

## Transmittals Overview

- File and deposit sent on a monthly basis – due 5<sup>th</sup> business day of the following month.
- The file contains SSN, Name, Birth Date, Address, Pensionable and Earnable Salary, contributions – Mandatory (regular – 7% of Pensionable salary, health – 1.25% of Pensionable salary), voluntary, service purchase contracts (used to pay for Prior CT or Back Deductions on an installment basis).
- Files can be created using *TRB Transmittal Software* – Stand alone process
  - OR
- Extracting information from Payroll system – integrated process
- *If using an integrated process, open the file in TRB Transmittal Software and review it before transmitting to TRB. Make sure that the Transmittal matches the money deposited. Failure to do this results in problems reconciling.*

### Things to look for before Transmitting to TRB:

- Employer Name
- Click on Show errors, fix before sending
- Search for Pensionable/Earnable salaries, contributions = 0
  - *These should be deleted from the Transmittal, otherwise the entire file does not process.*
- Search for Negative Salary and contributions. These do not get posted to member's accounts and are kicked out as exceptions.
- File Name Rules. Example: 20180900.017

After reviewing the file, upload it to our secure website: <https://sft.ct.gov/>. Please do not email the file.

*Please note that it is important to name the files correctly for them to be processed. Failure to do this results in the files not being properly downloaded. For example, if you name a file 'JuneFile', the file would never reach us and would be lost in transit.*

All other communication should be sent to [exceptions.transmittal@ct.gov](mailto:exceptions.transmittal@ct.gov) or your TRB contact.

- *Checking for errors before transmitting the file reduces the number of exceptions.*

At TRB an automated process, downloads the file to our server. If the file is acceptable and the corresponding contributions have been received, it is processed against the database. Some edits are made. The records that pass the edits are posted to member's accounts. Records that fail the edits are not posted to member's accounts and are exceptions. An exception report is generated and emailed back to the town usually within three to five business days. Do not create the next month's transmittal till you receive this report and all exceptions have been resolved, otherwise it will result in more errors. The Exception Reports are sent to the Transmittal Processor's email address that we have on file for your town. Please use the Key Contact Form (available on our website) to update the contact information annually or when there is a change.

When the files are successfully processed against our database a unique batch number is generated. This appears on the Exception Report that we email you.

### **Interpreting the Batch Number:**

Example: 0010172018T0200

*Position*

- 1-3 : Stands for the fund, always 001
- 4-6 : The town #
- 7-10 : School Year ending
- 11 : 'T' for Transmittal
- 12-13 : Pay Period (01- September, 02 - October ... 10 - June)
- 14 : Stands for Amendment #, generally 0
- 15 : Stands for Revision #, generally 0

**Items marked (Rev.) – are exceptions** and are not posted to the member's account.

- If any of these are due to Retroactive Adjustments, please let us know via an email to [exceptions.transmittal@ct.gov](mailto:exceptions.transmittal@ct.gov) and we will post them to the member's account.
- If these are due to an error in the account, they need to be corrected and a revised file sent to us.

**Items marked (Info) are posted to the member's account.** You should confirm by email to [exceptions.transmittal@ct.gov](mailto:exceptions.transmittal@ct.gov) if there are any problems.

## **Creating a New file from an error file**

If a Transmittal file for a given month has errors, the Transmittal Generation Software (TRBTransGen) will not allow you to create a 'New' file from an incomplete/erroneous file. If it is determined that these errors are OK due to adjustments for prior months, then the following workaround can be used to create the 'New' file.

- Uncheck the 'Allow Incomplete Saves' check box.
- Click on 'New'
- Message pops up - click on YES.
- Errors for previous month pop up, click on OK.
- A message pops up saying 'Couldn't save the file!', This refers to the previous month's file, Click on OK.
- New month will be created.
- Since new file is based on an incomplete/erroneous file, it will not save unless you check the 'Allow incomplete Saves' check box again.
- Finally, under the Transmittal Information tab remove and reenter your Employer Name as you currently see it and then click on Save.

## **Steps to create a Amendment:**

*Used to add members omitted on the original file.*

*The next month's file is based on a combination of the original and the amended files.*

- Open the TRB Transmittal Software.
- Click on the "Amend" button
- Enter Demographic Data and Contribution Data into the Member Detail screen the same as for any transmittal. Do not duplicate members that were on the initial transmittal.
- When you eventually click on "New" to begin next month's transmittal, the amendment is automatically merged with the initial transmittal to form a combined file. This file forms the basis for the next month's transmittal.

### Procedures for Retroactive Adjustments

For TRB-reporting purposes, retroactive adjustments are classified as follows:

1. Wage and contribution adjustments within the school fiscal year (July-June)
2. Wage and contribution adjustments in prior fiscal years
3. Other retroactive adjustments, such as service

In the case of within-fiscal-year adjustments, you may increase the reported pensionable and earnable compensation in a given month to give a contribution amount which brings contributions current for the year. In subsequent months, you would report the correct wage and contribution amount. For example, suppose an employee received a retroactive contract adjustment in December (effective the prior September) that raised pensionable wages from \$5,000 per month to \$5,500. Reporting would be as follows:

| Month     | Pensionable Compensation | Earnable Contributions | Regular Contributions | Health Contributions |
|-----------|--------------------------|------------------------|-----------------------|----------------------|
| September | \$5,000                  | \$5,000                | \$350                 | \$62.50              |
| October   | \$5,000                  | \$5,000                | \$350                 | \$62.50              |
| November  | \$5,000                  | \$5,000                | \$350                 | \$62.50              |
| December  | \$7,000                  | \$7,000                | \$490                 | \$87.50              |
| January   | \$5,500                  | \$5,500                | \$385                 | \$68.75              |
| February  | \$5,500                  | \$5,500                | \$385                 | \$68.75              |
| March     | \$5,500                  | \$5,500                | \$385                 | \$68.75              |
| April     | \$5,500                  | \$5,500                | \$385                 | \$68.75              |
| May       | \$5,500                  | \$5,500                | \$385                 | \$68.75              |
| June      | \$5,500                  | \$5,500                | \$385                 | \$68.75              |

In the case of wage and contribution adjustments that apply to previous fiscal years, and to other kinds of retroactive adjustments regardless of when they may have occurred, the reporting unit needs to indicate in a letter to the retirement system what was reported by time period and what should have been reported. TRB will make manual adjustments to the Manage Membership System, and bill the appropriate party for contributions and interest due if applicable.