

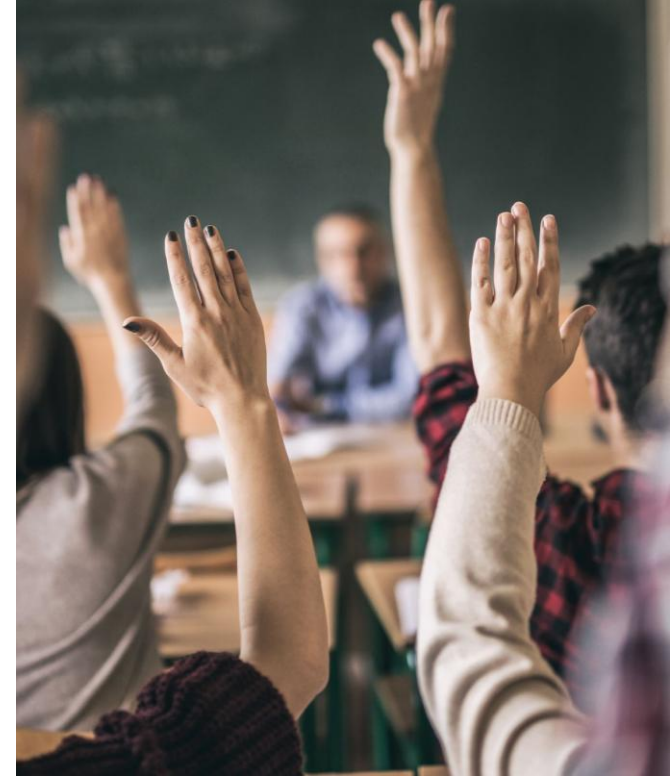
# ***TRANSMITTAL TRAINING***



CONNECTICUT  
TEACHERS'  
RETIREMENT  
BOARD

# *Agenda*

1. Reminders
2. The TRB Website
3. Definitions
4. TRB Process & Procedures
5. TRB Transmittal Software
6. Installing the Software
7. Using the Software
8. What to Look for Before Transmitting
9. Saving and Submitting
10. Integrated Files
11. Uploading Files
12. After you Upload
13. Online Assistance
14. Contact Us/ Q&A



A large, irregular green brushstroke graphic with a rough, hand-painted edge, serving as a background for the title.

# *Reminders*

- New Hire Packet – includes an overview of benefits in the TRB system, an application for all new or transferring members, the SSA-1945 acknowledgement form, and the beneficiary designation form
  - Return a new hire packet for each new teacher in your district. The application is available on the TRB website [https://portal.ct.gov/-/media/TRB/Content/Employer/EM\\_NE\\_WHIREPACKET.pdf](https://portal.ct.gov/-/media/TRB/Content/Employer/EM_NE_WHIREPACKET.pdf)
- Training requirement now mandatory under TRB policy
  - <https://portal.ct.gov/TRB/Content/Employers/Employers-Menu/Publications>
- Monthly meetings available on the last Wednesday of each month from 10am to 11am for assistance and questions

# *The TRB Website*

For Employers – All information made available by TRB for use and review by school districts

Software Applications – the location where the Transmittal software is available for download and installation instructions, user manuals, and additional examples are posted

Recent Memos and Mailings – copies of any notices sent by TRB to districts

Training and Webinars – the location where the recorded and PDF versions of all employer presentations are kept for access by attendees

Along the top of our page:

Forms 

Publications 

FAQs 

## Employer Information



- [Software Applications](#)
- [New Hire Packet](#) 
- [Recent Memos and Mailings](#)
- [Training and Webinars](#)
- [Employer 45% Rule Reporting Form](#)

## TRB Health Subsidy Schedule

| <u>Quarter Covered</u> | <u>District Files Available for Download</u> | <u>District Files Due - Upload</u> | <u>Corrected Files Due</u> |
|------------------------|----------------------------------------------|------------------------------------|----------------------------|
|------------------------|----------------------------------------------|------------------------------------|----------------------------|



- [Administrative Procedures Manual](#)
- [Statutes and Regulations](#)
- [Key Contact Update Form](#)



# *Definitions*

- **CTRS or TRS** - Connecticut Teachers' Retirement System or Teachers' Retirement System
- **TRB** - Teachers' Retirement Board
- **Employer** - Any local or regional board of education, or any governing body of a charter or magnet school, serving the K-12 students of Connecticut as a public service institution. Sometimes referred to as District.
- **FTE** – Full Time Eligibility is the pensionable salary divided by earnable
- **Teacher** - Any properly certified teacher, permanent substitute teacher, principal, assistant principal, supervisor, assistant superintendent or superintendent certified by CT SDE; or
  - Any person who is engaged in teaching or supervising schools for adults in high school diploma programs.
  - A “permanent substitute teacher” is one who serves as such for at least ten months during any school year.
  - The above listed positions must qualify under TRB statute [https://www.cga.ct.gov/current/pub/chap\\_167a.htm#sec\\_10-183b](https://www.cga.ct.gov/current/pub/chap_167a.htm#sec_10-183b)
- **Annual Salary (Pensionable)**
  - Annual salary for service as stated in a written contract or letter of employment as salary, including supervisory and/or programmatic responsibilities, longevity payments; and
  - Payment for duties beyond the regular school year performed by Guidance Counselors, Social Workers, and School Psychologists as part of their overall job responsibilities.
  - Sabbatical leave during which mandatory contributions were remitted, provided at least **five full years** of teaching following the completion of such leave.
- **BUT NOT:**
  - Unused sick leave, unused vacation, terminal pay, coaching or extra duty assignments; or
  - Amounts determined by the board to be included for the purpose of inflating the member's average annual salary; or
  - Amounts in lieu of the cost of benefits, insurance, or individual retirement arrangements; or
  - Payments the timing of which may be directed by the member; or
  - Payments to a superintendent pursuant to an individual contract between such superintendent and a board of education, of amounts which are not included in base salary; or
  - Payments exceeding the maximum amount allowed by the IRS

A large, horizontal, green brushstroke with a rough, textured edge, resembling a paint stroke, serves as the background for the text.

# ***Process & Procedure***



# *Reporting*

- Multi Assignment
  - If a Teacher is working in multiple pensionable assignments that equal a cumulative FTE of .5 or more the teacher can be reported
- Transmittals are due the 5<sup>th</sup> business day of the following month. See the bulletin located on the TRB website for specific dates for this school year - [Recent Memos and Mailings \(ct.gov\)](#)
- Who is considered Eligible? Any Teacher who meets the following requirements:
  1. Possess a certificate or permit issued by the State Board of Education for the position in which they are employed.
  2. Occupy a position, which requires the incumbent to possess certification\*.
  3. Work an average of at least one half of a school day.

