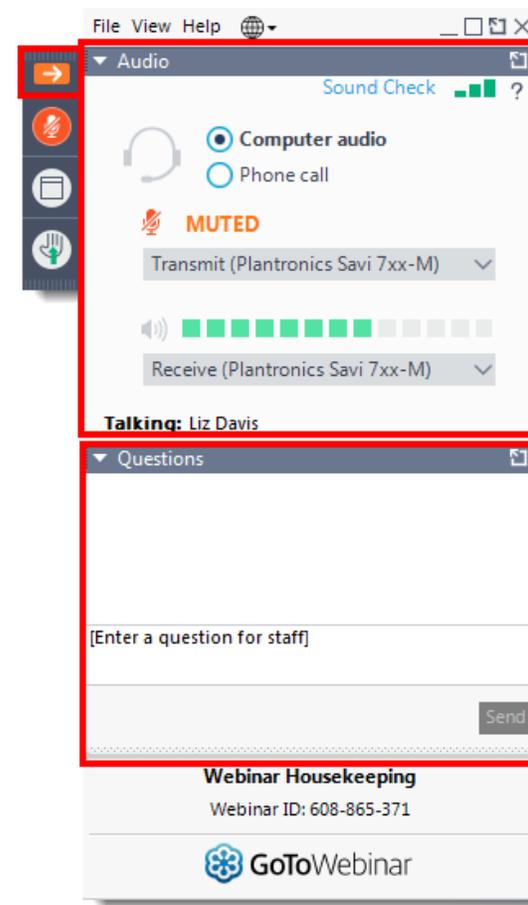


While we wait – audio instructions

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 (DCT)
— Refresher session

January 16, 2024





Agenda

1. DCT overview
2. Reporting retroactive payments under Bill 124
3. Reminders
4. Initial reconciliation of contribution remittances

