caat
PENSION PLAN

Employer Education Session

Data Collection Tool (DCT) — Refresher session

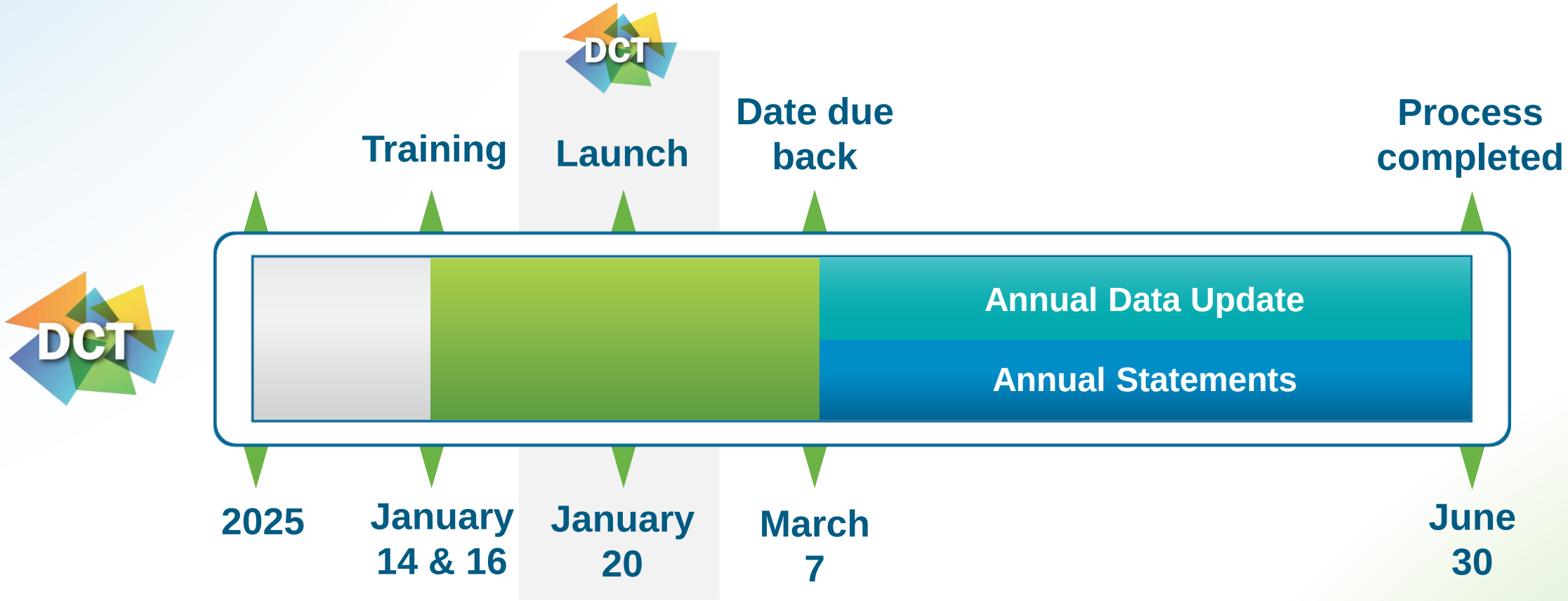
January 14, 2025

Agenda

1. DCT overview
2. Reminders

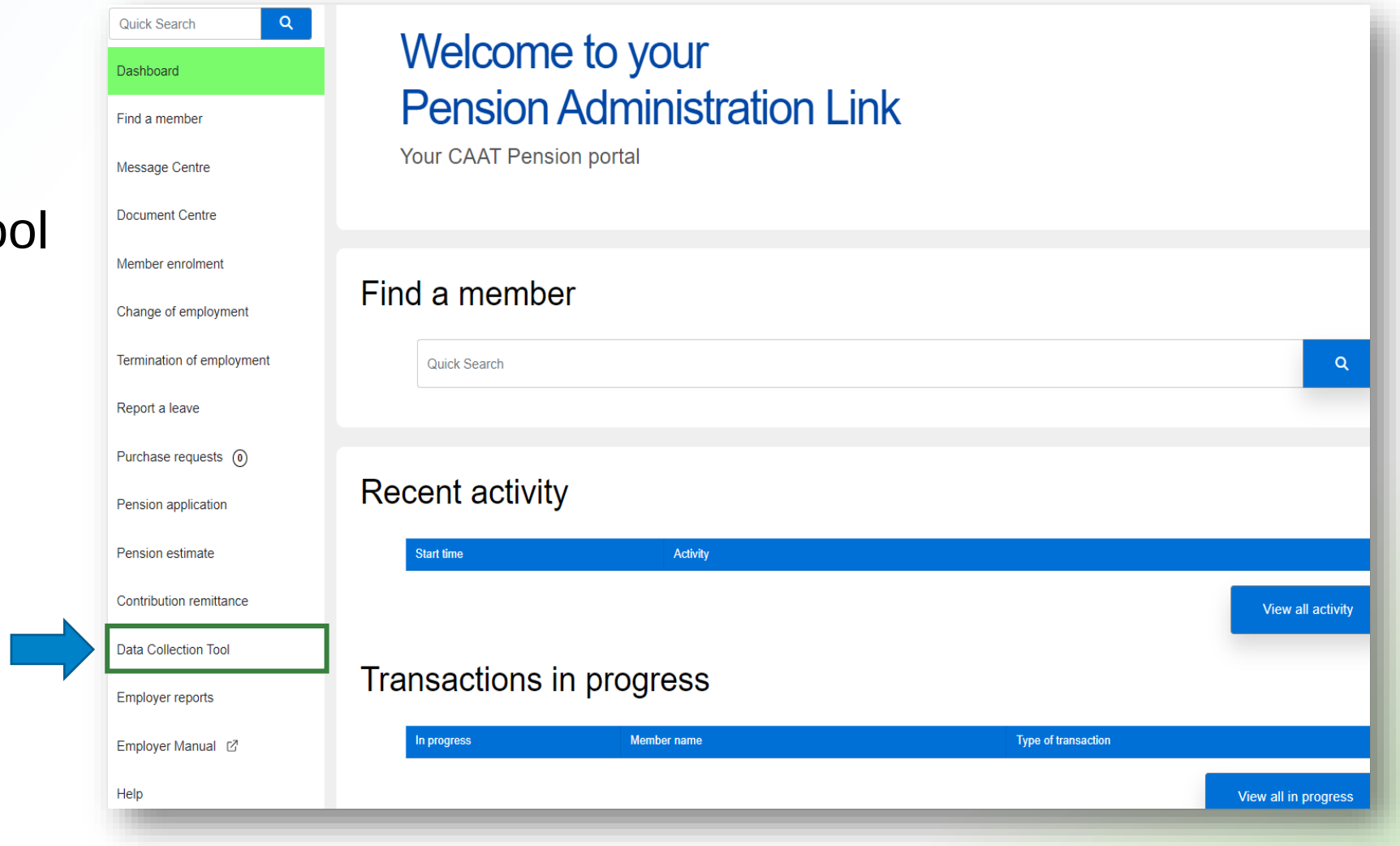