\*Members of the professional staff of the State Board of Education or the Board of Higher Education or any of its constituent units are exempt from certification requirements but must be working in an educational role. "Educational role" or "educational capacity" means having duties and responsibilities that would require a certificate issued by the State Department of Education if performed in a public school in the State of Connecticut.
- Demographic Changes – Employers should report to TRB via the Transmittal file all address, email and name changes for all members. TRB does not accept demographic changes for Active Teachers and all reporting members will be referred to their district's office
- Mandatory contributions – Statutes governing the TRS require that the employer withhold and remit to the TRB each month (September to June) in full for any month in which the member was in service on the first working day of the month or terminated service after the first working day of the month
- Voluntary – members may elect to voluntarily make after tax contributions to a voluntary account by authorizing additional deductions to be withheld from their salary by the employer. These should be reported in the transmittal file by your district. These contributions are subject to IRS limitations, refer to [Recent Memos and Mailings \(ct.gov\)](#)

# ***Includable and Excludable Payments***

| <b>Includable</b>                                                                                                 | <b>Excludable</b>                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| Teaching/Educating (all eligible positions)                                                                       | Extra Duty                                                                                                                                          |
| Annual Contract Salary                                                                                            | Athletic Coaching since 1971                                                                                                                        |
| Paid Time Off (sick, personal)                                                                                    | Terminal Pay                                                                                                                                        |
| Sixth Assignment (traditional and semester assignment)                                                            | Unused Sick/Vacation/ Balloon payments                                                                                                              |
| Longevity                                                                                                         | Incentive Compensation/ Bonuses                                                                                                                     |
| Salary Differentials & Pensionable Stipends<br>Such as: Department Head, Team Leader                              | Expense Reimbursement<br>Fringe benefits                                                                                                            |
| Additional Duties Beyond School Year<br>Such As: Guidance Counselors, School Psychologists, School Social Workers | Non Instructional Administrative positions - ie. Human Resources, IT and CFO/Business Office positions                                              |
| Adult Education (must be for a High School Credit Diploma Program only)                                           | Timing Directed by Member – Annuity Payments                                                                                                        |
| Paid Administrative Leave                                                                                         | Traditional Summer School                                                                                                                           |
|                                                                                                                   | Curriculum Development (Unless Regular/Contractual)                                                                                                 |
| Extended School Year (ESY) for Special Education as required by an IEP, as an extension of their primary duties   | Monitoring In-School Suspension                                                                                                                     |
| Substitute Service – Permanent “long term” – one assignment 10 months                                             | Intermittent Responsibilities                                                                                                                       |
|                                                                                                                   | Payments to Superintendents Not Part of Base Salary                                                                                                 |
|                                                                                                                   | Substitute Service – Daily, Per Diem, Regular, Building, Short Term Sub. (This may be purchasable if employee is certified & employed over 40 days) |



# ***Extended School Year (ESY)***

- Payment for additional duties beyond the regular school year performed by Guidance Counselors, Social Workers, and School Psychologists as part of their overall job responsibilities.
- A salary differential (an amount in addition to the contracted salary) for work performed outside of the school year where such work is an extension of the member's primary job and can only be performed outside of the school year.
  - ESY teachers must be working pursuant to an IEP/504 plan and must be certified in the applicable subject area.
- ESY earnings are reported by the district to TRB on the September transmittal, but deductions can be made in the July/August paychecks.
- ESY teachers must be employed by the district on September 1st for the previous summer contributions to be withheld.



# *Separation from Employment*

- Follow 1<sup>st</sup> day of month rule
  - If full contributions cannot be deducted, contact your fiscal representative
  - If continued employment in another district
- Withdrawal
  - Must be an Inactive Member
  - Must be a total withdrawal
  - Form for requesting a withdrawal of funds can be found on the TRB website: [Application for Withdrawal of Member Deposits](#)
- Disability – An active member of the system who becomes disabled may be eligible for disability benefits through TRB. These members should be referred to the Disability information found under the Active Teachers section on the TRB website [Disability Information](#)
- Retirement – Members who have reported plans to retire should be referred to the Retirement information found under the Active Teachers section of the TRB website [Retirement Process \(ct.gov\)](#)



# ***Reemployment of Retired Members***

- Subject Shortage Area / Priority School District
  - Controlled by SDE, [Post Retirement Reemployment Publications \(ct.gov\)](#)
  - 2 years aggregate (2<sup>nd</sup> year requires prior TRB approval)
- 45% rule
  - Multiple assignments must fall under 45% (cumulative salary)
  - Any member in violation to this rule will be required to reimburse TRB any excess compensation received
  - Employer cost to fringe benefits is part of total compensation
- Pension Suspension
  - Member may elect to work over 45%, if they suspend their pension temporarily
    - Do not report salary or take out contributions
    - No additional service credit will be added to TRB
- **TRB contributions should NEVER be reported after retirement**
- BOE is required to submit the appropriate TRB form (prior to and at completion) for each post retirement assignment. Any excess salaries will result in a pension reduction.

## Resources

- [Post Retirement Reemployment Guide](#)
- [Post Retirement Reemployment Forms \(ct.gov\)](#)



# ***Leave of Absence***

- Current Leave of Absence (CLOA)
  - TRB gives a member opportunity to purchase retirement credit for a formal (typically unpaid) leave of absence granted by the board of education (limited to 10 months in their entire teaching career)
  - TRB does not accept partial LOA
  - Terminal Leave is not an acceptable CLOA
  - Members must either be working or on CLOA but cannot use both at the same time
  - The salary paid during a leave of absence is not used in determining the final average salary for purposes of computing retirement benefits
  - Mandatory contributions paid directly by member to TRB at 100% FTE salary
  - Completed form must be received by TRB the month prior to the beginning of the unpaid leave
  - Leave is billed based on status as of the first working day of the month
    - Example: Official leave started 10/15/2023, member on paid leave until 11/5/2023 and unpaid leave till 12/16/2023. BOE should report member for October and November (full contributions and salary), TRB will bill for the unpaid leave December, BOE should not report any salary or contributions for that month.

