caat
PENSION PLAN

# Payroll Based Reporting

## Pension Administration Link

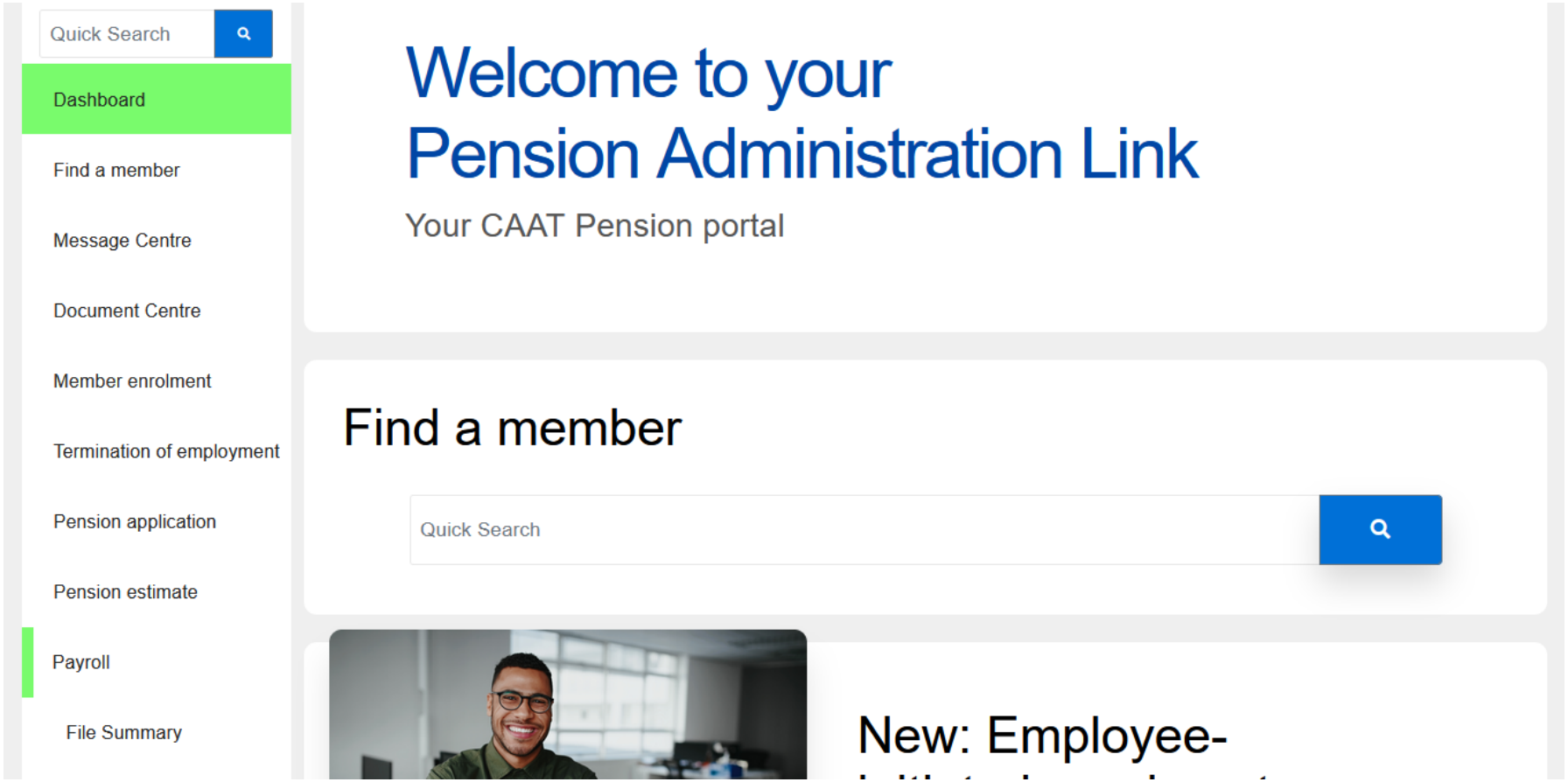
# Payroll Based Reporting (PBR) – Recap from December

