



STATE OF CONNECTICUT
STATE TEACHERS' RETIREMENT BOARD
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To: School Business Officials
From: TRB, Information Technology Division
Date: April 5, 2004
Subject: Instructions for TRB Transmittal Software V2
Change in Mandatory Health Contributions from 1% to 1.25% Effective July 1, 2004

EFFECTIVE JULY 1, 2004

All Active Teacher Mandatory Health Contributions will increase from 1% to **1.25%** of Pensionable Salary.

Any health contributions associated with salaries prior to September 2004, will still be deducted at 1% of Pensionable Salary. **Health Contributions associated with salaries paid for the school year 2004-2005 forward, should be deducted at 1.25% of Pensionable Salary.**

The new version, TRB Transmittal Software V2, will be mailed to you after we receive and process your June 2004 file. Before you install the new version of the TRB Software, be sure to take a backup of your entire Data folder to a disk or a network drive.

Instructions for removing the old software and installing the new software are given below. After installing the new version of the software, copy back the Data folder to C:\Program Files\TRB Transmittal Software V2.

Please use the new version, TRB Transmittal Software V2, only after you have submitted the June 2004 file and it has been accepted by TRB.

School Districts that use the Integrated Transmittal Process to extract data from your payroll system and populate it into the MMS software:

- **Starting with the September 2004 file**, you must change your payroll system to increase the health contribution to **1.25% of Pensionable Salary**.

School Districts that manually enter data directly in the TRB software use the following directions:

- After you have submitted your June 2004 file and it has been accepted by TRB, create the 'New' September 2004 file using your existing software. Do not add new members or remove old members at this point. Close the TRB Software and take a backup of your entire Data folder to a disk or a separate location. You may now remove the older version of the software. See 'Removing the Software' below.
- Install the new software from the CD that will be mailed to you and copy back your Data folder to C:\Program Files\TRB Transmittal Software V2
- Open the September 2004 file in the new software, delete members that no longer work for you, update the health contributions of existing members to 1.25% of the Pensionable Salary and add newly enrolled members.
- To help you calculate the new Health Contributions click on the Member Contributions tab and sort the data by either name or SSN. Click the "Show Errors" button and a window opens listing SSN and the correct amount of Health Contribution @ 1.25% of Pensionable Salary. Clicking the "As File" button in this window opens a printable file. Update the Health Contributions from the Error Messages with the correct amount shown.

Getting Help

For help installing the new TRB Transmittal Software V2 or for help generating the September 2004 file, please contact TRB as follows:

- Vaishali Muzumdar (860) 241-8422 X7 or Leslie Cook (860) 241-8422 X2
- E-mail vaishali.muzumdar@po.state.ct.us or leslie.cook@po.state.ct.us

For help in using the Transmittal Software or for any other matters relating to TRB reporting please contact TRB as follows:

- Linda Hanson's number (860) 241-8431
- E-mail linda.hanson@po.state.ct.us
- Fax (860) 525-6018
- Mail State Teachers' Retirement Board
21 Grand Street, 2nd Floor
Hartford, CT 06106-1500

Directory Information

Before installing the new software backup your data directory to disk or network drive.

The setup program installs the software in the "C:\Program Files\TRB Transmittal Software V2" directory (or the directory you selected during installation). A "Data" folder is also created in that directory (C:\Program Files\TRB Transmittal Software V2\Data). This is where the transmittal files you create are saved for historical purposes. The Transmittal Software Program looks for transmittal files only in this directory.

Removing The Software

To remove the TRB Transmittal Software from your computer, follow these instructions:

1. Please make sure that you have backed up your Data directory.
2. Click on the "My Computer" icon.
3. Click on "Control Panel"
4. Click on "Add/Remove Programs"
5. Scroll to "TRB Transmittal Software" and highlight it.
6. Click on the "Add/Remove" button
7. Click on "Yes" to remove.
8. Reboot

Installing The Software

Make sure you have taken a backup of your data folder as indicated above.

1. Insert the TRBSetup CD in your computer.
2. Click on "Start", Run, and Browse to TRBSetup.exe and highlight it.
3. Click on "Open" and "OK"
4. For all screens, we recommend that you use the defaults.
5. Unless you choose otherwise through "Browse", TRBSetup will install the program in C:\Program Files\TRB Transmittal Software V2. Click on "Next" to continue.
6. Click on "Finish" to complete setup.
7. Copy backed up "Data" folder to C:\Program Files\TRB Transmittal Software V2.
8. Reboot
9. You are now ready to update the Health Contributions to 1.25%