TRB Transmittal Software Guide

- Transmittal Overview

- Difference between Transmittal and Subsidy Transaction Sheet reporting.

- Accounts used:

    - CTBOE   - Monthly Transmittals
    - CTTP   - Member Annual Statements/Long Email List/other info
    - CTIS   - Quarterly Subsidy reporting

- TRB Transmittal Software – Installing, navigating & things to review before uploading file.

- Sending the Transmittal https://sft.ct.gov . Credentials different for Active teacher transmittals and Retired Teacher Subsidy Transaction Sheet.

- Exception Reports, Batch Number

- Amendments – adding members missed on original transmittal

- Creating new file from an error file

- Saving incomplete files (*'Allow Incomplete Saves'*)

- Annual Statement Preparation –sent via secure email to Active Teachers.

- Key Contact Form and Domain Name

Transmittal Overview

- Reporting of active teacher mandatory contributions, salary and demographics.
- File and deposit sent on a monthly basis – due 5th business day of the following month.
- The file contains SSN, Name, Birth Date, Address, email, 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).
- Email is used to send Member Annual Statements. Please provide us with the email address of the teachers in the space allotted. If the email address is longer than the space available, enter as much as you can. For such members with a long email address, also provide a supplemental list of emails using the template available on our website under [Employer Forms (ct.gov)](). Upload the file inside the toTRB folder of your CTTP account. This is the account you use to download the Member Annual Statement Files.
- Files can be created using **TRB Transmittal Software 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.***
- File Name should follow the format YYYYMM00.123 where 123 is your 3 digit town# assigned by TRB. Example: 20200900.375. Address effective date should be populated with current date, regardless of whether there is a change or not. File needs to be saved to the Data folder to view it in the TRB Transmittal Software.

TRB Transmittal Software

CT.gov Home / Teachers' Retirement Board

For Active and Inactive Teachers

For Retired Teachers

For Post Retirement Reemployment

For Health Insurance

For Employers

Search Teachers' Retirement Board

by Keyword

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TRB Medicare Open Enrollment 2021

Forms and Applications

Publications and Bulletins

FAQs

Additional Service Credit Cost Estimator

Benefit Estimator

Employer Information

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PUBLICATIONS

FAQs

- Software Applications
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Active Teacher
Mandatory
contributions/salary

Download Software

Transmittal Software

The Transmittal Software is a stand-alone Windows application developed for employers (Boards of Education, Charter Schools, etc) of the State of Connecticut to transmit teachers' contributions to TRB in an electronic format. Effective January 1, 2018 all active members are required to contribute 8.25% of pensionable salary towards mandatory contributions (7% regular; 1.25% health). This refers to the change in an employee's withholding.

Installation Instructions

User Manual

Upload Instructions

Retired Teacher
Subsidy Transaction
Sheets

Download Application
Updated 10/17/2019

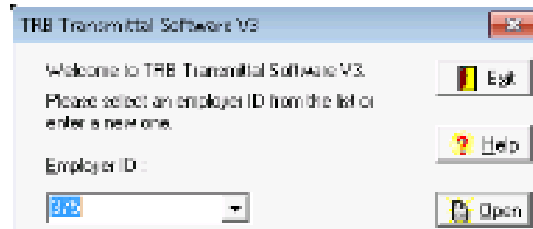### Health Insurance Subsidy Application

The Health Insurance Subsidy Application is a stand-alone Windows HTML Application Host developed for employers (Boards of Education, Charter Schools, etc) of the State of Connecticut to transmit retired teachers' subsidy information to TRB in an electronic format.

Installation Instructions

User Manual

Navigating the Software

- Opening the software
- Identifying the month, filename, location and data folder
- Moving between different months to view prior month's data
- Member Demographics and contributions tabs
- Sort, Search, Show Errors (As File), Show all, Print
- Creating a New File – after June, jumps to September.
- Detail tab - Adding, deleting, and updating records
- Print Report and save to comma separated (csv) file

TRB Transmittal - T:\VAISHALI\Work_Area_TRBTransmittals\Data\20200600.375

Transmittal Information | Member Demographic | Member Contributions

Last Name	First Name	SSN	Phone	Birth Date	Gender
Jones	Tom	123-45-6789	234-5212	06/16/1952	Male
Peep	Bo	222-22-2222	-	05/21/1985	Unknown
Master	Bluff	444-44-4444	-	05/06/1988	Unknown
Smith	sally	555-55-5555	-	05/12/1982	Unknown
Jane	Doe	654-23-7776	234-5787	06/23/1945	Female

Exit | New | Amend | Revise | Print | Save | Help

Cancel | Detail | Insert | Sort | Search | Show Errors | Show All

Record Count	Regular Total	Health Total	Voluntary Total	Contracts Total	Grand Total
5	$1,365.00	$243.75	$588.00	$676.00	$2,872.75

TRB Transmittal - T:\VAISHALI\Work_Area_TRBTransmittals\Data\20200600.375

Transmittal Information | Member Demographic | Member Contributions

Last, First	SSN	Pensionable	Earnable	FTE%	Regular	Health	Voluntary	Contracts
Jones, Tom	123-45-6789	$5000.00	$10000.00	50.00	$350.00	$62.50	$500.00	$0.00
Peep, Bo	222-22-2222	$1000.00	$1000.00	100.00	$70.00	$12.50	$56.00	$0.00
Master, Bluff	444-44-4444	$1000.00	$1000.00	100.00	$70.00	$12.50	$0.00	$0.00
Smith, sally	555-55-5555	$10000.00	$10000.00	100.00	$700.00	$125.00	$0.00	$0.00
Jane, Doe	654-23-7776	$2500.00	$2500.00	100.00	$175.00	$31.25	$32.00	$676.00

Exit | New | Amend | Revise | Print | Save | Help

Cancel | Detail | Insert | Sort | Search | Show Errors | Show All

Record Count	Regular Total	Health Total	Voluntary Total	Contracts Total	Grand Total
5	$1,365.00	$243.75	$588.00	$676.00	$2,872.75

TRB Transmittal Software Guide   5

Detail Tab – Add/Update/Delete Records

Enter Demographic & Contribution Data

When to add? – Someone joins your district, returns from unpaid leave.

