

**User Manual**  
**Transmittal Reporting Software**  
**Sixth Edition**

**Connecticut Teachers' Retirement Board**

**Effective October 12, 2017**

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**Introduction**

This software application was developed by the Connecticut Teachers' Retirement Board (TRB) to facilitate the monthly reporting of contribution and demographic information to TRB's new Manage Membership System. The software is designed to be used on personal computers (PC's) with Microsoft Windows 95, Windows 98, Windows NT, Windows 2000, Windows ME, Windows XP and Windows 7 operating systems. A Reporting Unit generating the monthly report file from its payroll system should populate the software with this information.

With monthly reports coming in from more than 250 reporting units, it is important to automate data transmission as much as possible. To this end, 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.

When the monthly report file (hereafter called the transmittal file) is ready, the school district will upload it to a secure website, <https://sft.ct.gov>, using the username and password provided by your TRB contact. At TRB, the transmittal will be downloaded from the website through an automated process. An acknowledgement confirming the receipt will be emailed to you within 15 minutes. If you do not receive this confirmation, please call your TRB contact, as you file may not have been successfully received.

Once the file is downloaded, it will pass through a number of edits. Member's account is updated if the edits are passed. An exception report is generated listing members that fail the edit(s), and emailed to the towns. These member's information is not updated.

**Getting Help**

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

- Leslie Cook (860) 241-8423, Javiel Resto (860) 241-8420 or Vaishali Muzumdar (860) 241-8424
- E-mail [leslie.cook@ct.gov](mailto:leslie.cook@ct.gov) , [Javiel.Resto@ct.gov](mailto:Javiel.Resto@ct.gov) or [vaishali.muzumdar@ct.gov](mailto:vaishali.muzumdar@ct.gov)

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

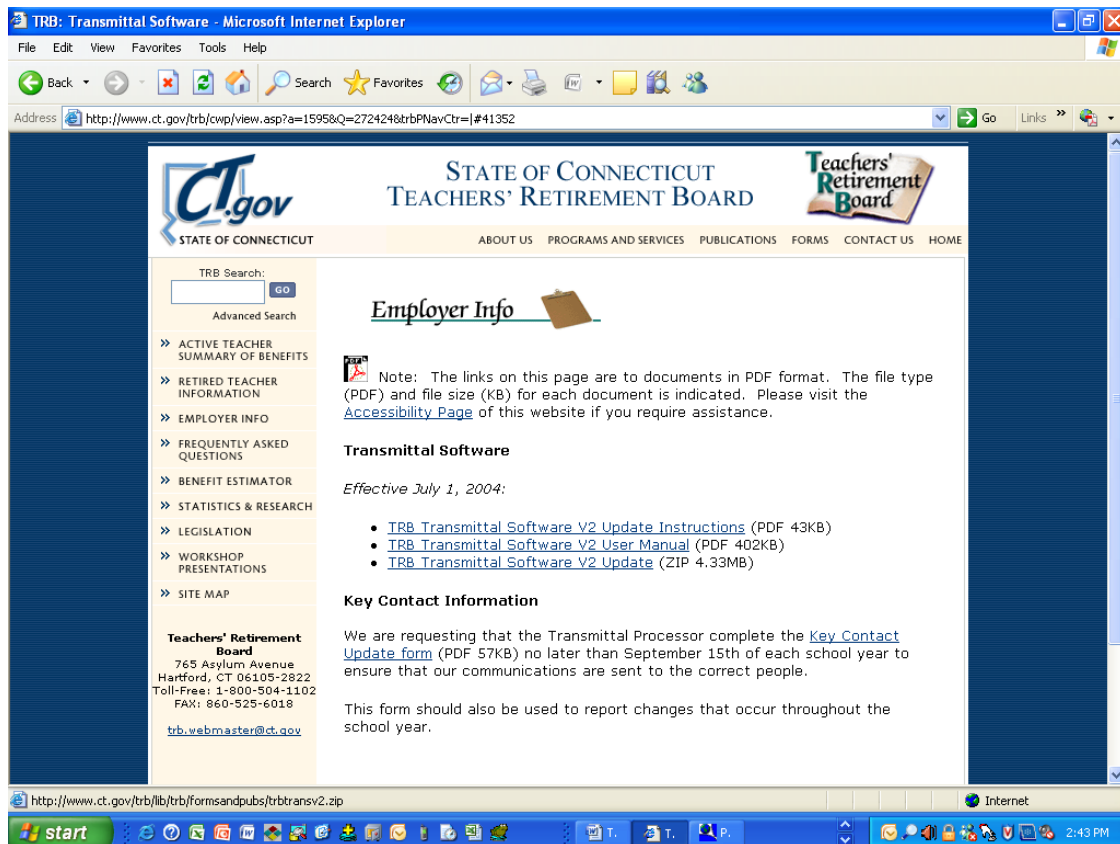
- E-mail [exceptions.transmittal@ct.gov](mailto:exceptions.transmittal@ct.gov)
- Fax (860) 525-6018
- Mail CT Teachers' Retirement Board  
765 Asylum Avenue  
Hartford, CT 06105-2822