DCT overview

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

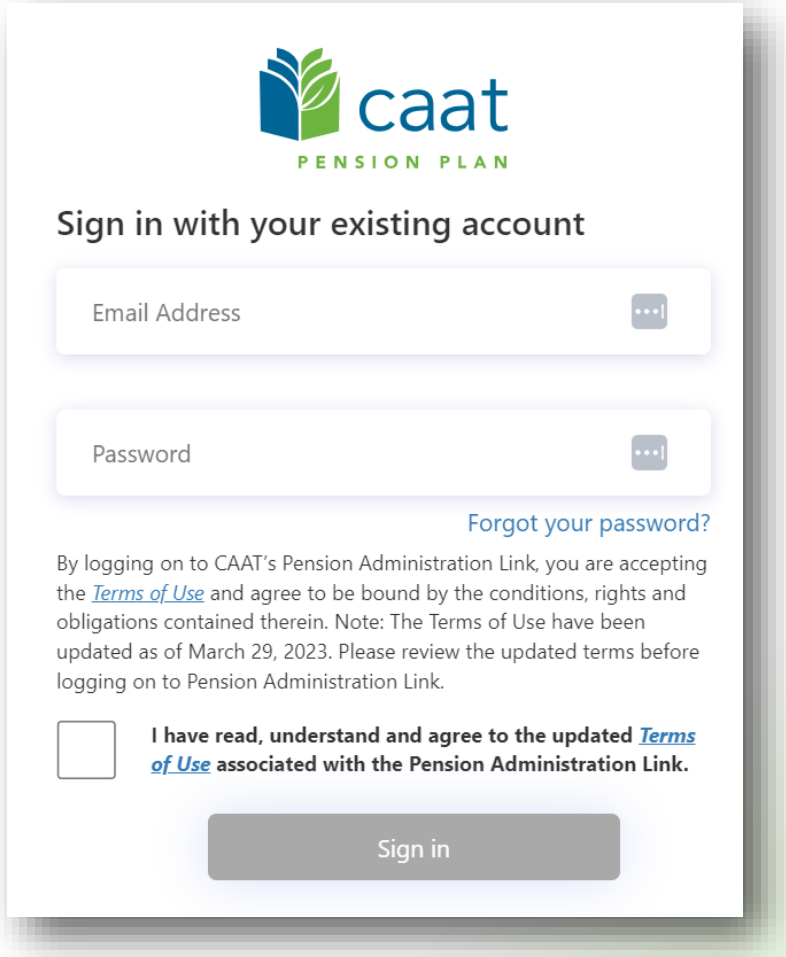


Logging into DCT – Non-PAL users

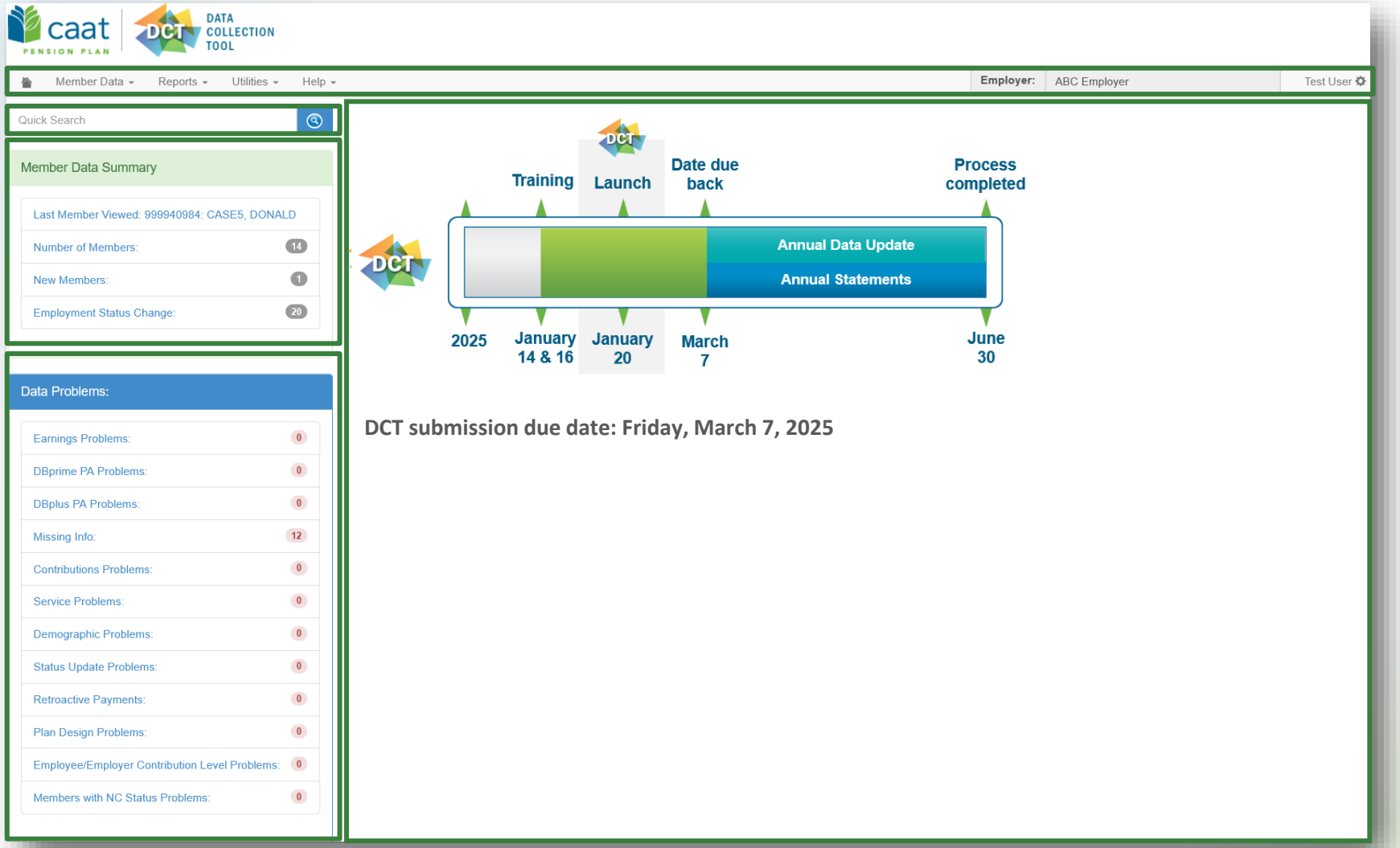