- PBR is available in Pension Administration Link (PAL)
- PBR files loaded in PAL will be accessible for review at any time
- CAAT employer pension analysts available for support

# Benefits of using PBR online

- Remove dependency on multiple platforms to submit files
- Easily make updates to payroll file before final submission
- Employees will be able to view data immediately
- Report Pension Adjustments online

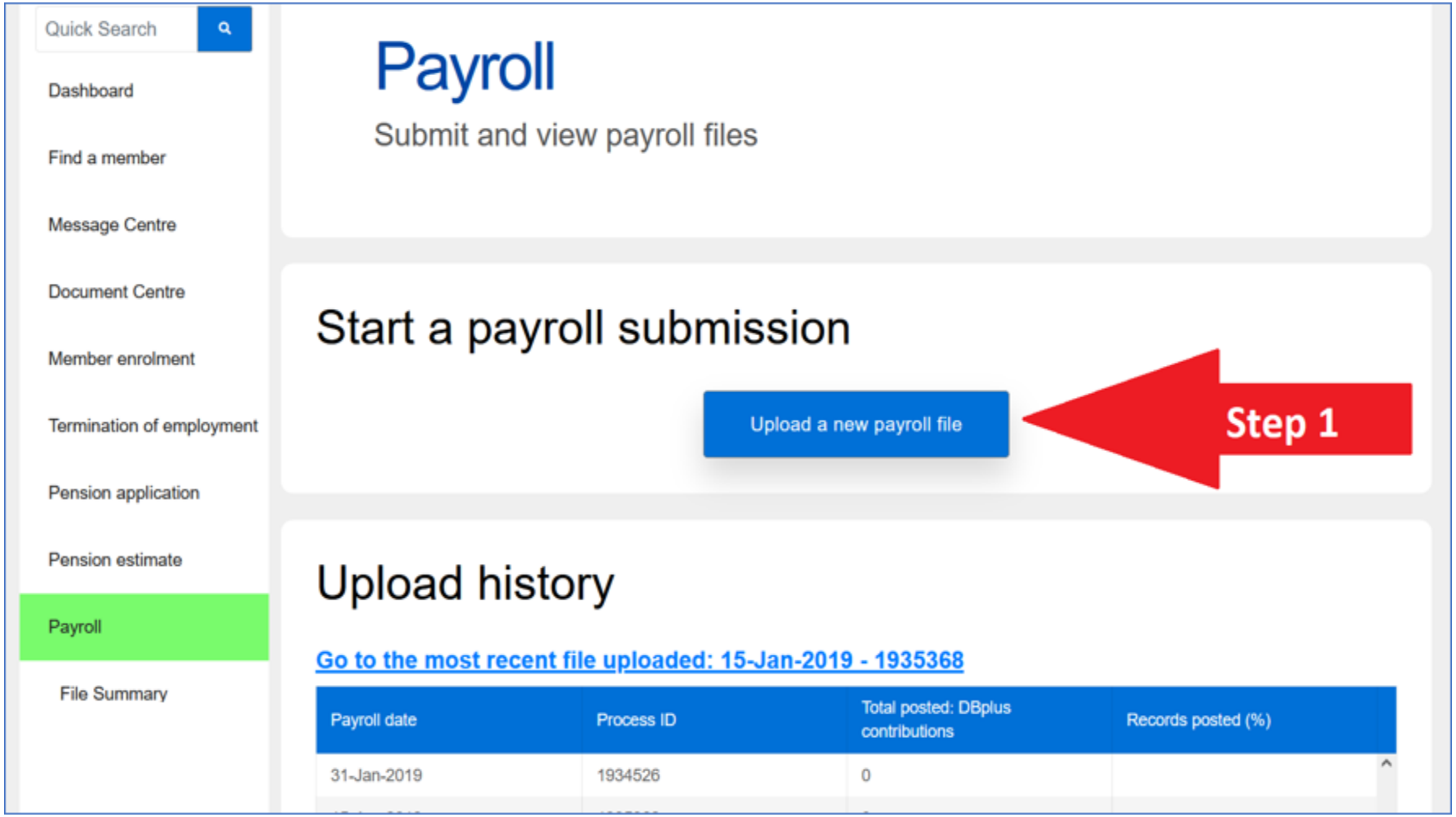
# Payroll Based Reporting – New Menu Feature



