to filter.

To clear a filter: For any column with an active filter, the funnel icon will be greyed out. Click the filter icon and choose 'Clear' to remove the filter and display all records.

Filters apply to the screen only. If you filter the data on the screen and export the data, you will export all the data.

Filter options for columns with words (e.g. Surname, First Name); Includes Employee ID	Filter options for columns with numbers (includes SIN)	Filter options for columns with dates:
Is equal to	Is equal to	Is equal to
Is not equal to	Is not equal to	Is not equal to
Starts with	Is greater than or equal to	Is after or equal to
Contains	Is greater than	Is after
Does not contain	Is less than or equal to	Is before or equal to
Ends with	Is less than	Is before
Note that filtering is case sensitive.	You can enter any number for filtering	Use the calendar pop up menu to choose the date you wish to filter the data on.
For all filters, you can add a second criteria, or exclude irrelevant data using the "And/Or" button.		

For example, if you want to identify all the members with earnings over the RCA contributions threshold, click the filter icon beside "Current Year's Earnings" and choose "is greater than or equal to" $193,715.00 (the 2022 RCA earnings threshold).

4.4   Exporting a Report

You can export each report from the Report screen. At the top right, choose the **Export Format** you would like the report exported in and click **Export**. The report will be formatted and downloaded to your computer.

You can export the data in these formats:

- PDF
- XLS
- XLSX
- DOCX

Because of the file structure you cannot filter the excel versions of the following reports:

- PA Problems Report
- Earnings Problems
- Retro Payments

Exporting a report is different than the Data Export available from the **Utilities** menu, which exports the raw data.

5. Importing your data

5.1   Data Files Format and Order

File Formats

Your data files can be formatted in either:

- .csv (comma-separated values)
- .xls (MS Excel 2003 and prior)
- .xlsx (MS Excel 2007 and newer)

Date Formats

The preferred date format is YYYY-MM-DD.

> If your date format is different than YYYY-MM-DD, you can specify your date format as part of the Data Import process. The date formats include DD/MM/YYYY, MM/DD/YYYY, and YYYYMMDD.

Data Mapping

The DCT allows flexible data mapping i.e. the order of the columns is flexible. Columns will be automatically mapped to the DCT database if the headings in your data file match the pre-defined column names. If they are not, you can map them as part of the Data Import process.

> We recommend you use a header row in your file to facilitate data mapping.

Data Files and Import Order

Import order	Data File title	Data File details	Optional / Required
1	Status Updates	Use to upload member Status Updates that were not reported in-year. If uploaded, then the Earnings and Contributions file must also be uploaded.	Optional*
2	Earnings and Contributions	Use to upload earnings, contributions and DBprime service for members with in-year status changes for whom this data has not been previously reported. The reporting period start and end dates must correspond with the Status Update dates.	Optional* Required if Status Updates file uploaded.
3	**Member Information and Year-end Updates (YTD)**	Use to upload information updates and year-end data for all members. If in-year reporting was complete, this is the only file that needs to be uploaded. For member updates not reported to the Plan, or reported after the DCT was prepared, you can either upload the other files first, or update member records using the DCT's online editing function, then upload the year-end data using the YTD fields.	**Required**

| 4 | Prior Year Retroactive Payments | Use this report to attribute retroactive payments to past years. The total of all payments for all past years should match the total Retroactive earnings field for all reporting periods in the collection year. The earnings reported should be for years PRIOR to the current DCT reporting year. For example, if the member receives a retroactive payment in November for work performed in June of the reporting year, those earnings should not be reported here. | Optional

Not Applicable to **DBplus members** |
| 5 | Last Day Worked | Use to upload the last day worked for non-contributing members. | Optional

Not Applicable to **DBprime members** |

*If you did not report member status changes during the year, you must import Status Updates and Earnings and Contribution files before you import Member Information and Year-end Updates (YTD) file.

If the status changes were reported in-year, the Status Updates and Earnings and Contribution files are not required.

NOTE: For members who started or stopped Reduced Workload or Paid Leave of Absence in the reporting year, you must manually split the payroll record for the two periods.

There are two options for reporting the split between PRG and REG earnings and contributions:

1. If you can split the earnings and contributions at year end, then report both in the Member Information and Year-end Updates (YTD) file. Based on your in-year reporting, the DCT will load the data into the correct Payroll records.

2. If you are unable to split the PRG and REG earnings and contributions, report the TOTAL under REG in the Member Information and Year-end Updates (YTD) file.

   When you import the file, SKIP the mapping for YTD_PRG so it does not load. The DCT will allocate the difference to the most recent status.

   If you have the total data for the year under PRG in the YTD File, you must re-allocate the total to REG.

Multiple Member Information and Year-end Updates (YTD)

You can upload multiple Member Information and Year-end Updates (YTD) files, however a member record must appear only once in all of the files. If the member record appears in more than one file, the data from the file that was uploaded last will override the previously loaded record.

5.2   Status Updates Data Import File Requirements

This file is optional. If used, it must be uploaded first.

(***** - Mandatory field)

Column	Data Type	Length	Description
SIN*	CHAR	9	Social Insurance Number
EMPLOYEEID*	CHAR	15	Unique employee number assigned by the employer
EFFECTIVEDATE*	DATE		Status effective date
PLANDESIGN*	CHAR	6	Two Plan design options (case sensitive) DBprime DBplus
EMPLOYMENTSTATUS	CHAR	4	Employment status: ACT – Active DTH – Death IDT – Active INT – Intergroup Transfer LAY – Layoff LOA – Unpaid Leave of Absence LTD – Long Term Disability NC – Other-Than-Full-Time – Not contributing NCE – Not Contributing – Eligible for Purchase PLA – Paid Leave of Absence PRG – Pregnancy/Parental Leave – payroll deduction PRN – Pregnancy/Parental Leave – no payroll deduction RED – Reduced Workload RET – Retired STL – Authorized Statutory Leave STR – Strike Period TER – Termination WSIB – Full WSIB WSIP – Partial WSIB
EECONTRIBUTIONRATE	NUMBER	4	Member contribution rate percentage in decimal number (for example, if member contribution rate is 9%, input 0.09)
REDUCTIONFACTOR	NUMBER	4	Reduction factor: the workload percentage in decimal number form (e.g. if working 80% of regular workload, input 0.80) that member's workload is reduced to. This is only applicable to RED (Reduced workload) status. (2 decimals: [9.99])
EMPLOYEETYPE	CHAR	3	Employee type code (previously referred to as Job code): FT – Full-time OTF – Other than full-time
EMPLOYEEGROUP	CHAR	3	Employee group code (previously referred to as Occupation code): SUP – Support staff FAC – Faculty staff ADM – Administrative staff

Status Updates Data Import File Sample

SIN	EMPLOYEEID	EFFECTIVEDATE	PLAN DESIGN	EMPLOYMENT STATUS	EECONTRIBUTION RATE	REDUCTIONFACTOR	EMPLOYEETYPE	EMPLOYEEGROUP
111111111	111111111111111	1/1/2022	DBprime	LOA				
222222222	222222222222222	3/1/2022	DBplus	ACT				
333333333	333333333333333	6/23/2022	DBprime	ACT				

5.3   Earnings and Contributions Data Import File Requirements

This file is optional. If used, it must be uploaded after **Status Updates** file.

(***** - Mandatory field)

Column	Data Type	Length	Description
SIN*	CHAR	9	Social Insurance Number
EMPLOYEEID*	CHAR	15	Unique employee number assigned by the employer
FROMDATE*	DATE		Period start date
TODATE	DATE		Period end date
SERVICE	NUMBER	7	Member service for the period (5 decimals: [9.99999]) For DBplus members the field is populated with 0.
EARNINGS_LUM	NUMBER	12	Lump sum earnings for the period (2 decimals: [999999999.99]). Do not include in EARNINGS_REG.
EARNINGS_PRG	NUMBER	12	Earnings for pregnancy/parental leave period (2 decimals: [999999999.99]) Do not include in EARNINGS_REG
EARNINGS_REG	NUMBER	12	Regular earnings for the period (2 decimals: [999999999.99]), excluding lump sum earnings, pregnancy/parental earnings, retroactive pay and vacation pay
EARNINGS_RTO	NUMBER	12	Total retroactive pay in the current DCT reporting year in respect of prior years. (2 decimals: [999999999.99]) This does not include retroactive payments in the current DCT reporting year. Replaces the "Retro Pay Allocation" spreadsheet currently on the CAAT Pension Plan website. Do not include in EARNINGS_REG
EARNINGS_VAC	NUMBER	12	Total vacation pay for the period (2 decimals: [999999999.99]). Do not include in EARNINGS_REG
CONTRIBUTIONS_REG	NUMBER	12	Member regular contributions for the period (2 decimals: [999999999.99]).
CONTRIBUTIONS_PRG	NUMBER	12	Member contributions for pregnancy/parental leave (payroll deduction only) for the period (2 decimals: [999999999.99]).
CONTRIBUTIONS_RCA	NUMBER	12	Member RCA contributions for the period (2 decimals: [999999999.99]).
CONTRIBUTIONS_RCA_PRG	NUMBER	12	Member RCA contributions for pregnancy/parental leave (payroll deduction only) for the period (2 decimals: [999999999.99]).
CONTRIBUTIONS_DBPLUS_ER_REG	NUMBER	12	Employer DBplus regular contributions for the period (2 decimals: [999999999.99]).
CONTRIBUTIONS_DBPLUS_ER_PRG	NUMBER	12	Employer DBplus contributions for pregnancy/parental leave for the period (2 decimals: [999999999.99]).
ANNUALRATE	NUMBER	12	Member annual salary rate

