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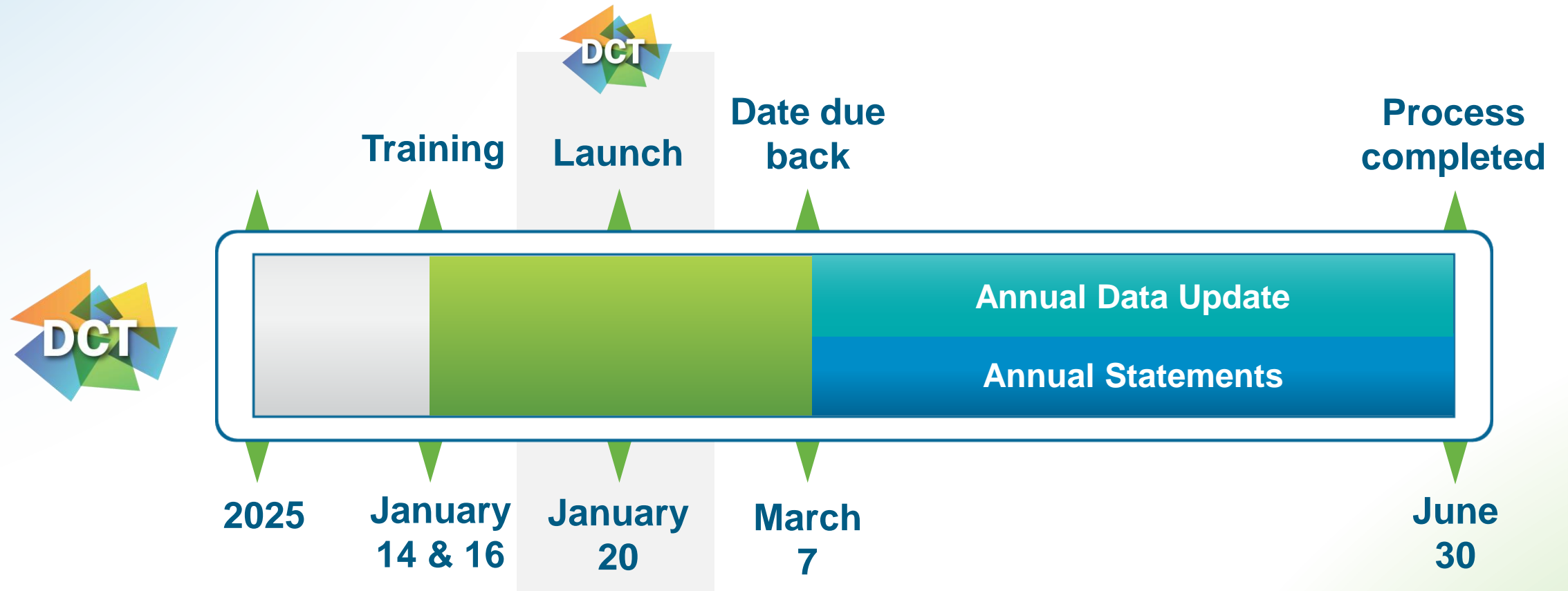
1. DCT overview
