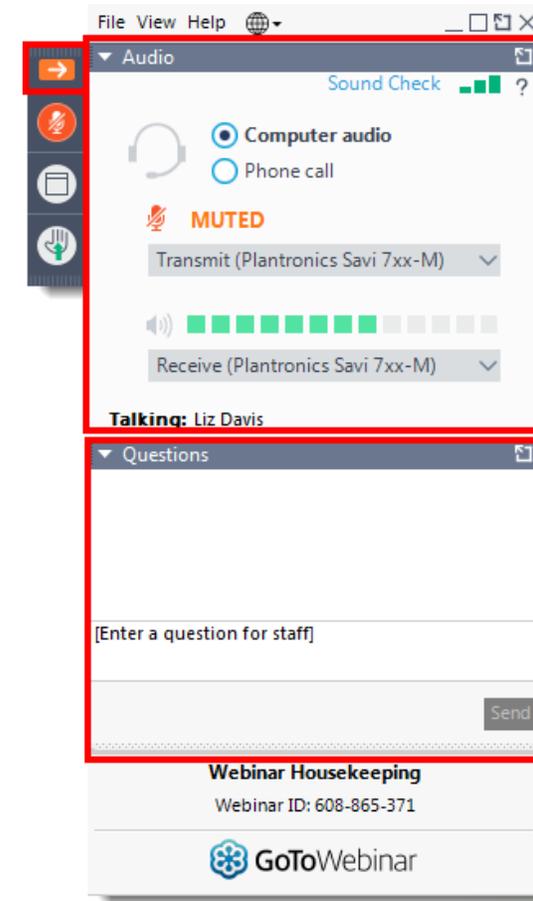


# While we wait — audio instructions

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



# Transformative Territory Statement

“In keeping with Indigenous culture and to build respectful relationships between Indigenous and non-Indigenous peoples, we acknowledge that our office is located on the traditional unceded territory of many nations, including the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples, and is now home to many diverse First Nations, Inuit, and Métis peoples. We also acknowledge that Toronto is covered by Treaty 13 with the Mississaugas of the Credit.

As settlers of this territory, we will listen, uplift and celebrate the Indigenous peoples of this land and, upon invitation to do so, support them in the pursuit of self-determination, sovereignty, and justice.

We acknowledge our settler privilege and understand the impact it has on the land and Indigenous peoples.”

## Pronunciation

Anishnabeg: (ah-nish-naw-bek)

Haudenosaunee: (hoodt-en-oh-show-nee)

Métis: (may-tee)





# Employer Education Session

Data Collection Tool  
— Full training session

January 18, 2024





## Agenda

1. DCT overview
  - Navigating
  - Exporting
  - Importing
  - Validating
2. Initial reconciliation of contribution remittances

# DCT overview

# What is DCT?

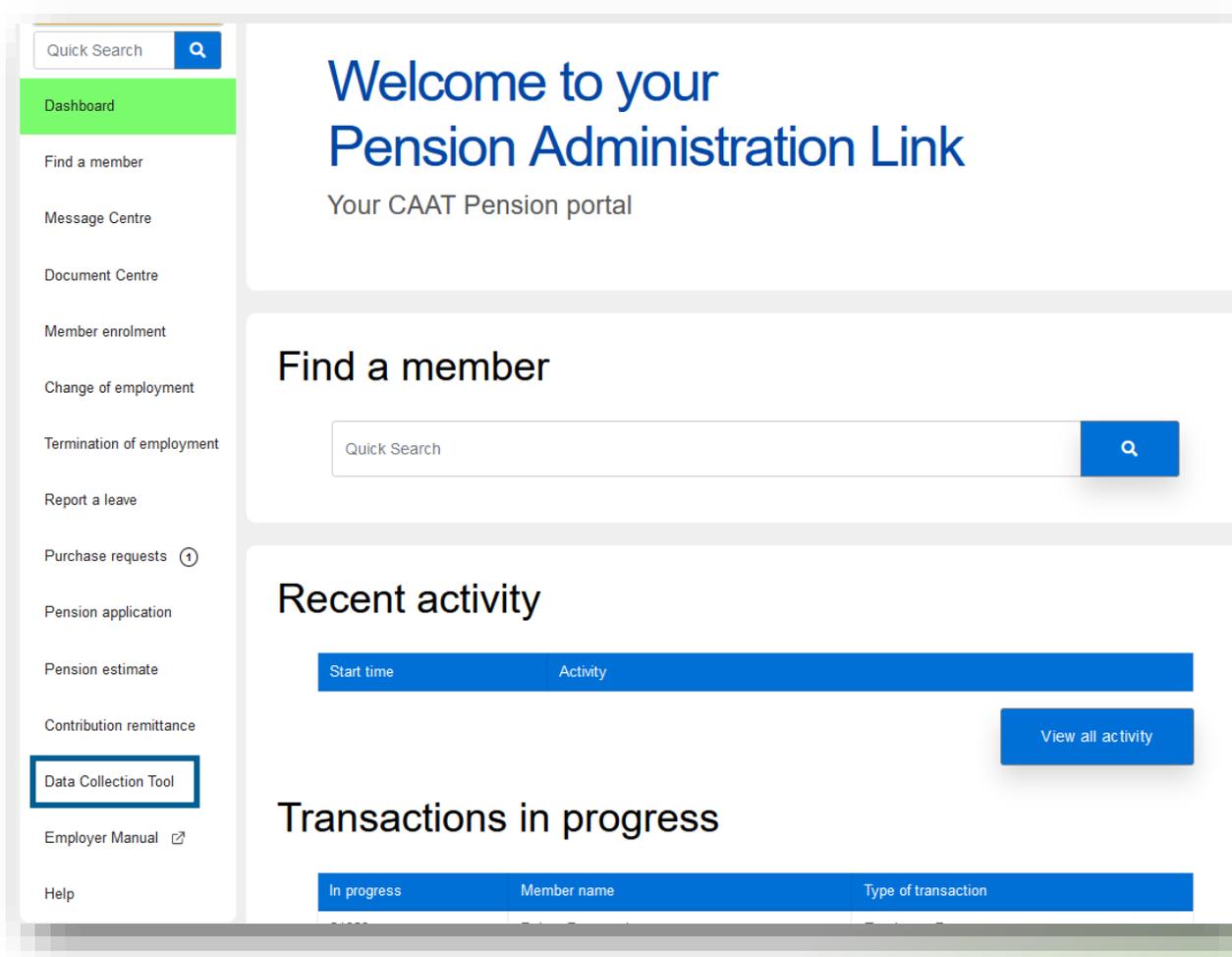
- DCT = Data Collection Tool
- Data collection site used to collect member data from employers
- Data collection year is from January 1<sup>st</sup> to December 31<sup>st</sup>

