# *TRANSMITTAL TRAINING*

CONNECTICUT TEACHERS' RETIREMENT BOARD

Agenda

1. What's New
2. The TRB Website
3. TRB Process & Procedures
4. Definitions
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
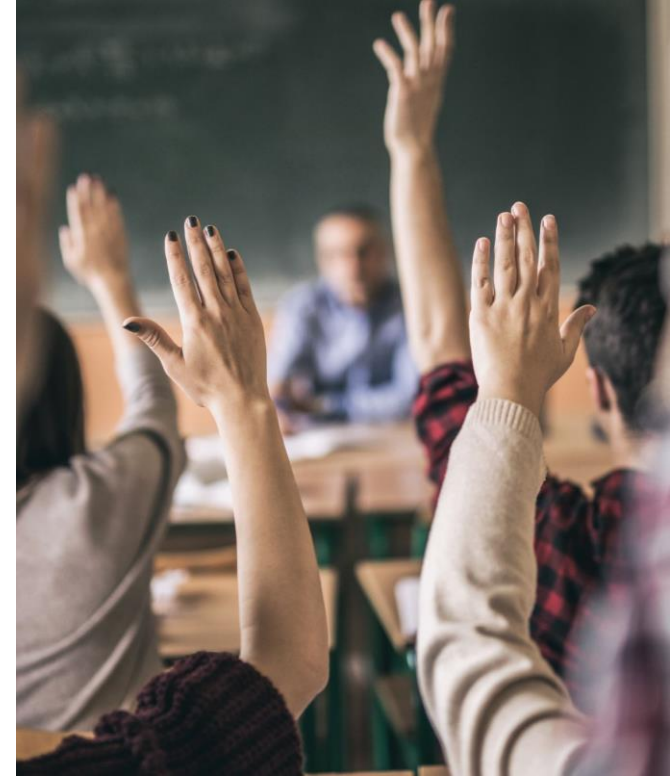
What's New

- 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_NEWHIREPACKET.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

Quarter Covered	District Files Available for Download	District Files Due - Upload	Corrected Files D

Important

- Administrative Procedures Manual
- Statutes and Regulations
- Key Contact Update Form

Process & Procedure

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

- **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

Reporting

- Multi Assignment
  - If a Teacher is working in multiple assignments that equal a cumulative FTE of .5 or more the teacher can be reported

- Transmittals are due the 5th business day of the following month. See the bulletin located on the TRB website for specific dates for this school year - EM_EFTSCH23.pdf (ct.gov)

- Who is considered Eligible? Any employee 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.

- Address/Name Changes – Employers should report to TRB via the Transmittal file all address 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.

Includable and Excludable Payments

Includable	Excludable
Teaching/Educating (all eligible positions)	Extra Duty
Annual Contract Salary	Athletic Coaching since 1971
Paid Time Off (sick, personal)	Terminal Pay
"Sixth Assignment"	Unused Sick/Vacation
Longevity	Incentive Compensation
Salary Differentials Such as: Department Head, Team Leader, Extended School Year	Expense Reimbursement
Additional Duties Beyond School Year Such As: Guidance Counselors, School Psychologists, School Social Workers	Fringe benefits
Adult Education (must be for a diploma)	Timing Directed by Member
Paid Administrative Leave	Summer School (as defined)
Part-Time Lecturing – State Colleges	Curriculum Development (Unless Regular/Contractual)
	Monitoring In-School Suspension
	Intermittent Responsibilities
	Payments to Superintendents Not Part of Base Salary
Substitute Service – Permanent "long term" – one assignment 10 months	Substitute Service – Daily, Per Diem, Regular, Building, Short Term Sub. (This service is purchasable if employee is certified & employed over 40 days)

Separation from Employment

- Requirements for reporting

- Full contributions cannot be deducted

- Continued employment

- 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 Information

Reemployment of Retired Members

- Subject Shortage Area / Priority School District
  - Controlled by SDE

- Graduated from Historically Black College or Hispanic Serving Institution

- Graduated from High School in Education Reform District

- 45% rule
  - Multiple assignments under 45%

- Pension Suspension

- No TRB Contributions

- Post Retirement Reemployment Guide

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

  - TRB does not accept partial LOA

  - 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

  - Workers' Compensation - Members who are receiving documented Worker's 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 worker's 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 Worker's 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 Worker's 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 to be eligible to purchase PLOA

12-month assignments

- Twelve Month Salary need salary and term date via email

- TRB utilizes a standard 10-month (September to June) calculation for all TRB purposes. If a teacher is reported with a 12 –month working period…

- A 12-month position calculator is available on the TRB website under the For Employers area in the Transmittal Training and Webinar section Transmittal Training Section

- Extra days/Summer

- Per diem/hour paid employees who leave the district at the end of the summer 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 <u>leading to a diploma</u> provided the teacher is certified for such assignment.

