



Employer Education Session

Data Collection Tool
— Full training session

January 16, 2025





Agenda

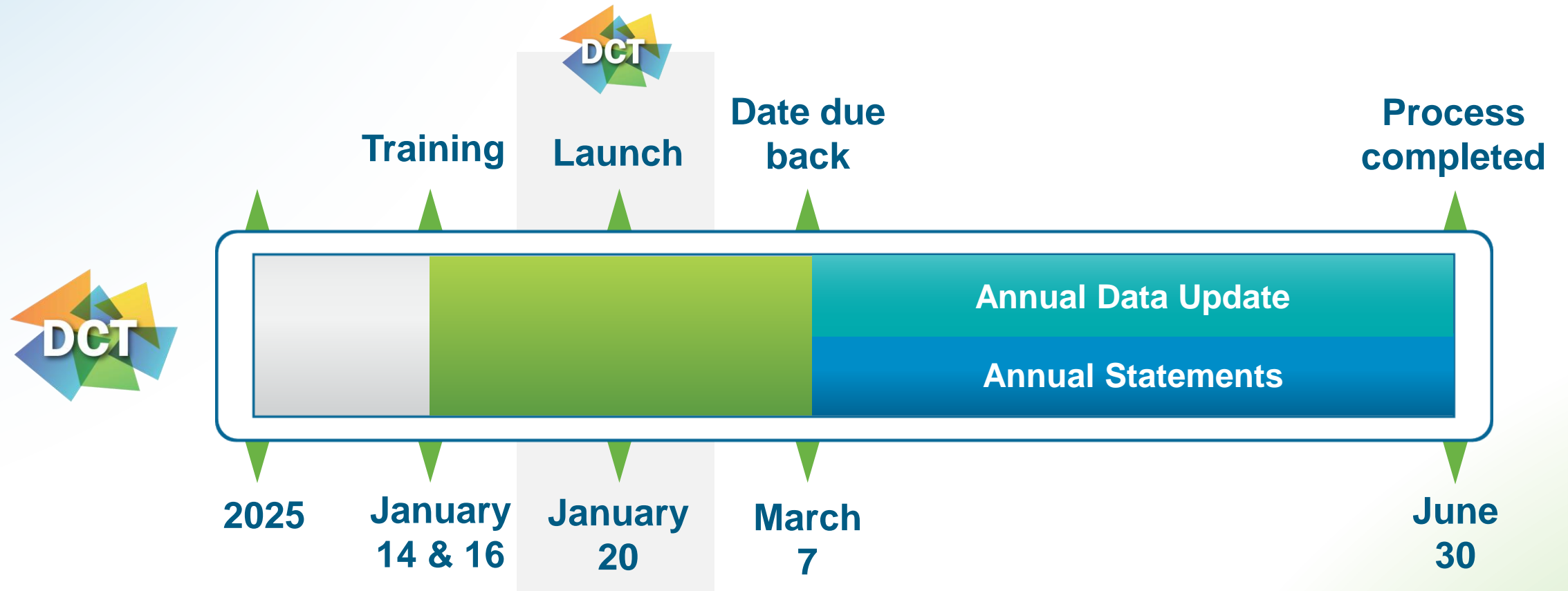
1. DCT overview
 - a) Navigating
 - b) Exporting
 - c) Importing
 - d) Validating

DCT overview

What is DCT?

