

Transmittal Training Agenda

- New website look and feel
- Installing the software (www.ct.gov/trb - Employer Info, Transmittal Software, TRB Transmittal Software V3 Update)
- Opening the software
- Identifying the month
- Moving between different months to view prior month's data
- Member Demographics and contributions tabs
- Sort, Search, Show errors (As File), Show all, Print

***** **Lab 1** *****

- Creating a New File
- Adding, deleting and updating records
- Print Report and save to comma separated (csv) file

***** **Lab 2** *****

- Sending the Transmittal demo <https://sft.ct.gov> CTBOETEST/password
- Windows explorer and the Data folder
- Creating Transmittal file from Payroll system (Integrated Transmittal Process)
- Amendments
- Creating new file from an error file
- Saving incomplete files ('Allow Incomplete Saves')

***** **Lab 3** *****

Hands-On Transmittal Training

Lab1

1. Open the TRB Transmittal Software
2. Note the file name, the pay period and the Transmittal Totals
3. Navigate to current year's April Transmittal, note the number of people listed, the pay period and the file name
4. Return back to the current year's June Transmittal
5. Search all the part time employees (FTE less than 100%)
6. Show all the members.
7. Generate a report with all members with a Voluntary Contribution
8. Show all the members.
9. Sort the file on different fields, example: last name, FTE, Pensionable Salary

Lab 2

1. Create a new Transmittal for September of the current year.
2. Add your favorite cartoon character as a full time employee with \$1000 pensionable salary.
3. Jill Davis joined the district as a 50% employee with an earnable salary of \$2,000.
4. Sally Smith has retired and should no longer be on the September Transmittal.
5. Jane Doe moved to another school district.
6. Nancy Sunflower started contributing \$200 to her Voluntary Account.
7. Tom Jones moved to 745 Main St, Hartford, CT 06105
8. Print a Transaction report and save it as a csv file and then open it in Excel.
9. Create a Transmittal for October of the current year.

Lab 3

1. Go to the Data folder using the windows explorer and note the file name of the latest file created.
2. You realize that you created the October Transmittal in error as you were not yet done with the September Transmittal. Close the TRB Software and delete the October Transmittal. (Clue: Use Windows Explorer to go to the Data folder)
3. Assuming you have sent the September file, you now want to add one more person. Amend the September file to add Tim Brown as a full time employee. Note the name and the number of members in the Amendment file.
4. Create the Transmittal for October.
5. Tom Jones has now become a full time employee. Change his Pensionable salary to \$4,000. Do not change other data. Try to save the record. Notice the errors and correct them.
6. Check the 'Allow Incomplete Saves' check box and update the Earnable and Pensionable Salary for Tom Jones to \$5,000. Save the file. Check to see if there are any errors in the file.
7. Create a November Transmittal on the basis of the erroneous October Transmittal.



Congratulations! You are now a pro at using the software!!!



sample exception report.txt

From: Transmittal, Exceptions
Sent: Friday, August 08, 2018 1:27 PM
To: Smith@highlinebdofed.org
Subject: Batch Number: 0013752008T1000

The following (7) items were noted during the processing of P0180600.375

- 1) (Rev.) Reported salary differs from that reported in the previous month by more than 45% for (TOM JONES).
- 2) (Rev.) Invalid regular contribution amount for member with JELLY DONUT.
- 3) (Rev.) Invalid health contribution amount for member with SIMPLE SIMON.
- 4) (Rev.) Member (MISTER BROWN) has a duplicate Salary Record.
- 5) (Rev.) Reported salary differs from that reported in the previous month by more than 45% for (CASSA BLANCA).
- 6) (Rev.) A duplicate Employee Mandatory Contribution Record was found for Member(MISTER BROWN).
- 7) (Rev.) A duplicate Employer Mandatory Contribution Record was found for Member(MISTER BROWN).

Items marked as (Rev.) were not posted to the member's account for the reason noted.

We require that you explain these by email to exceptions.transmittal@ct.gov, in order for the money and credit to be posted to member's account. Failure to do this will result in incorrect account balances and inaccurate member statements.

This report does not include exceptions related to members' certification status. The Board of Education is responsible to verify employees' certification status and to report only appropriately certified employees as Teachers' Retirement Board members.

Please contact the Dept. of Education, Certification Bureau at teacher.cert@ct.gov regarding any Certification related questions.

Please let us know if you have any questions or need assistance.

Teachers' Retirement Board Tuesday, August 5, 2018