- 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 beginning day schoolteacher.

Employers will be required to withhold mandatory contributions on the earnings of 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 the adult education form can be completed at the end of the school year to submit a request for service purchase.

Tutors

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:

1. They are not directly supervised in the delivery of instructional services by a professional certified employee in a position requiring certification.

2. They are responsible for the planning of the instructional program for the student.

3. They evaluate student progress.

4. They do not receive specific directions from their 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 the retirement system 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 provided by TRB for active members to their employing district. Each district will provide duplicate copies of annual statements to their employee upon request unless it requires TRB intervention.

- Members reporting inaccuracies or who have questions regarding information on their annual statement should access the annual statement center found on the TRB website [Member Annual Statements](#)

The TRB Transmittal Software

TRB has designed a system which makes use of the internet and Email technology. The district's payroll office PC (or some other PC within the school district, or a PC available to the school district) must be able to access the Internet and have Email capability in order to send the monthly report file to and 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.Transmittal@ct.gov for file specifications

- TRANSMITTAL EMAIL
  - TRB.Transmittal@ct.gov

- Due On Fifth Business Day Of The Following Month
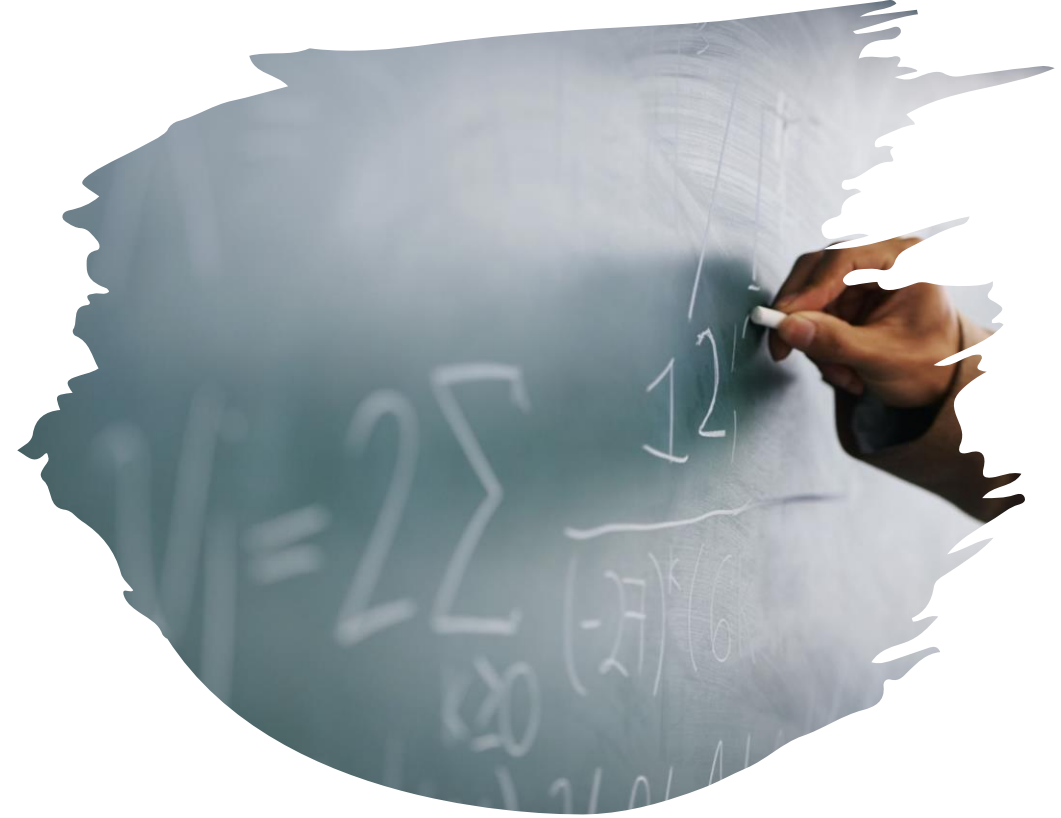
Installing the Software