## ***Before Installing the Software***

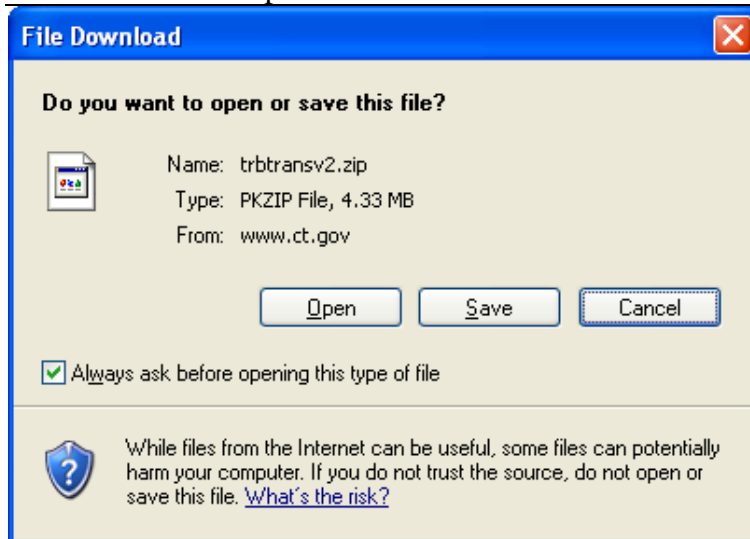
Before a new installation of the software, be sure to take a backup of your entire Data folder to a floppy disk, cd or network drive and exit all windows applications.

## ***Installing the Software***

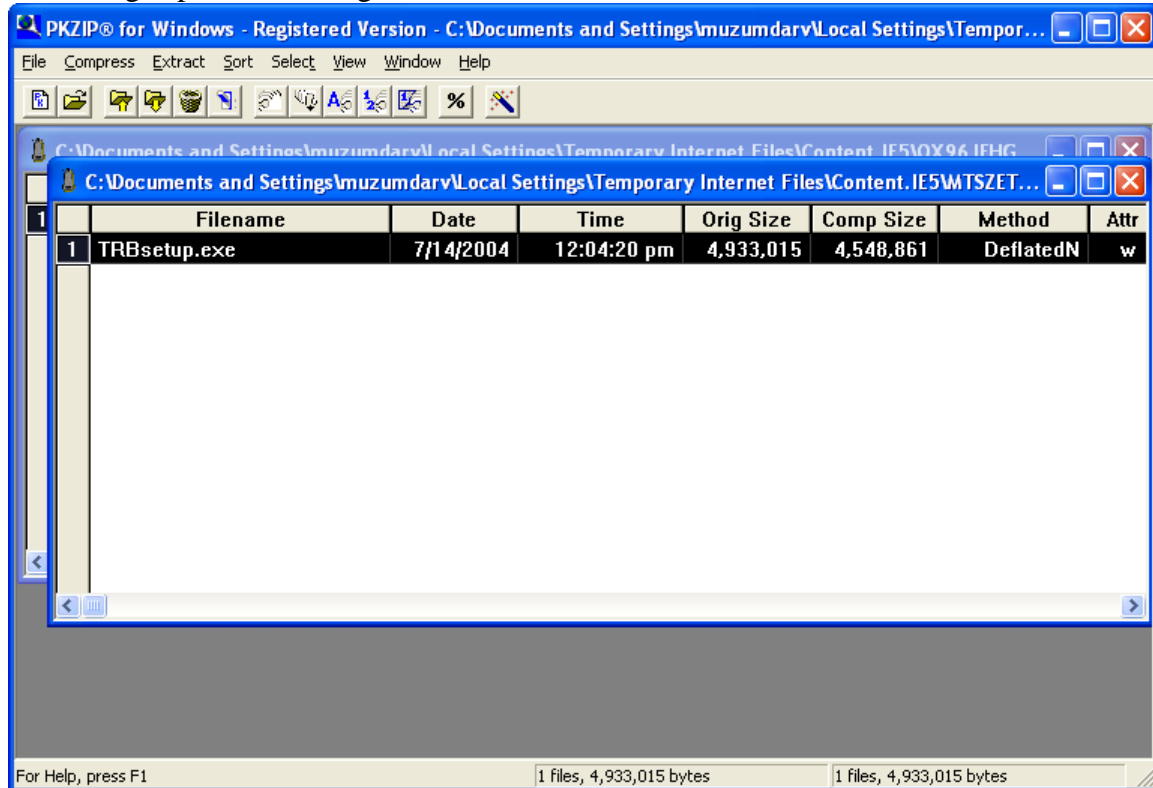
TRB Transmittal Software can be downloaded from the TRB website [www.ct.gov/trb](http://www.ct.gov/trb) under Employer Info/Transmittal Software/TRB Transmittal Software V2 Update. You need to have full access to the folder where the Software is installed.