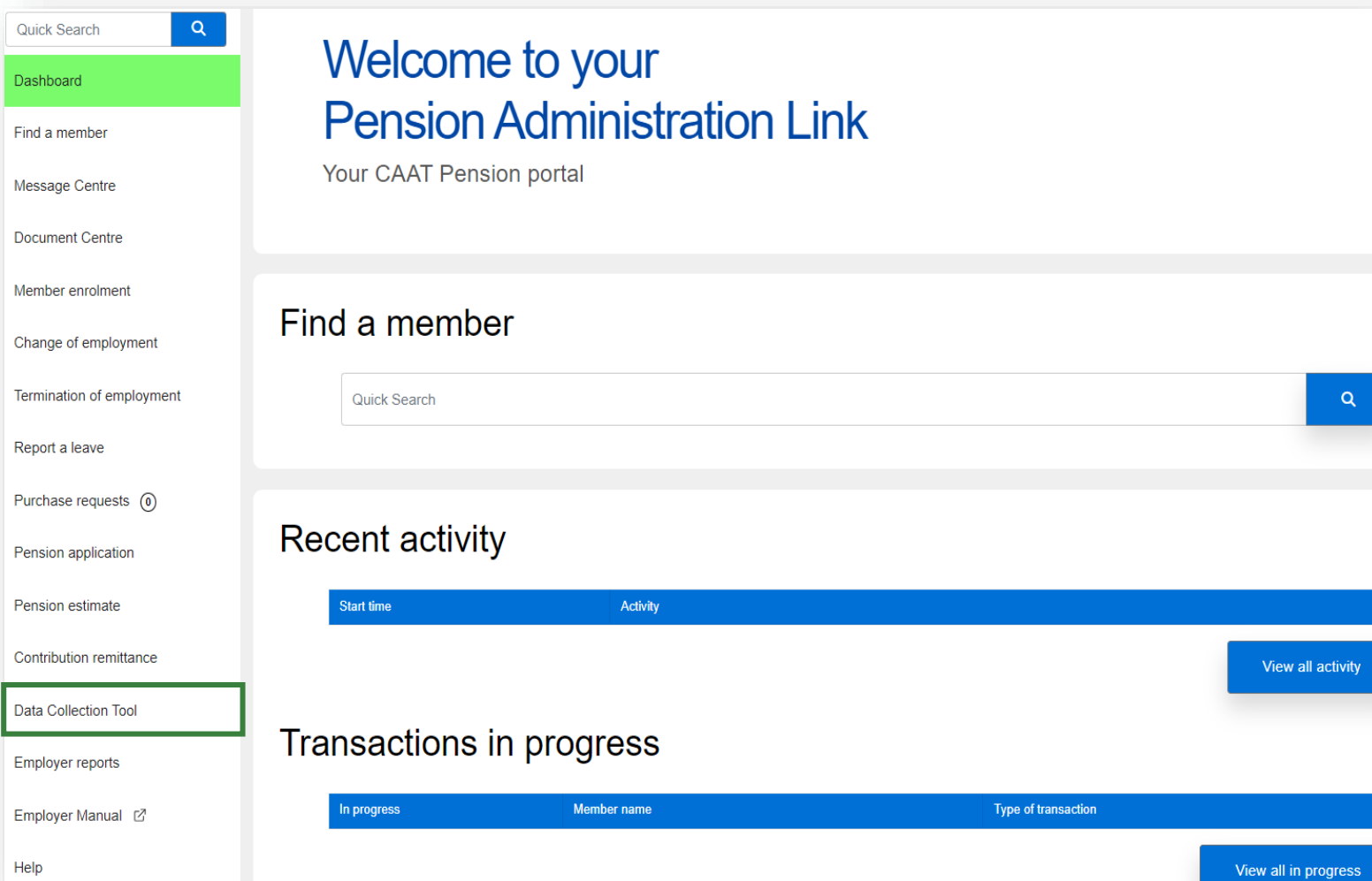
- DCT = Data Collection Tool
- Data collection site used to collect member data from employers
- Data collection year is from January 1 to December 31