- Employers that do not have PAL access can access the DCT using the following link:

  https://dct.caatpension.ca/

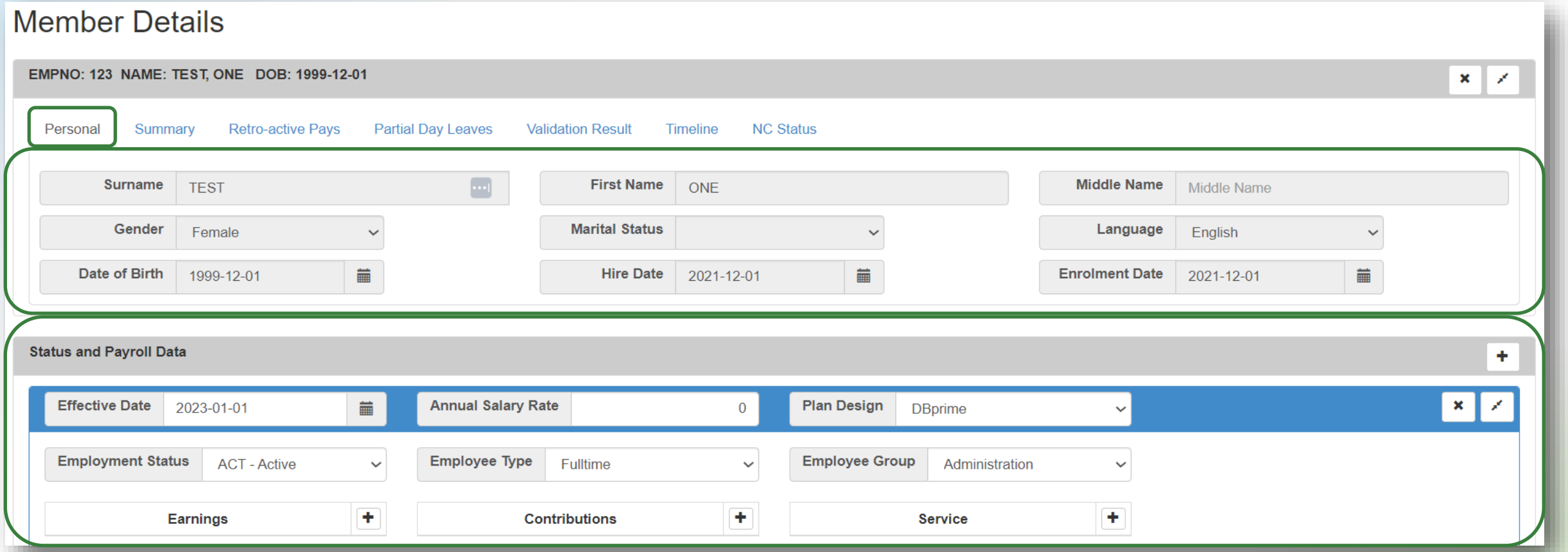
- Use your existing DCT credentials to log in and set up multi-factor authentication