# DCT timeline



# Logging into DCT — PAL users

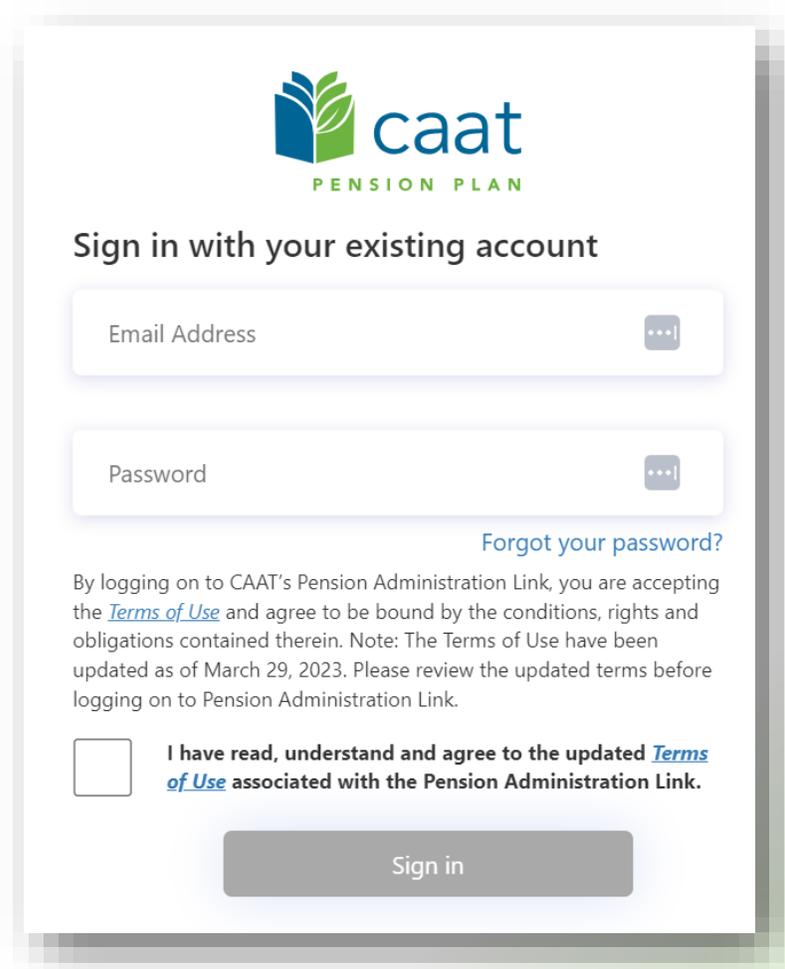
- If you are a PAL user, log into PAL and select Data Collection Tool in the left menu



The screenshot displays the PAL user interface. On the left is a vertical navigation menu with the following items: Dashboard (highlighted in green), Find a member, Message Centre, Document Centre, Member enrolment, Change of employment, Termination of employment, Report a leave, Purchase requests (with a notification icon), Pension application, Pension estimate, Contribution remittance, Data Collection Tool (highlighted with a blue box), Employer Manual (with an external link icon), and Help. A blue arrow points from the text on the left to this menu item. The main content area on the right features a 'Welcome to your Pension Administration Link' header, a 'Find a member' search bar, a 'Recent activity' section with a table header (Start time, Activity) and a 'View all activity' button, and a 'Transactions in progress' section with a table header (In progress, Member name, Type of transaction).

# Logging into DCT — Non-PAL users

- Employers that do not have PAL access, can access the DCT using the following link:  
<https://dct.caatpension.ca/>
- Use your existing DCT credentials to login and set up multi-factor authentication



The screenshot shows the login interface for the CAAT Pension Plan. At the top is the CAAT Pension Plan logo, which consists of a stylized green leaf icon and the text 'caat PENSION PLAN'. Below the logo is the heading 'Sign in with your existing account'. There are two input fields: 'Email Address' and 'Password', each with a clear button (an 'x' in a square) on the right side. Below the password field is a link that says 'Forgot your password?'. A paragraph of text follows, stating: 'By logging on to CAAT's Pension Administration Link, you are accepting the [Terms of Use](#) and agree to be bound by the conditions, rights and obligations contained therein. Note: The Terms of Use have been updated as of March 29, 2023. Please review the updated terms before logging on to Pension Administration Link.' Below this text is a checkbox and the text: 'I have read, understand and agree to the updated [Terms of Use](#) associated with the Pension Administration Link.' At the bottom of the form is a grey 'Sign in' button.

# Employer DCT Process

1. DCT released to employers
2. Export and review data
3. Import data into DCT
4. Review and correct import errors
5. Run validations
6. Review data and correct validation errors
7. Submit data

# DCT home screen

The screenshot displays the DCT (Data Collection Tool) home screen. At the top left, the CAAT Pension Plan logo and the DCT Data Collection Tool logo are visible. The navigation bar includes 'Member Data', 'Reports', 'Utilities', and 'Help'. The user is logged in as 'Test User' for 'ABC Employer'.