   a) Navigating
   b) Exporting
   c) Importing
   d) Validating
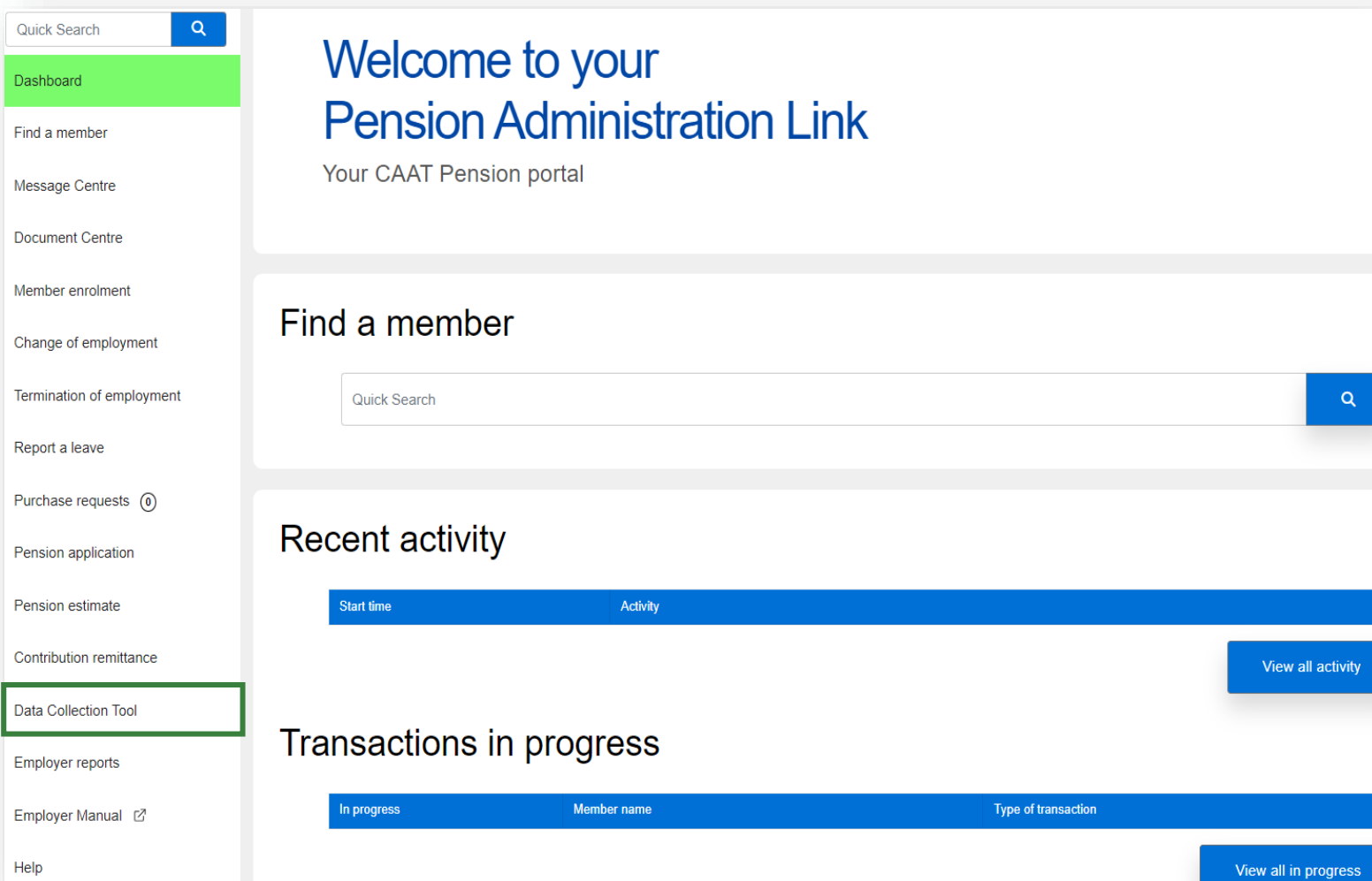
DCT overview