Earnings and Contributions Data Import File Sample

SIN	EMPLOYEEID	FROMDATE	TODATE	SERVICE	EARNINGS_LUM	EARNINGS_PRG	EARNINGS_REG	EARNINGS_RTO	EARNINGS_VAC
111111111	111111111111111	1/1/2022	5/24/2022	0.39464			24000		

CONTRIBUTIONS_REG	CONTRIBUTIONS_PRG	CONTRIBUTIONS_RCA	CONTRIBUTIONS_RCA_PRG	CONTRIBUTIONS_DBPLUS_ER_REG	CONTRIBUTIONS_DBPLUS_ER_PRG	ANNUALRATE
2752						

5.4   Member Information and Year-end Updates (YTD) Data Import File Requirements

This is a required file. Mandatory fields are used to identify a unique member record. Employers will need to select at least one optional column to upload in addition to mandatory fields. (***** - Mandatory field)

Column	Data Type	Length	Description
SIN*	CHAR	9	Social Insurance Number
EMPLOYEEID*	CHAR	15	Unique employee number assigned by the employer
DBprime PA	NUMBER	9	Pension adjustment (no decimal: [999999999])
DBplus PA	NUMBER	9	Pension adjustment (no decimal: [999999999])
COMMENTS	CHAR	2000	Comments
YTD_SERVICE	NUMBER	7	Total DBprime service for the collection year (5 decimals: [9.99999]) Not applicable to DBplus members.
YTD_ EARNINGS_LUM	NUMBER	12	Total pensionable lump sum earnings for the collection year (2 decimals: [999999999.99]). Do not include in YTD_EARNINGS_REG
YTD_EARNINGS_PRG	NUMBER	12	Total pregnancy/parental earnings for the collection year (2 decimals: [999999999.99]). Do not include in YTD_EARNINGS_REG
YTD_EARNINGS_REG	NUMBER	12	Regular earnings for the collection year, including current year's retro pay (2 decimals: [999999999.99]). Excluding lump sum earnings, pregnancy/parental earnings, vacation pay and prior year earnings.
YTD_EARNINGS_RTO	NUMBER	12	Total retroactive pay in the current DCT reporting year in respect of **prior years**. (2 decimals: [999999999.99]). This does not include retroactive payments in the current DCT reporting year. Do not include in YTD_EARNINGS_REG
YTD_EARNINGS_VAC	NUMBER	12	Pensionable vacation pay for the year. This field is only applicable to members who retire or terminate in the data collection year. (2 decimals: [999999999.99]). Do not include in YTD_EARNINGS_REG
YTD_ CONTRIBUTIONS_PRG	NUMBER	12	Total member pregnancy/parental contributions (payroll deduction only) for the collection year (2 decimals: [999999999.99]).
YTD_CONTRIBUTIONS_REG	NUMBER	12	Total member regular contributions for the collection year (2 decimals: [999999999.99]).
YTD_CONTRIBUTIONS_RCA	NUMBER	12	Total member RCA contributions for the collection year (2 decimals: [999999999.99]).
YTD_CONTRIBUTIONS_RCA_PRG	NUMBER	12	Total member RCA contributions for pregnancy/parental leaves (payroll deduction only) for the collection year (2 decimals: [999999999.99]).
YTD_CONTRIBUTIONS_DBPLUS_ER_ PRG	NUMBER	12	Employer DBplus pregnancy/parental contributions for the collection year (2 decimals: [999999999.99]).
YTD_CONTRIBUTIONS_DBPLUS_ER_ REG	NUMBER	12	Employer DBplus regular contributions for the collection year (2 decimals: [999999999.99]).

Member Information and Year-end Updates (YTD) Data Import File (sample)

Note: This file is required. If the Status Updates and Earnings and Contribution files are uploaded, it must be uploaded third.

Demographic Section

The Demographic Information in the DCT is frozen and you will not be able to map these sections in the import process, except for SIN and EMPLOYEEID. You can leave these fields in your file or remove them as it will not affect the import process.

SIN	EMPLOYEEID	SURNAME	FIRSTNAME	MIDDLENAME	BIRTHDATE	SEX	LANGUAGE	ENROLMENTDATE	HIREDATE	DBPRIME PA	DBPLUS PA
111111111	111111111111111	One	Scenario		05/04/1960	F	E	03/12/1980	03/12/1980	10,187	
222222222	222222222222222	Two	Scenario		07/31/1966	M	E	10/11/2005	10/11/2005	6,502	
333333333	333333333333333	Three	Scenario		08/13/1957	M	E	01/02/2007	01/02/2007		6,047
444444444	444444444444444	Four	Scenario		03/22/1984	F	E	08/16/2010	05/05/2008		5,367
555555555	555555555555555	Five	Scenario		03/20/1969	F	E	01/01/2014	10/20/2010	1,558	
666666666	666666666666666	Six	Scenario		11/15/1960	F	E	05/02/1988	05/02/1988	4,000	3,000

'YTD_' Section

J	K	L	M	N	O	P	Q	R
COMMENTS	YTD_SERVICE	YTD_EARNINGS_LUM	YTD_EARNINGS_PRG	YTD_EARNINGS_REG	YTD_EARNINGS_RTO	YTD_EARNINGS_VAC	YTD_CONTRIBUTION_PRG	YTD_CONTRIBUTION_REG
	1			75000	3300			9699
	0.96169			57000				6619
				50000				4500

YTD_CONTRIBUTIONS_RCA	YTD_CONTRIBUTIONS_RCA_PRG	YTD_CONTRIBUTIONS_DBPLUS_ER_PRG	YTD_CONTRIBUTIONS_DBPLUS_ER_REG
			4500

5.5   Prior Year Retroactive Payments Data Import File Requirements

This file is optional. If used, it must be uploaded after Member Information and Year-end Updates (YTD) Data Import File.

(***** - Mandatory field)

Column	Data Type	Length	Description
SIN*	CHAR	9	Social Insurance Number
EMPLOYEEID*	CHAR	15	Unique employee number assigned by the employer
RETROPAYYEAR*	NUMBER	4	The year the retroactive pay is in respect of (no decimal: [YYYY])
AMOUNT*	NUMBER	12	Amount of retroactive pay in respect of the retro pay year (2 decimals: [999999999.99])

Prior Year Retroactive Payments Data Import File Sample

SIN	EMPLOYEEID	RETROPAYYEAR	AMOUNT
111111111	111111111111111	2020	1000
222222222	222222222222222	2019	500
333333333	333333333333333	2018	1200

5.6   Last Day Worked Import File Requirements

This file is optional.

(***** - Mandatory field)

Column	Data Type	Length	Description
SIN*	CHAR	9	Social Insurance Number
EMPLOYEEID*	CHAR	15	Unique employee number assigned by the employer
LAST DAY WORKED*	DATE		Last Day Worked (MM/DD/YYYY)

Last Day Worked Import File Sample

SIN	EmployeeID	Last Day Worked
111222333	111222333	2/12/2021
444555666	444555666	4/18/2021
777888999	777888999	10/12/2021

5.7   Import Steps

Step 1: Upload Data File

Select **Utilities > Import Data** from the navigation ribbon.
Use "Browse" button to select the file on your computer. When you have selected the file, click the "Upload" button.

Step 2: Select Import Section

The first 20 lines of your file are displayed. Review the first 20 lines of your import file to confirm the data you are importing.

Once data is confirmed, select the radio button to identify the type of file you are importing and click **Proceed to field mapping.**

Step 3: Map database columns to your data file

In this step, the DCT shows you the data in your import file and the data fields expected by the DCT.
The DCT needs to know the import file layout to select the fields to import.