**Member Data Summary:**

- Last Member Viewed: 999940984: CASE5, DONALD
- Number of Members: 14
- New Members: 1
- Employment Status Change: 20

**Data Problems:**

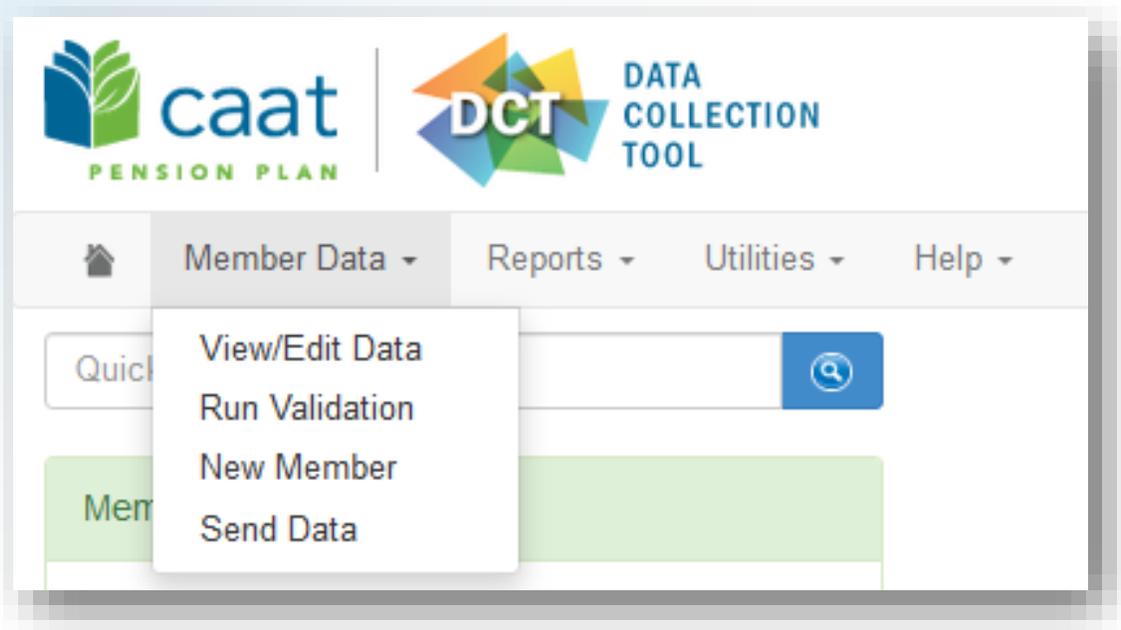
- Earnings Problems: 0
- DBprime PA Problems: 0
- DBplus PA Problems: 0
- Missing Info: 12
- Contributions Problems: 0
- Service Problems: 0
- Demographic Problems: 0
- Status Update Problems: 0
- Retroactive Payments: 0
- Plan Design Problems: 0
- Employee/Employer Contribution Level Problems: 0
- Members with NC Status Problems: 0

**Timeline:**

- 2024**: Training (January 16 & 18)
- January 25**: Launch
- March 11**: Date due back
- June 30**: Process completed

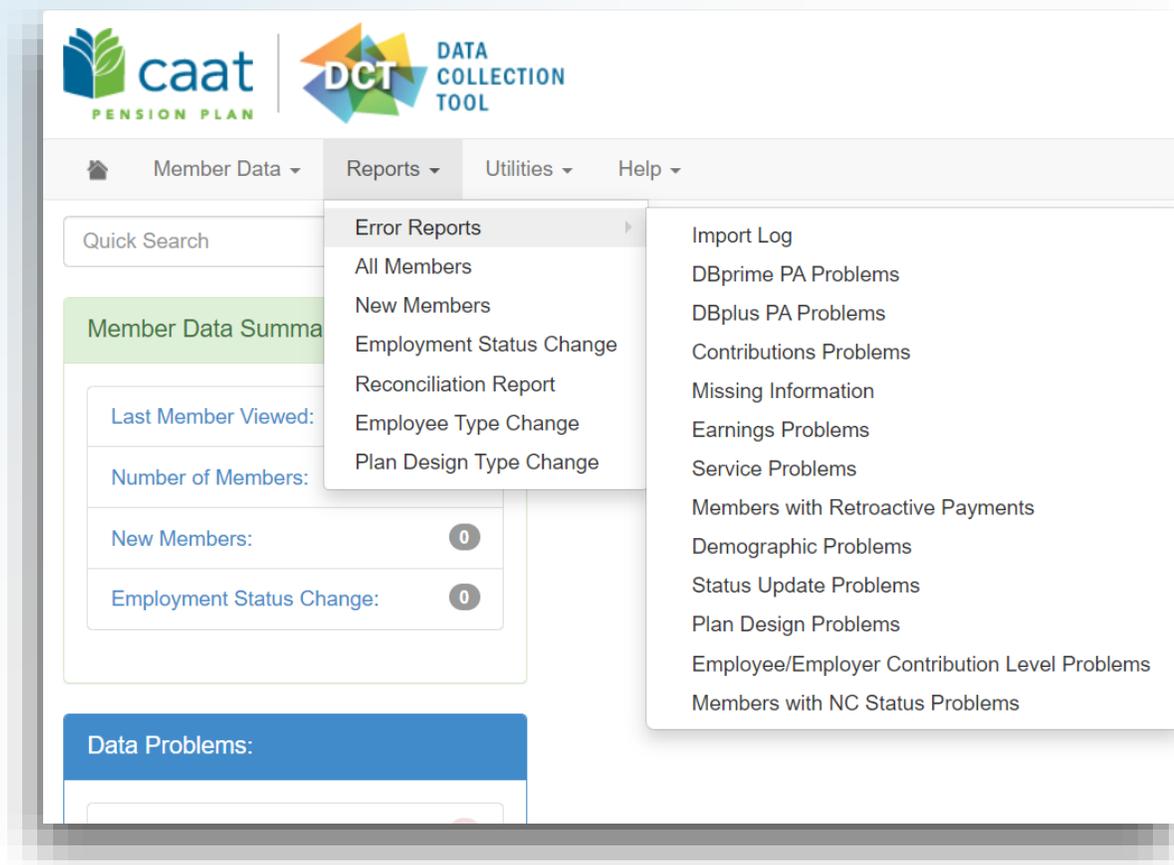
The central timeline features a bar chart with two segments: 'Annual Data Update' (green) and 'Annual Statements' (blue). A callout box highlights the 'Annual Data Update' segment, which spans from January 16 & 18 to March 11. A text box below the timeline states: 'DCT submission due date: Monday March 11, 2024'.

