



Payroll Based Reporting

Pension Administration Link



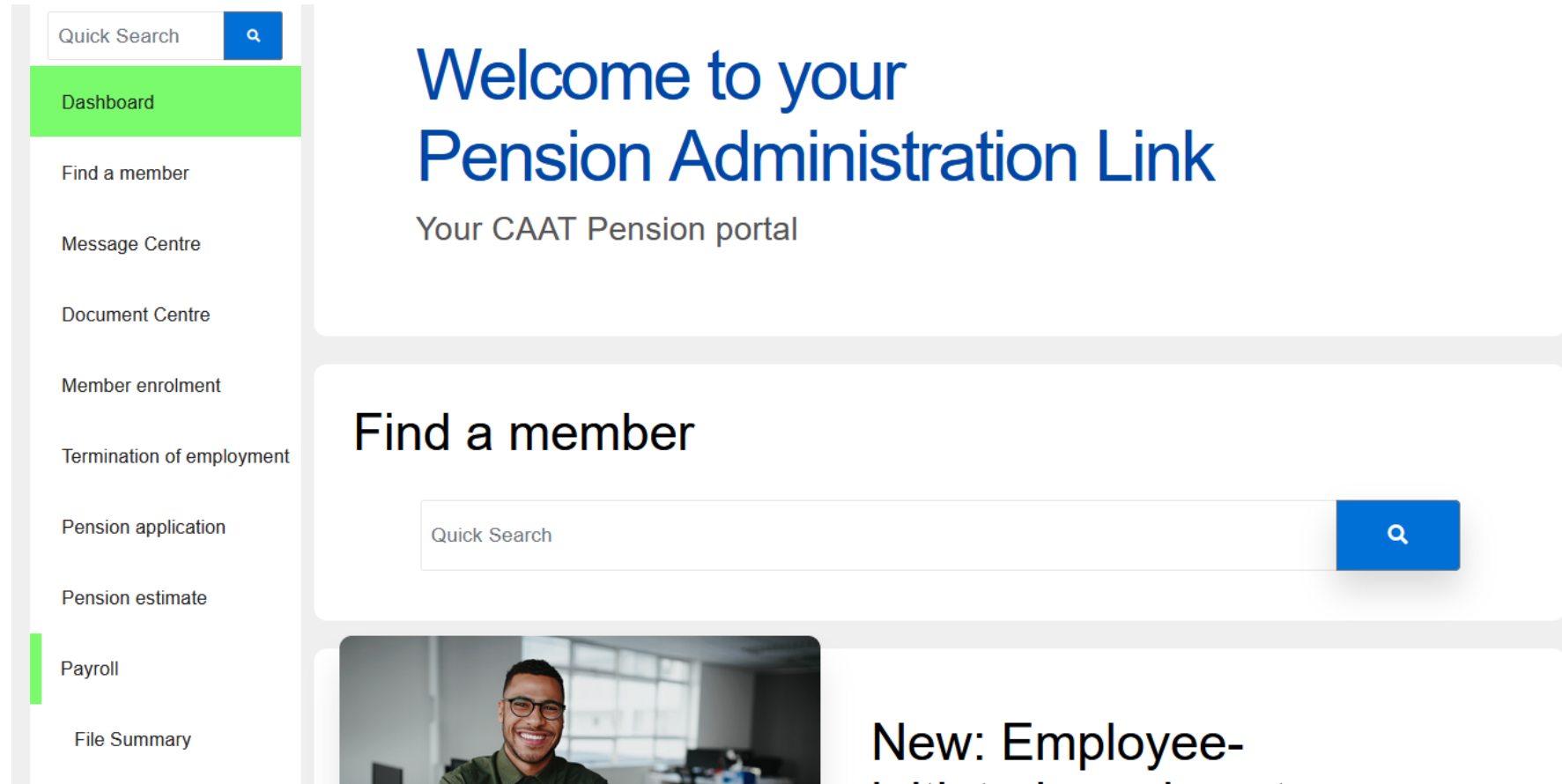
Payroll Based Reporting (PBR) – Recap from December

- 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



The screenshot displays the CAAT Pension portal interface. On the left is a vertical sidebar menu with the following items: Dashboard (highlighted in green), Find a member, Message Centre, Document Centre, Member enrolment, Termination of employment, Pension application, Pension estimate, Payroll (highlighted with a green bar), and File Summary. A large blue arrow points from the left towards the 'Payroll' menu item. The main content area features a 'Welcome to your Pension Administration Link' header, followed by 'Your CAAT Pension portal'. Below this is a 'Find a member' section with a search bar and a blue search button. At the bottom, there is a section titled 'New: Employee-' with a small image of a smiling man in a green shirt.

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

The screenshot shows a web application interface for payroll management. On the left is a navigation menu with items: Quick Search, Dashboard, Find a member, Message Centre, Document Centre, Member enrolment, Termination of employment, Pension application, Pension estimate, Payroll (highlighted in green), and File Summary. The main content area has a header 'Payroll' with the subtitle 'Submit and view payroll files'. Below this is a section titled 'Start a payroll submission' containing a blue button labeled 'Upload a new payroll file'. A large red arrow points from the right towards this button, with the text 'Step 1' written inside it. Below the button is an 'Upload history' section with a link: 'Go to the most recent file uploaded: 15-Jan-2019 - 1935368'. A table below the link shows upload history data.

Payroll date	Process ID	Total posted: DBplus contributions	Records posted (%)
31-Jan-2019	1934526	0	

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
172980	172989050	XXXXXXXX	AEGJSSWOG WEITEST	76204	Warning	Member Information	CPS-76204: SIN and LNAME not match for Preferred Employer.
172988	172989050	XXXXXXXX	HPKQZURH DSFHYVTBBD...	50034	Error		CPS-50034: Country is missing as provided by Preferred Employer.

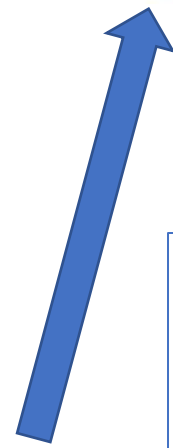
1 - 2 of 2 items

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.	

1 - 1 of 1 items



Step 3 - View and Edit Data if necessary

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 +

Data errors -

Error type	Count
Demographic	2
Employment	0

A28 -

Validation Personal Contact Employment Contribution rate Pension adjustment

Employee number: A28 Social Insurance Number: xxxxxxxxxx

First name: First Middle initial:

Last name: Last Name Date of birth: 10-Apr-1965

Sex: Male Language preference: Francais

Marital status: Separated

Payroll details

Record 1

From date: 01-Jan-2019 To date: 15-Jan-2019

Step 4 – Re-validate and Post

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 (%)
3096.69	3096.69	0	100

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