- Indicate if your first row is a header row. If your first row is not a header record, be sure to uncheck this box otherwise your first row of data will be ignored.

We recommend you use a header row and the DCT column names for your import files.
If the headings in your data file match the pre-defined column names. the DCT will automatically map the data.

- If the date format displayed in the Date Format box does not match yours, choose the correct format from the drop-down box.

- Use the drop-down menus to choose the correct column header from the **Database Column** on the left to match the **Column on File** in the middle. Check the **Sample Data** to make sure the description is correct.

  When the data fields are mapped, click **Import Data** to complete the import.

The Demographic Information in the DCT is frozen and you cannot map these sections in the import process, except for SIN and EMPLOYEEID. The unmapped demographic data fields can remain in your import file.

The demographic data is frozen and any changes to personal data must be submitted to the CAAT Pension Plan through the portal.

If you are adding a new member to the DCT, the demographic data will be frozen once the member has been added.

Do not load payroll data, even zeros, for inactive statuses (e.g. LOA, LTD, etc.)

Step 4: Import Summary

The Import Summary will list all your data errors that affected the import. The Import Log, available from the Error Reports list under the Reports menu, keeps historical import summaries.

Click **Upload** if you need to complete more imports. **Validate** will validate the data you have just entered. **Home** will take you to the Home screen.

The errors shown here are Import errors, not Data Validation errors. You must validate the data to determine if there are data errors.

5.8   Errors During Data Import

The DCT will provide detailed error messages if there are problems with your Data Import. If you have errors, you must fix them and re-import the files. The import log shows all imports, with the most recent file at the top. The Import Summary will describe the errors. The possible errors are in the chart below. Note that in this chart the variables occur in curly brackets "{}". In your Data Import Errors log, this will indicate the specific data point that needs to be remediated.

Errors in Status Updates File: If any column is rejected, the RECORD is rejected, but the rest of the file will import. Review your Import Log for details.

Errors in Earnings and Contributions File: If any column is rejected, the RECORD is rejected, but the rest of the file will import. Review your Import Log for details.

Errors in YTD File: If any column in the Demographic information section is rejected, the RECORD is rejected, but the rest of the file will import. If any of the data elements that start with "YTD_" are rejected, the RECORD will upload, but the data in the rejected column will not. The Error Reports after you run your validations will identify any data issues in the "YTD_" fields.

Errors in Prior Year Retroactive Payments File: If any column is rejected, the RECORD is rejected, but the rest of the file will import. Review your Import Log for details.

Errors in Last Day Worked File: If any column is rejected, the RECORD is rejected, but the rest of the file will import. Review your import Log for details.

Error Message	Corrective Action
[{COLUMN NAME}]: Data exceeds the max length allowed	Review and correct the length of the reported data.
[{COLUMN NAME}]: Invalid data format or length	Review and correct the format or length of the reported data.
[{COLUMN NAME}]: Invalid field value	Review and correct the field value.
[LASTDAYWORKED]: Invalid data format or length	Review and correct the format or length of the reported data.
[LASTDAYWORKED]: The "Last Day Worked" should not be before the Enrolment Date and it should not be on or after Jan. 1st of the reporting year.	Review and correct the Last Day Worked. The date must be after the enrolment date and should not be on or after January 1st of the reporting year.
Cannot upload data because data has already been submitted.	The DCT data has been already submitted and the file cannot be uploaded. Contact your Employer PA.
Column {COLUMN NAME}: mapped more than once.	In Step 3, you must ensure that each column is mapped to the DCT database only once.
Could not import data. Data has already been submitted	The DCT data has been already submitted and the file cannot be imported. Contact your Employer PA.
Effective date {EFFECTIVE DATE} is invalid.	Review and correct the date format.
Employee Contribution Rate {EMPLOYEE CONTRIBUTION RATE} is invalid.	Review the Employee Contribution Rate format or value. The contribution rate percentage must be in a decimal number and is mandatory for DBplus. members. For example, the rate 9%, input 0.09.
Employer REG contribution must be mapped if employer PRG contribution are mapped.	In Step 3, you must map the employer regular contributions.
Error at line {line number}: Annual Salary Rate provided while member was on LTD status	Remove Annual Salary Rate from the LTD record.
Error at line {LINE#}: [EMPLOYEEGROUP]: Invalid Field value	Employee Group must be ADM, FAC or SUP.
Error at line {LINE#}: [EMPLOYEEID]: Invalid Field value	Employee ID cannot be NULL on the import file.

Error Message	Corrective Action
Error at line {LINE#}: [EMPLOYEETYPE]: Invalid Field value	Employee Type must be either FT or OTRFT.
Error at line {LINE#}: [EMPLOYEESTATUS]: Invalid Field value	Employee Status must be one of the statuses listed on page 6 of this Guide.
Error at line {LINE#}: Failed to insert or update [{COLUMN NAME}:{VALUE}].	Message displays which column has not been inserted or updated.
Error at line {LINE#}: Failed to insert or update employer contributions reported for the DBprime member.	The employer contributions for DBprime members are not required and have not been updated. Remove the employer contributions for the DBprime members.
Error at line {LINE#}: Failed to insert or update RCA contributions reported for the DBplus member.	DBplus members do not have RCA contributions. Remove RCA contributions.
Error at line {LINE#}: Failed to insert or update RCA PRG contributions for DBplus member.	DBplus member do not have RCA PRG contributions. Remove RCA PRG contributions.
Error at line {LINE#}: Failed to insert or update YTD employer PRG contribution	Review the YTD file for this member and ensure the information is in the correct format. Check if the member is in the DCT database.
Error at line {LINE#}: Failed to insert or update YTD employer regular contribution	Review the YTD file for this member and ensure the information is in the correct format. Check if the member is in the DCT database
Error at line {LINE#}: Failed to insert or update YTD lump sum earning.	Review the YTD file for this member and ensure the information is in the correct format. Check if the member is in the DCT database.
Error at line {LINE#}: Failed to insert or update YTD PRG contribution for RCA.	Review the YTD file for this member and ensure the information is in the correct format. Check if the member is in the DCT database.
Error at line {LINE#}: Failed to insert or update YTD PRG contribution.	Review the YTD file for this member and ensure the information is in the correct format. Check if the member is in the DCT database.
Error at line {LINE#}: Failed to insert or update YTD PRG earning.	Review the YTD file for this member and ensure the information is in the correct format. Check if the member is in the DCT database.
Error at line {LINE#}: Failed to insert or update YTD RCA contribution.	Review the YTD file for this member and ensure the information is in the correct format. Check if the member is in the DCT database.
Error at line {LINE#}: Failed to insert or update YTD regular contribution.	Review the YTD file for this member and ensure the information is in the correct format. Check if the member is in the DCT database.
Error at line {LINE#}: Failed to insert or update YTD regular earning.	Review the YTD file for this member and ensure the information is in the correct format. Check if the member is in the DCT database.
Error at line {LINE#}: Failed to insert or update YTD retro earning.	Review the YTD file for this member and ensure the information is in the correct format. Check if the member is in the DCT database.
Error at line {LINE#}: Failed to insert or update YTD service	Review the YTD file for this member and ensure the information is in the correct format. Check if the member is in the DCT database
Error at line {LINE#}: Failed to insert or update YTD total record.	Review the YTD file for this member and ensure the information is in the correct format. Check if the member is in the DCT database.
Error at line {LINE#}: Failed to insert or update YTD vacation earning.	Review the YTD file for this member and ensure the information is in the correct format. Check if the member is in the DCT database.