In the dialog box that appears click on 'Open'



This brings up the following window.



Double click on TRBSetup.exe. The installshield wizard will prompt you through the different screens to install the software.

Instructions are as follows:

1. Click "Next" to continue
2. Enter the name of your Board of Education under the User Name
3. Select Install this application for "all users" or "only for me" and Click "Next"
4. You need to have full access to the folder where the software is installed. Click "Change" and install to C:\TRB Transmittal Software V2 or a personal drive. Unless

you choose “Change”, TRBSetup will install the program in C:\Program Files\TRB Transmittal Software V2.

5. Click on “Install”
6. Click on “Finish” to complete the setup
7. TRBSetup creates a shortcut on the desktop called “TRBTransgenV2”.
8. Restore your backup copy of the Data folder. If this is your first installation of the TRB Transmittal Software, when you create your first transmittal file the Data folder is created.

### ***Directory Information***

When the setup program installs the software in “C:\TRB Transmittal Software V2” or the directory you selected during installation, a “Data” folder is created in that directory (C:\TRB Transmittal Software V2\Data) when you create your first transmittal file. This is where the transmittal files you create are saved for historical purposes. The Transmittal Software Program looks for transmittal files only in this directory. In case you are using your payroll system to extract the files, the files should be saved in this directory.

### ***Removing the Software***

In the event you want to remove the TRB Transmittal Software from your computer, follow these instructions:

1. Exit all Windows programs
2. Go to “Control Panel”
3. Click on “Add/Remove Programs”
4. Scroll to “TRB Transmittal Software V2” and highlight it.
5. Click on the “Add/Remove” button
6. Click on “Yes” to remove.

### ***Starting the Software***

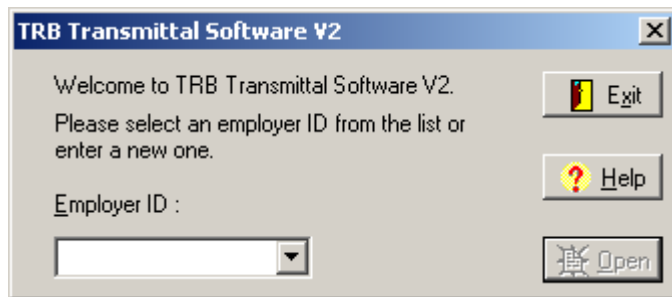
To start the Transmittal Software program, do the following:

1. Either double click on the TRBTransgenV2 icon on the Windows desktop, or...
2. Click on “Start”.
3. Go to “Programs”.
4. Go to “TRB Transmittal Software V2”
5. Click on the “TRBTransgenV2” icon, or...
6. Dbl click on C:\TRB Transmittal Software V2\TRBTransGenV2.exe.
7. You are in the program!

### ***Instructions for Monthly Report Processing***

#### **Entering Employer ID Number, Name and Reporting Period**

The TRB Transmittal Software V2 Program opens with the “Employer ID” screen as shown below.



The procedure for creating the initial transmittal file differs from creating all subsequent transmittal files in that you start with an empty file. For subsequent transmittals, member data from the previous transmittal is copied and you simply edit it, if necessary, and do adds and deletes.

The procedure for creating a transmittal is as follows:

1. In the case of the initial transmittal file, enter your Employer ID number in the box (Use the number given in the list of TRB reporting units beginning on page 18 of these instructions and click on “Open”.) This takes you to the “Employer Name” screen. (For subsequent transmittals, simply click on your Employer ID, shown in the drop-down arrow box. If you are one of the transmittal preparers who work with several employers, enter in the Employer ID for each employer, as necessary.)

