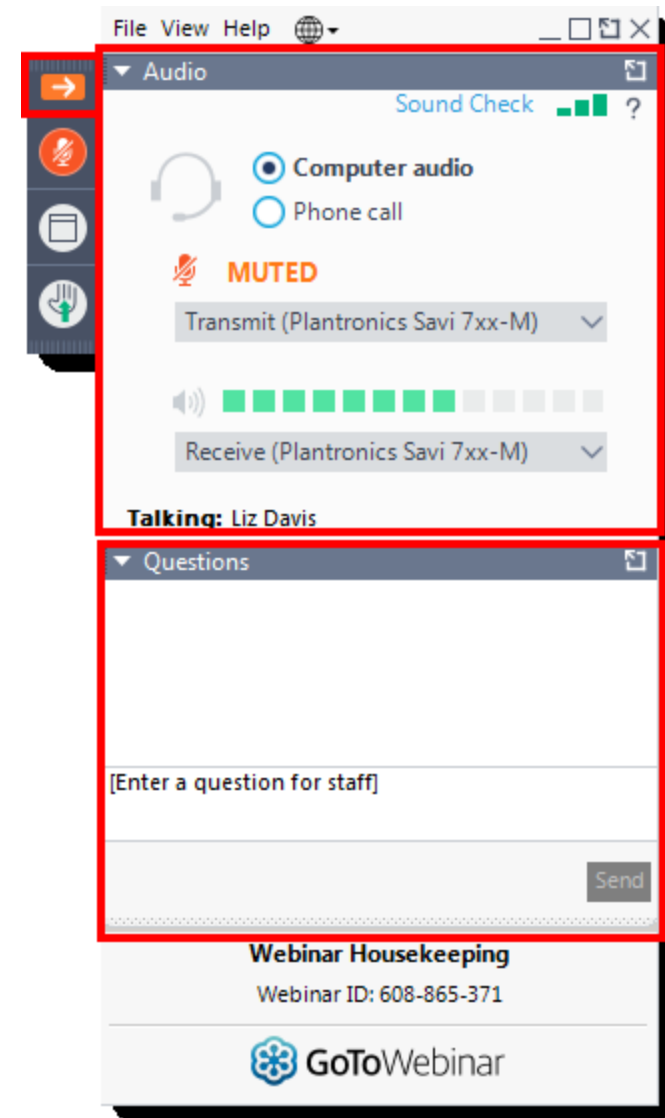


While we wait – audio instructions

1. Select the *Audio* section of the GoToWebinar control panel
2. Select *Computer audio* or *Phone call*
3. To submit a question or comment, type it in the Questions panel





Employer Education session
Data Collection Tool – Refresher session
January 23, 2020

Agenda

1. DCT overview
2. Finance contribution and reconciliation

DCT Process Steps

1. Employers receive DCT Data from CAAT
2. Employers Export and Review Data
3. Data is imported into DCT in the following order:
 - a) Status Update File**
 - b) Earnings and Contribution File**
 - c) Member Information and Year-end Updates (YTD) File
 - d) Retro Payments File
4. Review, investigate and correct errors
5. Run Validations and clear all errors
6. Submit Data

** to be done if in-year data was not submitted

DCT Home Screen

Quick Search

Help

Member Data Summary

Last Member Viewed: 726818305: HOLMES, SHERLOCK

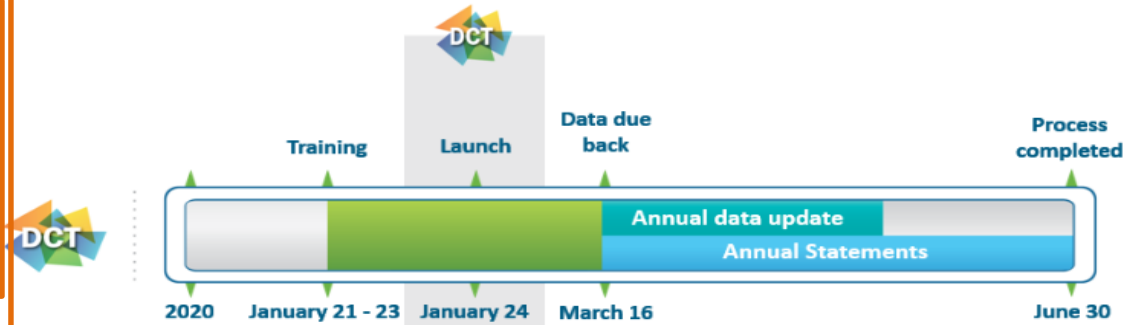
Number of Members: 14

New Members: 2

Employment Status Change: 20

Data Problems:

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



Deadline: March 16, 2020

Final DCT data submission
Confirmation of CAAT Pension & CAAT RCA 2019 Reconciliation Remittance Spreadsheets

Member Details

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

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

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

Status and Payroll Data

Effective Date	2019-08-07	Annual Salary Rate	0	Plan Design	DBprime
Employment Status	ACT - Active	Employee Type	Fulltime	Employee Group	Support Staff
Earnings	Regular 50561.23	Contributions	Regular 6648.56	Service	Basic 1.00000

Member Details

EMPNO: 1020 RUNNER, ROAD DOB:1981-09-18

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

Surname	RUNNER	First Name	ROAD	Middle Name	Middle Name
Gender	Female	Marital Status	Married	Language	English
Date of Birth	1981-09-18	Hire Date	2019-01-01	Enrolment Date	2019-01-01

Status and Payroll Data

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

Employment Status	ACT - Active	Employee Type	Other than fulltim	Employee Group	Administration
-------------------	--------------	---------------	--------------------	----------------	----------------

Earnings		Contributions		Employer Contributions	
Regular	65096.56	Regular	5858.69	Regular	5858.69

Member Details

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



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

	Reported	Calculated	Difference
Total Regular Contributions	\$6,648.56	\$5,662.86	\$985.70
Total DBplus Regular Contributions	\$0.00	\$0.00	\$0.00
Total Pregnancy/Parental Contributions	\$0.00	\$0.00	\$0.00
Total DBplus Pregnancy/Parental Contributions	\$0.00	\$0.00	\$0.00
Total RCA Contributions	\$0.00	\$0.00	\$0.00
Total Pregnancy/Parental RCA Contributions	\$0.00	\$0.00	\$0.00
Total DBprime Pension Adjustment	<input type="text" value="7406"/>	\$5,316.00	\$2,090.00
Total DBplus Pension Adjustment	<input type="text" value="0"/>	\$0.00	\$0.00
Total Service	1.00000	0.40230	0.59770

Comments:

Re-calculate

Member Details

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

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

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

Status and Payroll Data

Effective Date	2019-01-01	Annual Salary Rate	0	Plan Design	DBprime
Employment Status	ACT - Active	Employee Type	Fulltime	Employee Group	Administration
Earnings		Contributions		Service	
Regular	210000	Regular	29005.66	Basic	1.00000
Retro Pay	5000				

Member Details

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

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

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

Status and Payroll Data

Effective Date	2019-01-01	Annual Salary Rate	0	Plan Design	DBprime
Employment Status	ACT - Active	Employee Type	Fulltime	Employee Group	Administration
Earnings	Regular 210000	Contributions	Regular 29005.66	Service	Basic 0.99617

Member Details

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

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

Override	Field	Reported Value	Expected Value	Error Description	Severity
	Contributions	6648.56	5662.86	Reported Basic Contributions (including PRG contributions) are not within tolerance	Error
	Total DBprime Pension Adjustment	7405	5316	Reported DBprime PA is not within tolerance	Warning
	Service	1	0.40230	Reported Pensionable Service is not within tolerance	Error
Total Number of Errors:		3			