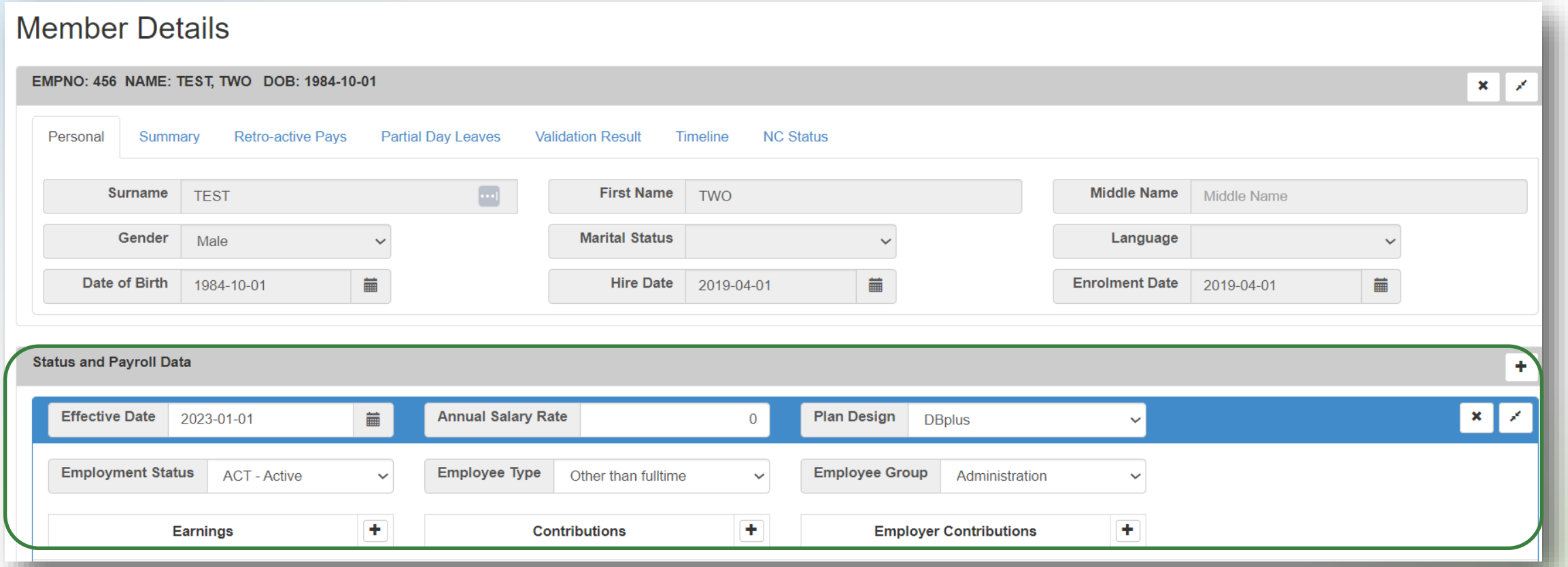
DCT home screen



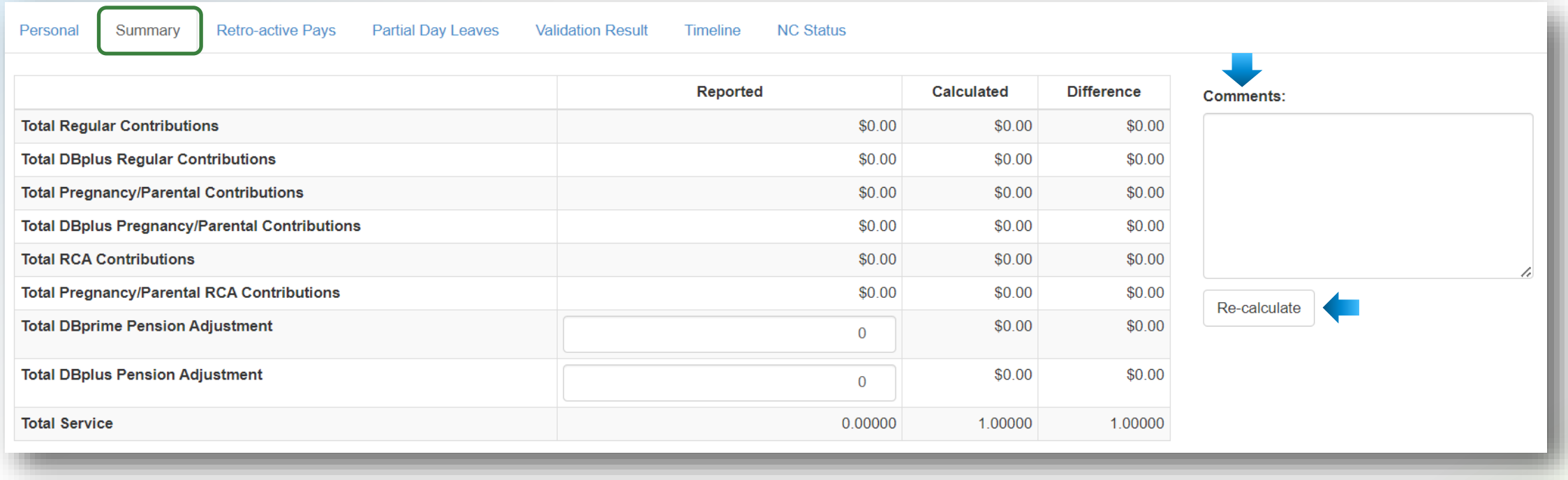
Member Details – Personal (DBprime)



Member Details – Personal (DBplus)