# *Leave of Absence cont.*

- Workers' Compensation

- Members who are receiving documented Workers' Compensation Benefits will be considered as active members of the retirement system during such period benefits are payable.
  1. Payment for pension credit is voluntary for a member receiving salary through workers' compensation; payment is required in order for credit to be granted.
  2. The annual salary will be the annual salary the member would have received if actively engaged in teaching.
  3. Contributions necessary to obtain full credit must be based on the annual salary rather than the actual/partial amount paid under Workers' Compensation.
  4. The member may obtain credit by any of the following methods: a) Payroll deductions from partial salary being paid by the employer. b) Monthly personal payments c) In a lump sum, but interest will accrue from the date the case is settled to the date of payment.
  5. The Retirement Board should be notified of pending Workers' Compensation claims that will result in absences of more than one month.
- First working day of the month

- Previous Leave of Absence

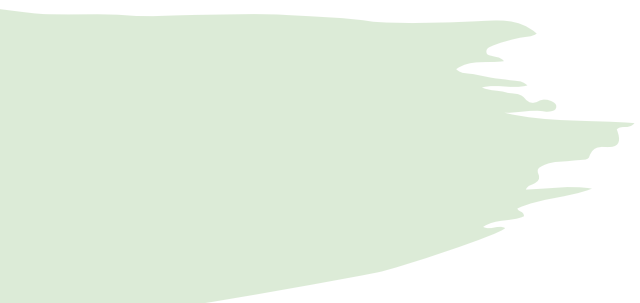
- Members granted a leave of absence in which a current leave of absence option was not utilized may request to purchase this using service purchase rules outlined on the prior service section of the TRB website:  
<https://portal.ct.gov/TRB/Content/Active-and-Inactive/Active-and-Inactive-Menu/Purchase-Service-Credit/Purchasable-Service-Credit>

\*members must return to a full-time teaching employment for 1 full school year to be eligible to purchase PLOA and have a minimum of 5 years of CT service credit. Limited to 3 consecutive school years



# ***12-month assignments***

- TRB utilizes a standard 10-month (September to June) calculation for all TRB purposes, this calculator is available on the TRB website [Employer Information \(ct.gov\)](https://www.ct.gov/trb/employerinformation)
- If a 12-month employee leaves after the start of 12-month assignment, please email the Employee's salary and term date you your fiscal representative
- If employee transfers to a new district, the new district will pickup the remaining summer contributions
- Summer contributions are reportable to the extent that the member continues employment with a district
- Per diem/hour paid employees do not qualify as a 12-month assignment



# ***Adult Education***

- Payment for additional teaching assignments in a program for adults for which **high school credit is granted leading to a diploma (High School Credit Diploma Program)** provided the teacher is certified for such assignment (106 endorsement or 092 for the Director of High School Credit Diploma Program).
- Compensation paid to teachers who serve as Adult Education teachers in your school district will be subject to mandatory retirement contributions if all of the following conditions are met:
  1. The teacher is serving as an Adult High School Credit Diploma Program and is employed an average of half-time or greater.
  2. The teacher holds certification in the High School Credit Diploma Program.
  3. The hourly rate of pay is at least equivalent to the hourly rate of pay for a first-year teacher.
- Employers will be required to withhold mandatory contributions on the earnings of regular k-12 teachers who serve in such programs and who are active participants of the Teachers' Retirement System.
- Because of the nature of these assignments, you may not be able to program these additional salaries at the beginning of the school year. The additional salary and contributions should be reported on the next transmittal of retirement contributions to CTRB.
- If the individual is **solely** holding an assignment in adult education and less than 50% FTE, the adult education form can be completed at the end of the school year to submit a request for service purchase. (must purchase oldest service first)