Error Message	Corrective Action
Error at line {LINE#}: Failed to update member information [{SIN}].	Check your data file and ensure that every member has a SIN.
Error at line {LINE#}: Failed to update TODATE {the date not updated}	Review the YTD file for this member and ensure the information is in the correct format. Check if the member is in the DCT database
Error at line {LINE#}: In-year contribution does not match YTD contribution	The YTD contributions do not match the in-year contributions. Review and correct where necessary.
Error at line {LINE#}: In-year earning does not match YTD earning	The YTD earnings do not match the in-year earnings. Review and correct where necessary.
Error at line {LINE#}: In-year employer contribution does not match YTD employer contribution	The YTD employer contributions do not match the in-year employer contributions. Review and correct where necessary.
Error at line {LINE#}: In-year employer pregnancy contribution does not match YTD employer pregnancy contribution	The YTD employer pregnancy contributions do not match the in-year employer pregnancy contributions. Review and correct where necessary.
Error at line {LINE#}: In-year employer regular contribution does not match YTD employer regular contribution	The YTD employer regular contributions do not match the in-year employer regular contributions. Review and correct where necessary.
Error at line {LINE#}: In-year lump sum earning does not match YTD lump sum earning	The YTD lump sum earnings do not match the in-year lump sum earnings. Review and correct where necessary.
Error at line {LINE#}: In-year pregnancy contribution does not match YTD pregnancy contribution	The YTD pregnancy contributions do not match the in-year pregnancy contributions. Review and correct where necessary.
Error at line {LINE#}: In-year pregnancy earning does not match YTD pregnancy earning	The YTD pregnancy earnings do not match the in-year pregnancy earnings. Review and correct where necessary.
Error at line {LINE#}: In-year RCA contribution does not match YTD RCA contribution	The YTD RCA contributions do not match the in-year RCA contributions. Review and correct where necessary.
Error at line {LINE#}: In-year RCA_PRG contribution does not match YTD RCA_PRG contribution	The YTD RCA pregnancy contributions do not match the in-year RCA pregnancy contributions. Review and correct where necessary.
Error at line {LINE#}: In-year regular contribution does not match YTD regular contribution	The YTD regular contributions do not match the in-year regular contributions. Review and correct where necessary.
Error at line {LINE#}: In-year regular earning does not match YTD regular earning.	The YTD regular earnings do not match the in-year regular earnings. Review and correct where necessary.
Error at line {LINE#}: In-year retroactive earning does not match YTD retroactive earning	The YTD retroactive earnings do not match the in-year retroactive earnings. Review and correct where necessary.
Error at line {LINE#}: In-year service does not match YTD service	The YTD service does not match the in-year service. Review and correct where necessary.
Error at line {LINE#}: Member record [{SIN}] does not exist in DCT. New or terminated in prior year.	If a member has recently changed their SIN, search under the old SIN. If found under the old SIN, **make updates under the old SIN.** If the member is not in the DCT database, you must add member to the DCT database and enrol member through the portal.

Error Message	Corrective Action
Error at line {LINE#}: Member was reported on a leave as of reporting year but YTD data reported.	Review member's status and YTD data to ensure that the YTD data is not reported for a member who was on a leave for the full year.
Error at line {LINE#}: No payroll period record found.	Review your file for this member and ensure the information is in the correct format. Check if the member is in the DCT database.
Error at line {LINE#}: Plan design is invalid.	Review the Plan Design. Plan Design must be DBprime or DBplus (case sensitive).
Error at line {LINE#}: PRG earning was provided, but no PRG payroll record found	The PRG earnings have not been uploaded as there is no PRG status record. Review and correct where necessary.
Error at line {LINE#}: Unable to import record. The From Date in the import file matches the Effective Date in the Status and Payroll Data record in the DCT. The member is DBplus plan design, but service has been reported.	Service has been reported for a DBplus period. Review and correct where necessary.
Error at line {LINE#}: YTD employer contributions are more than the total employer contributions already reported	The YTD employer contributions must be the same as already reported in-year. Review and correct where necessary.
Error at line {LINE#}: YTD employer PRG contribution is less than total employer PRG contribution already reported	The YTD totals must be equal to or greater than the in-year data. Review and correct where necessary.
Error at line {LINE#}: YTD employer PRG contribution provided, but no PRG payroll period was found	The PRG contributions have not been uploaded as there is no PRG status record. Review and correct where necessary.
Error at line {LINE#}: YTD employer PRG contributions are more than the total employer PRG contributions already reported.	The YTD employer PRG contributions must be the same as already reported in-year. Review and correct where necessary.
Error at line {LINE#}: YTD employer REG contributions are more than the total employer REG contributions already reported.	The YTD employer regular contributions should be the same as already reported in-year. Review and correct where necessary.
Error at line {LINE#}: YTD employer regular contribution is less than total employer regular contribution already reported	The YTD totals must be equal to or greater than the in-year data. Review and correct where necessary.
Error at line {LINE#}: YTD employer regular contribution provided but member was inactive	The YTD employer contributions cannot be uploaded for the inactive member. Review and correct where necessary.
Error at line {LINE#}: YTD lump sum earning provided but member was inactive	The YTD lump sum earnings cannot be uploaded for the inactive member. Review and correct where necessary.
Error at line {LINE#}: YTD lump sum earning is less than total lump sum earning already reported.	The YTD totals must be equal to or greater than the in-year data. Review and correct where necessary.
Error at line {LINE#}: YTD PRG contribution for RCA is less than total PRG contribution for RCA already reported.	The YTD totals must be equal to or greater than the in-year data. Review and correct where necessary.
Error at line {LINE#}: YTD PRG contribution is less than total PRG contribution already reported.	The YTD totals must be equal to or greater than the in-year data. Review and correct where necessary.
Error at line {LINE#}: YTD PRG contribution provided, but no PRG payroll period was found	The YTD PRG contributions have not been uploaded as there is no PRG status record. Review and correct where necessary
Error at line {LINE#}: YTD PRG earning is less than total PRG earning already reported.	The YTD totals must be equal to or greater than the in-year data. Review and correct where necessary.
Error at line {LINE#}: YTD RCA contribution is less than total RCA contribution already reported.	The YTD totals must be equal to or greater than the in-year data. Review and correct where necessary.

Error Message	Corrective Action
Error at line {LINE#}: YTD RCA contribution provided but member was inactive.	The YTD RCA contributions cannot be uploaded for the inactive member. Review and correct where necessary.
Error at line {LINE#}: YTD RCA_PRG contribution provided but no PRG payroll period was found.	The YTD RCA PRG contributions have not been uploaded as there is no PRG status record. Review and correct where necessary
Error at line {LINE#}: YTD regular contribution is less than total regular contribution already reported.	The YTD totals must be equal to or greater than the in-year data. Review and correct where necessary.
Error at line {LINE#}: YTD regular contribution provided but member was inactive.	The YTD regular contributions cannot be uploaded for the inactive member. Review and correct where necessary.
Error at line {LINE#}: YTD regular earning is less than total regular earning already reported.	The YTD totals must be equal to or greater than the in-year data. Review and correct where necessary.
Error at line {LINE#}: YTD regular earning provided but member was inactive.	The YTD regular earnings cannot be uploaded for the inactive member. Review and correct where necessary.
Error at line {LINE#}: YTD retro earning is less than total retro earning already reported.	The YTD totals must be equal to or greater than the in-year data. Review and correct where necessary.
Error at line {LINE#}: YTD retroactive pay provided but member was inactive.	The YTD retroactive pay cannot be uploaded for the inactive member. Review and correct where necessary.
Error at line {LINE#}: YTD service is less than total service already reported in year.	The YTD totals must be equal to or greater than the in-year data. Review and correct where necessary.
Error at line {LINE#}: YTD service must be greater than total service already reported in year.	The YTD totals must be equal to or greater than the in-year data. Review and correct where necessary.
Error at line {LINE#}: YTD service provided but member was inactive.	The YTD service cannot be uploaded for the inactive member. Review and correct where necessary.
Error at line {LINE#}: YTD vacation pay provided but member was inactive.	The YTD vacation pay cannot be uploaded for the inactive member. Review and correct where necessary.
Error at line {LINE#}: YTD vacation pays is less than total vacation pays already reported.	The YTD totals must be equal to or greater than the in-year data. Review and correct where necessary.
Error: invalid file	Check if the correct file was imported.
Failed to insert or update retroactive payment.	Review your Retroactive Pay file for this member and ensure the information is in the correct format. Check the member is in the DCT database.
Failed to insert or update status.	Review your Status Update file for this member and ensure the information is in the correct format. Check the member is in the DCT database.
Failed to update Last Day Worked	Review and correct the format or length of the reported data.
File does not exist anymore. Please re-upload your file.	Check for your file and try to import again.
Import completed with {ERROR COUNT} errors out of {TOTAL ROW COUNT} rows.	Message displays number of errors out of the total number of rows.
Invalid data file	Review and correct the format of the reported data
Invalid file extension: {INVALID DATA EXTENSION}	Acceptable file formats are: • .csv (comma-separated values • .xls (MS Excel 2003 and prior) • .xlsx (MS Excel 2007 and newer)
Invalid file path {DATA FILE PATH}	Review and correct the file path.