# PBR in PAL – Process Steps

- Step 1 – Upload your PBR load file
- Step 2 – Validate and Review
- Step 3 – Edit records, if necessary
- Step 4 – Post data

# Step 1 – Upload



# Step 2 – Validate and Review Errors

## Payroll file summary

View details of uploaded payroll file then edit, validate and post to complete

### Payroll file options

Select your payroll file

28-Feb-2022 - 1942106

View member data | Edit payroll date | Validate payroll file | Post payroll file | Delete payroll file

### Payroll file summary: 28-Feb-2022 - 1942106

Contributions summary

| Total DBplus reported | Total DBplus posted | Adjustments | Records Posted (%) |
|---|---|---|---|
| 10119.22 | 0 | 0 | |

Upload details +

Member data summary +

### Errors in payroll file: 28-Feb-2022 - 1942106

| Member ID | Employee number | Social Insurance Number | Name in system | Error ID | Status | Error category | Error description |
|---|---|---|---|---|---|---|---|
| 172989 | 172989050 | XXXXXXXX | AEGJSSWOG WEITEST | 76204 | Warning | Member Information | CPS-76204: SIN and LNAME not match for Preferred Employer. |
| 172988 | 172988050 | XXXXXXXX | HFKQQZURH DSFHYVTBBD... | 50034 | Error | | CPS-50034: Country is missing as provided by Preferred Employer. |

20 items per page 1 - 2 of 2 items

### 172989050 - AEGJSSWOG WEITEST

Validation | Personal | Contact | Employment | Contribution rate | Pension adjustment

| Error ID | Status | Error type | Error description | Override |
|---|---|---|---|---|
| 76204 | Warning | Demographic | CPS-76204: SIN and LNAME not match for Preferred Employer. | |