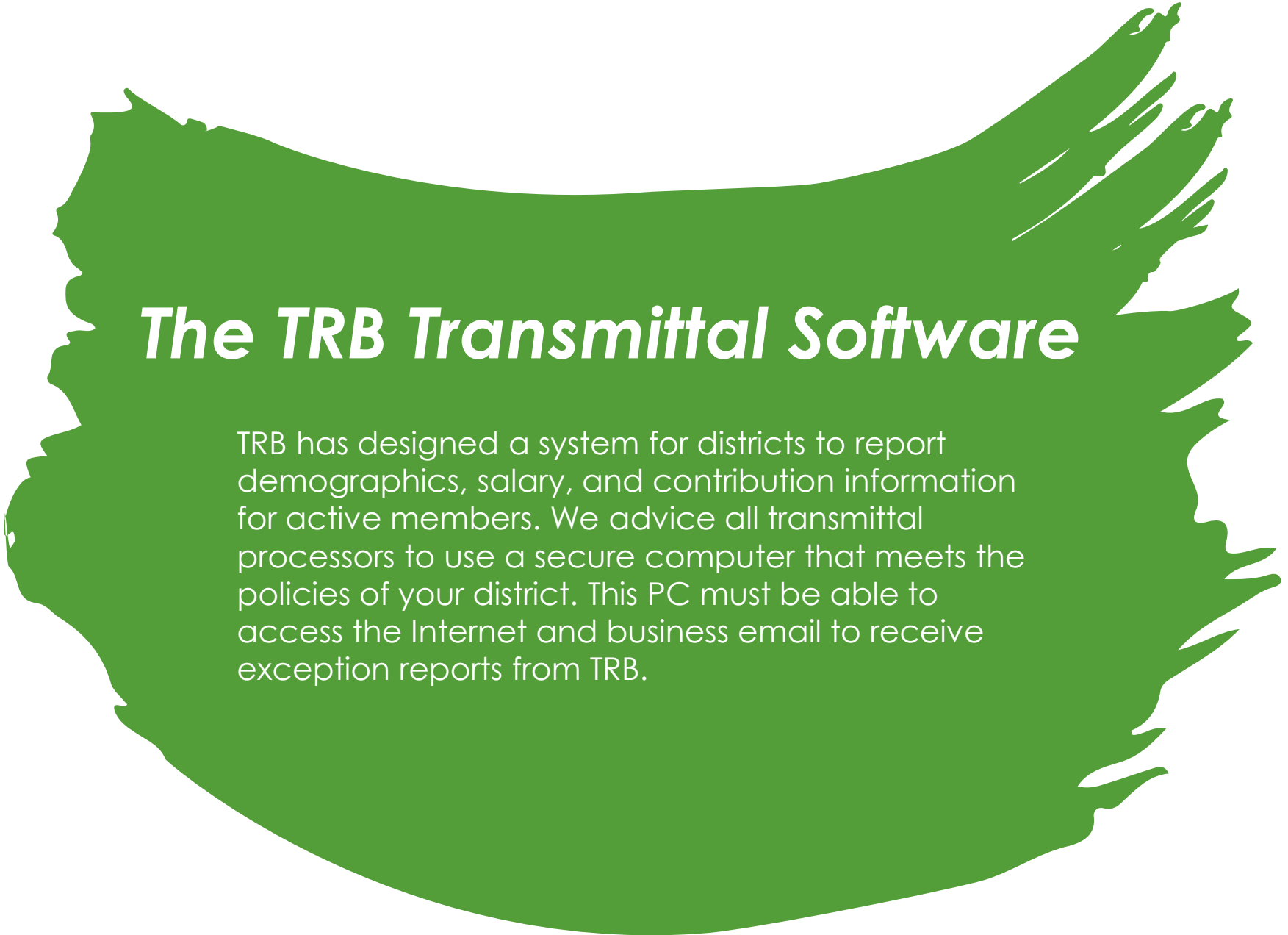
# ***Hourly Paid Certified Teachers***

- Please note we have a new [Hourly Paid Certified Teachers form](#) on our website. Anyone submitting old forms will be required to complete the updated form.
- Not to be used for Adult Education assignments or less than ½ time employees
- In the past, teachers were being misclassified as tutors therefore:
  - Regulations adopted by the State Department of Education have clarified the status of individuals who serve as Chapter I / Title VI Tutors. Tutors are deemed to be teachers, requiring the possession of a teaching certificate if they meet any of the following conditions:
    - They are not directly supervised in the delivery of instructional services by a professional certified employee in a position requiring certification.
    - They are fully responsible for the planning of the instructional program for the student.
    - They evaluate overall student progress.
    - They do not receive specific directions from a supervising teacher or administrator in developing specific lesson plans.
- Tutors, who possess a certificate but do not perform any of the functions described above, are not deemed to be teachers. These individuals should not be reported to TRB as members of the system or certified personnel. Since duties may vary, it is necessary that each tutor position be evaluated based on the above guidelines.



# *Annual Statements*

- Annual Statements are emailed to each member via secure email typically around December/January. Please ensure we have the most up-to-date demographic info when reporting your employees on the transmittal.
- Informational cutoff date is as of June 30<sup>th</sup> of the prior school year, any activity after such date will not be reflected
- Copies of annual statements are also provided to every employing district. Each district should provide duplicate copies of annual statements to their employee upon request unless it requires TRB intervention.
- Members can also request duplicate statements and/or report inaccuracies on their annual statement by accessing the annual statement center found on the TRB website [Member Annual Statements](#)

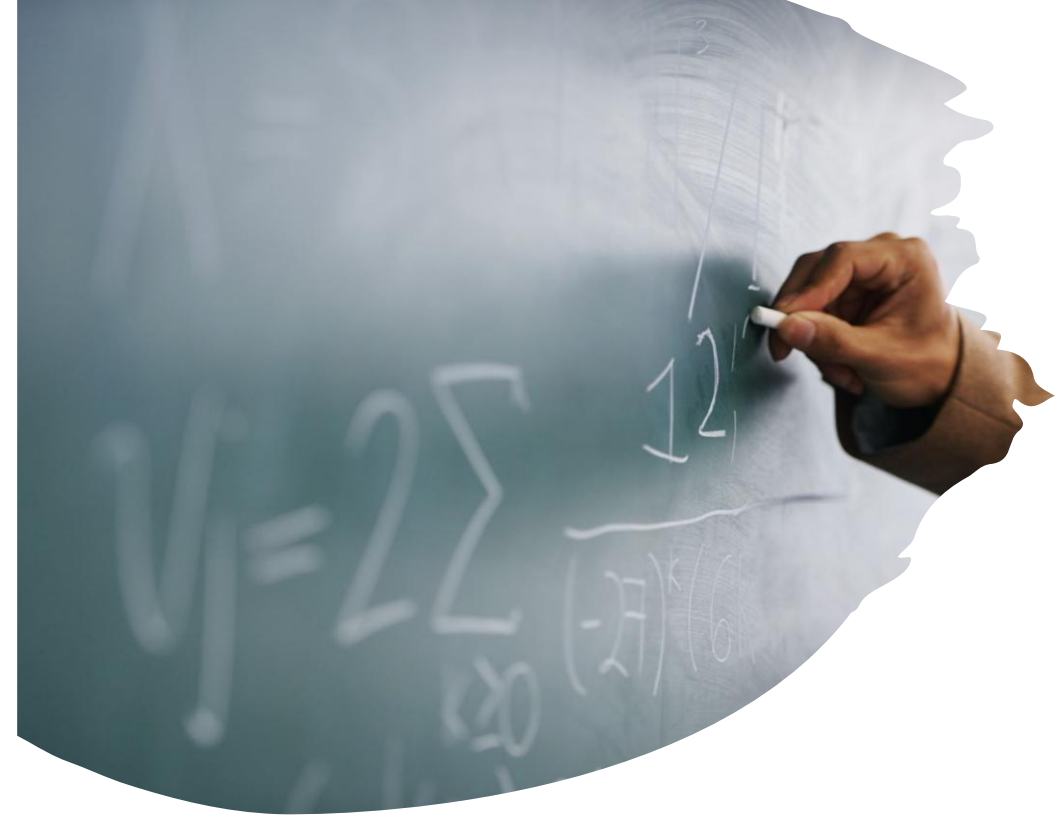


## ***The TRB Transmittal Software***

TRB has designed a system for districts to report demographics, salary, and contribution information for active members. We advise all transmittal processors to use a secure computer that meets the policies of your district. This PC must be able to access the Internet and business email to receive exception reports from TRB.

# ***Transmittal Definitions & Explanation***

- WHAT IS A TRANSMITTAL
  - The file provided by employers that includes a list of teacher contributions, demographics, changes, and pertinent information for TRB
- TRANSMITTAL FILE
  - The monthly report file produced through the TRB Transmittal Software or extracted from payroll system according to the file specifications indicated by TRB. Contact [TRB.IT@ct.gov](mailto:TRB.IT@ct.gov) for file specifications
- TRANSMITTAL EMAIL
  - [TRB.Transmittal@ct.gov](mailto:TRB.Transmittal@ct.gov)
- Due On Fifth Business Day Of The Following Month, otherwise a statutory late fee will be assessed and payable to Teachers' Retirement Board via physical check.