Error Message	Corrective Action
Invalid file type {INVALID DATA EXTENSION}	Acceptable file formats are: • .csv (comma-separated values • .xls (MS Excel 2003 and prior) • .xlsx (MS Excel 2007 and newer)
Invalid import section {SECTION}	Message displays which section is invalid for import.
Member Statuses in DCT and Earnings period in the Upload do not match. Fix the dates either in DCT or in the file to match: {FROM DATE}	Payroll periods are driven by status changes (employment status, employee type). This error indicates that payroll start date in the "Earnings and Contributions" import file does not have a matching status change date in DCT.
No import file uploaded	You must select a file to import. Check if you selected a file.
No import section selected	In Step 2 of the import process, you must indicate what type of file you are uploading.
Not all mandatory fields are mapped.	Your imported files must include each of the required columns. In Step 3 of the import process, you must ensure that each required column is mapped to the DCT database.
REG earning and contribution must be mapped if PRG earning and contribution are mapped.	Map regular earnings and contributions.
Spreadsheet is not loaded or empty	The import file must follow format requirements. Review and correct data.
The spreadsheet is empty.	The import file must follow format requirements. Review and correct data.
You must map all mandatory fields and at least one other field.	In Step 3 of the import process, you must ensure that you mapped at least one extra column in addition to the required columns.

6.   Data Validations

6.1   Running Validations

Once data has been imported into DCT, run data validation to generate **Error Reports** to determine what data remediation is required.

The error reports can be run from either:

- The **Import Summary** screen immediately after import in step 4 above by clicking **Validate**, or

- The **Member Data** drop-down menu on the navigation ribbon by selecting **Run Validation**.

The validation results are displayed in the **Error Reports** which can be accessed from the **Data Problems** menu on the home page or from **Reports > Error Reports** menu on the navigation ribbon.

The next step is to review validation results, i.e. errors and warnings, and correct member data. Data validations can be run as many times as required to assess how close you are to submitting data with zero errors.

6.2   Validation Errors and Corrective Action

You can review the errors for a specific member's data by going to the Member Details Page and clicking on **Validation Result.** Here you will find each error message and can work on clearing them.

You cannot submit data with errors, however an error can be overridden by your PA. If data is correct and needs to be overridden, call your PA to discuss the error.

Validation Error messages	Corrective action
Contributions do not match Employer Contributions	Review and correct contributions.
DBplus contributions is over ITA Max	DBplus contributions are over the ITA maximum. Review and correct DBplus contributions.
DBplus PRG contributions without PRG earnings	Review the payroll data and if there are PRG contributions, you must allocate the deemed PRG earnings.
DBplus PRG Member status without PRG earnings	Review the member status and earnings. If the member has PRG status, there must be PRG earnings.
Duplicate Employee ID	Review the Employee ID and correct the member which had the incorrect ID. Two members cannot have the same Employee ID as it is a unique identifier.
Earnings are greater than the maximum and there are no RCA contributions	Review the earnings or contributions. Review whether the member should have been contributing to RCA.
Effective Date is before the Enrolment Date	Check the Effective Date and Enrolment Date. Member must be enrolled to have a Status Effective Date.
Employee Contribution Level Rate not in the current year	Review and correct Employee Contributions Level Rate date.
Employer contribution rate is invalid	Review and correct Employer contribution rate.
From Date is not in the current year	Review and correct the "From Date"
Gaps in employment based on Employee Contributions Level Rate Dates and To/From Dates	Employee Contributions Level Rate updates must be consecutive dates; there should not be any gaps in Employee Contributions Level Rate dates. Review and correct your Employee Contributions Level Rate dates.
Gaps in employment based on Plan Design Dates and To/From Dates	Plan Design updates must be consecutive dates; there should not be any gaps in Plan Design dates. Review and correct your status Plan Design dates.
Gaps in employment based on Status Update Dates and To/From Dates	Status updates must be consecutive dates; there should not be any gaps in status dates. Review and correct your status update dates.
Hire Date > Enrolment Date	An Enrolment date cannot be before a Hire Date. Confirm the dates.
Invalid Employee Contribution Level Rate	Employee Contribution Level Rate is incorrect. Review Employee Contribution Level Rate.
Invalid Employee Group	Valid Employee Groups are • Administration • Faculty • Support

Validation Error messages	Corrective action
Invalid Employee Type	Valid Employee Types are: • Full-time • Other than Full-time
Invalid Employment Status Update	Valid Employment Statuses are: ACT – Active DTH – Death IDT – Active INT – Intergroup Transfer LAY – Layoff LOA – Unpaid Leave of Absence LTD – Long Term Disability NC – Other-Than-Full-Time-Not Contributing NCE – Not Contributing – Eligible for Purchase PLA – Paid Leave of Absence PRG – Pregnancy/Parental Leave – Payroll Deductions PRN – Pregnancy/Parental Leave – No Payroll Deductions RED – Reduced Workload RET – Retired STL – Authorized Statutory Leave STR – Strike Period TER – Termination WSIB – Full WSIB WSIP – Partial WSIB
Invalid language code	Valid Language codes are • E • F
Invalid Plan Design	Plan Design is incorrect. Review Plan Design.
Invalid retroactive pay year	Retroactive Pay refers to payments in respect of a previous year. The member must have been active during a retroactive pay year.
Invalid sex code	Valid Sex codes are: • M • F • U
Invalid SIN	If a member has recently changed their SIN, search under the old SIN. If found under the old SIN, **make updates under the old SIN.** If the member is not in the DCT database, you must add member to the DCT database and enrol member through the portal.
Member is active and no Status and Payroll Data reported	An active Member must have a Status and Payroll Data reported.
Member is Active and Plan Design is DBplus but Service is > $0	A DBplus member cannot have any service.
Member is Active but Service = 0	A DBprime member with Active status must have service in the year.

Validation Error messages	Corrective action
Member is DBplus and Lump Sum/Vacation/Retro earnings reported.	There should be no Lump Sum/Vacation/Retro earnings reported for DBplus members. Include in regular earnings.
Member is less than 16 years old	Check Date of Birth. A Change of Information form may be required.
Member is NC status, "Last day worked" is required.	Enter last day worked.
Member is not eligible for RCA and has RCA contributions	Only members with earnings over the RCA threshold should have RCA contributions. DBplus members should not have any RCA contributions.
Member is OTRFT and Lump Sum / Vacation earnings reported	Vacation Pay and Lump Sums for OTRFT (DBplus members) must be reported as a part of regular earnings.
Member is LTD/WSIB/WSIP and annual salary rate is missing	Annual Salary Rate is a mandatory field for LTD/WSIB/WSIP members to calculate deemed earnings.
Member was inactive but service > 0	Fix the status or fix the DBprime service.
Member with death status has a PA value.	There should be no PA reported for a member with death status. Update the PA.
Overlaps in employment based on Employee Contributions Level Rate Dates and To/From Dates	Employee Contributions Level Rate updates must be consecutive dates; there should not be any overlaps in Employee Contributions Level Rate dates. Review and correct your Employee Contributions Level Rate dates.
Overlaps in employment based on Plan Design Dates and To/From Dates	Plan Design updates must be consecutive dates; there should not be any overlaps in Plan Design dates. Review and correct your Plan Design dates.
Overlaps in employment based on Status Update Dates and To/From Dates	Status updates must be consecutive dates; there should not be any overlaps in status dates. Review and correct your status update dates.
Partial Day Leave reported for DBplus member	Partial Day Leaves are not allowable for DBplus members.
Partial Day Leave taken when not FT and Active	Only Full-time DBprime Active members can take Partial-Day leaves. This does not apply to DBplus members
Plan Design does not match Employee Type	Plan Design must match Employee Type. Review Plan Design an Employee Type.
Plan Design Effective Date is prior to Enrolment Date	Plan Design Effective Date cannot be prior to Enrolment Date. Review Plan Design Effective Date and Enrolment Date.
Plan Design Effective Date is prior to Hire Date	Plan Design Effective Date cannot be prior to Hire Date. Review Plan Design Effective Date and Hire Date.
Plan Design not in the current year	Review and correct Plan Design date.
PRG contributions without PRG earnings	Review payroll data. If there are PRG contributions, you must allocate the deemed PRG earnings.
PRG earnings without DBplus PRG contributions	Review payroll data. If there are PGR earnings, you must allocate the deducted PRG contributions.
PRG earnings without DBplus PRG member status	Review the earnings and member status. If the member has PRG earnings, they must have a PRG status.
PRG earnings without PRG contributions	Review payroll data and if there are PRG earnings, you must allocate the deducted PRG contributions.
PRG earnings without PRG member status	Review earnings and member status. If a member has PRG earnings, they must have a PRG status.
PRG Member status without PRG earnings	Review earnings and member status. If a member has a PRG status, they must have PRG earnings.