2024 Data Collection Tool (DCT) schedule



Logging into DCT – PAL users

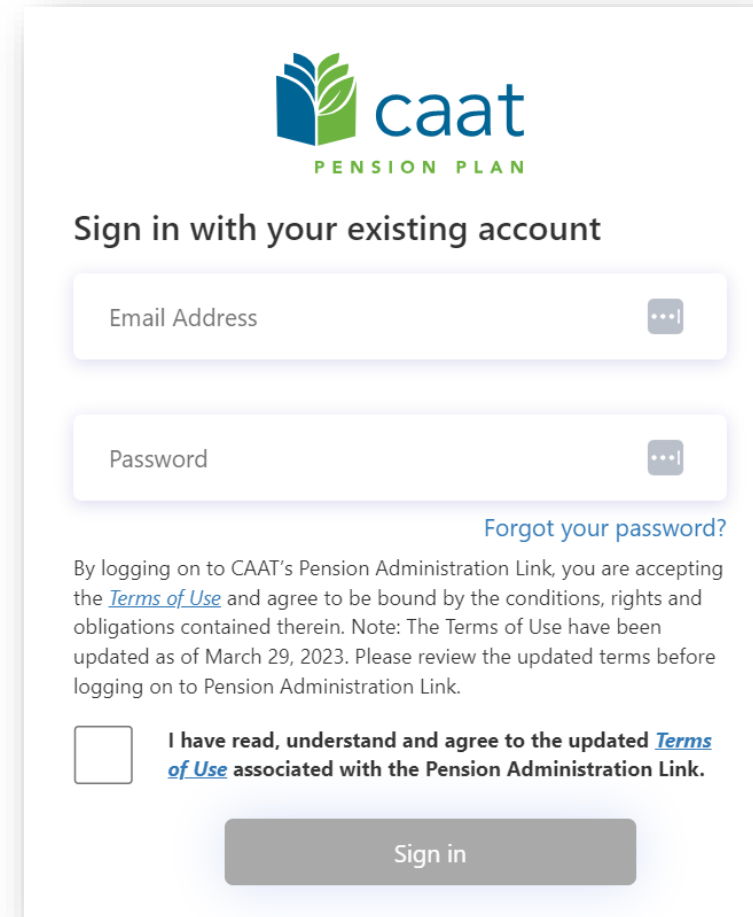
- If you are a PAL user, log into PAL and select Data Collection Tool in the left menu



The screenshot displays the PAL user interface. On the left is a vertical navigation menu with a search bar at the top. The menu items are: Dashboard (highlighted in green), Find a member, Message Centre, Document Centre, Member enrolment, Change of employment, Termination of employment, Report a leave, Purchase requests (0), Pension application, Pension estimate, Contribution remittance, Data Collection Tool (highlighted with a green border and a blue arrow pointing to it), Employer reports, Employer Manual (with an external link icon), and Help. The main content area on the right features a welcome message: "Welcome to your Pension Administration Link" and "Your CAAT Pension portal". Below this is a "Find a member" section with a search bar. The "Recent activity" section shows a table with columns for "Start time" and "Activity", and a "View all activity" button. The "Transactions in progress" section shows a table with columns for "In progress", "Member name", and "Type of transaction", and a "View all in progress" button.