# Navigating DCT — Member Data



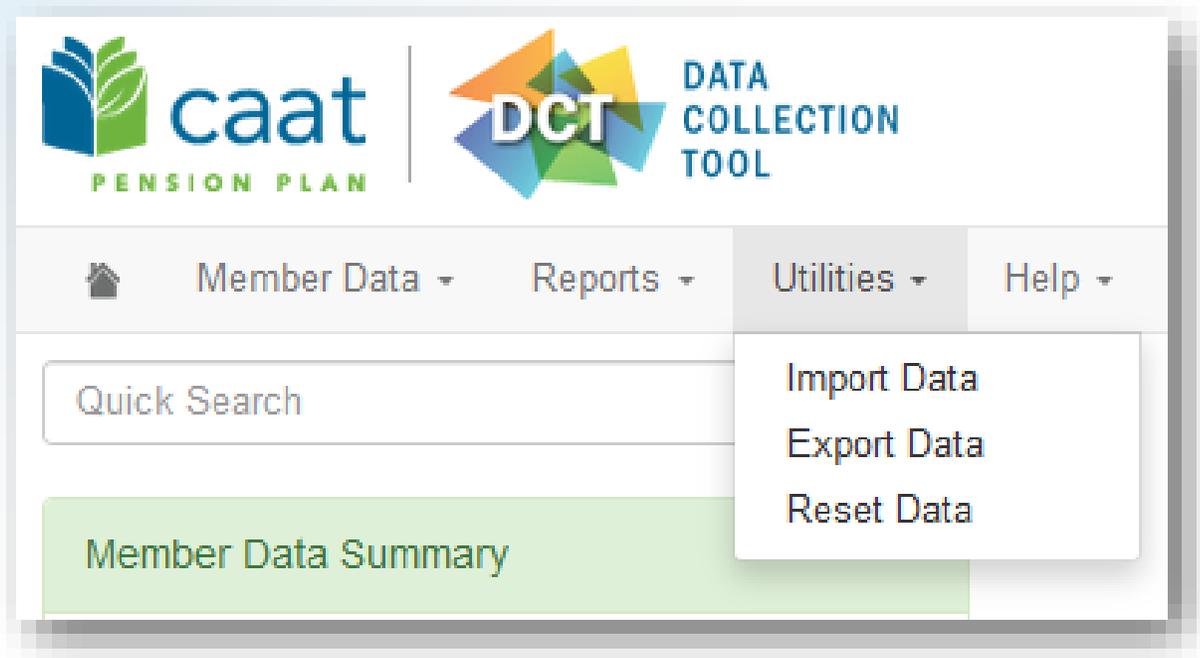
- **View/Edit Data** — list all members on record
- **Run Validation** — run validations for all members on record
- **New Member** — add a new member
- **Send Data** — submit final data to CAAT

# Navigating DCT — Reports



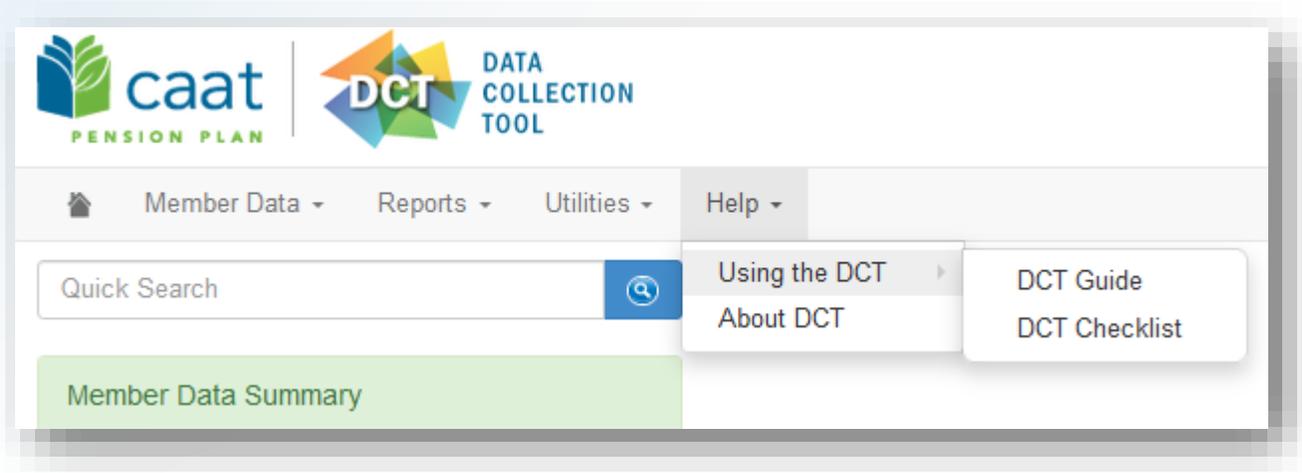
- **Error Reports** — all possible errors in the data
- **All Members** — all members on DCT
- **New Members** — all new members added by employer
- **Employment Status Change** — all members with in-year status changes
- **Reconciliation Report** — all members on record and provides total contributions, earnings and member count
- **Employee Type Change** — all members with changes to their Employment Type
- **Plan Design Type Change** — all members with changes to their Plan Design Type

# Navigating DCT — Utilities



- **Import Data** — load import files
- **Export Data** — extract information from the DCT
- **Reset Data** — reset data to original state. This will erase any import data or manual changes you have made.

# Navigating DCT — Help



- **Using the DCT — DCT Guide and DCT Checklist**

# Navigating DCT — Employer Menu

- Member Data
  - **View/Edit Data** — *list all members on record*
  - **Run Validation** — *runs validations for all member records*
  - **New Member** — *add a new member*
  - **Send Data** — *data submission*
- Reports
  - **Error Reports** — *provides summaries of all possible errors in the data*
  - **All Members** — *list all members on record*
  - **New Members** — *list all new members added by employer*
  - **Employment Status Change** — *list all members with in-year status changes*
  - **Reconciliation Report** — *list all members on record and provides total contributions, earnings and member count*
  - **Employee Type Change** — *list all members with changes to their Employment Type, in-year*
  - **Plan Design Type Change** — *list all members with changes to their Plan Design Type, in-year*
- Utilities
  - **Import Data**
  - **Export Data** — *Member Demographic Information, Member Status Updates; Member Earnings, Contributions and Service, Member Prior Year Retroactive Payments, Member Partial-Day Leave, Members with NC Statuses and a last day worked, Member Data, Expected Amounts and Difference, All Member Data*
  - **Reset Data**
- Help
  - **Using the DCT** — *DCT Guide, DCT Checklist*
  - **About DCT**