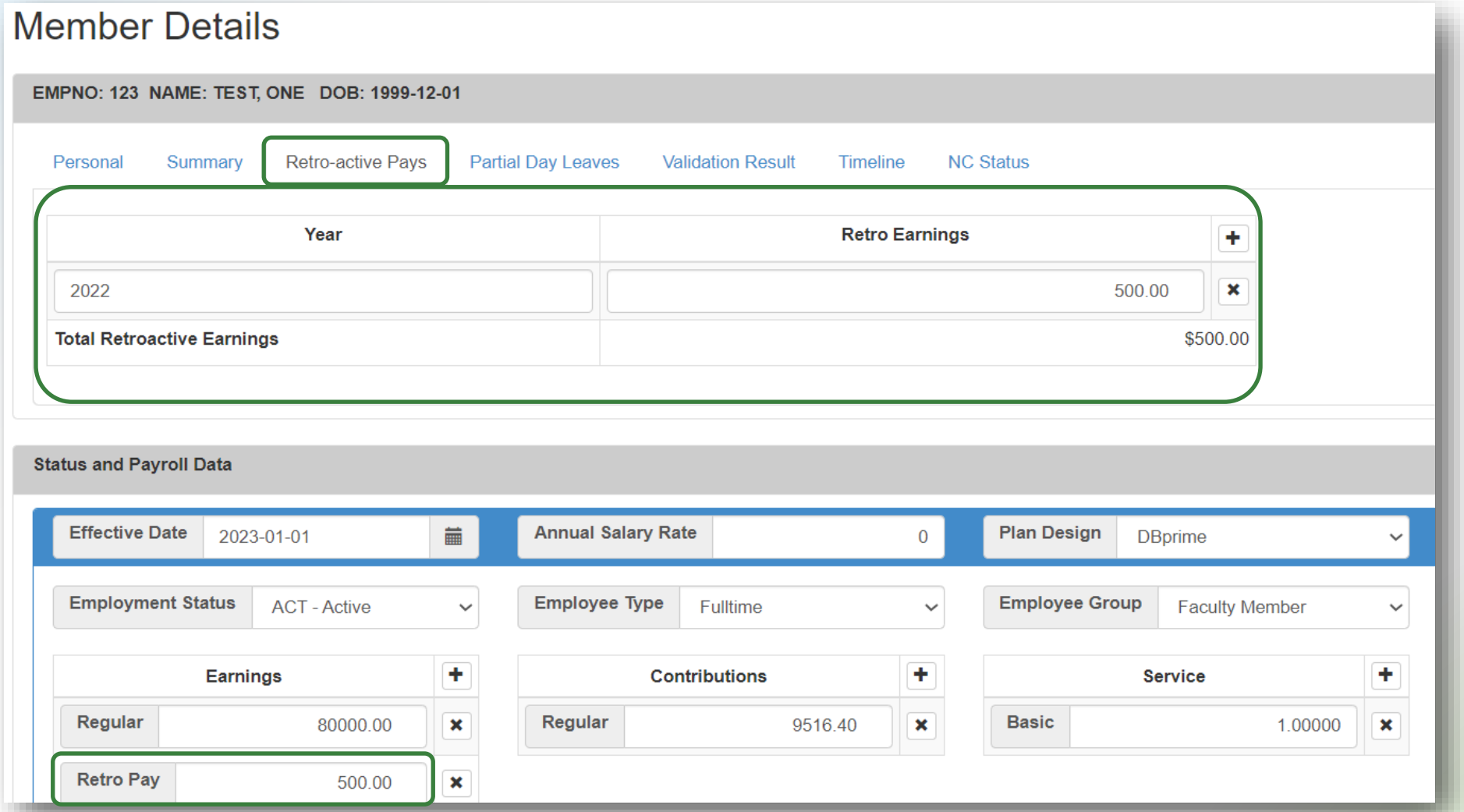


Member Details – Summary

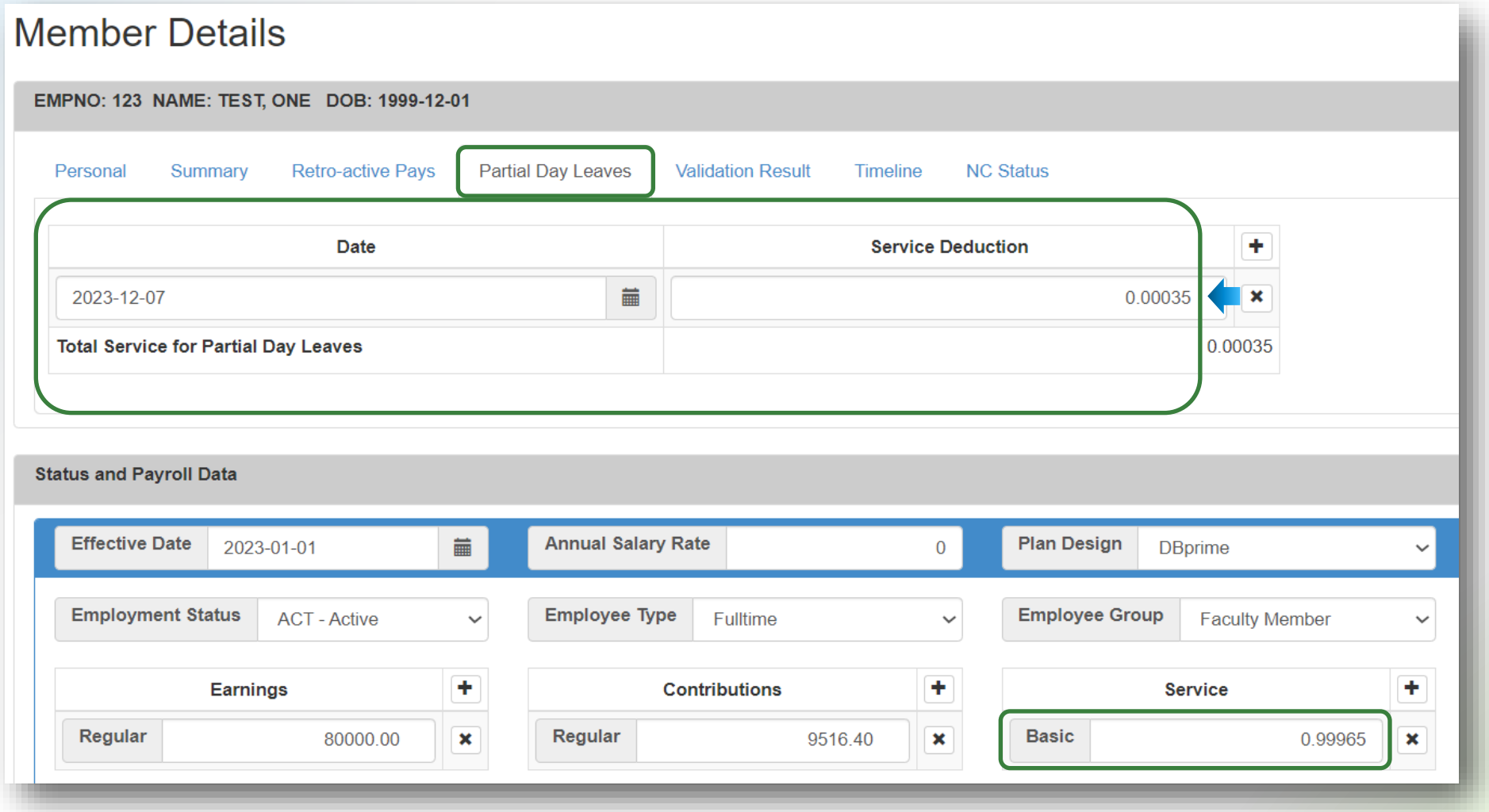


	Reported	Calculated	Difference
Total Regular Contributions	$0.00	$0.00	$0.00
Total DBplus Regular Contributions	$0.00	$0.00	$0.00
Total Pregnancy/Parental Contributions	$0.00	$0.00	$0.00
Total DBplus Pregnancy/Parental Contributions	$0.00	$0.00	$0.00
Total RCA Contributions	$0.00	$0.00	$0.00
Total Pregnancy/Parental RCA Contributions	$0.00	$0.00	$0.00
Total DBprime Pension Adjustment	0	$0.00	$0.00
Total DBplus Pension Adjustment	0	$0.00	$0.00
Total Service	0.00000	1.00000	1.00000