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

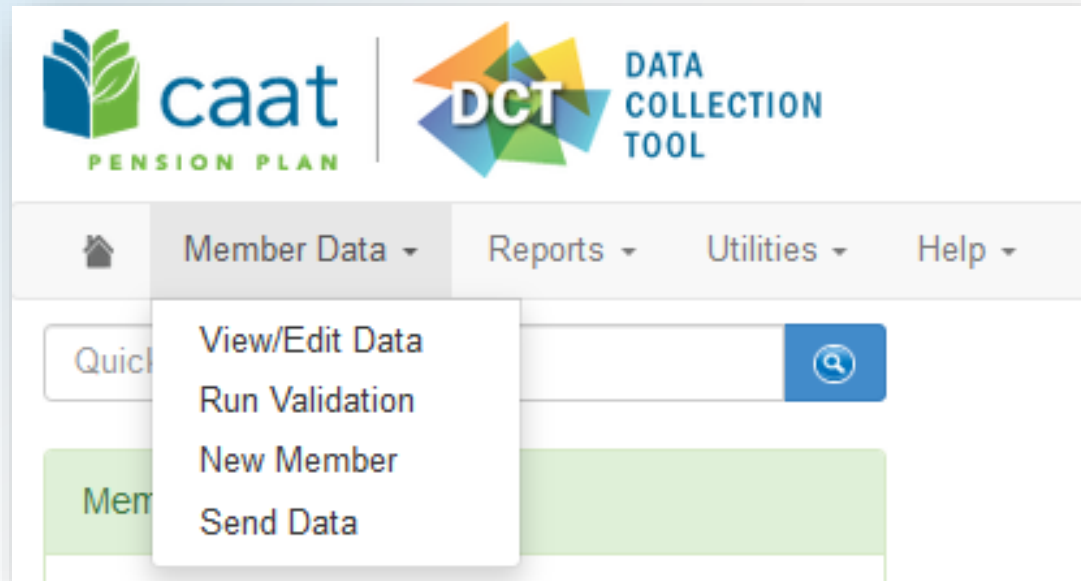
DCT home screen

The screenshot displays the DCT home screen with the following components:

- Header:** caat PENSION PLAN and DCT DATA COLLECTION TOOL logos.
- Navigation:** Member Data, Reports, Utilities, Help, Employer: ABC Employer, Test User.
- Quick Search:** Search bar with a magnifying glass icon.
- 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
- Central Timeline:**
 - 2025: Training (Jan 14 & 16), Launch (Jan 20), Date due back (March 7), Process completed (June 30).
 - Annual Data Update (Jan 20 - March 7)
 - Annual Statements (March 7 - June 30)

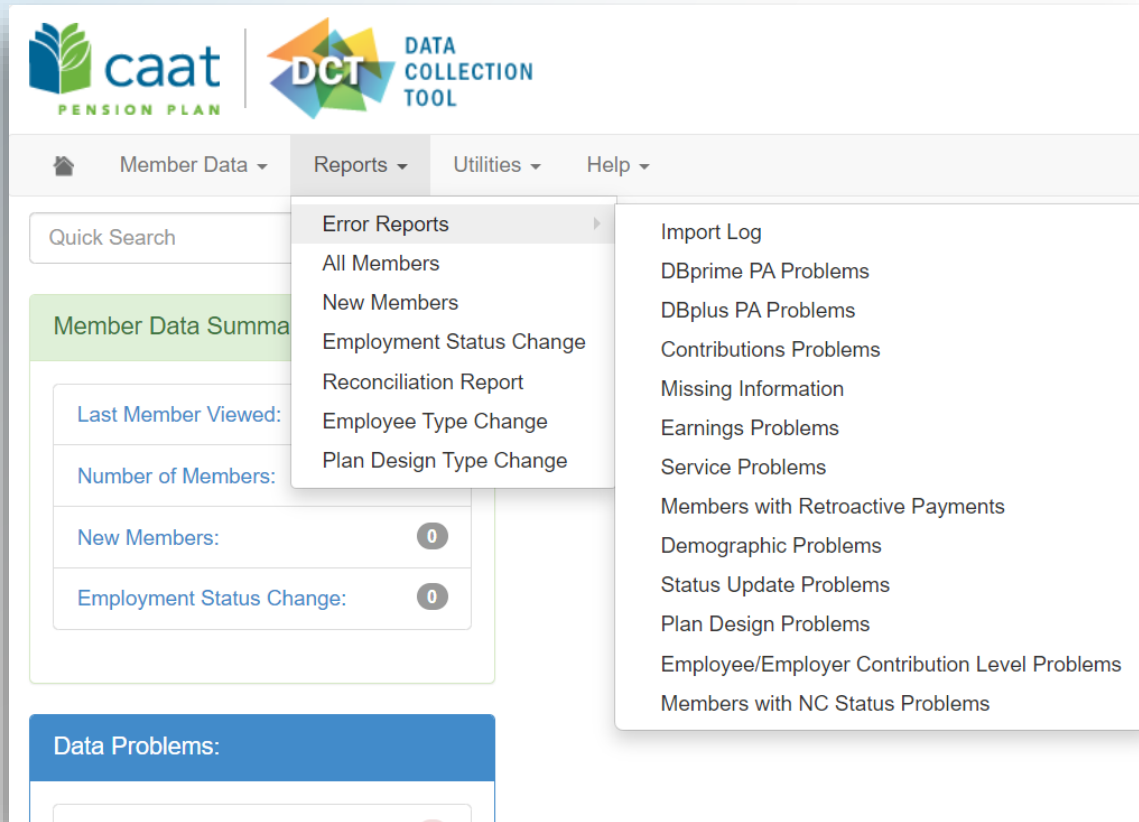
DCT submission due date: Friday, March 7, 2025

