



Employer Education Session

Data Collection Tool (DCT)
Open Questions & Answers

January 15, 2026

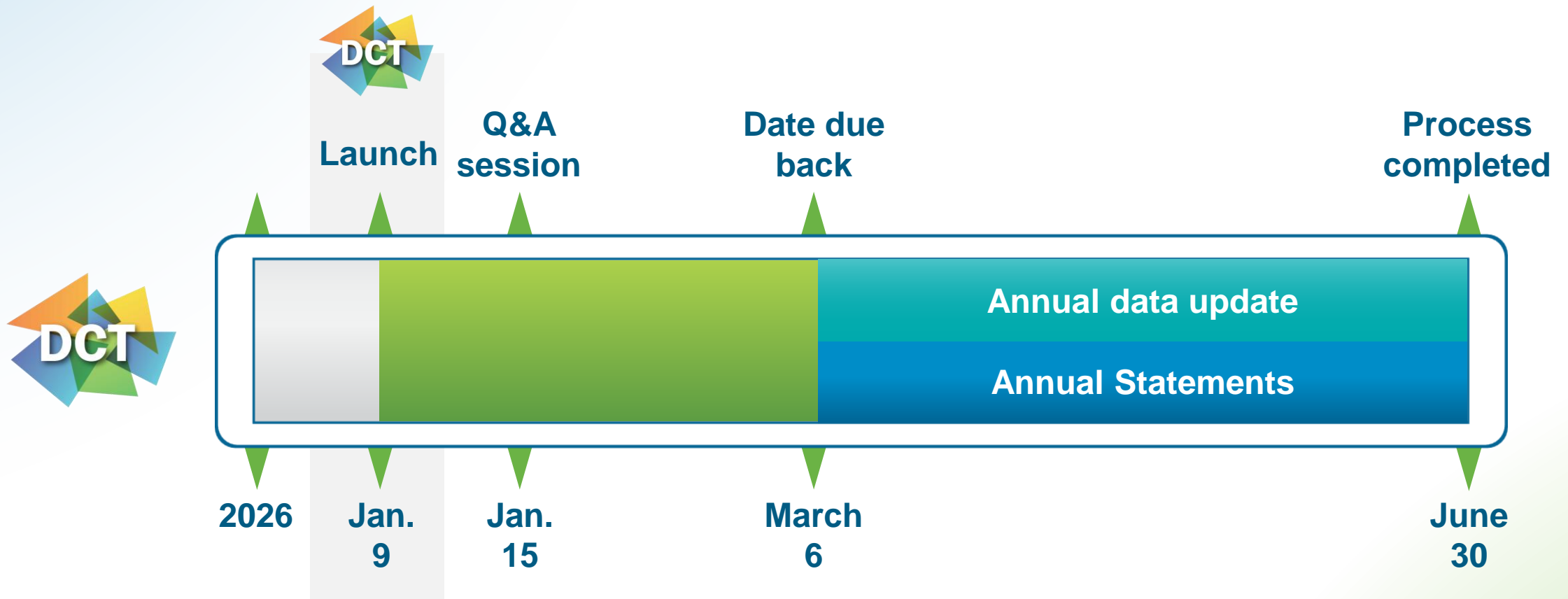




Agenda

1. Data collection schedule
2. Your questions
3. Tips

2025 Data Collection Tool (DCT) schedule



Questions asked in advance

Question: What is the order that the files need to be loaded?

Answer:

Import data files 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

College employers: Any **pre-strike data** received by CAAT has been pre-loaded into the DCT

Questions asked in advance

Question: For the Support employees, I am still uploading the combined contributions/earnings, etc., for the year into the DCT and it should split according to the strike leave information we previously had. Is this correct?

Answer:

Generally, yes. If you have provided pre-strike data, it will have been loaded already. You will still be required to load your YTD file with the combined contributions/earnings for the pre- and post-strike periods.

Questions asked in advance

Question: Once I upload, if I make a mistake, can I still reset it, and it will just revert to the data that was released from CAAT? That won't go away, correct?

Answer:

If you realize that you have made a mistake and would like to start over, you can reset the data back to the way it was when it was released to you.

To do this, under the **Utilities** drop down, select **Reset data**.

IMPORTANT! Reset data will erase any import data or manual changes you have made.

Questions asked in advance

Question: What happens if I haven't submitted pre-strike data, or if I missed reporting a leave?