# Member Details — Personal (DBprime)

## Member Details

EMPNO: 123 NAME: TEST, ONE DOB: 1999-12-01



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

|               |            |                |            |                |             |
|---------------|------------|----------------|------------|----------------|-------------|
| Surname       | TEST       | First Name     | ONE        | Middle Name    | Middle Name |
| Gender        | Female     | Marital Status |            | Language       | English     |
| Date of Birth | 1999-12-01 | Hire Date      | 2021-12-01 | Enrolment Date | 2021-12-01  |

## Status and Payroll Data



|                   |              |                    |          |                |                |
|-------------------|--------------|--------------------|----------|----------------|----------------|
| Effective Date    | 2023-01-01   | Annual Salary Rate | 0        | Plan Design    | DBprime        |
| Employment Status | ACT - Active | Employee Type      | Fulltime | Employee Group | Administration |
| Earnings          | +            | Contributions      | +        | Service        | +              |

# Member Details — Personal (DBplus)

Member Details

EMPNO: 456 NAME: TEST, TWO DOB: 1984-10-01

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

|               |            |                |            |                |             |
|---------------|------------|----------------|------------|----------------|-------------|
| Surname       | TEST       | First Name     | TWO        | Middle Name    | Middle Name |
| Gender        | Male       | Marital Status |            | Language       |             |
| Date of Birth | 1984-10-01 | Hire Date      | 2019-04-01 | Enrolment Date | 2019-04-01  |

Status and Payroll Data

|                   |              |                    |                     |                        |                |
|-------------------|--------------|--------------------|---------------------|------------------------|----------------|
| Effective Date    | 2023-01-01   | Annual Salary Rate | 0                   | Plan Design            | DBplus         |
| Employment Status | ACT - Active | Employee Type      | Other than fulltime | Employee Group         | Administration |
| Earnings          | +            | Contributions      | +                   | Employer Contributions | +              |

# Member Details — Summary

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     | <input type="text"/><br><br><input type="button" value="Re-calculate"/> |
| 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="0"/> | \$0.00     | \$0.00     |   |
| Total DBplus Pension Adjustment               | <input type="text" value="0"/> | \$0.00     | \$0.00     |   |
| Total Service                                 | 0.00000                        | 1.00000    | 1.00000    |   |

# Member Details — Retro-Active Pays

## Member Details

EMPNO: 123 NAME: TEST, ONE DOB: 1999-12-01

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

| Year                              | Retro Earnings  |        |
|-----------------------------------|-----------------|--------|
| 2022                              | 500.00          | +<br>x |
| <b>Total Retroactive Earnings</b> | <b>\$500.00</b> |        |

## Status and Payroll Data

|                   |              |                      |          |                |                |
|-------------------|--------------|----------------------|----------|----------------|----------------|
| Effective Date    | 2023-01-01   | Annual Salary Rate   | 0        | Plan Design    | DBprime        |
| Employment Status | ACT - Active | Employee Type        | Fulltime | Employee Group | Faculty Member |
| <b>Earnings</b>   |              | <b>Contributions</b> |          | <b>Service</b> |                |
| Regular           | 80000.00     | Regular              | 9516.40  | Basic          | 1.00000        |
| Retro Pay         | 500.00       |                      |          |                |                |

# Member Details — Partial Day Leaves

## Member Details

EMPNO: 123 NAME: TEST, ONE DOB: 1999-12-01

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

| Date  | Service Deduction |        |
|---|-------------------|--------|
| 2023-12-07                                  | 0.00035           | +<br>x |
| <b>Total Service for Partial Day Leaves</b> | 0.00035           |        |

## Status and Payroll Data

|                   |              |                    |          |                |                |
|-------------------|--------------|--------------------|----------|----------------|----------------|
| Effective Date    | 2023-01-01   | Annual Salary Rate | 0        | Plan Design    | DBprime        |
| Employment Status | ACT - Active | Employee Type      | Fulltime | Employee Group | Faculty Member |
| Earnings          |              | Contributions      |          | Service        |                |
| Regular           | 80000.00     | Regular            | 9516.40  | Basic          | 0.99965        |

# Member Details — Valuation Result

## Member Details

EMPNO: 123 NAME: TEST, ONE DOB: 1999-12-01

[Person](#)
[Summary](#)
[Retro-active Pays](#)
[Partial Day Leaves](#)
[Validation Result](#)
[Timeline](#)
[NC Status](#)

| Override                       | Field                            | Reported Value | Expected Value | Error Description  | Severity |
|--------------------------------|----------------------------------|----------------|----------------|--|----------|
|                                | Total DBprime Pension Adjustment | 0              | 9604           | Reported DBprime PA is not within tolerance  | Warning  |
|                                | Retro-active Pays                | 0.00           | 500.00         | Total retroactive earnings does not equal sum of the annual retroactive earnings amounts | Error    |
| <b>Total Number of Errors:</b> |                                  | 2              |                |  |          |

[Run Validation](#)

### Status and Payroll Data

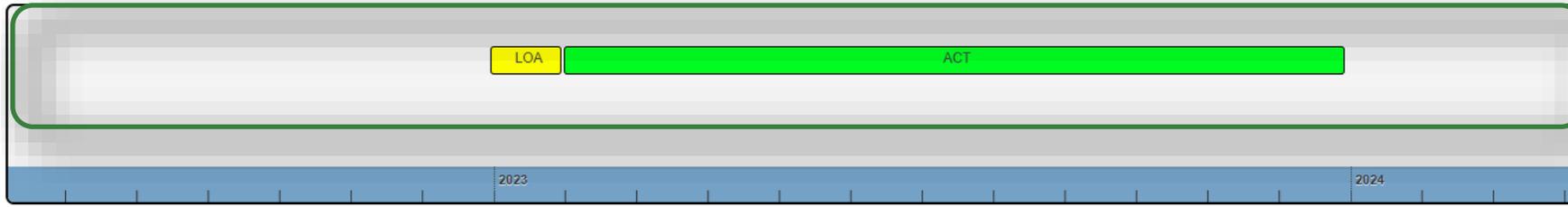
|                          |              |                           |          |                       |                |
|--------------------------|--------------|---------------------------|----------|-----------------------|----------------|
| <b>Effective Date</b>    | 2023-01-01   | <b>Annual Salary Rate</b> | 0        | <b>Plan Design</b>    | DBprime        |
| <b>Employment Status</b> | ACT - Active | <b>Employee Type</b>      | Fulltime | <b>Employee Group</b> | Faculty Member |
| <b>Earnings</b>          |              | <b>Contributions</b>      |          | <b>Service</b>        |                |
| Regular                  | 80000.00     | Regular                   | 9516.40  | Basic                 | 1.00000        |