# ***Integrated Files – Generated from Payroll System***

If using a payroll system to extract data, it must be in the format specified by TRB, to be transmitted on the transmittal file. Contact [TRB.IT@ct.gov](mailto:TRB.IT@ct.gov) for file specifications:

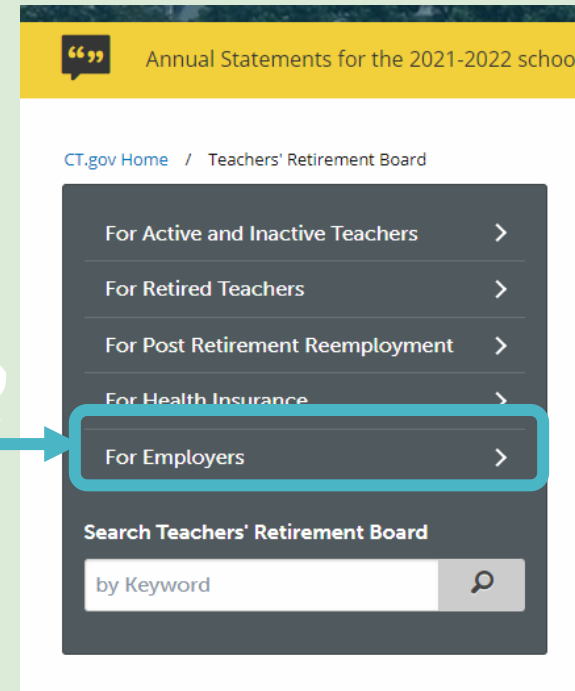
- Should still be using the TRB Transmittal software to check before submission
- Review the “What to Look for Before Transmitting” slide

  
[Download Software](#)

**Transmittal Software**  
*(For active teacher mandatory contributions/salary)*  
The Transmittal Software is a stand-alone Windows application for employers (Boards of Education, Charter Schools, etc.) to transmit teachers' contributions to TRB in an electronic format. Starting January 1, 2018 all active members are required to contribute pensionable salary towards mandatory contributions. This refers to the change in an employee's withholding.  
[Installation Instructions](#)   
[User Manual](#)   
[Exhibit 1](#)   
[Upload Instructions](#) 

# *Installing the Software*

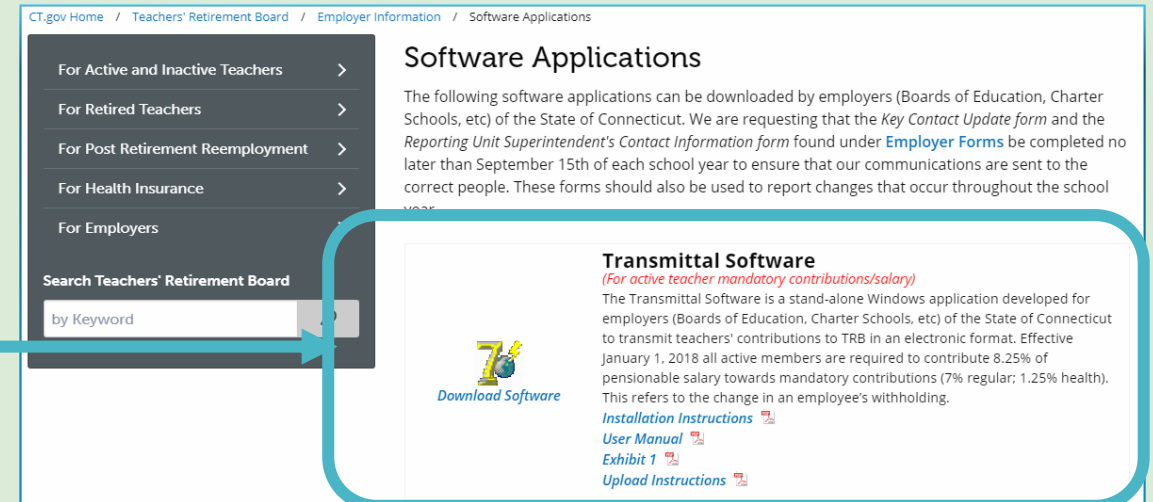
1. Go to the TRB Website  
<https://portal.ct.gov/TRB>
2. Click on the For Employers menu
3. Click the Software Applications link
4. The Transmittal Software program is the first option on the page



## Employer Information



- Software Applications
- New Hire Packet
- Recent Memos and Mailings
- Training and Webinars
- Employer 45% Rule Reporting Form



# *Installing the Software*



- Before Installing the Software on a New Computer
  - Create or copy your “Data” folder to a secure server/shared folder or other secure place you can retrieve it from later.
  - This data folder should contain all previously uploaded files. You will need the last month’s file to prefill your system.
  - Close all windows programs before clicking Install
- Gather Necessary Information
  - Ask district IT if you need administrator privileges.
  - [A Guide to Using the Software](#)
  - [User Manual](#)
  - Retrieve your TRB District Name and Number
    - <https://portal.ct.gov/TRB/Content/Active-and-Inactive/Active-and-Inactive-Menu/District-Names-and-Codes>

# *Installing the Software*

- Ensure all windows programs are closed before proceed
- To download the software onto your computer, click on the Transmittal Logo (left)
- A download will appear with the zip file needed to begin the process, save that file
- Access the location where the download was saved and double click the TRBsetup.exe to begin running the installation
  - Accept the agreement and click Next
  - "Create a Desktop shortcut" should be checked and click Next
  - Click on the Install icon
  - Click "Finish" to complete the setup
- If you encounter an errors or need permission, please contact **YOUR** districts IT staff for assistance as you may need additional permissions by your IT division to install the program
- The program will install the software to the "C:." drive of your computer in the following location
  - "C:\Program Files\TRB Transmittal Software V3"
- Once the location is available, copy the "Data" folder you are using for your backup and add the copy to the C: drive location
  - The path should look like this: C:\Program Files\TRB Transmittal Software V3\Data
  - Transmittal files will save in this location for historical purposes should you need to refer to them later.
  - The software is designed to only look for files within the folder labeled "Data" within that location so you will need this setup to proceed



Additional instructions and details are available on the TRB website:

[Transmittal Software Installation Steps](#)

# Using the Software – First Login



To start the Transmittal Software double click on the TRBtransngenV3 icon your desktop

- The first time you use the program it will open to the Employer ID screen. Please enter your Employer ID number into the box and then click “Open”
  - Note: Your Employer ID is the ID number provided to your district by TRB. If you need your Employer ID, you can locate it [here](#).
- The next screen will ask that you enter your Employer Name.
  - It is critical to enter name and number exactly as shown **(including all capital letters and leading zeros)** into the transmittal software. The file can only be received and read by the TRB Manage Membership System if the entry is an exact match
- The initial transmittal file begins differently from any subsequent file as you will start with an “empty” file. For subsequent transmittals, employee data will be copied from your previous transmittal.
- [A Guide to Using the Software](#)

A screenshot of the TRB Transmittal Software V2 window. The window has a title bar that says "TRB Transmittal Software V2". Inside, it says "Welcome to TRB Transmittal Software V2." and "Please select an employer ID from the list or enter a new one." There is a text box for "Employer ID :" and a dropdown arrow. To the right are buttons for "Exit", "Help", and "Open".