Run Validation

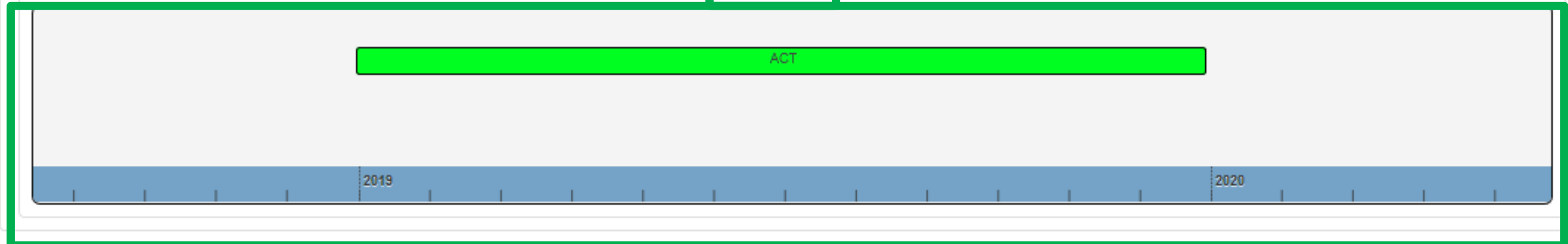
Status and Payroll Data

Effective Date	2019-08-07	Annual Salary Rate	0	Plan Design	DBprime
Employment Status	ACT - Active	Employee Type	Fulltime	Employee Group	Support Staff
Earnings	Contributions	Service			
Regular	Regular	Basic			
50561.23	6648.56	1.00000			

Member Details

EMPNO: 1008 FLINSTONE, FRED DOB:1965-04-10 ACT 2009-11-19 OTF 2009-11-19 SUP 2009-11-19 DBprime 2009-11-19

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



Status and Payroll Data

Effective Date	2019-01-01	Annual Salary Rate	0	Plan Design	DBprime
Employment Status	ACT - Active	Employee Type	Fulltime	Employee Group	Faculty Member
Earnings		Contributions		Service	
Regular	30910.06	Regular	4251.64	Basic	1.00000
Retro Pay	7051				

1

Overview of the DCT – Live Demo





Reminders

Reminders

- No Calculated Total Service for OTRFT members
- Ensure all enrolments for 2019 have been sent to CAAT
- There are 2 options when importing pregnancy/parental data
- Report Reduced Workload Statuses
- Always check the Import Error Report for any rejected members
- If you cannot find a member with a changed SIN, search the old SIN before adding again to the DCT

Reminders continued...

- Send in appropriate Change and Benefit Application Forms as necessary, for example 2019 NC
- 2019 Retroactive Payments for RET/TER will not appear in the DCT
- \$150 earnings tolerance for changes in TER/RET/DTH
- Provide contribution worksheets as requested
- If you are making changes to seeded data on DCT, please make a note under “comments” in Summary tab
- Remember to reconcile data before submitting

Changes to the DCT

- Plan Design selection for manual additions for new members and status and payroll data
- IDT – Active status for OTRFT Active members as of December 31, 2018
- IDT – Active status to be used for members who change employment statuses and plan designs during the year
- Status Update File: Plan Design and Contribution Rate columns added
- Member Information and Year End Updates file: DBplus Pension Adjustment column added
- DBplus contribution tolerance is \$1.00



2

Contributions Reconciliation - CAAT Pension Plan / CAAT RCA

Initial reconciliation of contribution remittances

Each year the DCT is released to the employers by our Employer Services team



Initial reconciliation of contribution remittances

Finance Department provides an Excel workbook (via S-Doc) showing all contributions remitted for both CAAT Pension Plan and the CAAT RCA.

Initial reconciliation of contribution remittances

The workbook contains three different documents:

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

Please check the information and confirm it's accurate.