**TRB - Employer Name**

Enter the employer name for employer 375 :

HIGHLINE BD OF ED

First reporting period

Month : 09 Year : 2004

Exit Open

2. Enter the employer name corresponding to the listed employer ID number from the list beginning on page 18 in this manual (*be sure enter the name and employer ID exactly as shown, including capital letters*).
3. Select the month and year for the appropriate reporting period.
4. Click on “Open” and the program takes you to the “Transmittal Information” tab of the TRB Transmittal, as shown below.

**TRB Transmittal - C:\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:\TRB Transmittal Software V2\Data\20040901.375

Important Notice

Please include the file name without the path ("20040901.375") in the body of your E-mail message!

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



### Interpreting the file Name

The file name (20160900.375 in this case) and directory location are automatically created and displayed at the top of the form and in the File Name box at the bottom. (The information in the File Name box can be highlighted, copied and pasted.) The file name identifies the specific transmittal and is interpreted as follows:

The name of the transmittal file is in this format: “**CCYYMMAR.SDT**”, where:

- CC** – Century
- YY** – Year
- MM** – Month, 01(Jan) – 12(Dec)
- A** – Amendment number (0 – 9). Amendment files with A > 0 contain members that were omitted from the original submission. Amendments can have revisions.
- R** – Revision number (0 – 9). Revisions are submitted to correct errors in the original transmittal – not used.
- SDT** – School District/Town Code (3 digits) – same as Employer ID

Example: The transmittal name for School District 111 reporting the original transmittal for September, 2016 would be **20160900.111**.

### Entering Member Demographic Data

The TRB Transmittal screen has two other tabs labeled as follows, Member Demographic and Member Contributions. Click on the Member Demographic Tab. If this is the first transmittal file you are creating, a detail form for data entry will be opened. When there is a drop-down arrow next to a data field on the form, use it to select the data entry from the drop-down list. Bold-letter data elements are mandatory.

**Member Detail - C:\TRB Transmittal Software V2\Data\20040901.375**

SSN : [ ]

**Member Name**

Name Prefix : [ ]

**Last Name** : [ ]

**First Name** : [ ]

Middle Name : [ ]

Name Suffix : [ ]

**Demographic Data** | **Contribution Data**

**Address 1** : [ ]

Address 2 : [ ]

**City** : [ ]

**State** : [Connecticut]

**Zip code** : [ ] - [ ]

**Address Eff. Date** : 10/12/2017

**Gender** : [Unknown]

**Birth Date** : [ ]/[ ]/[ ]

**Marital Status** : [Unknown]

**Email** : [ ]

**Area Code** : 860

**Phone No** : [ ] **Phone Ext** : [ ]

[First] [Prior (<)] [Next (>)] [Last]

[Insert] [Delete] [Save] [Cancel]

Inserting... [ ] Allow incomplete saves

Error messages will warn you of mistakes. You may “Exit” at any time -- you will receive a message indicating the file is incomplete or has errors if these conditions exist. If you enter data and wish to change your mind, click on “Cancel” and the screen will revert to the last “Saved” condition. If you click on “Save”, the data entered in the member demographic screen will be saved.

Note 1: *The “Address Effective Date” is a required entry field. This date is now populated automatically with the current date when the transmittal file is processed using the TRB Transmittal Software. If you are using an Integrated Transmittal Process (extracting the information from your payroll system and populating it into the TRB Transmittal file any time you add, delete or change a member's record), please populate the “Address Effective Date” with the current date.*

Note 2: In general, you cannot enter just part of the data and then move on to the next member. You must enter all of the required data or get an error message. *There is an alternative, however. If you wish to enter only some of the data for the member, you must click on the “Allow incomplete saves” box in order to be able to save the incomplete data. This feature is designed to help large districts who might not be able to complete data entry during one session, or who may wish to partially populate the transmittal from their system. The user should use caution with the “Allow incomplete saves” feature because it overrides normal data edits in some cases. The user should be sure to check the completeness and validity of the data in the transmittal before sending it to TRB. If you are using an Integrated Transmittal Process, you should open the transmittal file in the TRB Transmittal Software and click “Show Errors” before sending the file to TRB. Incomplete and/or erroneous data will appear in an exception report that will be E-mailed back to the district.*

*If the transmittal contains incomplete/incorrect data upon exit from the program, the “Allow incomplete saves” box will remain checked the next time the program is opened. If all error conditions have been corrected before exit, the “Allow incomplete saves box” is automatically unchecked.*