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
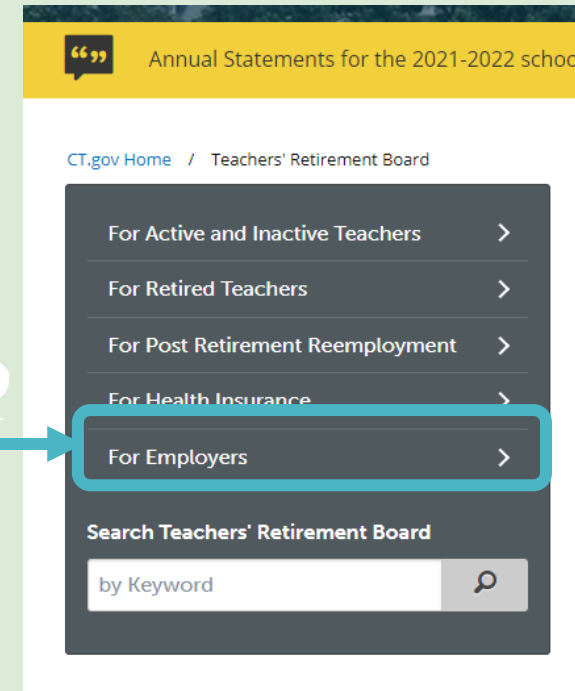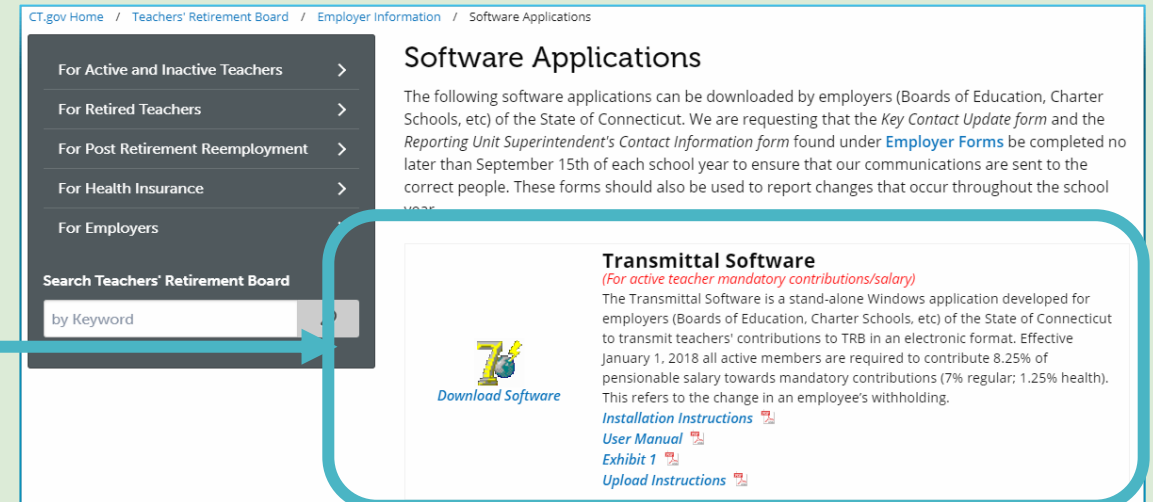
Installing the Software

- 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.
  - Retrieve your TRB District Name and Number
    - Instruction Manual pages 20-25
    - https://portal.ct.gov/-/media/TRB/Content/Employer/EM_USERMAN3.pdf

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

Download Software
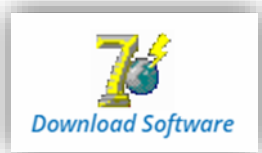
Additional instructions and details are available on the TRB website:
Transmittal Software Installation Steps

Using the Software – First Login

To start the Transmittal Software double click on the TRBtransgenV3 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 on page 18 of the Transmittal Software User Manual Transmittal User Manual

- 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.

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.

TRB Transmittal – C:\Program Files\TRB Transmittal Software V2\Data\20040901.375

Transmittal Information | Member Demographic | Member Contributions

Report Data

Use / Revise Data for:
September, 2004

Amendment # : 0
Revision # : 1
School Period : 1
Fiscal Year : 2005

Employer Data

Employer ID : 375
Employer Name : HIGHLINE BD OF ED

Program
Connecticut Teachers' Retirement Board
Employer Transmittal Software, v. 2.0

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

Important Notice
Please upload the file to Secure FTP Server

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

Cancel

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

All | | | □ 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.
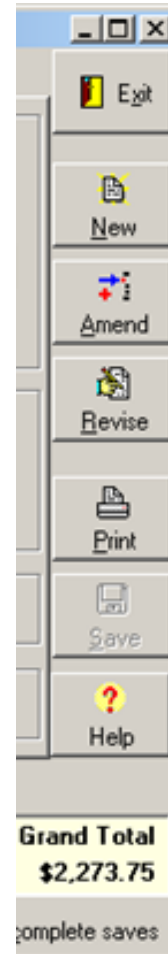
Member Demographic Tab

- 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 the email address till the @ symbol.