Validation Error messages	Corrective action
RCA contributions reported for DBplus member	DBplus member have no RCA contributions. Remove RCA contributions.
Reduced status code reported but no reduction factor provided	Provide a reduction factor or remove the reduced status code.
Reduced status code, factor must be > 0 and < 1.00	Provide a reduction factor between 0 and 1.00.
Reduction factor reported but no reduced status code provided	Provide a reduced status code or remove the reduction factor.
REG and DBplus PRG Earnings in same period	Regular and DBplus PRG Earnings must be reported for different periods. Review and correct the earnings allocation.
REG and PRG earnings in the same period	Regular and PRG Earnings must be reported for different periods. Review and correct the earnings allocation.
Reported Basic Contributions (including PRG contributions) are not within tolerance	Contribution tolerance for Full-Time DBprime members or anyone who was Full-Time DBprime at any point in the reporting year is 2%. Contribution tolerance for DBplus members is $1
Reported Contributions do not match expected Employer Contributions	The reported Contributions do not match expected Employer Contributions. Review and correct Employer Contributions.
Reported DBplus Employee Contributions (including DBplus PRG Contributions) do not match expected	The reported DBplus Employee Contributions including PRG contributions are not within tolerance. Review the contributions and earnings. The contribution tolerance is $1.00.
Reported Pensionable Service is not within tolerance	DBprime service tolerance is 2 working days.
Reported RCA Contributions (including PRG RCA contributions) are not within tolerance	Contribution tolerance is 2%. DBplus members should not have any RCA contributions.
Retro reported for DBplus member	DBplus members have no retros. Remove retro allocation.
Status Update Date is not in the current year	Member must have a Status for current reporting year
The retro pay year was not before the collection year	Retroactive Pay refers to payments in respect of a previous year. Retroactive pays do not apply to the current DCT reporting year.
To Date is not in the current year	Review and correct the "To Date" (end date)
Total retroactive earnings do not equal sum of the annual retroactive earnings amounts	The total retroactive pays must match the retroactive earnings reported in the payroll data. Review and correct where necessary.
Vacation Pay reported for active member	Vacation Pay is only pensionable in the year the member retires or terminates. If the member is still active, no Vacation Pay is pensionable. For DBplus members report vacation pay as a part of regular earnings.

6.3   Validations Warnings and Corrective Action

You can submit the data with warnings

Validation Warnings messages	Corrective Action
Annualized Earnings, including lump sums, over $200,000	Review earnings for accuracy.
Annualized Earnings, excluding lump sums, over $200,000	Review earnings for accuracy.
Employer contribution rate has changed from previous reporting year	Review changes to contribution rate.
Member is Active but Earnings = 0	Review and correct either the payroll data or the status.
Member is greater than 71 years old	Review the member's date of birth. If the member is 71 years old, they must start their pension immediately.
Member was inactive but contributions > $0	Review and correct either the payroll data or the status.
Member was inactive but earnings > $0	Review and correct either the payroll data or the status.
Reported DBplus PA is not within tolerance	PA Tolerance is $50.
Reported DBprime PA is not within tolerance	PA Tolerance is $50.

7. Reviewing and Editing Member Data

All individual edits are done on the **Member Detail** page. Double-clicking a member row on any report will take you to that member's **Member Detail** page.

You won't see the Member's SIN in the Detail Screen, but you can search by the Employee ID, which is the number assigned by you to your members.

7.1 Member Details Page

The left side of **Member Details** page shows the report that brought you to the member's individual record.

This lets you click through each member with a given data problem to make corrections. Click the arrow at the top left to minimize the window.

The **title bar** at the top shows the basic demographic data for the member.

The **Member Detail** page is divided into two:

➢ Member demographic data is on the top. The tabs at the top show screens for Personal, Summary, Retro-active Pays, Partial Day Leaves, Validation Result, Timeline and NC Status.

➢ **Status and Payroll Data** at the bottom is displayed no matter which tab is open on the top.

    For every change in Status or Employee Type, a new Payroll Record will be created. These records must include Effective Date, Employment Status, Employee Type, Employee Group, and may include information about Earnings, Contributions and DBprime Service.

    For every Status Period reported during the year, there will be a record in the DCT.

Personal Tab

The demographic data is frozen and any changes to personal data must be submitted to the CAAT Pension Plan through the portal.

     Be sure to submit the changes through the portal.

Summary Tab

For DBprime Summary tab shows a summary of the member contributions, Pension Adjustment (PA) and total DBprime service.
For DBplus Summary tab shows a summary of the member and employer contributions and Pension Adjustment (PA).

The contributions are divided into the six types that can be reported. The three columns show if there is a discrepancy between the reported and calculated values for each category.

Understanding *Calculated* Values

The calculated contributions in the DCT are based on a calendar year. The data you report is based on payroll dates. Your reported contributions may not match exactly with the calculated value, but if they are within tolerance, no validations will appear.

Because the calculated contributions and pension adjustment for DBprime are based on the reported service, if the reported service is not within tolerance, there will be a validation error. Once the DBprime service is corrected, the calculated contributions and pension adjustment will change.

 DO NOT change your reported contributions unless a validation appears.

Comments: Use the Comments box to provide any additional information you think your Employer PA might need to know. Comments are not uploaded to the pension database but are simply a way to communicate with your Employer PA as they review the data.

After you have made data changes, click recalculate to validate the change for this individual member. You will still have to run a final validation on all data before submitting the DCT.

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

	Reported	Calculated	Difference	Comments:
Total Regular Contributions	$0.00	$0.00	$0.00	
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	0	$0.00	$0.00	Re-calculate
Total DBplus Pension Adjustment	0	$0.00	$0.00	
Total Service	0.00000	1.00000	1.00000	

 You can edit the PA directly on the summary screen, but for any other data corrections, you must go into the *Status and Payroll Data* section. This is because the Contributions and DBprime Service amounts shown on the Summary screen reflect the total values for the year and could be made up of multiple different Status Periods.

Retroactive Pays Tab (DBprime only)

If the member had retroactive pays for years prior to the current reporting year, they appear here.

A retroactive pay refers to a pensionable payment made to the member in the current year, but in respect of a previous reporting year. For example, if a member had a retroactive pay which was pensionable in respect of work in 2020, this is a retroactive pay. This does not include retroactive payments pertaining to the current DCT reporting year.

2022 retroactive payments for retired or terminated members will not appear on the DCT as the CAAT Pension Plan has already allocated the earnings to the appropriate years. You can reimport if they are already in your YTD file or you can leave as is if not in your YTD file.

Use drop-down menus to add, delete or correct retroactive earnings reported here. The total must match the total reported in the payroll data.

If you add a retroactive pay in this window, you will need to add the payment to the Status and Payroll Data record. You should add it to the Active Status period that corresponds to when the retroactive payment was made.

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

Year	Retro Earnings	+
2020	350	✖
2019	800	✖
Total Retroactive Earnings	$1,150.00	

Partial Day Leaves Tab (DBprime only)

Use this section for a **DBprime** member to manually add any Partial Day Leaves. The DCT will deduct the Partial Day Leaves from the expected DBprime service. When you report the total DBprime service for the member, the Basic DBprime service should exclude the Partial Day Leaves.

If you are reporting Partial Day Leaves, the Summary Screen will show the Calculated value based on the subtraction of the partial day leaves from the reported member DBprime service. You will need to correct the DBprime service.

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

Date	Service Deduction	+
Total Service for Partial Day Leaves	0.00000	

Validation Result Tab

The Validation Result tab shows you all errors or warnings for a member.

To validate the data for the individual member click **Run Validation**. This allows you to confirm that you have corrected the specific error, without re-validating all your data at once. You must still run a validation on all data before submitting the data.

If you have any errors for your Employer PA to override, you must not re-validate after the errors have been overridden or the flag will reappear.

- **Override** shows whether this error has been overridden by your Employer Pension Analyst. Errors that have been overridden are highlighted in green.

- **Field** shows where the error is (for example, in the member's contributions, or earnings).

- **Reported Value** shows the value that you reported.

- **Expected Value** shows the value that is expected.

- **Error Description** describes the error.

- **Severity** indicates if the validation is an Error or a Warning. You can submit data with Warnings, but you cannot submit data with Errors.

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

Override	Field	Reported Value	Expected Value	Error Description	Severity
☐	Earnings	0		Member is Active but Earnings = 0	⚑ Warning
☐	Service	0.90	1.00000	Reported Pensionable Service is not within tolerance	⚑ Error
Total Number of Errors:	2				Run Validation

Timeline Tab

The timeline gives you a picture of the member's year so you can easily see the status periods.

Hover over a Status period and the effective date pops up. Use this to see the date the new Status started to quickly confirm the data.

The Timeline is colour coded:
- Active periods (ACT, RED, PRG, and PLA) are green.
- Breaks (LOA, LTD, WSIB, WSIP, NC, PRN, LAY, STR) are yellow.
- IDT, DTH, NCE, TER, RET and STL are gray.