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

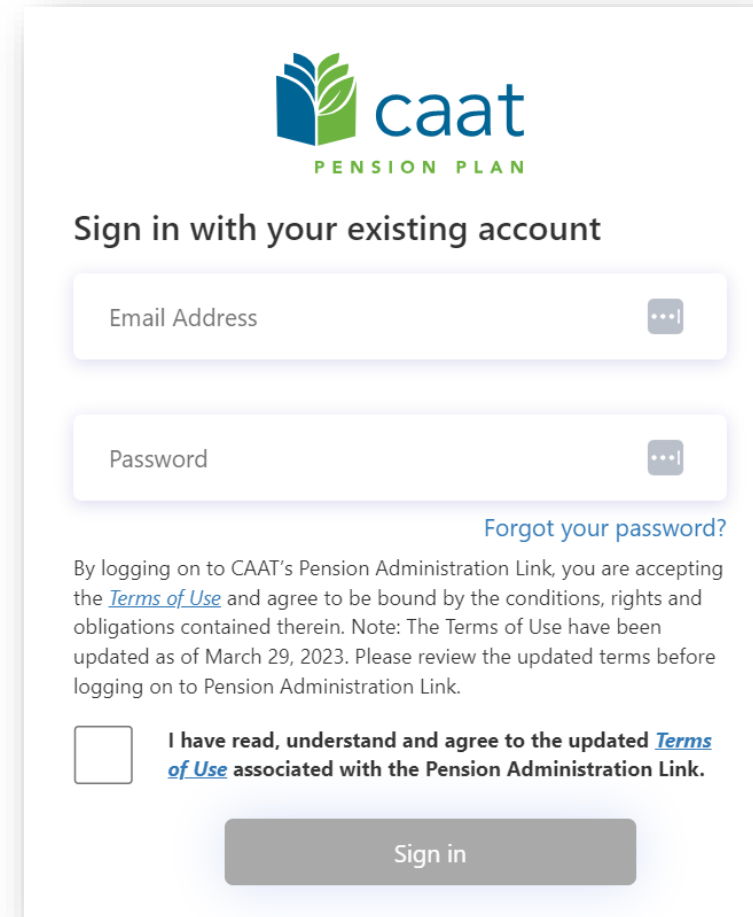# 2024 Data Collection Tool (DCT) schedule

Training — January 14 & 16

Launch — January 20

Date due back — March 7

Process completed — June 30

2025

Annual Data Update

Annual Statements

Logging into DCT – PAL users

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

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

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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

Navigating DCT – Member Data
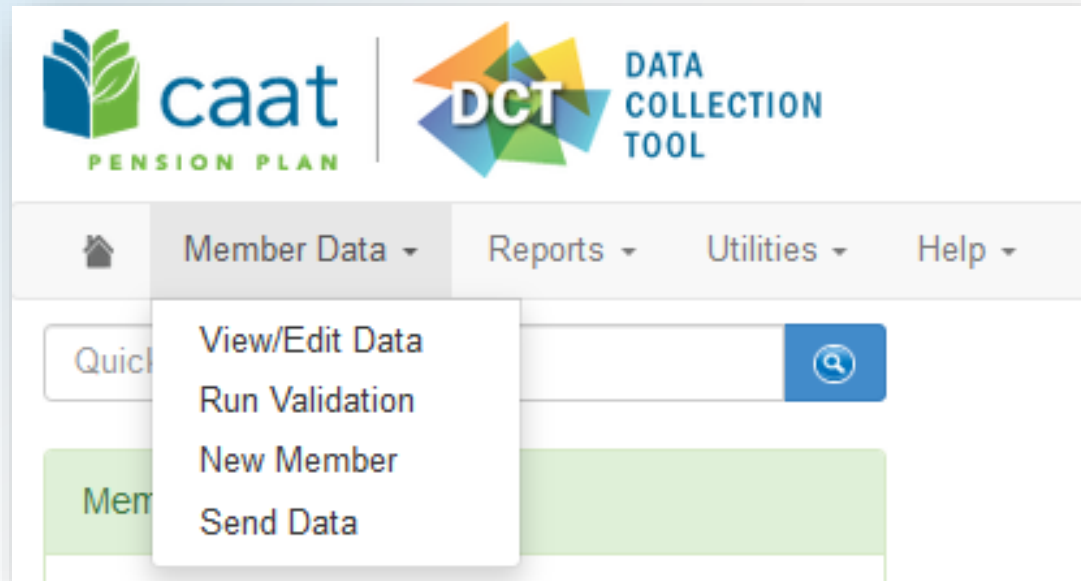
- **View/Edit Data** – list all members on record