# Member Details — Timeline

## Member Details

EMPNO: 123 NAME: TEST, ONE DOB: 1999-12-01

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



### Status and Payroll Data

|                   |                               |                    |          |                |                |
|-------------------|-------------------------------|--------------------|----------|----------------|----------------|
| Effective Date    | 2023-01-01                    | Annual Salary Rate | 0        | Plan Design    | DBprime        |
| Employment Status | LOA - Unpaid Leave Of Absence | Employee Type      | Fulltime | Employee Group | Faculty Member |
| Earnings          | +                             | Contributions      | +        | Service        | +              |

|                   |              |                    |          |                |                |
|-------------------|--------------|--------------------|----------|----------------|----------------|
| Effective Date    | 2023-02-01   | Annual Salary Rate | 0        | Plan Design    | DBprime        |
| Employment Status | ACT - Active | Employee Type      | Fulltime | Employee Group | Faculty Member |
| Earnings          | +            | Contributions      | +        | Service        | +              |

# Member Details — NC Status

## Member Details

EMPNO: 456 NAME: TEST, TWO DOB: 1984-10-01

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

| Date   |
|--|
| 2022-06-30  |
| Last Day Worked  |

### Status and Payroll Data

|                          |   |                           |   |                               |  |
|--------------------------|---|---------------------------|---|-------------------------------|--|
| <b>Effective Date</b>    | 2023-01-01                         | <b>Annual Salary Rate</b> | 0   | <b>Plan Design</b>            | DBplus            |
| <b>Employment Status</b> | NC - Other-Than-Full-Time – Not  | <b>Employee Type</b>      | Other than fulltime  | <b>Employee Group</b>         | Faculty Member  |
| <b>Earnings</b>          |                                  | <b>Contributions</b>      |                      | <b>Employer Contributions</b> |                 |



Questions?

# DCT demonstration — Navigating member details

# DCT examples

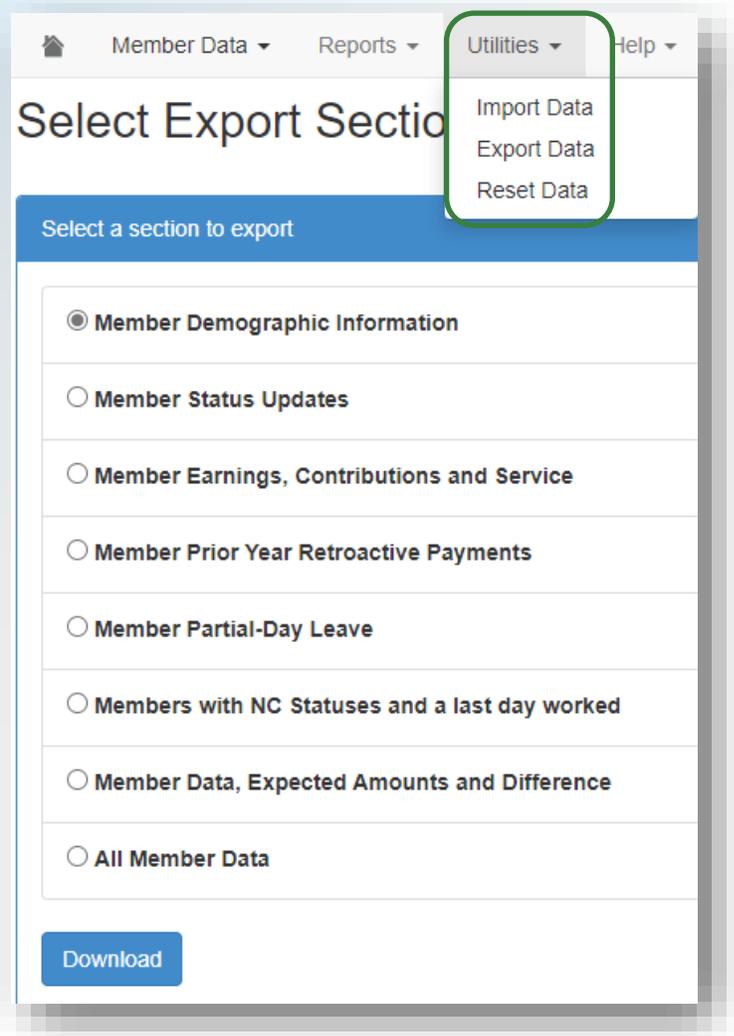
- 1 Member who has no in-year data**
- 2 Member who has in-year data — on leave**
- 3 FT to OTRFT status change**

# Exporting DCT data

# Exporting data — Reconciliation process

- Export the Member Demographic Information file
- Compare the file to your own records for member reconciliation

# Exporting data — File types



- The export option is found under **Utilities > Export Data**
- Export any data files listed at any point during the data sharing process
- If you have any partial-day leaves, enter them manually, before exporting this type of data

# Importing data files

# Import files

- Import data into the DCT in this order:
  1. Status Update file
  2. Earnings and Contributions file
  3. Member Information and Year-end Updates (YTD) file
  4. Prior Year Retroactive Payments file
  5. Last Day Worked file