**Note 3: Please do not use any punctuation (if there is any, just ignore it.**

***Examples: O’connor is Oconnor and P.O. Box is PO Box);***

Note 4: *Wherever possible please provide us with the email address of the teachers in the space allotted.*

## Entering Member Contribution Data

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

Help Exit

Demographic Data Contribution Data

Member Name

SSN : [ ]

Name Prefix : [ ]

Last Name : [ ]

First Name : [ ]

Middle Name : [ ]

Name Suffix : [ ]

First Prior Next Last

Insert Delete Save Cancel

Member Amounts :

Pensionable Compensation :	\$0.00
Earnable Compensation :	\$0.00
FTE% :	0.00%
Regular contributions :	\$0.00
Health contributions :	\$0.00
Voluntary contributions :	\$0.00
Contract payments :	\$0.00

Inserting... ☐ Allow incomplete saves

When you have finished entering data for the Demographic Data tab, click on the Contribution Data tab and enter data there according to the following rules:

1. *Pensionable Compensation* is member's compensation that is subject to mandatory contributions during the reporting period (month), excluding any other compensation that the member may receive that is exempt for purposes of the retirement system. Pensionable compensation must be greater than zero and must be less than, or equal to, earnable compensation. Monthly pensionable compensation is annual pensionable compensation divided by 10. You divide by 10 because TRB operates on a 10-month year (September-June).
2. *Earnable Compensation* is defined as the maximum compensation that the member could earn on a full-time basis that would be subject to mandatory contributions. Earnable compensation must be greater than zero and must be greater than or equal to pensionable compensation. Monthly earnable compensation is annual earnable compensation divided by 10. You divide by 10 because TRB operates on a 10-month year (September-June).
3. *Full-time-equivalent percentage (FTE%)* must be greater than zero and should equal pensionable compensation divided by earnable compensation.
4. *Regular Pre-tax contributions* are currently equal to 6% of pensionable compensation.

5. **Health Pre-tax contributions are currently equal to 1.25% of pensionable compensation. (effective July 1, 2004)**
6. *Voluntary after-tax deductions* are whatever the member has chosen.
7. *Contracts after-tax deductions* are whatever the member has contracted with TRB.
8. The sum of all contributions cannot exceed the pensionable salary.

### **Procedures for Retroactive Adjustments**

For TRB-reporting purposes, retroactive adjustments are classified as follows:

1. Wage and contribution adjustments within the school fiscal year (July-June)
2. Wage and contribution adjustments in prior fiscal years
3. Other retroactive adjustments, such as service

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. Reporting would be as follows:

Month	Pensionable Compensation	Earnable Contributions	Regular Contributions	Health Contributions
September	\$5,000	\$5,000	\$300	\$62.50
October	\$5,000	\$5,000	\$300	\$62.50
November	\$5,000	\$5,000	\$300	\$62.50
December	\$7,000	\$7,000	\$420	\$87.50
January	\$5,500	\$5,500	\$330	\$68.75
February	\$5,500	\$5,500	\$330	\$68.75
March	\$5,500	\$5,500	\$330	\$68.75
April	\$5,500	\$5,500	\$330	\$68.75
May	\$5,500	\$5,500	\$330	\$68.75
June	\$5,500	\$5,500	\$330	\$68.75

In the case of wage and contribution adjustments that apply to previous fiscal years, and to other kinds of retroactive adjustments regardless of when they may have occurred, the reporting unit needs to indicate in a letter to the retirement system what was reported by time period and what should have been reported. TRB will make manual adjustments to the Manage Membership System, and bill the appropriate party for contributions and interest due if applicable.

## Completing Data Entry

The screenshot shows the 'Member Detail' window with the title bar 'C:\Program Files\TRB Transmittal Software V2\Data\20040900.375'. The window has two tabs: 'Demographic Data' (selected) and 'Contribution Data'. The 'Demographic Data' tab contains fields for SSN (234-56-7890), Member Name (Name Prefix: Mr., Last Name: Doughnut, First Name: Jelly, Middle Name: S, Name Suffix: Jr.), and navigation buttons (First, Prior (<), Next (>), Last, Insert, Delete, Save, Cancel). The 'Contribution Data' tab contains a table titled 'Member Amounts' with the following 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

At the bottom of the window, there is a 'Browsing...' field and a checkbox labeled 'Allow incomplete saves'.