1. CAAT Summary of 2019 Contributions

SUMMARY OF CONTRIBUTIONS - 20xx - ABC Employer															
Description	G/L Account Number	Source Class	January	February	March	April	May	June	July	August	September	October	November	December	Total
Basic	99999-000-061-1110-1	Member	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00
Employer Basic	99999-000-061-1110-2	Employer	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00
Pregnancy	99999-000-061-1120-1	Member	2,392.79	2,759.79	5,861.42	3,955.13	3,166.53	3,166.54	6,236.17	5,000.00	4,970.87	5,809.46	5,251.11	6,147.69	54,717.50
Employer Pregnancy	99999-000-061-1120-2	Employer	2,392.79	2,759.79	5,861.42	3,955.13	3,166.53	3,166.54	6,236.17	5,000.00	4,970.87	5,809.46	5,251.11	6,147.69	54,717.50
Pregnancy Service Purchase within prescribed period	99999-000-061-1120-1	Member	-	-	-	-	-	-	-	-	-	-	-	-	-
Pregnancy Service Purchase after prescribed period	99999-000-061-1120-1	Member	-	-	-	-	-	-	-	-	-	-	-	-	-
Employer Pregnancy Purchase	99999-000-061-1120-2	Employer	-	-	-	-	-	-	-	-	-	-	-	-	-
Pre-enrolment after prescribed period	99999-000-061-1115-1	Member	-	-	-	-	-	-	-	-	-	-	-	-	-
Pre-enrolment within prescribed period	99999-000-061-1115-1	Member	-	-	-	-	-	-	-	-	-	-	-	-	-
Employer Pre-enrolment	99999-000-061-1115-2	Employer	-	-	-	-	-	-	-	-	-	-	-	-	-
Leave of Absence after prescribed period	99999-000-061-1130-1	Member	-	-	-	-	-	-	-	-	-	-	-	-	-
Leave of Absence within prescribed period	99999-000-061-1130-1	Member	-	-	-	-	-	-	1,676.54	-	-	-	-	-	1,676.54
Vested Prior Service	99999-000-061-1135-1	Member	-	-	-	-	-	-	-	-	-	-	-	-	-
Non-vested Prior within prescribed period	99999-000-061-1140-1	Member	-	-	-	-	-	-	-	-	-	-	-	-	-
Non-vested Prior after prescribed period	99999-000-061-1140-1	Member	-	-	-	-	-	-	-	-	-	-	-	-	-
50% Cost Excess	99999-000-061-1157-1	Member	-	-	-	-	-	-	-	-	-	-	-	-	-
Total			84,785.58	85,519.58	91,722.84	87,910.26	86,333.06	86,333.08	94,148.88	90,000.00	89,941.74	91,618.92	90,502.22	92,295.38	191,111.54

2. CAAT RCA Summary of 2019 Contributions

SUMMARY OF CONTRIBUTIONS - 20xx - ABC Employer			RCA												
Description	G/L Account Number	Source Class	January	February	March	April	May	June	July	August	September	October	November	December	Total
Basic RCA	99999-0-061-1110-1	Member	886.56	886.56	1,329.81	886.56	886.56	886.56	12,686.69	2,690.13	1,306.41	1,306.41	1,306.41	1,306.41	26,365.07
Employer RCA	99999-0-061-1110-2	Employer	448.04	2,659.67	3,989.43	2,659.68	2,659.67	2,659.67	38,060.07	8,070.36	3,919.23	3,919.23	3,919.23	0.67	72,964.95
RCA - Pregnancy Service Purchase after prescribed period	99999-0-061-1120-1	Member	-	-	-	-	-	-	-	-	-	-	-	-	-
Pregnancy RCA	99999-0-061-1120-1	Member	-	-	-	-	-	-	-	-	-	-	-	-	-
RCA - Pregnancy Service Purchase within prescribed period	99999-0-061-1120-1	Member	-	-	-	-	-	-	-	-	-	-	-	-	-
Employer Pregnancy RCA	99999-0-061-1120-2	Employer	-	-	-	-	-	-	-	-	-	-	-	-	-
Employer RCA Pregnancy Purchase	99999-0-061-1120-2	Employer	-	-	-	-	-	-	-	-	-	-	-	-	-
RCA Ineligible to Eligible Purchase	99999-0-061-1180-1	Member	-	-	-	-	-	-	-	-	-	-	-	-	-
RCA Employer Fee Paid	21101-0-000-1001	Employer	2,211.64	-	-	-	-	-	-	-	-	-	-	3,918.55	6,130.19
Total			3,546.24	3,546.23	5,319.24	3,546.24	3,546.23	3,546.23	50,746.76	10,760.49	5,225.64	5,225.64	5,225.64	5,225.63	105,460.21

3. CAAT Purchased Service Contributions

SUMMARY OF CONTRIBUTIONS - 20xx - ABC Employer			PURCHASED SERVICE			
Deposit Date	Employer	Member Key	Member Name	Purchase Type	Employee RPP	Employer RPP
mm/dd/yyyy	ABC	99999	JOHN DOE 99999 [DBprime]	LOA - within	1,676.54	0
mm/dd/yyyy	ABC	99998	JULIA DOE 99998 [DBprime]	Pregnancy - within	7,168.10	0
mm/dd/yyyy	ABC	99998	JULIA DOE 99998 [DBprime]	Pregnancy - within	0	7,168.10

Initial reconciliation of contribution remittances

Employer verification

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

Initial reconciliation of contribution remittances

Employer verification – Confirmation

Please confirm accuracy with email:

“I agree with the CAAT Pension Plan and CAAT RCA 2019 DCT Reconciliation Remittance spreadsheets”

(do not attach spreadsheets)

Annual reconciliation

From Pension Analyst:

- A **Schedule of Adjustments** reconciling contributions from the original DCT submissions made by the employer to the final reconciled totals (from Employer Services)
- A copy of the final **Summary Data Report** that shows all membership data after adjustments have been entered

Annual reconciliation

From Finance:

- **CAAT Pension Plan Annual Statement of Contributions**
- **CAAT RCA Annual Statement of Contributions**



250 Yonge Street, Suite 2900 P.O. Box 40 Toronto ON M5B 2L7
 Tel 416.673.9000 Toll Free 1.866.350.2228 Fax 416.673.9028 www.caatpension.on.ca

RPP

ANNUAL STATEMENT OF CONTRIBUTIONS
 FOR THE YEAR 20xx

Employer Information

ABC Employer

Bob Doe
 123 Anywhere Street
 Toronto, ON

FINAL STATEMENT ISSUED:

GROUP NUMBER

May 22, 20xx

99

RPP ALL

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

Annual Reconciliation

CAAT Pension Plan Annual Statement of Contributions



250 Yonge Street, Suite 2000 P.O. Box 40 Toronto ON M5B 2L7
 Tel 416.673.9000 Toll Free 1.866.350.2228 Fax 416.673.9028 www.caatpension.on.ca

ANNUAL STATEMENT OF CONTRIBUTIONS
 FOR THE YEAR 20xx

RCA

Employer Information

ABC Employer

Bob Doe
 123 Anywhere Street
 Toronto, ON

FINAL STATEMENT ISSUED:

GROUP NUMBER

May 22, 20xx

99

RCA ALL

	MEMBER	EMPLOYER	TOTAL
Annual Reporting of Contributions Initial Submission:	\$89,860.45	\$269,581.35	\$359,441.80
Add/(Less): Adjustments as per following page(s):	(\$4,780.54)	(\$14,341.62)	(\$19,122.16)
Annual Reporting of Contributions			
RECONCILED TOTAL:	\$85,079.91	\$255,239.73	\$340,319.64
LESS: 20xx RCA Fee Invoiced		\$13,269.83	\$13,269.83
RECONCILED TOTAL Net of 20xx RCA Fee Invoice		\$241,969.90	\$327,049.81
TOTAL CONTRIBUTIONS REMITTED:	\$86,224.90	\$245,143.67	\$331,368.57
Contributions Remitted - Adjustments	\$0.00	\$0.00	\$0.00
TOTAL CONTRIBUTIONS REMITTED:	\$86,224.90	\$245,143.67	\$331,368.57
BALANCE DUE TO EMPLOYER - Member Portion	\$1,144.99		
BALANCE DUE TO EMPLOYER - Employer Portion		\$3,173.77	
BALANCE DUE TO EMPLOYER - TOTAL			\$4,318.76

Annual Reconciliation

CAAT RCA Annual Statement of Contributions

EFT Payments

- Send EFT payment together with invoice
- Send invoice by Email:
 - B1K@cibcmellon.com
 - Finance@caatpension.on.ca

Mailing Cheque Payments

- Mail cheque together with invoice to

CIBC Mellon

1 York Street, Suite 900

Toronto, ON M5J 0B6

Attention: IPA Department 7th Floor

DCT balance due to employer

- Please claim the balance owing against your next monthly remittance by showing a credit on the **CAAT Pension Plan and CAAT RCA Contribution Remittance Summary form 034-A** under ‘**Credits - Employer**’ and reducing the total remittance amount.
- The regular monthly contribution remittance amounts should remain unaffected.
- Example on next slide

Contributions Remittance Summary

1. Employer Identification

Name of Employer	ABC Employer		
Group No.	5		
Prepared by	Bob Smith Name	smighb@aboemployer.ca Email	416-555-1111 x 123 Telephone (and extension)

2. Contributions

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

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

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

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

Questions?

Sean McFarland

Finance Administrator 416.673.9000

smcfarland@caatpension.on.ca

Maisie Au

Senior Finance Analyst 416.673.4805

mau@caatpension.on.ca