# Reporting employer contributions

|   | Description  | YTD_CONTRIBUTION_PRG | YTD_CONTRIBUTION_REG | YTD_CONTRIBUTION_DBPLUS_ER_PRG | YTD_CONTRIBUTION_DBPLUS_ER_REG |
|---|--|----------------------|----------------------|--------------------------------|--------------------------------|
| 1 | \$5,550 DBprime REG contributions                                    |                      | 5,550                |                                |                                |
| 2 | \$6,800 DBprime PRG contributions                                    | 6,800                |                      |                                |                                |
| 3 | \$2,000 DBplus REG contributions                                     |                      | 2,000                |                                | 2,000                          |
| 4 | \$3,700 DBplus PRG contributions                                     | 3,700                |                      | 3,700                          |                                |
| 5 | \$4,000 DBprime REG contributions + \$1,000 DBplus REG contributions |                      | 5,000                |                                | 1,000                          |
| 6 | \$5,000 DBprime PRG contributions + \$600 DBplus REG contributions   | 5,000                | 600                  |                                | 600                            |

# Employer import process

The screenshot displays a web application interface for uploading data. At the top, there is a navigation bar with menu items: Member Data, Reports, Utilities, and Help. On the right side of the navigation bar, there are two fields: 'Employer: ABC Employer' and 'Test User' with a gear icon. The main content area is titled 'Upload Data File'. On the left, there is a sidebar with a green header 'Import Steps' and a white box containing 'Step 1: Upload your Import file to the server.' The main area has a blue header 'Choose a File:' and a white box containing a 'Browse...' button, the text 'No file selected.', a note 'Must be a .csv/.xls/.xlsx file with structure as defined by data import requirements.', and an 'Upload' button. A green box highlights the 'Utilities' dropdown menu, which is open and shows 'Import Data', 'Export Data', and 'Reset Data'. Another green box highlights the 'Browse...' button and the 'Upload' button.

Member Data ▾ Reports ▾ Utilities ▾ Help ▾

Employer: ABC Employer Test User ⚙

## Upload Data File

### Import Steps

Step 1:  
Upload your Import file to the server.

### Choose a File:

No file selected.

Must be a .csv/.xls/.xlsx file with structure as defined by data import requirements.

# Import Section

Member Data Reports Utilities Help Employer: ABC Employer Test User

## Select Import Section

### Import Steps

**Step 1:**   
Upload your Import file to the server.

**Step 2:**  
Select the data section you are trying to import.

First 20 lines of file content

| Line # | Content   |
|--------|---|
| 1      | SIN,EMPLOYEEID,EFFECTIVEDATE,PLANDESIGN,EMPLOYMENTSTATUS,EECONTRIBUTIONRATE,REDUCTIONFACTOR,EMPLOYEEYPE,EMPLOYEEGROUP |
| 2      | 999902877,1015,4/2/2022 12:00:00 AM,DBprime,TAC,,,FT,   |

Select a section to import

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

Proceed to field mapping

# Field Mapping

Member Data ▾ Reports ▾ Utilities ▾ Help ▾ Employer: ABC Employer Test User ⚙

## Map database columns to your data file

### Import Steps

**Step 1:**  Upload your Import file to the server.

**Step 2:**  Select the data section you are trying to import.

**Step 3:** Describe the import file layout and select the fields to import.

### Header Row

Is the first row a header row?

### Date Format

Date Format: YYYY-MM-DD ▾

### Field Mapping

| Database Column    | Column on File   | Sample Data          |
|--------------------|------------------|----------------------|
| SIN* ▾             | SIN              | 999902877            |
| EMPLOYEEID* ▾      | EMPLOYEEID       | 1015                 |
| EFFECTIVEDATE* ▾   | EFFECTIVEDATE    | 4/2/2022 12:00:00 AM |
| PLANDESIGN* ▾      | PLANDESIGN       | DBprime              |
| EMPLOYMENTSTATUS ▾ | EMPLOYMENTSTATUS | TAC                  |
| EECONTRIBUTORATE ▾ | EECONTRIBUTORATE |                      |
| REDUCTIONFACTOR ▾  | REDUCTIONFACTOR  |                      |
| EMPLOYEEETYPE ▾    | EMPLOYEEETYPE    | FT                   |
| EMPLOYEEEGROUP ▾   | EMPLOYEEEGROUP   |                      |

[Import Data](#)

# Import Summary

Member Data ▾ Reports ▾ Utilities ▾ Help ▾

Employer: ABC Employer Test User ⚙

## Import Summary

### Import Steps

Step 1:   
Upload your Import file to the server.

Step 2:   
Select the data section you are trying to import.

Step 3:   
Describe the import file layout and select the fields to import.

Step 4:   
Import is complete.