After the demographic and contribution data have been entered for a member, click on “Save” to save the member’s data. Internal edits in the program will warn you of incorrect data situations which must be corrected before the data can be saved. As shown in the screen above, a panel appears which allows you to navigate among the saved records; “Delete” the displayed record; or “Insert” a new record.

You continue entering data until the transmittal is completed. You can “Exit” at any time and come back later. Upon clicking on “Exit”, the program shows you part of the demographic and contributions data in table form for convenient display and editing (click on the appropriate tab for the data you want).

## Summary Screens

A number of functions are possible in this screen:

- Edit the data in the table by highlighting the appropriate data element. Social Security Numbers must be edited in the “Detail” view.
- Click on “Detail” to see the entire data for the member. Data may also be edited in this view.
- Click on “Sort” to sort the active column. You can also sort a column by clicking on the column name field.
- Click on “Insert” to get a blank data entry screen for a new member.
- Click on “Search” to filter records and show on screen only the records that meet the search criteria (to see all records again press “Show All”)
- Click on “Show All” to display all the member records in table format.
- Click on “Show Errors” to show member records with errors (if any).

The screenshot shows the TRB Transmittal software interface. The title bar indicates the file path: C:\Program Files\TRB Transmittal Software V2\Data\20040900.375. The interface has three tabs: Transmittal Information, Member Demographic, and Member Contributions. The Member Demographic tab is active, displaying a table with the following data:

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

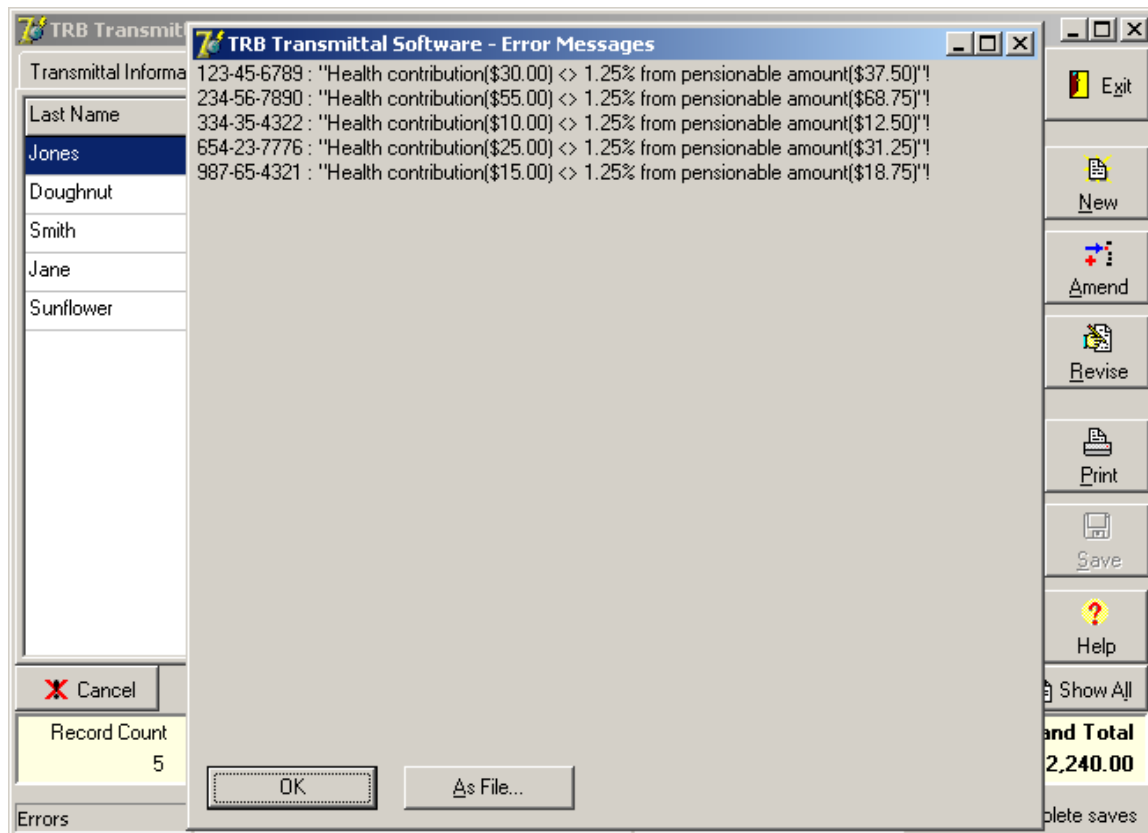
On the right side of the window, there is a vertical toolbar with buttons: Exit, New, Amend, Revise, Print, Save, and Help. At the bottom of the window, there is a horizontal toolbar with buttons: Cancel, Detail, Insert, Sort, Search, Show Errors, and Show All. Below the toolbar, a summary section displays the following information:

Record Count	Regular Total	Health Total	Voluntary Total	Contracts Total	Grand Total
5	\$810.00	\$135.00	\$266.00	\$1,029.00	\$2,240.00

At the very bottom, there is a checkbox labeled "Allow incomplete saves" which is currently unchecked.