    - Example: person_with_longemailaddress@

  - 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

  - Email

  - 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.

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 - 1/10th 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"

TRB Transmittal Software ¥2\Data\20040900.375

? Help   Exit

Demographic Data | Contribution Data |

Member Amounts :

Pensionable Compensation :	$5500.00
Earnable Compensation :	$6300.00
FTE% :	87.00%
Regular contributions :	$330.00
Health contributions :	$55.00
Voluntary contributions :	$200.00
Contract payments :	$300.00

►I
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

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.
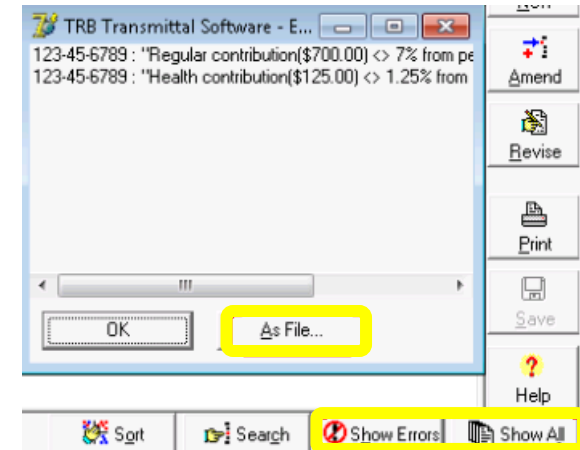
Save & Submit

- 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

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.Transmittal@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

Transmittal Software
(For active teacher mandatory contributions/salary)
The Transmittal Software is a stand-alone Windows a
employers (Boards of Education, Charter Schools, etc
to transmit teachers' contributions to TRB in an elect
January 1, 2018 all active members are required to co
pensionable salary towards mandatory contributions
This refers to the change in an employee's withholdin

Download Software

Installation Instructions
User Manual
Exhibit 1
Upload Instructions

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.transmittal@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
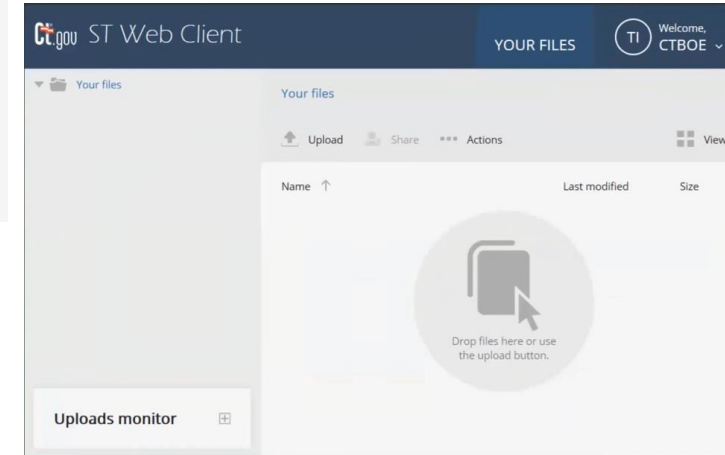
After you Upload

- 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 TRB.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 https://portal.ct.gov/-/media/TRB/Content/Employer/EM_TRANSSWWEBINAR.pdf

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To:      { HYPERLINK "mailto:smithd@highlinebdofed.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.


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

Teachers' Retirement Board       Thursday, November 4, 2004
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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

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

Online Assistance

For Employees
- Training and Webinars
  - Transmittal Training/Webinar

- **Boards of Education Training Presentation**
- **Transmittal Adjustment Scenarios**
- **Questions & Answers**
- **TRB Transmittal Software**   *- A guide to using the Software.*
- **12 Month Position Calculator**   *(Excel format)*

Contact Us

For Transmittal Questions or Concerns:

Email: TRB.Transmittal@ct.gov

Phone: 1-800-504-1102

For Tech related Questions or assistance with downloading the software:

Email: TRB.Transmittal@ct.gov