When to delete? – someone leaves your district, goes on unpaid leave.

Print Report and save to comma separated (csv) file

You can print Demographic or Transaction Information. The report opens in a .qrp format, but can be saved as a csv and opened in Excel.

Click on the Print Button. Select Transaction Information. Click on the save symbol. This opens a dialog box. Specify the save as type as csv.


HIGHLINE BD OF ED
Transactions - June 2020 Transmittal

N	SSN #	Name	Pensionable	FTE%	Regular	Health	Voluntary	Contract
1.	123-45-6789	Jones, Tom A.	$5000.00	50.00%	$350.00	$62.50	$500.00	$0.00
2.	222-22-2222	Peep, Bo	$1000.00	100.00%	$70.00	$12.50	$56.00	$0.00
3.	444-44-4444	Master, Bluf	$1000.00	100.00%	$70.00	$12.50	$0.00	$0.00
4.	555-55-5555	Smith, sally	$10000.00	100.00%	$700.00	$125.00	$0.00	$0.00
5.	654-23-7776	Jane, Doe S.	$2500.00	100.00%	$175.00	$31.25	$32.00	$676.00
				Totals:	$1365.00	$243.75	$598.00	$676.00
	5 record(s)			**Grand Total Receivables:**		$2872.75		
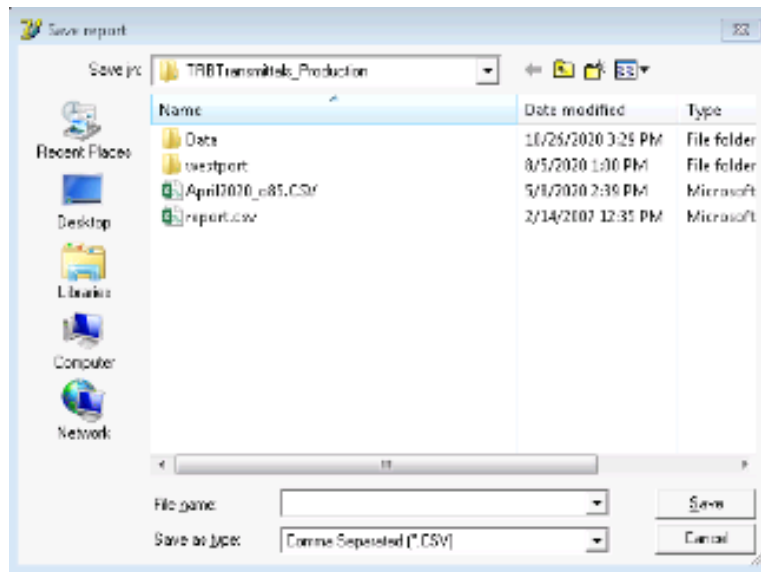
Things to look for before Transmitting to TRB:

- Employer Name Format
- Click on Show errors, fix before sending
- Clicking on Ok, shows only the records with errors
- To see all records again, click on Show All.
- If the list of errors is long, click on "As File" to open in Notepad.
- Search for Pensionable/Earnable salaries, mandatory contributions <= 0
  - *These should be deleted from the Transmittal, otherwise the entire file does not process.*

Sending the Transmittal

- After reviewing the file, upload it to our secure website: https://sft.ct.gov/.
- Please do not email the file, as it contains sensitive information.
- Credentials to upload the active teacher transmittal file can be received from your TRB contact and are different from those to upload the retired teacher subsidy transaction sheets. Do not change the password provided.
- Upload instructions are available on our website under: https://portal.ct.gov/TRB/Content/Employers/Employers-Menu/Software-Applications

Once you upload the file, you will receive an automated confirmation email from trb.mailer@ct.gov. If you do not receive this, it means we may not have received the file. It could be because the file is not properly named. If the file is correctly named and you don't get the confirmation email by the next business day, please email TRB at exceptions.transmittal@ct.gov.

Exception Reports & Batch Number

At TRB an automated process, downloads the file to our server. If the file is acceptable and the corresponding deposit has been received, it is processed against the database. 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.

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 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.

Items marked (Warn.) – are errors that have been posted to the member's account but need attention.

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

Sample Exception Report

Position	Meaning
1-3	Always 001
4-6	The town # assigned by TRB
7-10	School Year ending
11	'T' for Transmittal
12-13	Pay Period (01- September, 02 - October … 10 - June)
14	Amendment #, generally 0
15	Revision #, generally 0

To: transmittalProcessor@sampleBd.org

Batch Number: 0013752021T0200

The following (7) items were noted during the processing of P0201000.375

 1) (Rev.) Member status indicates a possible rehire for JELLY BELLY.
 2) (Warn) Invalid health contribution for SUN FLOWER.
 3) (Warn) Invalid regular contribution for SUN FLOWER.

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, 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.

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.

Steps to Create 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.