- **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
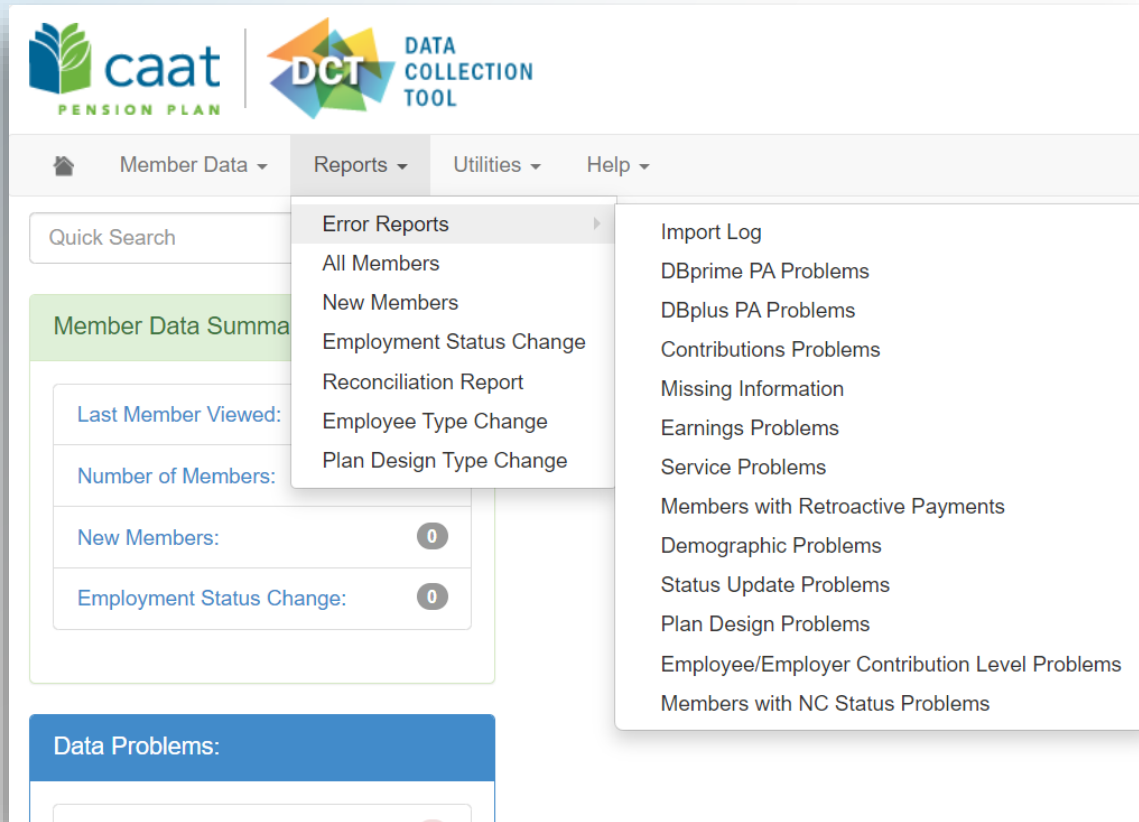
- **Error Reports** – all possible errors in the data

- **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 <u>erase</u> any imported data or manual changes you have made