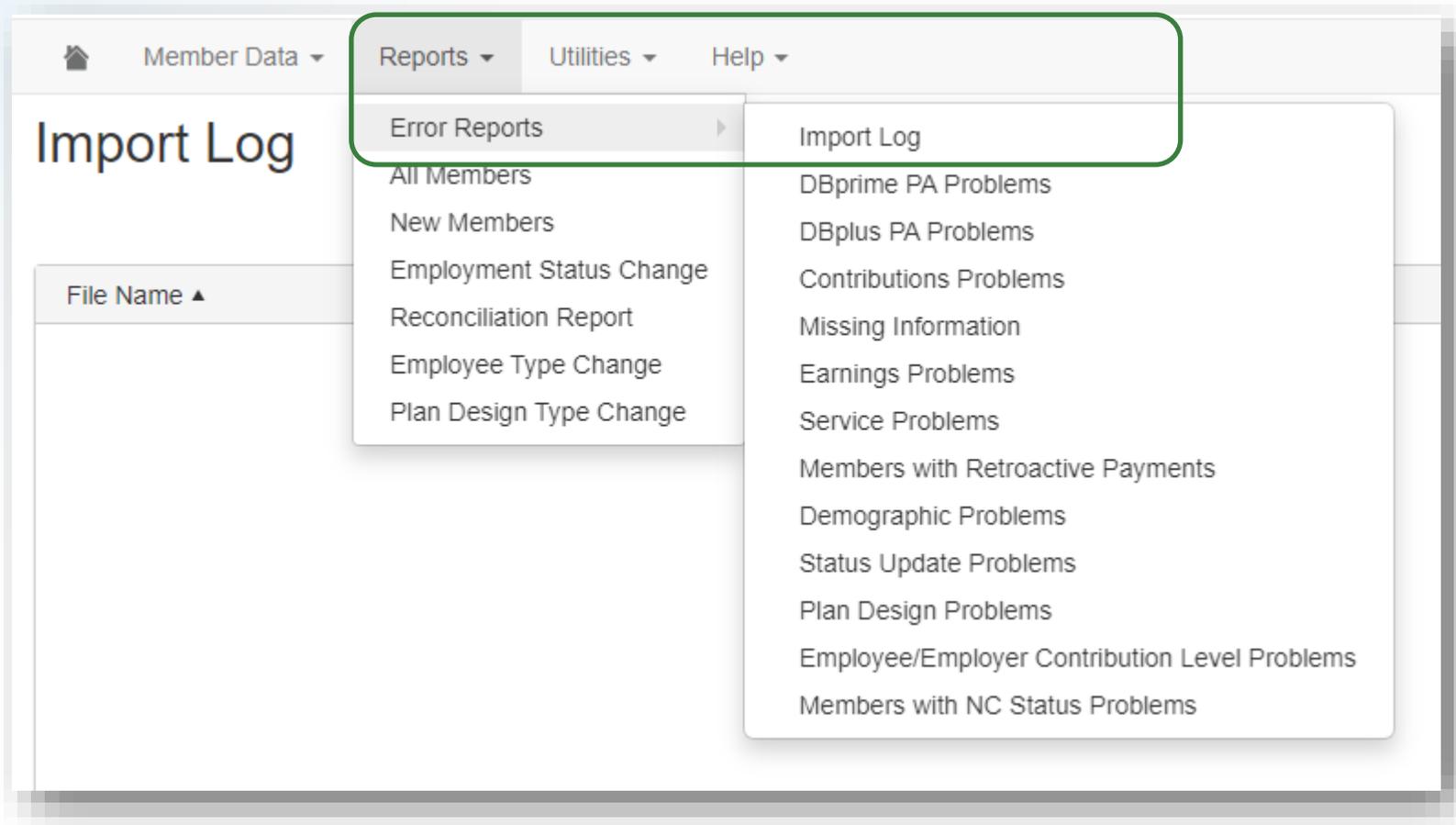
### Messages

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

Import completed with 1 errors out of 1 rows.

[Home](#) [Validate](#) [Upload](#)

# Import Log



# Running Validations

The screenshot displays a web application interface for managing member data. At the top, there is a navigation bar with a home icon, a dropdown menu containing 'Member Data', 'Reports', 'Utilities', and 'Help', and user information for 'Employer: ABC Employer' and 'Test User' with a settings gear icon. On the left side, a sidebar shows a list of options: 'View/Edit Data', 'Run Validation' (highlighted with a green box), 'New Member', and 'Send Data'. Below the sidebar, a four-step progress indicator is shown, with all steps marked as complete (checked boxes). The main content area features a blue header for 'Messages' and a message box stating 'Import completed with 0 errors out of 1 rows.' At the bottom of the main area, there are three buttons: 'Home', 'Validate' (highlighted with a green box), and 'Upload'.

Member Data ▾ Reports ▾ Utilities ▾ Help ▾

Employer: ABC Employer Test User ⚙

View/Edit Data  
Run Validation  
New Member  
Send Data

Step 1:   
Upload your Import file to the server.

Step 2:   
Select the data section you are trying to import.

Step 3:   
Describe the import file layout and select the fields to import.

Step 4:   
Import is complete.

Messages

Import completed with 0 errors out of 1 rows.

Home Validate Upload

# DCT Demo

Exporting and Importing Data Files

Running Data Validations



Questions?

# Reporting retroactive payments under Bill 124

# Retroactive payments under Bill 124

| Status                           | How to report  |
|----------------------------------|--|
| Active DBprime members           | Report retroactive earnings in the <b>Retro-active Pays</b> tab  |
| Active DBplus members            | Include retroactive earnings as part of the current regular earnings                                   |
| Members with plan design changes | Report retroactive earnings in the current plan design and provide a breakdown in an Excel spreadsheet |

# Retroactive payments under Bill 124

| Status                                      | How to report  |
|---|--|
| Members retired or terminated in 2023       | Report retroactive earnings in the <b>Retro-active Pays</b> tab  |
| Members retired or terminated prior to 2023 | Do not report in the DCT<br>The contributions will be included in your Annual Statement of Contributions based on the Excel files you have submitted |

# Reminders

# Reminders — Import process

- Reconcile data (including membership) before starting and submitting your DCT
- Check the Import Log report for any rejected members
- If you cannot find a member with a changed SIN, search the old SIN before adding to the DCT
- Add missed members to the DCT

# Reminders — Forms

- Send missed enrolments, changes to a plan design, LTD/WSIB notices and benefit applications via PAL
- Review tolerances to determine if you need to submit a revised termination, retirement or death application
  - DBprime: \$150 earnings tolerance for changes
  - DBplus: \$140 tolerance for change in total employee/employer contributions

# Reminders — Data

- For members who changed an employee group, update the employee group with a January 1st effective date under Status and Payroll Data
- Use “Comments” in the Summary tab to bring anything to your pension analyst’s attention. For example, if you are making changes to the original data on DCT
- Provide contribution worksheets as requested
- Include retroactive payments applicable to the prior years for retirements and terminations

# Additional resources

- DCT Guide
- DCT Submission checklist
- Employer Pension Analyst

# Initial reconciliation of contribution remittances

# Initial reconciliation of contribution remittances

Finance Department sends Annual Detail Account Summary file(s) by April 1, 2024:

- CAAT Summary of 2023 Contributions
- CAAT RCA Summary of 2023 Contributions, if applicable

# Initial reconciliation of contribution remittances

## **Employer responsibility**

- Compare Annual Detail Account Summary file(s) with remittances to CIBC Mellon throughout the year
- Report any discrepancies

# Initial reconciliation of contribution remittances

## Reporting discrepancies

- CAAT reporting errors — contact CAAT Finance at [finance@caatpension.ca](mailto:finance@caatpension.ca)
- Employer reporting errors — if an error is noticed after the DCT is submitted, notify your Employer PA

# Initial reconciliation of contribution remittances

## Reporting discrepancies

- Due date is **April 15, 2024**
- If no discrepancies are reported, we will consider these reports as approved



Questions?



caat

PENSION PLAN