Answer:

If there are members with in-year status changes for whom you did not provide in-year data changes, or for whom information was provided after the December cut-off date, and therefore, leave data is **not** included in the DCT, you will have to load Status Update and Earnings and Contributions files or manually update the in-year data in the DCT.

Tips

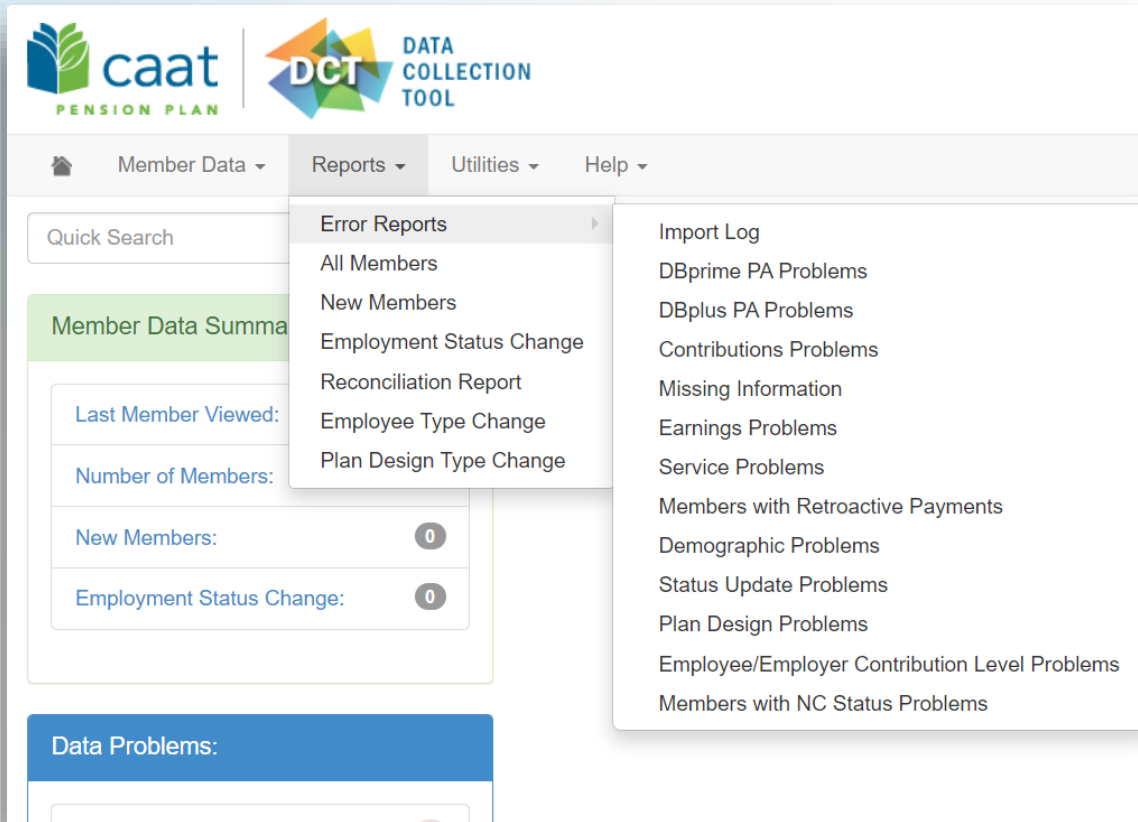
Tips – Import process

- 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

Tips – 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

Tips – 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

Tips – 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

Tips – 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 or Support)

Tips – Retroactive payments (actives)

Status	How to report
Active DBprime members	Report retroactive earnings in the Retro-active Pays tab
Active DBplus members	Include retroactive earnings as part of the current regular earnings

Tips – Retroactive payments (inactive)

Status	How to report
Members retired or terminated in 2025	Report retroactive earnings in the Retro-active Pays tab
Members retired or terminated prior to 2025	Do not report in the DCT The contributions will be included in your Annual Statement of Contributions based on the Excel files you have submitted

Additional resources

- [Recording: Data Collection Tool \(DCT\) Refresher](#) (~13 min.)
- [Recording: Data Collection Tool \(DCT\) Full Training](#) (~59 min.)
(includes 2 demos)
- [Recording: Demo 1 only](#) (~8 min.)
- [Recording: Demo 2 only](#) (~20 min.)
- DCT Guide
- DCT Submission Checklist
- Your Pension Analyst