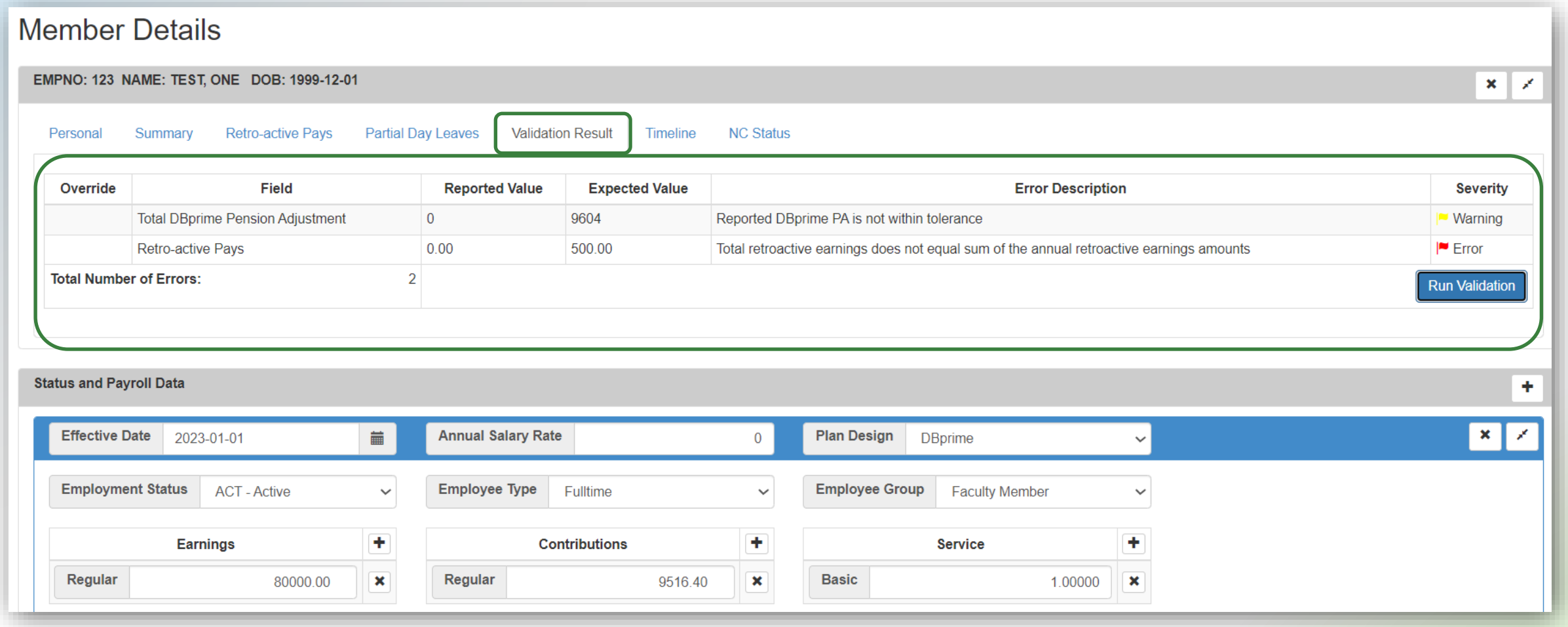
Member Details – Retro-active Pays



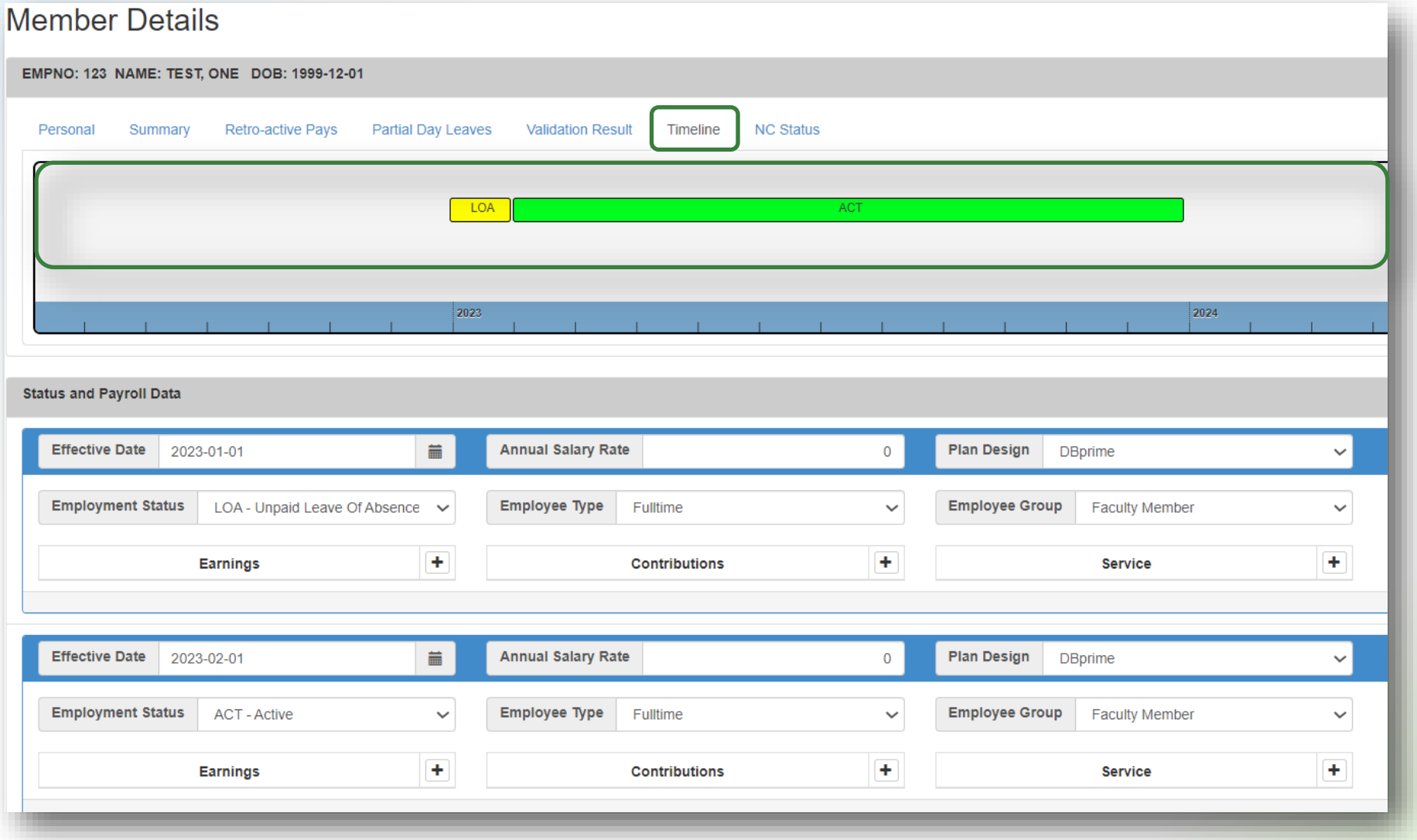
Member Details – Partial Day Leaves



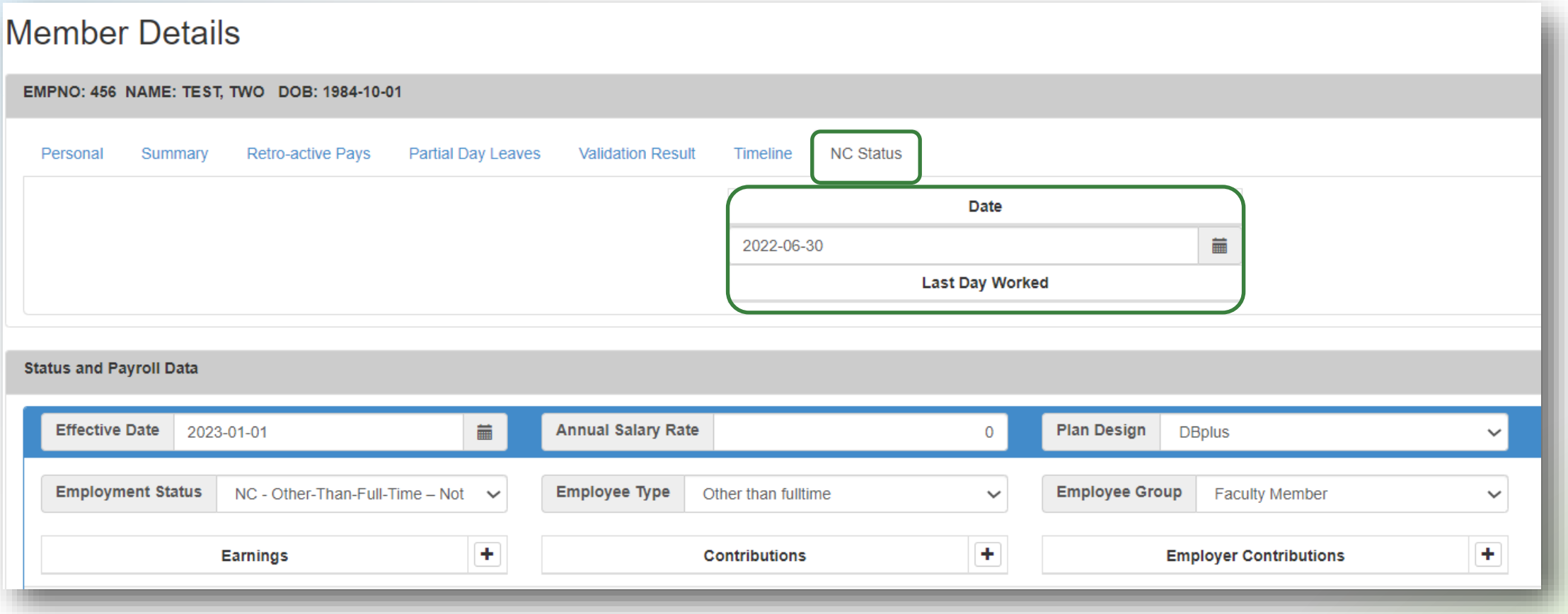
Member Details – Validation Result



Member Details – Timeline



Member Details – NC Status



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 Social Insurance Number (SIN), search the old SIN before adding to the DCT
- Add any missed members to the DCT
  - Note: The system will default **Employee Group** to **Administration**, so please update the record if Administration is not applicable

Reminders – Forms

- Send missed enrolments, changes to a plan design, LTD/WSIB notices and benefit applications via PAL
- Use Employer reports feature in PAL to identify missing transactions
- 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 their 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 under **Retro-active Pays** for DBprime members

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

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