Navigating DCT – Member Data



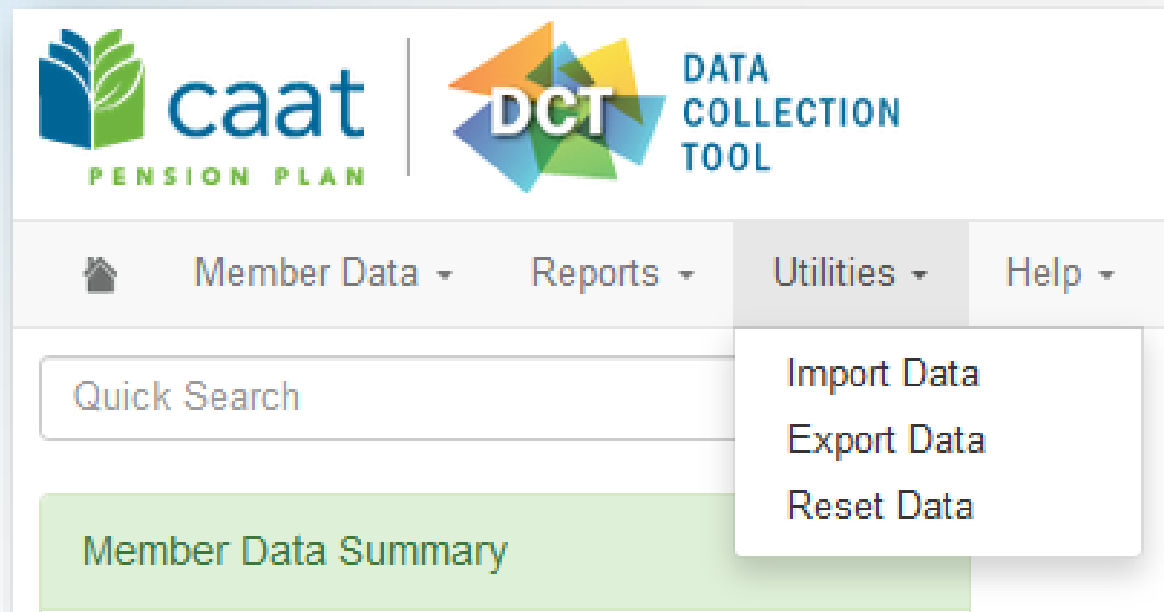
- **View/Edit Data** – list all members on record
- **Run Validation** – run validations for all members on record
- **New Member** – add a new member
- **Send Data** – submit final data to CAAT

Navigating DCT – Reports



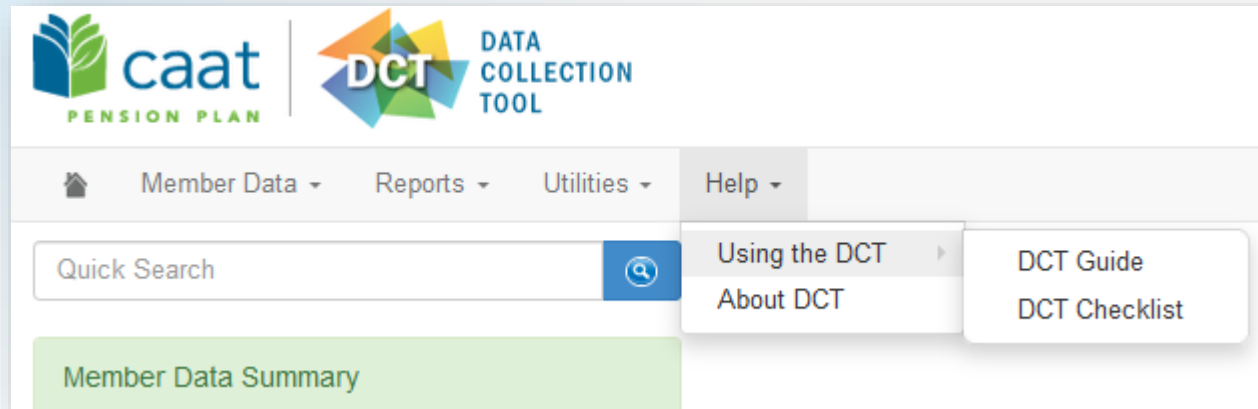
- **Error Reports** – all possible errors in the data
- **All Members** – all members on DCT
- **New Members** – all new members added by employer
- **Employment Status Change** – all members with in-year status changes
- **Reconciliation Report** – lists all members on record and provides total contributions, 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 imported 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** — *run validations for all member records*
- **New Member** — *add a new member*
- **Send Data** — *submit data*