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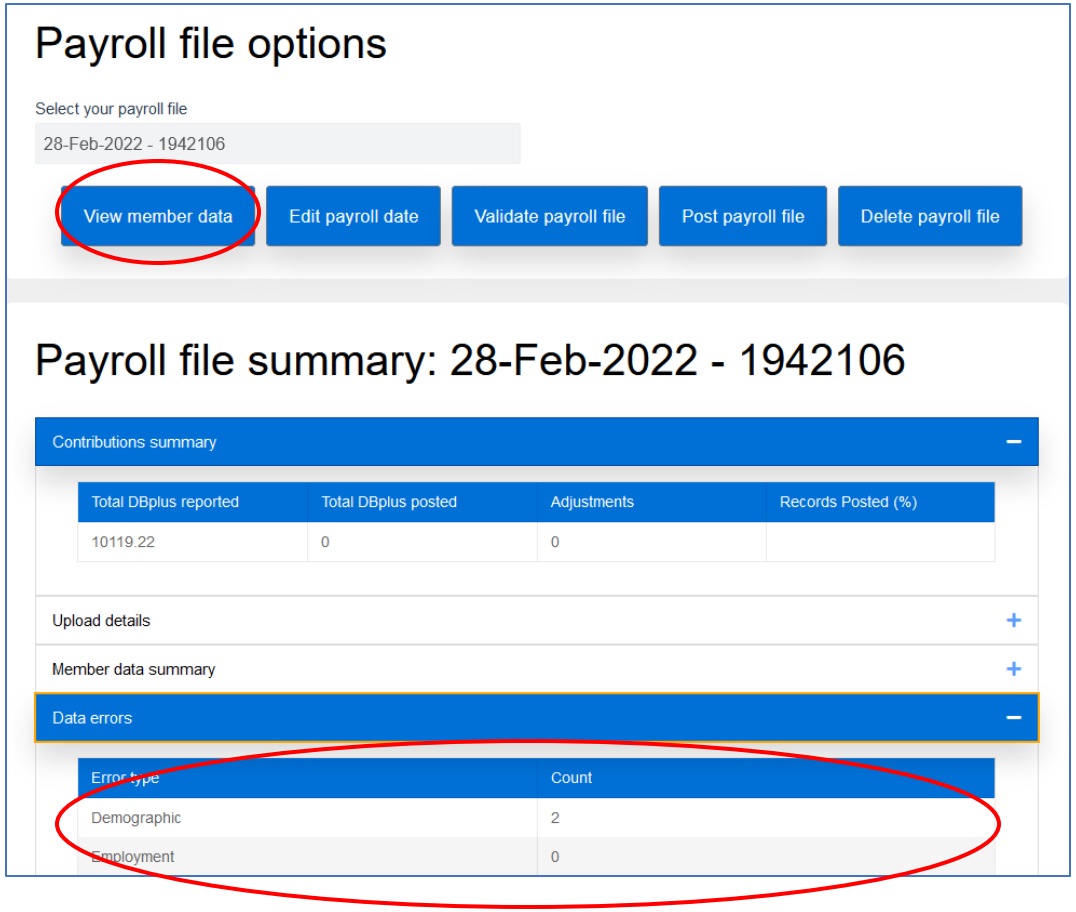
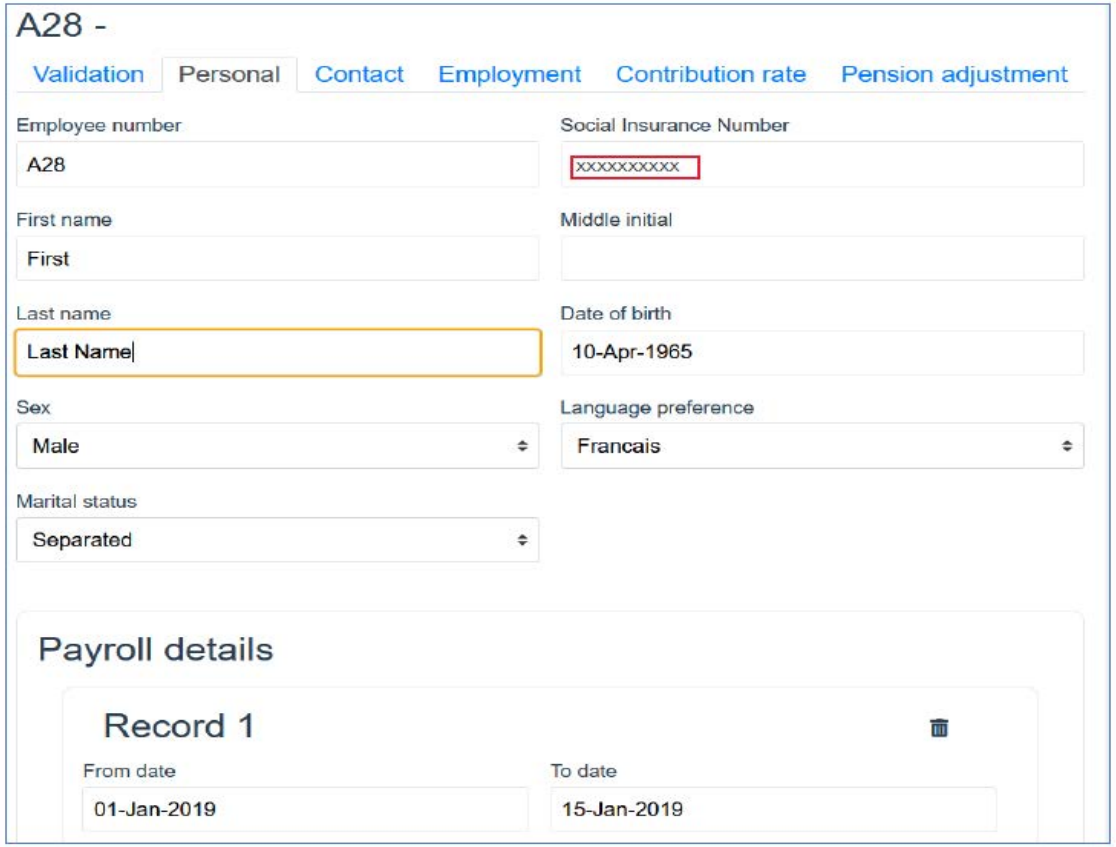
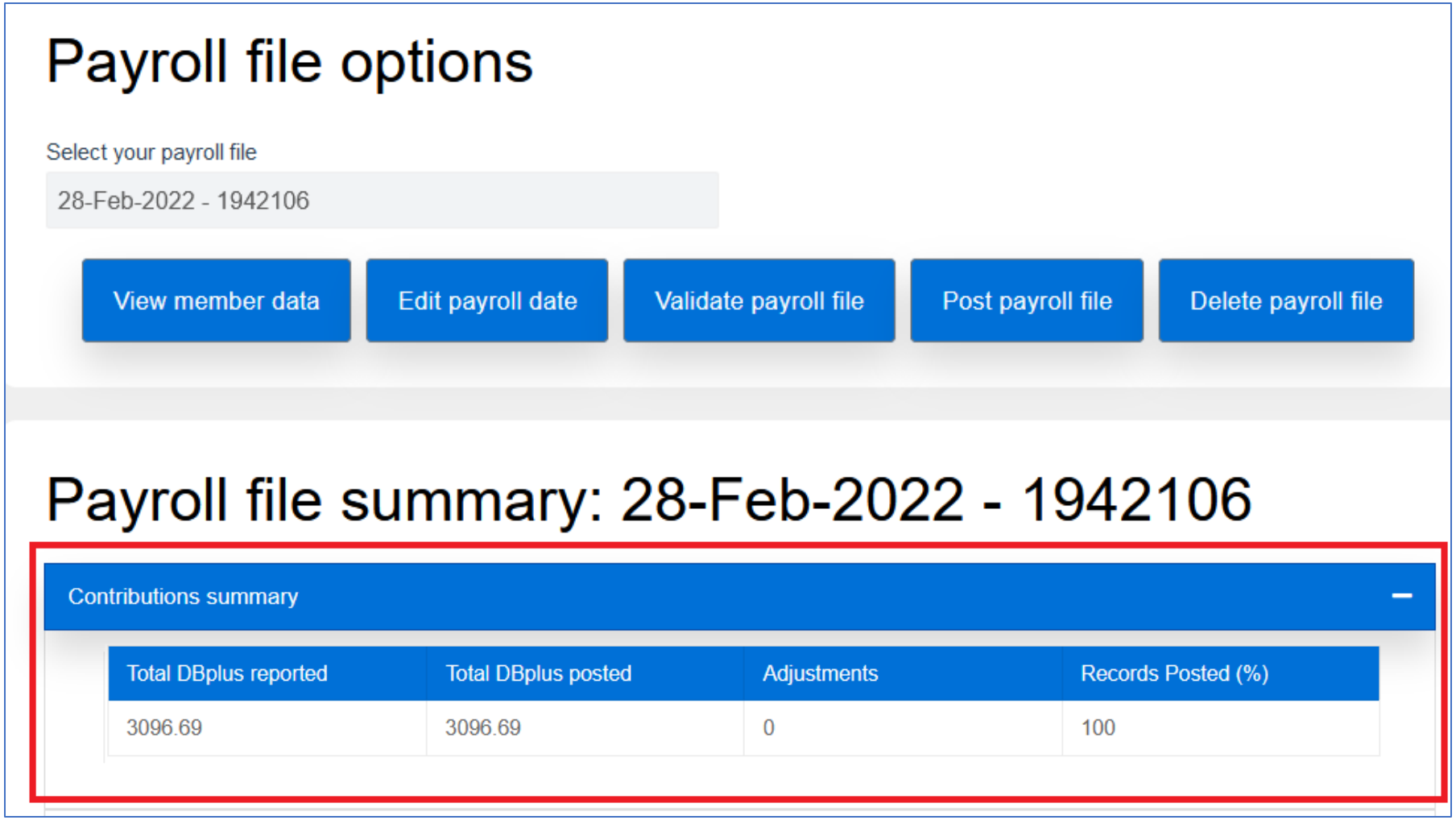
# Step 3 - View and Edit Data if necessary



# Step 4 – Re-validate and Post



# PBR – Next Steps

- PBR in PAL User Guide will be shared and made available on the Employer Manual
- Reporting features to come
  - Earnings and Contribution YTD reports
- Feedback is welcome and appreciated