Navigating DCT – Help
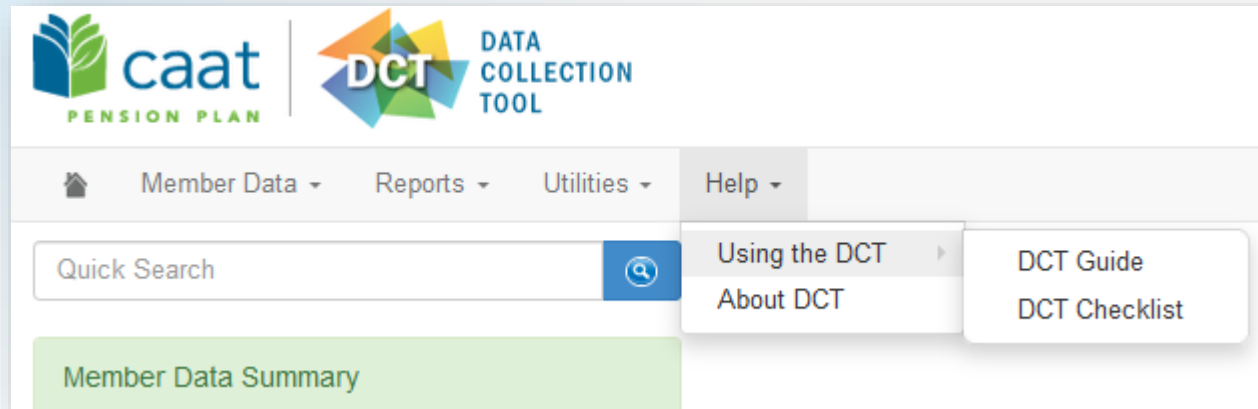
- **Using the DCT** – DCT Guide and DCT Checklist

Navigating DCT – Employer menu
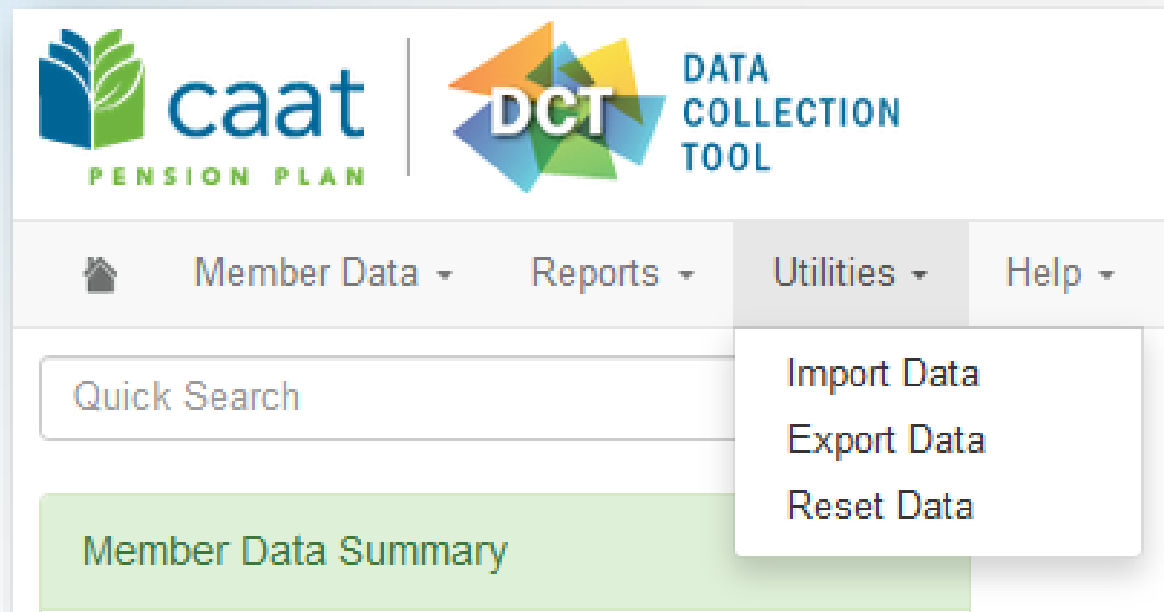
- **Member Data:**
  - **View/Edit Data** — *list all members on record*
  - **Run Validation** — *run validations for all member records*
  - **New Member** — *add a new member*
  - **Send Data** — *submit data*

- **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 – 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