TRB Transmittal Software V2

Welcome to TRB Transmittal Software V2.  
Please select an employer ID from the list or enter a new one.

Employer ID :

Exit Help Open

A screenshot of the TRB - Employer Name window. The window has a title bar that says "TRB - Employer Name". Inside, it says "Enter the employer name for employer 375 :". There is a text box containing "HIGHLINE BD OF ED". Below that is a section for "First reporting period" with "Month :" and "Year :" labels. The month is set to "09" and the year is set to "2004". To the right are buttons for "Exit" and "Open".

TRB - Employer Name

Enter the employer name for employer 375 :

HIGHLINE BD OF ED

First reporting period

Month : Year :  
09 2004

Exit Open

# *Transmittal Information Tab*

- At the very top of the screen in the blue ribbon you will notice that the file has created a file name (20040901.375 shown in this example). This is created automatically and displays in the top and in the Transmittal File Name box on this screen
- There are 4 sections shown on this screen
  - Report Data – Allows movement between files in the Data Folder. You can select the month and year you would like to review which will pull that file from your Data folder. All files except the current month are locked for adjustments.
  - Employer Data – displays active district for entities that process multiple files (RSD or third party).
  - Transmittal File Name – Shows the directory location of the file. Helpful when uploading to the FTP site.
  - Important Notice – notices provided by TRB in the latest version
- The bottom of the screen contains the summary information (yellow background)
  - Record count – number of entries
  - The totals for your contributions broken down by type and a grand total
  - Grand Totals should be remitted to TRB in a single payment. Please make sure a single remittance is provided for that transmittal file as this makes account and accuracy easier for TRB

There are 3 tabs located at the top of the Transmittal Software.

Transmittal Information | Member Demographic | Member Contributions

Report Data: Use / Revise Data for: September, 2004

Employer Data: Employer ID: 375, Employer Name: HIGHLINE BD OF ED

Transmittal File Name: C:\Program Files\TRB Transmittal Software V2\Data\20040901.375

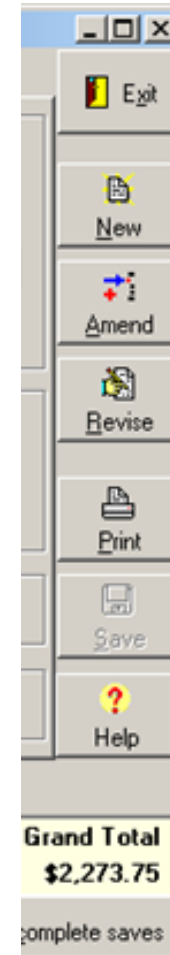
Important Notice: Please upload the file to Secure FTP Server

| Record Count | Regular Total | Health Total | Voluntary Total | Contracts Total | Grand Total |
|--------------|---------------|--------------|-----------------|-----------------|-------------|
| 5            | \$810.00      | \$168.75     | \$266.00        | \$1,029.00      | \$2,273.75  |

Cancel | Save | Allow incomplete saves

# ***Transmittal Information Tab – Side Bar***

- Action Buttons
  - Exit – close the program (remember to save!)
  - New – Clicking this option will seal any previous month work and create your next month to begin editing. Do Not Use this until you are absolutely certain that the current month's changes and reporting is complete.
  - Amend – used to add members missed on original transmittal file before next month is created
  - Revise – no longer used
  - Print – Allows you to print Demographic or Transaction information. The report opens in a format that can be saved as a .CSV (Excel) file which is easier to read. DO NOT submit this review version to the TRB.
    - Click on the Print Button. Select Transaction information. Click the Save symbol. When the dialogue box opens specify the "save as" type as .csv
  - Save – Takes all the information entered and overwrites the file in the Data folder. Until you hit New.



# Member Demographic Tab

- This tab is where information for members is entered
- Error pop ups or messages will warn you if a mistake is made. When you click exit you will receive a message if the file has any errors or is considered incomplete.
- You can click cancel to stop the entry without saving
- Demographic Data – Typographical errors are not forgiven!
  - Social Security Number – A far too common error (see page 19 of the User manual)

8) (Info) (CANDY CARTWRIGHT) was entered into the system as a new member.  
9) (Info) (FLORENCE SAND) was entered into the system as a new member.
  - Mandatory Fields are indicated in **BOLD** font. All Information should be entered in all capital letters.
  - Email is used to communicate with members. Please provide TRB with the email address of the teacher 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 CTPP account. This is the account you use to download the Member Annual Statement Files.
  - Address Effective Date is a required field. The date is populated automatically with the current date if you are using the software system. If you are using an Integrated Transmittal Process (extracting the information from your payroll system) you will need to populate the Address Effective Date
  - Punctuation should not be used
    - You can only use @ and . in the Email field and – in the Last Name
    - Absolutely no use of apostrophes or periods such as O'Connor or P.O. Box
- Allow Incomplete Saves – Located in the bottom right of the screen, allows for you to continue with entry and return later to complete. Use caution with this feature. You will need to uncheck this option before submitting your file to check for errors.

The screenshot shows a software window titled "Member Detail - C:\Program Files\TRB Transmittal Software V2\Data\20040900.375". The window has a "Demographic Data" tab selected, with a "Contribution Data" tab also visible. The form contains the following fields and controls:

- SSN :** A text field with a blue background.
- Member Name:** A section containing:
  - Name Prefix :** A dropdown menu.
  - Last Name :** A text field.
  - First Name :** A text field.
  - MiddleName :** A text field.
  - Name Suffix :** A dropdown menu.
- Address 1 :** A text field.
- Address 2 :** A text field.
- City :** A text field.
- State :** A dropdown menu showing "Connecticut".
- Zip code :** A text field with a hyphen separator.
- Address Eff. Date :** A date field showing "06/21/2004".
- Gender :** A dropdown menu showing "Unknown".
- Birth Date :** A date field with slashes for separators.
- Marital Status :** A dropdown menu showing "Unknown".
- Email :** A text field.
- Area Code :** A text field showing "860".
- Phone No :** A text field with a hyphen separator.
- Phone Ext :** A text field.

At the bottom of the form, there are navigation buttons: "First", "Prior (<)", "Next (>)", "Last", "Insert", "Delete", "Save", and "Cancel". Below these buttons is a status bar with "Inserting..." on the left and a checkbox labeled "Allow incomplete saves" on the right.