If you need to move around the timeline, click and drag and the timeline moves.
Click on a Status period and the DCT will scroll you down to the relevant Payroll / Status record.

NC Status Tab (DBplus members)

The NC Status tab allows you to enter a last day worked for a member who did not contribute in the current year and has an *NC – Other-Than-Full-Time - Not Contributing* status.

The last day worked must be in a prior year.

7.2   Status and Payroll Data

At the bottom of the **Member Details Page**, no matter which ribbon is open on top, you see the **Status and Payroll Data** for the member.

For every change in Status or Employee Type, a new Payroll record will be created.

These records must include Effective Date, Employment Status, Employee Type, Employee Group, Plan Design and may include information about Earnings, Contributions and DBprime Service.

Editing Status and Payroll Data

To update the Earnings, Contributions or DBprime Service for an individual member, use the Status and Payroll Data window.

- **Change Effective Date**: Click the Calendar icon and select the date from the pop-up Calendar.
- **Changing Status or Employee Type**: Simply click the down arrow beside the shown value and choose the correct value from the drop-down box.
- **Employee Group:** Change of Information forms are no longer required for full-time members who change employee group. You will have to change the employee group with a January 1 effective date. For OTRFT members you do not need to change this field.
- **To update Earnings, Contributions or Service**, click the input box beside the field you want to update, and type the new value into the box.

Annual Salary Rate: If in-year data has been provided, this field will be populated. If in-year data has not been provided, you must manually update this field for members who have an LTD and/or WSIB/WSIP status in the reporting year.

Updating Status and Payroll Data:

To update the Earnings, Contributions or DBprime Service data for an individual member, use the Status and Payroll Data window.

Click the **+** to add data. A pop up will open where you can add the Earnings Type, Contributions Type or Service Type.

Add new Earnings Type to a specific payroll period:

Choose from one of the Types in the drop-down menu, enter the amount and click OK:

- Lump Sum
- Pregnancy
- Regular
- Retro Pay (DBprime members only)
- Vacation Pay (DBprime members only)

Add new Contribution Type:

Choose from one of the Types in the drop-down menu, enter the amount and click OK.

- Pregnancy
- RCA (DBprime members only)
- RCA Pregnancy (DBprime members only)
- Regular

Add new Employer Contribution Type (DBplus members only)
Choose from one of the Types in the drop-down menu, enter the amount and click OK.

- Pregnancy
- Regular

Add new Service Type (DBprime members only)
The Service Type drop-down allows you to input **BASIC** service only. Enter the DBprime service as a value with five decimals.

Adding new Status and Payroll Data

If you create a new reporting period by manually adding a Status Update that is Active, you will have to provide earnings, contributions, and service for DBprime for this period.

If a Status period exists in the DCT due to in-year reporting, when you upload your YTD data, the DCT will automatically subtract the previously reported amounts from the total and load the difference into the last active period of the year. If you create a reporting period that is not active, the DCT will not create Service, Earnings or Contribution fields.

To add a Status Change and Effective Date, click the [+] on the Status and Payroll Data bar to add. A pop-up box will open where you can complete the changes.

Definitions: Lump Sum (DBprime only)

Lump Sum payments include:

- Negotiated lump sum settlement arising out of collective bargaining or such equivalent process
- Recognition allowance or similar lump sum payment to Employees at the top of their salary range or grid
- Pay equity settlements
- Lump sum re-earnable merit pay

Honorariums **are not** pensionable

The following elements are pensionable if part of a re-earnable program:

- Bonus
- Performance/Incentive – Admin
- Special allowance – Support

Deleting a Status and Payroll record

Click [image] in the blue bar to delete a Status and Payroll record.

Adding a New Member

To add a new member, select **Member Data** from the navigation ribbon and choose **New Member** from the drop-down menu.

Enter new member data: Member SIN, Employee ID, Name, Date of Birth, Gender, Language Preference, Marital Status, Enrolment Date, Hire Date and Plan Design.

When the data has been entered, click **Create** to add the member to the database.
Submit an Enrolment Form to support the data addition.

7.3   Examples

Scenario 1

A Full-time DBprime member works for the full year with no breaks in DBprime service. This member has one Status throughout the year, and no data was reported during the year. Their Earnings, DBprime Service and Contributions will be uploaded to the DCT by the employer.

Earnings	Contributions	Service	Reported
$75,000	$8,882.40	1.00000	

You will only see one **Status and Payroll Data** record which reports the data for the full year.

Scenario 2

An OTRFT DBplus member works for the full year. This member has one Status throughout the year, and no data was reported during the year. Their Earnings and Contributions will be uploaded to the DCT by the employer.

Earnings	(Employee) Contributions	Employer Contributions	Reported
$35,000	$3,150	$3,150	

You will only see one **Status and Payroll Data** record which reports the data for the full year.

Scenario 3

A Full-time DBprime member has an unpaid leave of absence from May 23, 2021 to June 12, 2021.

The Status change was not reported during the year; therefore, you will have to either update the Status and Payroll Records manually or load the Status Update file and Earnings and Contributions file in addition to the YTD file.

Total Earnings	Total Contributions	Total Service	Reported
$57,000	$6,531.96	0.94252	DCT

This chart illustrates the reporting mechanism for each status period.

From	To	Status	Earnings (payroll year)	Contributions	Service (calendar year)	Reported
Jan 1 2021	May 22 2021	Active	$24,000	$2,762.52	0.39080	DCT
May 23 2021	June 12 2021	LOA				DCT
June 13 2021	Dec 31 2021	Active	$33,000 ($57,000 – $24,000)	$3,769.44 ($6,531.96 – $2,762.52)	0.55172 (0.94252 – 0.39080)	DCT

The DCT data will have one pre-filled payroll record. You will have to add the leave data.

The payroll data for the active period prior to the leave, the leave start date, and the second active period date will be posted once you import your Status Update file and your Earnings and Contributions file.

After you import your YTD file, the DCT will subtract the in-year data from the YTD total and post the difference.

Scenario 4

A DBprime Full-time member with multiple unpaid leave of absences within the reporting year:

> Leave 1: March 7, 2021 to April 24, 2021
> Leave 2: June 27, 2021 to August 7, 2021

The member went on two leaves during the reporting year and the in-year data prior to each leave period was provided to the CAAT Pension Plan during the year. Because the CAAT Pension Plan had the data, the DCT will be prefilled with the leave information. You will need to load the YTD file and the DCT will subtract the in-year data already provided.

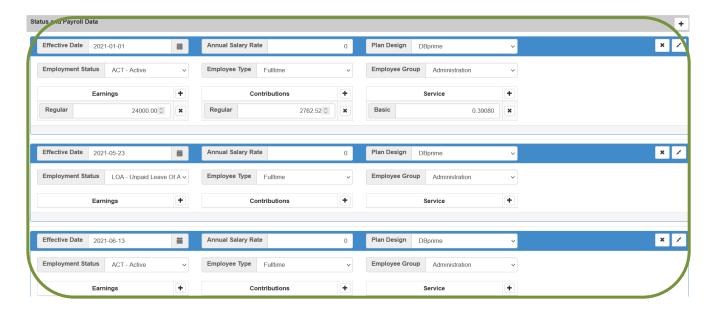| Total Earnings	Total Contributions	Total Service	Reported
$50,310	$6,032.44	0.75096	DCT

This chart illustrates the reporting mechanism for each Status period.

From	To	Status	Earnings (payroll year)	Contributions	Service (calendar year)	Reported
Jan 1 2021	Mar 6 2021	Active	$12,000	$1,412.22	0.18008	In year
Mar 7 2021	Apr 24 2021	LOA				In year
Apr 25 2021	June 26 2021	Active	$11,300	$1,427.70	0.17241	In year
June 27 2021	Aug 7 2021	LOA				In year
Aug 8 2021	Dec 31 2021	Active	$27,010 ($50,310 - $12,000 - $11,300)	$3,192.52 ($6,032.44 - $1,412.22 - $1,427.70)	0.39847 (0.75096 – 0.18008 – 0.17241)	DCT

The leaves were reported to the CAAT Pension Plan throughout the year and pre-filled in the DCT.

Once you import your YTD file, the payroll information for the last active record will be updated.

Scenario 5

A full-time member has Pregnancy/Parental leave with payroll deductions.