- **Reports:**

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

Navigating DCT – Employer menu

- **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"/> <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	+
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	+ x
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 – Valuation 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

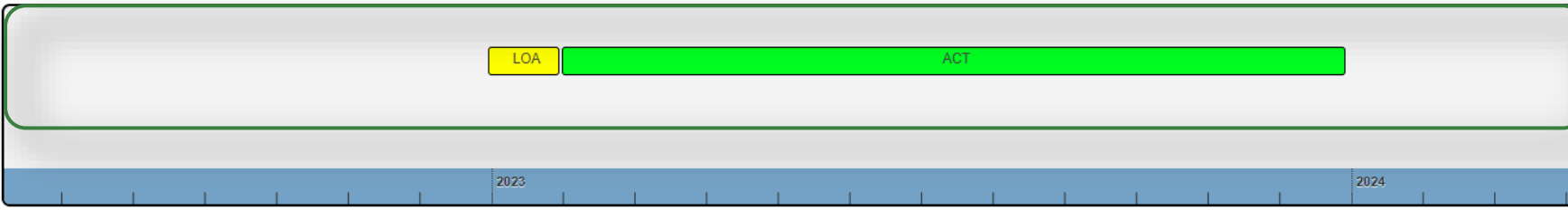
Effective Date	2023-01-01	Annual Salary Rate	0	Plan Design	DBprime
Employment Status	ACT - Active	Employee Type	Fulltime	Employee Group	Faculty Member
Earnings		Contributions		Service	
Regular	80000.00	Regular	9516.40	Basic	1.00000

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	+

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

Member Data ▾ Reports ▾ Utilities ▾ Help ▾

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

- 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		Employee Contributions		Employer Contributions	
		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 shows a web application interface for data import. At the top, there is a navigation bar with a home icon, 'Member Data', 'Reports', 'Utilities', and 'Help'. The 'Utilities' menu is open, showing 'Import Data', 'Export Data', and 'Reset Data'. On the right, there are fields for 'Employer: ABC Employer' and 'Test User' with a settings icon. The main content area is titled 'Upload Data File'. On the left, a sidebar shows 'Import Steps' with 'Step 1: Upload your Import file to the server.' The main area has a blue header 'Choose a File:' and a file selection box with a 'Browse...' button and the text 'No file selected.'. Below this is a note: 'Must be a .csv/.xls/.xlsx file with structure as defined by data import requirements.' and an 'Upload' button. Green boxes highlight the 'Utilities' menu and the file selection area.

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.

Selecting an 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,EMPLOYEEETYPE,EMPLOYEEEGROUP
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	
EMPLOYEEEYPE	EMPLOYEEEYPE	FT
EMPLOYEEGROUP	EMPLOYEEGROUP	

[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

The screenshot shows a software interface with a navigation bar at the top containing a home icon, 'Member Data', 'Reports', 'Utilities', and 'Help'. The 'Reports' menu is open, showing a list of options: 'Error Reports', 'All Members', 'New Members', 'Employment Status Change', 'Reconciliation Report', 'Employee Type Change', and 'Plan Design Type Change'. The 'Error Reports' option is highlighted, and its sub-menu is open, listing various report types: 'Import Log', 'DBprime PA Problems', 'DBplus PA Problems', 'Contributions Problems', 'Missing Information', 'Earnings Problems', 'Service Problems', 'Members with Retroactive Payments', 'Demographic Problems', 'Status Update Problems', 'Plan Design Problems', 'Employee/Employer Contribution Level Problems', and 'Members with NC Status Problems'. The 'Import Log' option in the sub-menu is highlighted with a green box. Below the navigation bar, the main content area is titled 'Import Log' and contains a table with a header 'File Name' and an upward-pointing triangle.