		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	

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

Member Details – Retro-active Pays

Member Details – Partial Day Leaves

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
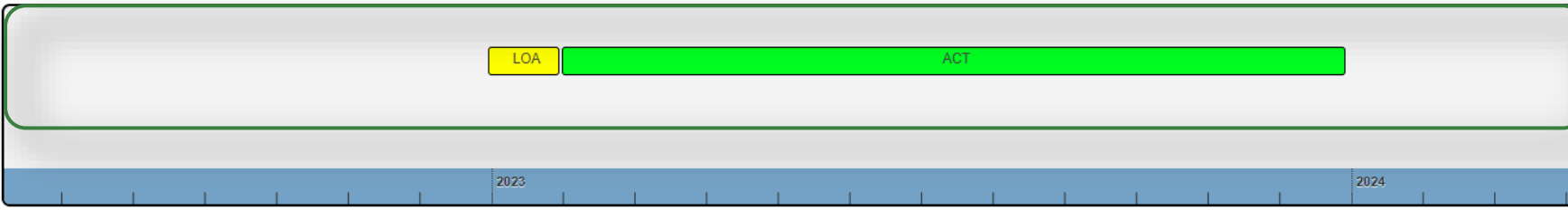
Effective Date	2023-01-01		Annual Salary Rate	0	Plan Design	DBprime
Employment Status	ACT - Active		Employee Type	Fulltime	Employee Group	Faculty Member

Earnings		Contributions		Service	
Regular	80000.00	Regular	9516.40	Basic	1.00000

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Member Details – Timeline

Member Details – NC Status

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	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

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,EMPLOYEETYPE,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

Map database columns to your data file

Member Data ▾ | Reports ▾ | Utilities ▾ | Help ▾

Employer: ABC Employer | Test User ⚙

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
EECONTRIBUTIONRATE	EECONTRIBUTIONRATE	
REDUCTIONFACTOR	REDUCTIONFACTOR	
EMPLOYEETYPE	EMPLOYEETYPE	FT
EMPLOYEEGROUP	EMPLOYEEGROUP	

Import Data

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Import Summary

Import Log

Running validations
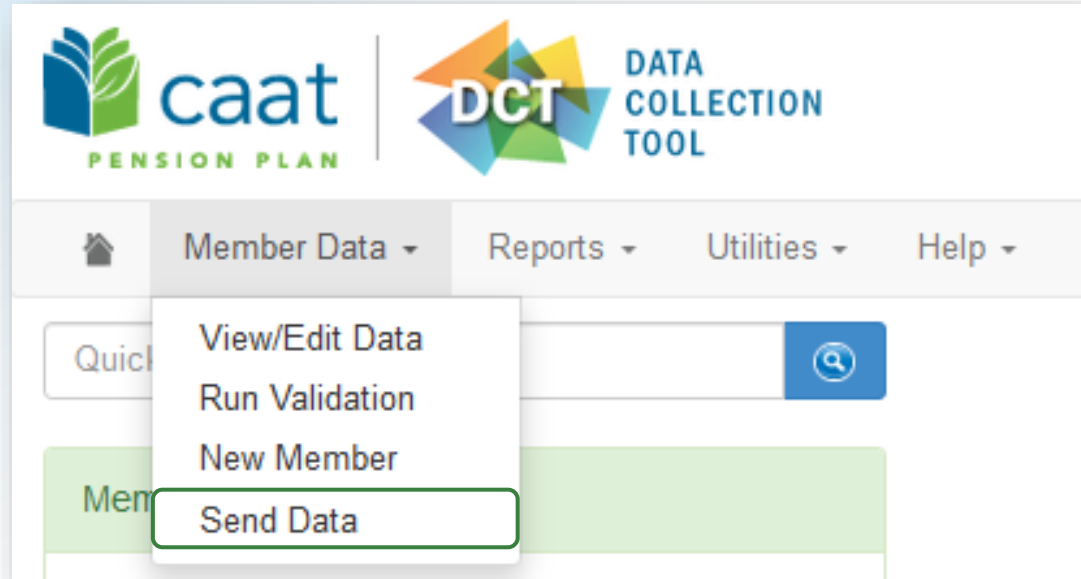
Submitting data

- 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