# *Contribution Data Tab*

- Contribution Data –
  - Pensionable Compensation - The employee's compensation for that time period (month) excluding any other compensation that is exempt or excluded from the TRS
    - **Earnable** Compensation - 1/10<sup>th</sup> of the annual pensionable compensation for that employee's "position."
    - FTE = Pensionable/Earnable
    - No negative or 0 amounts in mandatory fields.
  - Mandatory Contributions
    - Regular – 7% of pensionable
    - Health – 1.25% of pensionable
    - Voluntary Contributions refer to what the member has elected
    - Contract Payments are after-tax deductions if the member has any noted with TRB
- Once you have completed all details for the member click "Save"

RB Transmittal Software V2\Data\20040900.375

Help Exit

Demographic Data Contribution Data

Member Amounts :

|                                   |           |
|-----------------------------------|-----------|
| <b>Pensionable Compensation :</b> | \$5500.00 |
| <b>Earnable Compensation :</b>    | \$6300.00 |
| <b>FTE% :</b>                     | 87.00%    |
| <b>Regular contributions :</b>    | \$330.00  |
| <b>Health contributions :</b>     | \$55.00   |
| Voluntary contributions :         | \$200.00  |
| Contract payments :               | \$300.00  |

► Last

✕ Cancel

☐ Allow incomplete saves

# Member Tabs

- At the bottom of the screen are various buttons you can use to review this section
  - Detail – opens the highlighted member to view the entry details
    - Can be used to insert, update, or view members
    - Can be used to delete members who leave the district or go on **unpaid** leave
  - Insert – creates new entry for a new member
    - Use when someone joins your district or returns from **unpaid** leave
  - Sort – allows you to sort the active column
  - Search – allows you to filter records and show on screen only the records that meet your search criteria
  - Show Errors – to show member records with errors (if any)
    - A dialogue box will appear with errors found within the entries. The SSN is provided for reference.
    - Click OK and the screen will show only those members with errors for correction
    - Some errors are intentional but unless you have spoken with TRB to confirm these, you should show no errors
  - Show All – removes any search filters
  - “Allow Incomplete Saves” is only for approved saving with errors – contact TRB before transmitting a file with incomplete saves enabled



TRB Transmittal - C:\Program Files\TRB Transmittal Software V2\Data\20040900.375

| 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   |
| Doughnut                | Jelly      | 234-56-7890        | 234-3867 | 05/18/1951           | Male   |
| Smith                   | Sally      | 334-35-4322        | 234-7654 | 11/17/1946           | Female |
| Jane                    | Doe        | 654-23-7776        | 234-5787 | 06/23/1945           | Female |
| Sunflower               | Nancy      | 987-65-4321        | 234-7445 | 06/11/1950           | Female |

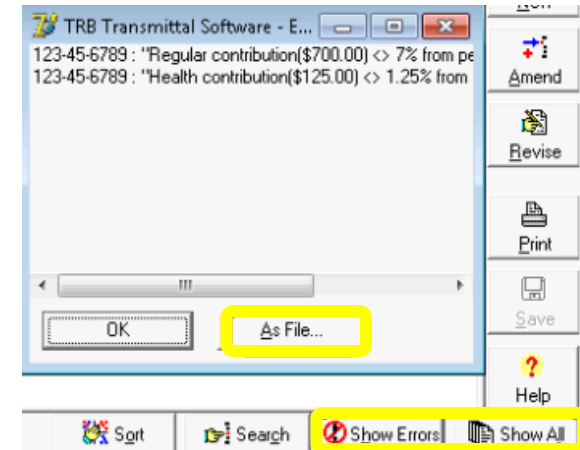
Buttons: Cancel, Detail, Insert, Sort, Search, Show Errors, Show All

TRB Transmittal Software - Error Messages

123-45-6789 : "Health contribution(\$30.00) <> 1.25% from pensionable amount(\$37.50)"!  
234-56-7890 : "Health contribution(\$55.00) <> 1.25% from pensionable amount(\$68.75)"!  
334-35-4322 : "Health contribution(\$10.00) <> 1.25% from pensionable amount(\$12.50)"!  
654-23-7776 : "Health contribution(\$25.00) <> 1.25% from pensionable amount(\$31.25)"!  
987-65-4321 : "Health contribution(\$15.00) <> 1.25% from pensionable amount(\$18.75)"!

# ***What to Look for Before Transmitting***

- Before transmitting to TRB verify:
  - Employer Name Format
  - Click on Show errors and fix errors before sending
  - Clicking on “OK” shows only the records with errors
  - To see all records again, click on the “Show All” button
  - If the list of errors is long, you can click on “As File” to open in notepad
  - Search for Pensionable/Earnable salaries, mandatory contributions to identify any \$0 or negative dollar amounts. These should be deleted from the Transmittal, otherwise the entire file does not process.



# Save & Submit

- Click on the Transmittal Information tab (top left) to go back to the first screen we reviewed
- Double check your totals at the bottom of the screen in the yellow section
- Uncheck Allow Incomplete Saves (if possible)
- Save the file

The screenshot shows the 'TRB Transmittal' software window. The 'Transmittal Information' tab is selected. The interface includes fields for Report Data (Use / Revise Data for: September, 2004), Amendment # (0), Revision # (1), School Period (1), and Fiscal Year (2005). The Employer Data section shows Employer ID (375) and Employer Name (HIGHLINE BD OF ED). The Program section lists Connecticut Teachers' Retirement Board and Employer Transmittal Software, v. 2.0. The Transmittal File Name is C:\Program Files\TRB Transmittal Software V2\Data\20040901.375. An Important Notice states: Please include the file name without the path ("20040901.375") in the body of your E-mail message! The bottom section displays a summary table with a yellow background, showing Record Count (5), Regular Total (\$810.00), Health Total (\$168.75), Voluntary Total (\$266.00), Contracts Total (\$1,029.00), and Grand Total (\$2,273.75). A checkbox for 'Allow incomplete saves' is visible at the bottom right.

| Record Count | Regular Total | Health Total | Voluntary Total | Contracts Total | Grand Total |
|--------------|---------------|--------------|-----------------|-----------------|-------------|
| 5            | \$810.00      | \$168.75     | \$266.00        | \$1,029.00      | \$2,273.75  |

# Uploading Files

Once you have completed your file and saved to the Data Folder you are ready to upload (transmit) the file to TRB