Record count and running totals of the contribution fields are shown at the bottom of the screen for easy reference.

The display below shows the error message dialog and a spreadsheet with an error message identifying five errors. Errors are identified by Social Security Number.



Click on “OK” and the members with errors will appear in the spreadsheet view for easy editing. Remember that some data elements (address for example) must be viewed and edited in the “Detail” view. ***It is important to check the transmittal for errors before uploading the file.***

Click on “As File...” to open Notepad with the list of error messages displayed in the current document. This document can be printed, using the “Print” function of Notepad, and can be saved as a text file, using the “Save” function of Notepad.

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

Transmittal Information | Member Demographic | Member Contributions

Last, First	SSN	Pensionable	Earnable	FTE%	Regular	Health	Voluntary	Contracts
Jones, Tom	123-45-6789	\$3000.00	\$4000.00	75.00	\$180.00	\$37.50	\$34.00	\$53.00
Doughnut, Jelly	234-56-7890	\$5500.00	\$6300.00	87.00	\$330.00	\$68.75	\$200.00	\$300.00
Smith, Sally	334-35-4322	\$1000.00	\$1000.00	100.00	\$60.00	\$12.50	\$0.00	\$0.00
Jane, Doe	654-23-7776	\$2500.00	\$2500.00	100.00	\$150.00	\$31.25	\$32.00	\$676.00
Sunflower, Nancy	987-65-4321	\$1500.00	\$1500.00	100.00	\$90.00	\$18.75	\$0.00	\$0.00

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	\$810.00	\$168.75	\$266.00	\$1,029.00	\$2,273.75

Errors

☒ Allow incomplete saves

## Transmittal Files

The buttons at the right of the screen: “New”, “Amend”, “Revise” and “Print” allow you to access other important functions of the Transmittal Software.

### Procedure for New Transmittal File

The “New” button is the most critical, in many respects, because clicking on it irrevocably saves the data in the transmittal. The data are available for view-only from that point on. You click on “New” only when you are ready to start work on the next month’s transmittal. *Do not click on “New” until you have uploaded the transmittal to TRB and are certain that you are finished with amendments and revisions to the current month.*

### Procedure for Amended Transmittal File

The purpose of “Amend” is to add members that were inadvertently omitted from the transmittal. You would only do an amendment after the transmittal is uploaded to TRB and you have received an email confirming that the file was processed, and before you click on the “New” button to begin the next month’s transmittal; i.e., you can only amend the current transmittal file. It is possible to create more than one amendment file for a given monthly report.

To create an amended file, click on the “Amend” button in the Transmittal Preparation Form. 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 finish entering data, upload the amended file to TRB the same as you would the 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.

### Procedure for Reports

You can generate two types of printed reports for a transmittal. Click the “Print” button and select the type of report you need:

- Demographic information
- Transaction information.

A sample of the reports are shown next page.

#### HIGHLINE BD OF ED

#### Members - September 2004 Transmittal

N	SSN # / Gender	Name / Address	Phone / EMail	Birth Day / Marital Status
1.	123-45-6789 Male	Mr. Jones, Tom A., Jr. 34 Willow Street, Apartment 23 Highline, CT 06004-3453	(860) 234-5212 / 34  234@aol.com	06/16/1952 Married
2.	234-56-7890 Male	Mr. Doughnut, Jelly S., Jr. 128 W Pine ST, Apartment #9 Highline, CT 06075-6523	(860) 234-3867 / 43  jsd@aol.com	05/18/1951 Married
3.	334-35-4322 Female	Ms. Smith, Sally 1543 Hickory Lane Highline, CT 06075	(860) 234-7654 / 34	11/17/1946 Unknown
4.	654-23-7776 Female	Ms. Jane, Doe S. 23 South Oak Highline, CT 06783-2354	(860) 234-5787  jdoe@yahoo.com	06/23/1945 Divorced
5.	987-65-4321 Female	Miss Sunflower, Nancy S. Town Road Highline, CT 06075	(860) 234-7445  sunflow@hotmail.com	06/11/1950 Single

5 record(s)