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 for 'Member Data', and other menu items: 'Reports', 'Utilities', and 'Help'. On the right side of the navigation bar, there is a field for 'Employer' set to 'ABC Employer' and a user profile for 'Test User' with a settings gear icon.

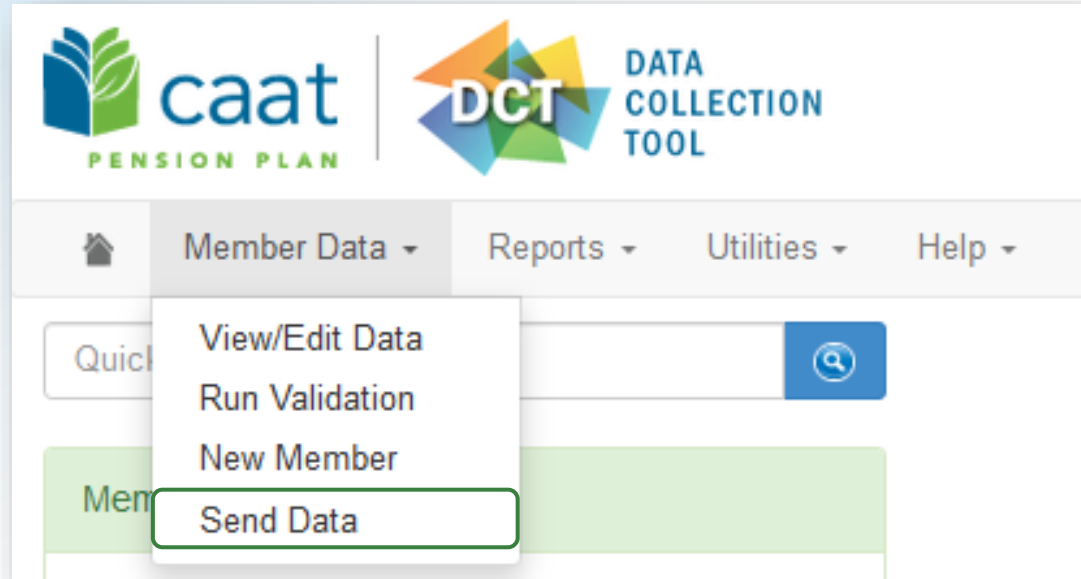
The main content area is divided into two sections. On the left, there is a sidebar with a 'Messages' section. The 'Messages' section contains a message box that reads: 'Import completed with 0 errors out of 1 rows.' Below the message box are three buttons: 'Home', 'Validate', and 'Upload'. The 'Validate' button is highlighted with a green border.

On the right side of the main content area, there is a vertical list of steps for the import process. Each step is marked with a checkmark icon, indicating it is complete:

- 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.

A dropdown menu is open under the 'Member Data' menu item, showing the following options: 'View/Edit Data', 'Run Validation' (highlighted with a green border), 'New Member', and 'Send Data'.

Submitting data



- When all errors have been cleared and your data is final and ready to submit, select **Send Data** from the **Member Data** drop-down menu
- Submitting data will lock the data
- Your Pension Analyst can unlock the data if required

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

Reminders – Data *(continued)*

- **Incorrect plan design:**

- Delete the existing record and create a new one under **Status and Payroll Data**; send Change of Employment form via Message Centre

- **New plan design not previously reported:**

- Add status as **IDT** and submit Change of Employment via PAL

- **Adding new records:**

- Review all fields for accuracy, particularly Employee Group (e.g., Administration vs. Support)

Additional resources

- DCT Guide
- DCT Submission Checklist
- Employer Pension Analyst