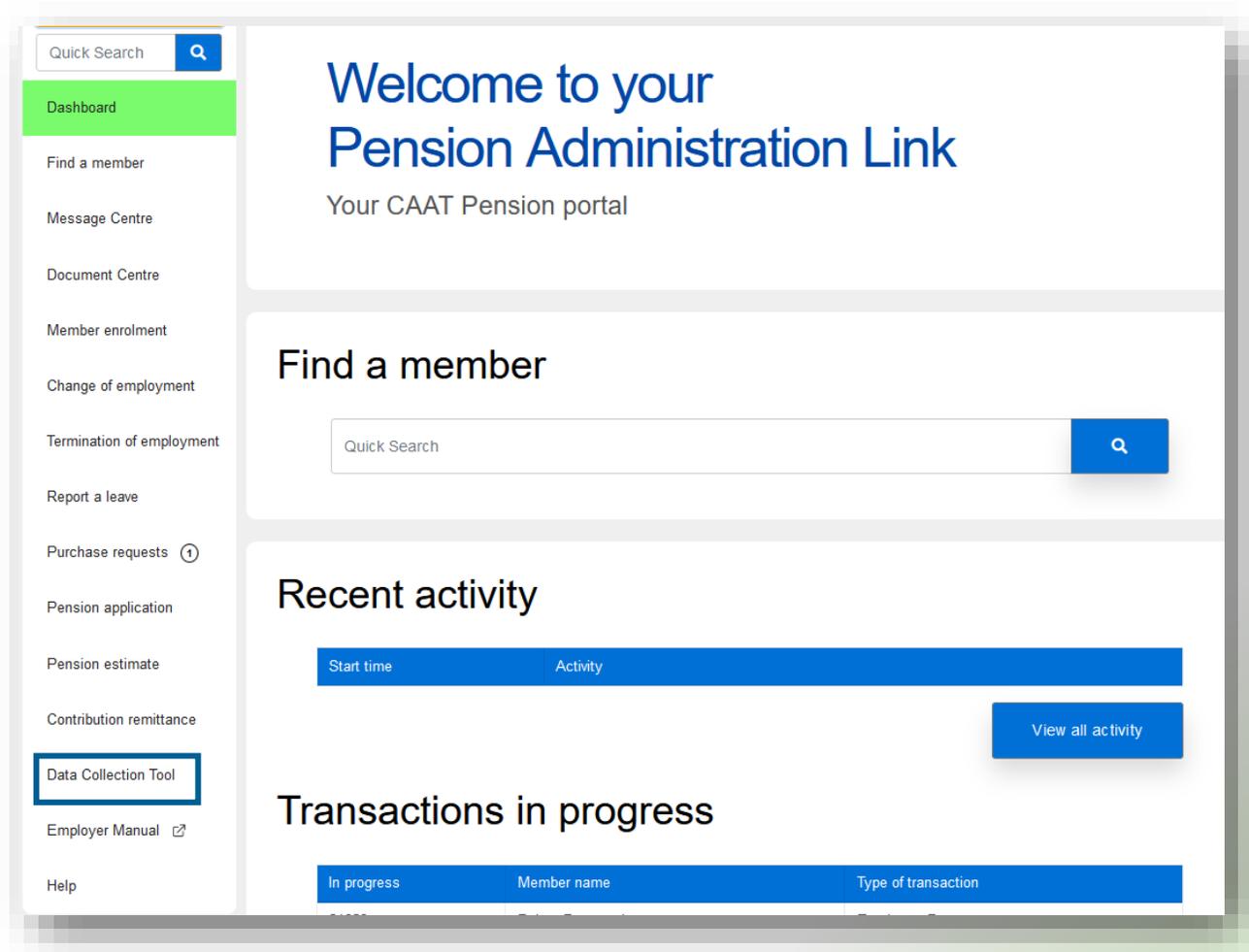
DCT overview

DCT timeline



Logging into DCT — PAL users

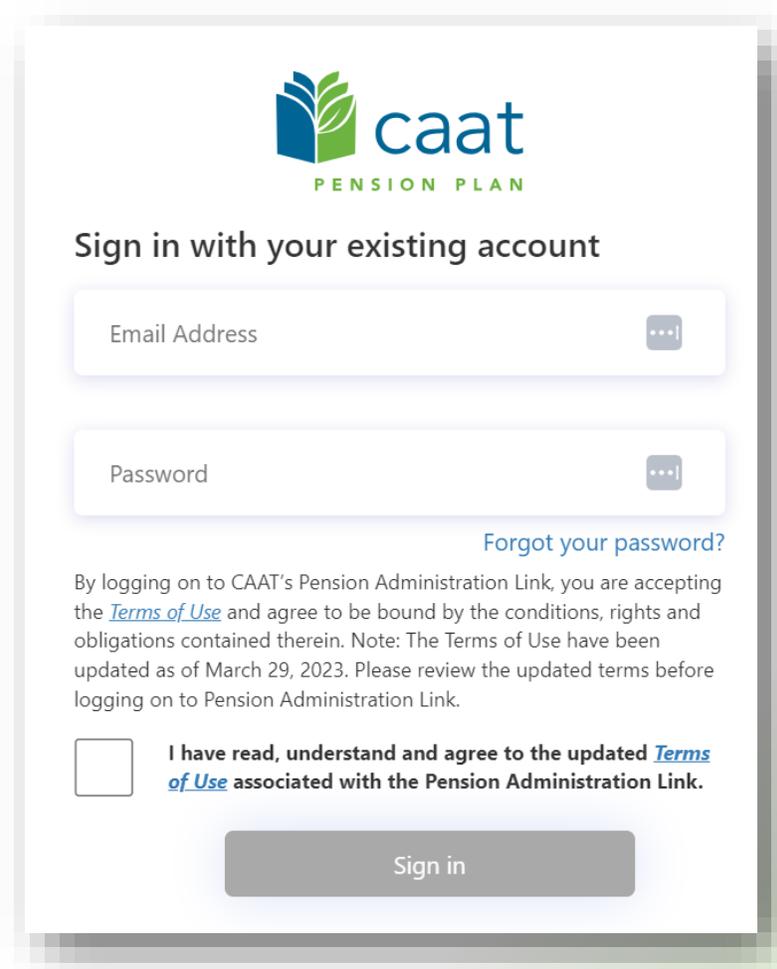
- If you are a PAL user, log into PAL and select Data Collection Tool in the left menu



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 and a blue arrow pointing to it from the text on the left), Employer Manual (with an external link icon), and Help. 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 log in 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 next to the text 'caat' in blue and 'PENSION PLAN' in green below it. Below the logo is the heading 'Sign in with your existing account'. There are two input fields: 'Email Address' and 'Password', both with a three-dot menu icon 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 followed by 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 menu includes Member Data, Reports, Utilities, and Help. The user is logged in as 'Test User' for 'ABC Employer'. A search bar is located below the navigation menu.

The main content area features a central timeline for the 2024 annual data update process. The timeline is divided into several stages: Training (January 16 & 18), Launch (January 25), Date due back (March 11), and Process completed (June 30). A large blue box highlights the 'Annual Data Update' and 'Annual Statements' period, which spans from January 16 to June 30.

On the left side, there is a 'Member Data Summary' section with the following information:

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

Below the summary is a 'Data Problems' section with the following counts:

Category	Count
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

At the bottom of the timeline, a text box states: 'DCT submission due date: Monday March 11, 2024'.

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
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	<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

Comments:

Re-calculate 



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	+
Total Retroactive Earnings		\$500.00

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	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	 
Total Service for Partial Day Leaves		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 — Validation Result

Member Details

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



Personal 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
Total Number of Errors:		2			

[Run Validation](#)

Status and Payroll Data



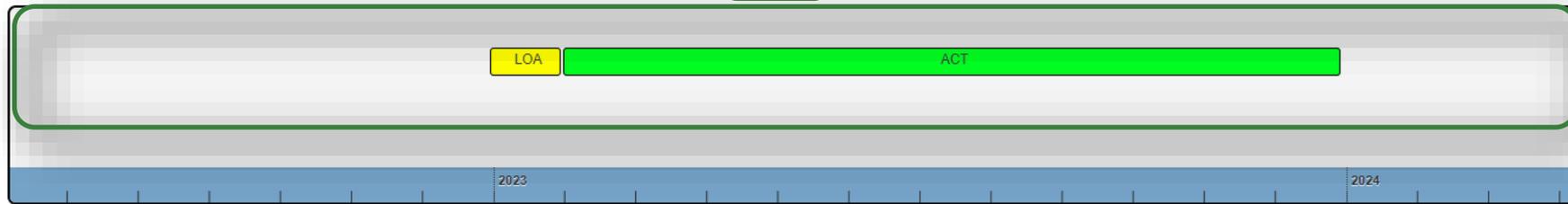
Effective Date	2023-01-01	Annual Salary Rate	0	Plan Design	DBprime
Employment Status	ACT - Active	Employee Type	Fulltime	Employee Group	Faculty Member
Earnings		Contributions		Service	
Regular	80000.00	Regular	9516.40	Basic	1.00000

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

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

Reporting retroactive payments under Bill 124

Retroactive payments under Bill 124

Status	How to report
Active DBprime members	Report retroactive earnings in the Retro-active Pays 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 Retro-active Pays tab
Members retired or terminated prior to 2023	Do not report in the DCT 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 1 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



Questions?

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
- 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