## 1. Access the FTP Site/Secure Upload

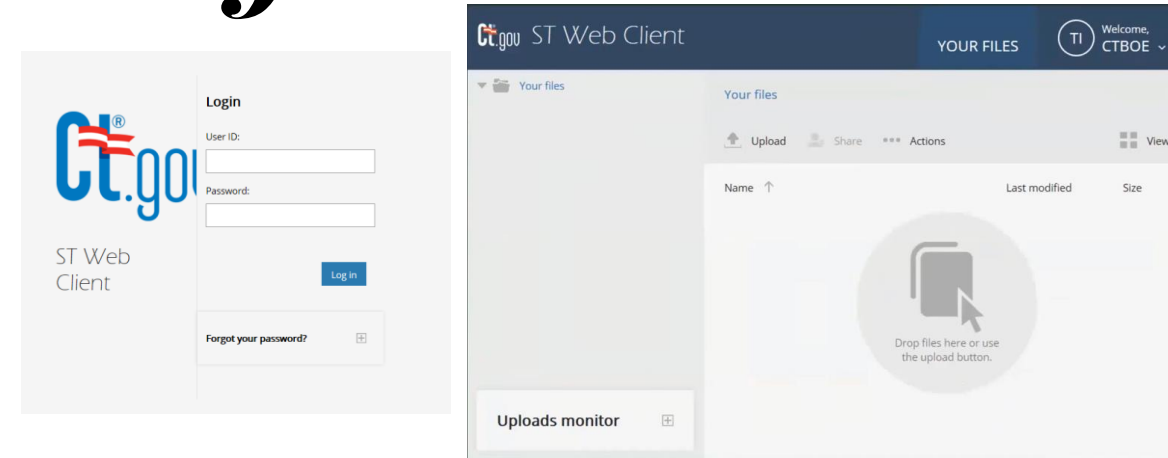
- <https://sft.ct.gov>
- Use the username with CTBOE, This is NOT your Subsidy Login
- If you have forgotten your password, please email the TRB IT team at [TRB.IT@ct.gov](mailto:TRB.IT@ct.gov). The "forgot your password" in this screen does not work for districts

## 2. Click on Upload

- You can upload using the Upload button located just above the light grey area or;
- You can upload by opening a windows explorer screen and locating the file you wish to send and then dragging and dropping the file into the ST Web Client screen

## 3. TRB will provide a confirmation email within 24 hours

- If you do not receive confirmation by the next business day, please email [TRB.Transmittal@ct.gov](mailto:TRB.Transmittal@ct.gov)



## Accounts Used:

| Usage                                             | User ID | Notes                                                                    |
|---------------------------------------------------|---------|--------------------------------------------------------------------------|
| Quarterly Health Subsidy Reporting                | 999CTIS | You will be asked to set your own password after you first log in        |
| Uploading Transmittals                            | CTBOE   | Do NOT change this password, this account is shared with every district. |
| Annual Statements and Long Email Lists/other info | 999CTTP | You will be asked to set your own password after you first log in        |

# *After you Upload*

- Batch Number: 0013752021T0200 (example)
- Exception reports are sent via email with any errors identified in your submitted file
  - (Rev.) - Cannot be posted to member accounts
  - Info - Will post but may cause the member's information to be listed inaccurately. This could result in significant expense to the member later on.
  - Review new members added – typo in SSN/DOB could create a duplicate member account
- Clarification on exceptions should be directed to [Exceptions.Transmittal@ct.gov](mailto:Exceptions.Transmittal@ct.gov)
- 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.
- If an amended file needs to be created or you need to create a New file from an error file - refer to page 12 of the TRB Transmittal guide [A Guide to Using the Software](#)

To: { HYPERLINK "mailto:smithd@highlinebdoed.com" }  
Batch Number: 0375092003T0100

The following (10) items were noted during the processing of P0030900.375

- 1) (Rev.) "TOM JONES" couldn't be added as employed member!
- 2) (Rev.) Member status is invalid for TOM JONES.
- 3) (Rev.) Reported salary differs from that reported in the previous month By more than 45% for (JELLY DOUGHNUT).
- 4) (Rev.) Invalid regular contribution amount for member MIKE BROWN.
- 5) (Info) No SDE certification record found for member (MARGARET SMITH)
- 6) (Info) (JEFFREY HOLMES) was entered into the system as a new member.
- 7) (Info) No SDE certification record found for member (JOHN DOZEN)
- 8) (Info) (CANDY CARTWRIGHT) was entered into the system as a new member.
- 9) (Info) (FLORENCE SAND) was entered into the system as a new member.
- 10) (Rev.) Member (MARY NARCISSUS) FTE changed from last month.

Items marked as (Rev.) were not posted to the member's account for the reason noted. Please make appropriate changes to your system and send us a "Revised" transmittal. Failure to do this will result in incorrect account balances and inaccurate member annual statements.

Items marked as (Info) have been posted to the member's account and are listed for your information. You should verify their accuracy and report any discrepancies to us by email at [exceptions.transmittal@ct.gov](mailto:exceptions.transmittal@ct.gov).

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

Teachers' Retirement Board      Thursday, November 4, 2004

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



# ***Common Transmittal Errors***

- Naming Convention- DISTRICT NAME BD OF ED in all CAPS ex. BOSTON BD OF ED
- Confirmation Email- Contact TRB if you submitted your transmittal and did not receive one
- Address effective date must be included
- Do not use miscellaneous characters (\$,%, etc.)
- Pensionable divided by Earnable Salary should always equal FTE
- Do not include prior year adjustments on the transmittal, contact your TRB rep
- Do not submit late fees via ACH deposit (submit physical check)
- Adjusting Salary and Contributions- Notify your TRB rep
- Salary should never be prorated for TRB purposes. Members should be reported at 1/10<sup>th</sup> of their contracted annual salary for each month based on their status as of the 1<sup>st</sup> working day of the month



# ***Transmittal Adjustment Scenarios***

- Prior year adjustments – contact TRB
- 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.
- [https://portal.ct.gov/-/media/TRB/Content/Employer/EM\\_TRANSADJ.pdf](https://portal.ct.gov/-/media/TRB/Content/Employer/EM_TRANSADJ.pdf)



# *Online Assistance*

For Employees

- Training and Webinars
  - Transmittal Training/Webinar
- [Mandatory Transmittal Training Policy](#) 
- [Transmittal Training for 2022 Presentation](#) 
- [Transmittal Training for 2022 Video](#)
- [Transmittal Adjustment Scenarios](#) 
- [Questions & Answers](#) 
- [TRB Transmittal Software](#)  - *A guide to using the Software.*
- [12 Month Position Calculator](#)  (*Excel format*)



# ***Contact Us/ Q&A***

**For Transmittal Questions or Concerns:**

Email: [TRB.Transmittal@ct.gov](mailto:TRB.Transmittal@ct.gov)

Phone: 1-800-504-1102

**For Tech related Questions or assistance with  
downloading the software:**

Email: [TRB.IT@ct.gov](mailto:TRB.IT@ct.gov)