The CAAT Pension Plan was notified of the leave and in-year data was reported. The leave spans over two calendar years: May 2, 2021 to May 1, 2022

2021 Data

Total Earnings	Total Contributions	Total Service	Reported
$51,300	$5,745.60	1.00000	DCT

From	To	Status	Earnings (payroll year)	Contributions	Service (calendar year)	Reported
Jan 1 2021	May 1 2021	Active	$18,300	$2,049.60	0.33333	In year
May 2 2021	Dec 31 2021	PRG – payroll deductions	$33,000 ($51,300 – $18,300)	$3,696.00 ($5,745.60 - $2,049.60)	0.66667 (1.00000 – 0.33333)	DCT

2022 data will be reported for the 2022 data collection year. This is for your information only.

Total Earnings	Total Contributions	Total Service	Reported
$55,500	$6,258.96	1.00000	DCT

From	To	Status	Earnings (payroll year)	Contributions	Service (calendar year)	Reported
Jan 1 2022	May 1 2022	PRG – payroll deductions	$20,400	$2,327.76	0.33333	In year
May 2 2022	Dec 31 2022	Active	$35,100 ($55,500 – $20,400)	$3,931.20 ($6,258.96 – $2,327.76)	0.66667 (1.00000 – 0.33333)	DCT

Since the in-year data was reported to the CAAT Pension Plan for this leave, the status and payroll data for the period before the leave will be pre-populated.

Once you import your YTD file, the DCT will subtract the in-year data and post the difference.

Scenario 6

A DBprime member changed status from Full-Time to OTRFT (DBplus plan design) effective May 23, 2021.

From	To	Status	Earnings (payroll year)	Contributions	Service (calendar year)	Reported
Jan 1 2021	May 22 2021	ACT-Active Full-Time	$18,000	$2,016.00	0.39080	DCT
May 23 2021	Dec 31 2021	IDT-Active OTRFT	$15,000	$1,350.00		DCT

If no in-year data was reported, this change can be imported using a Status Update file, Earnings and Contributions file, and YTD file. You can also update the Status and Payroll Data manually, as shown below:

Click [image] to add data. A pop up will open where you can add the change in Employee Type data.

EMPNO: 999967219 NAME: SMITH, JANE   DOB: 1998-11-02   ✕ ⬊

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

| Surname | SMITH | | First Name | JANE | | Middle Name | Middle Name |

| Gender | Female | | Marital Status | | | Language | English |

| Date of Birth | 1998-11-02 | | Hire Date | 2016-11-12 | | Enrolment Date | 2016-11-12 |

Status and Payroll Data   +

| Effective Date | 2021-01-01 | | Annual Salary Rate | 0 | | Plan Design | DBprime | ✕ ⬊ |

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

| Earnings | + | | Contributions | + | | Service | + |

| Effective Date | 2021-05-23 | | Annual Salary Rate | 0 | | Plan Design | DBplus | ✕ ⬊ |

| Employment Status | IDT - Active | | Employee Type | Other than fulltime | | Employee Group | Administration |

| Earnings | + | | Contributions | + | | Employer Contributions | + |

| Regular | 0.00 ⇅ ✕ | | Regular | 0.00 ⇅ ✕ |

8.   Submitting Data

When your data has been corrected and has no errors (and warnings have been reviewed), and you are ready to submit, you must first run a final Validation.

Contact your Employer PA if you require an error override, prior to submission.

Click **Member Data** drop-down menu on the navigation ribbon and select **Send Data**. This will freeze the data in the database, so no further edits can take place. An email is automatically sent to your Employer PA that the data has been submitted.

If the data is not error-free, it will be rejected. The DCT will display a warning notifying you that the data cannot be submitted. You should continue to clean the data and re-submit when ready.

9. Reconciliation

9.1   Initial Reconciliation of Contribution Remittances

At the start of the DCT process, the CAAT Pension Plan's Finance Department will send Annual Detail Account Summary file(s) reporting current (basic), pregnancy/parental (payroll deductions), DBplus LTD/WCB contributions and RCA Fees remitted by the employer each month during the year.

1. The first file shows the CAAT Pension Plan (CAAT RPP) contributions received for the year.

2. The second file shows the RCA contributions received for the year. This report also shows the "RCA Employer Fee Paid" line. Please note the RCA Fee payments are recorded on a cash basis in the month they are received, which may not match the Contributions Remittance Summary.

The summaries will be sent by **March 31, 2023,** via S-Doc.

Please review the files as follows:

1. Compare the current (basic) service contributions for the CAAT RPP and RCA Plans and RCA Fee paid in the Annual Detail Account Summary sheet to the CAAT RPP and RCA Contribution Remittance Summary form - 034-A forms you have submitted with your remittances to the custodian (CIBC Mellon) throughout the year.
2. For the RCA Plan, the employer contributions for current service must equal three times member contributions, except for the months where the employer contribution amount is reduced by the amount of the RCA Fee paid.

If there are reporting errors by CAAT, please reach out to Finance at finance@caatpension.ca by **April 14ᵗʰ, 2023**.
For payroll related errors (on the side of you, the employer), please hold them for when the time comes to report them through DCT.

Important:
The Annual Detail Account Summary will be considered correct if you do not report discrepancies by April 14, 2023.

Purchases such as Pre-Enrolment Service, Pregnancy/Parental Leave (lump sum payments), Strike Period Purchase are not reconciled through the DCT process. To receive a report for employer share of the purchase payments, please send a request to Finance at finance@caatpension.ca. Reports will be available in April.

9.2   Final Reconciliation of Contribution Remittances

Once all corrections, additions, and changes to the member information have been made, and the contributory earnings, pensionable DBprime service, contributions and Pension Adjustments have been calculated and entered for each member, the total member contributions as reported in the final DCT data are reconciled with:

- The original DCT data report of member contributions, and
- the Annual Detail Account Summary revised for any discrepancies or adjustments reported to the CAAT Pension Plan.

You will receive:

- An Annual Statement of Contributions for the year 2022 for the CAAT RPP and one for the RCA Plan, which reconciles the initial and final DCT reports of member and employer current, pregnancy/parental payroll deduction, and DBplus LTD/WCB contributions with the final Annual Detail Account Summary and indicates the amount of any underpayment or overpayment.
- A final Annual Detail Account Summary of contributions representing payments received for the year 2022 showing the adjustments from the initial Annual Detail Account Summary you received.
- A Schedule of Adjustments reconciling contributions from the original DCT submissions made by the employer to the final reconciled totals.
- A copy of the final Summary Data Report that shows all membership data after adjustments have been entered.

For:
- **Underpayment** – please make a payment in the amount of the difference to the custodian (CIBC Mellon) and report it as *2022-DCT balance* in Form 034-A for the respective Plan.

Reporting an underpayment – Form 034-A

Contributions Type	Amount - RPP (DBprime and DBplus)	Amount - RCA	Comments *(limited to 50 characters)*
Current Service - Employee	$ 4,000.00	$ 1,000.00	
Current Service - Employer	$ 6,000.00	$ 3,000.00	
Pregnancy/Parental - Employee			
Pregnancy/Parental - Employer			
DBplus LTD/WCB - Employee			
DBplus LTD/WCB - Employer			
DCT Credits - Employee	$ 700.00	$ 200.00	YYYY-DCT balance (underpayment)
DCT Credits - Employer	$ 200.00	$ 100.00	YYYY-DCT balance (underpayment)
RCA Fee - annual			

	Amount - RPP	Amount - RCA
PAYMENT SUBTOTAL	$ 10,900.00	$ 4,300.00

- **Overpayment –** please take a credit in the amount of the difference in the next monthly remittance and report it as *2022-DCT balance* in Form 034-A which will reduce the total remittance amount. The regular monthly contribution remittance amounts would remain unaffected.

Reporting an overpayment – Form 034-A

Contributions Type	Amount - RPP (DBprime and DBplus)	Amount - RCA	Comments *(limited to 50 characters)*
Current Service - Employee	$ 4,000.00	$ 1,000.00	
Current Service - Employer	$ 6,000.00	$ 3,000.00	
Pregnancy/Parental - Employee			
Pregnancy/Parental - Employer			
DBplus LTD/WCB - Employee			
DBplus LTD/WCB - Employer			
DCT Credits - Employee	$ (700.00)	$ (200.00)	YYYY-DCT balance (overpayment)
DCT Credits - Employer	$ (200.00)	$ (100.00)	YYYY-DCT balance (overpayment)
RCA Fee - annual			

	Amount - RPP	Amount - RCA
PAYMENT SUBTOTAL	$ 9,100.00	$ 3,700.00

If any contribution discrepancies are found after the annual reconciliation has been finalized and closed, they will be resolved on an individual basis with the Employer Services Pension Analyst, outside of the reconciliation process.

Annual Reconciliation underpayments and overpayments must be handled separately for each Plan.