#### HIGHLINE BD OF ED

#### Transactions - September 2004 Transmittal

N	SSN #	Name	Pensionable	FTE%	Regular	Health	Voluntary	Contract
1.	123-45-6789	Jones, Tom A.	\$3000.00	75.00%	\$180.00	\$37.50	\$34.00	\$53.00
2.	234-56-7890	Doughnut, Jelly S.	\$5500.00	87.00%	\$330.00	\$68.75	\$200.00	\$300.00
3.	334-35-4322	Smith, Sally	\$1000.00	100.00%	\$60.00	\$12.50	\$0.00	\$0.00
4.	654-23-7776	Jane, Doe S.	\$2500.00	100.00%	\$150.00	\$31.25	\$32.00	\$676.00
5.	987-65-4321	Sunflower, Nancy S.	\$1500.00	100.00%	\$90.00	\$18.75	\$0.00	\$0.00

**Totals:** \$810.00 \$168.75 \$266.00 \$1029.00

5 record(s)

**Grand Total Receivables: \$2273.75**

### Display of Historical Information

The monthly transmittals, and any amendments and revisions, are saved in the Data directory, C:\TRB TRANSMITTAL SOFTWARE V2\Data. To access these files (read only), click on the down-arrow in the “Use/Revise Data for” field. Arrowheads indicate the presence of amendments and revisions. The screen next page shows that for the month of April, 2004, there was a revision to the original transmittal and two amendments. The arrowhead by Amendment 2 shows that there is additional activity associated with it.

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  
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 include the file name without the path ("20040901.375") in the body of your E-mail message!

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

To see the detail for the original submission, the amendments and revisions, click on them. For any but the current month, the data can be viewed only, not edited.

### Sending the Transmittal to TRB

1. The completed Transmittal should be uploaded to a secure website <https://sft.ct.gov> using the user name and password provided by your TRB contact.
2. Only properly named Transmittal files should be uploaded to this website. The files are downloaded by an automated process and any other messages will not be seen by TRB staff.
3. Use [exceptions.transmittal@ct.gov](mailto:exceptions.transmittal@ct.gov) for general communication.

***Using the Exception Report***

Upon receipt at TRB, the transmittal will be downloaded through an automated process and sent to the Manage Membership System where it will pass through a number of edits. If the file data passes all the edits, the data is updated to the system and an acknowledgement Email is sent from TRB.

If data for one or more members in the file fails an edit(s), an exception report file is automatically produced and sent back to the district as an Email from TRB (see below).

To: [smithd@highlinebdoed.com](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@po.state.ct.us](mailto:exceptions.transmittal@po.state.ct.us).

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

Teachers' Retirement Board      Thursday, November 4, 2004

### ***Maintaining the Data Directory***

Over the course of a year, the “Data” folder will become packed with transmittal files and clumsy to use. It is suggested that all files from the previous fiscal year, except the last monthly file (which is necessary to generate the first transmittal for the next fiscal year) be saved to another directory, perhaps C:\TRB Transmittal Software V2\Data2004.

These old transmittal files can always be copied back to the “Data” folder if it is necessary to view them.

### ***Employer Names and ID Numbers***

TRB employer names and ID numbers are given in the table below. *It is critical to enter name and number exactly as shown (including all capital letters and leading zeros) into the transmittal software screens in order for the file to be read by the TRB Manage Membership System.*

EMPLOYER NAME	EMPLOYER ID
ACADEMIC AWARDS/CHARTER OAK ST	270
ACES	241
AF BRIDGEPORT ACADEMY	307
AF HARTFORD ACADEMY	309
AMISTAD ACADEMY	029
ANDOVER BD OF ED	001
ANSONIA BD OF ED	002
ASHFORD BD OF ED	003
ASNUNTUCK CTC	244
AVON BD OF ED	004
BARKHAMSTED BD OF ED	005
BERLIN BD OF ED	007
BETHANY BD OF ED	008
BETHEL BD OF ED	009
BLOOMFIELD BD OF ED	011
BOLTON BD OF ED	012
BOZRAH BD OF ED	013
BRANFORD BD OF ED	014
BRASS CITY	311
BRIDGE ACADEMY CHARTER SCH	277
BRIDGEPORT BD OF ED	015
BRISTOL BD OF ED	017
BROOKFIELD BD OF ED	018
BROOKLYN BD OF ED	019
BTW ACADEMY	314
CANAAN BD OF ED	021
CANTERBURY BD OF ED	022
CANTON BD OF ED	023
CAPITAL CTC	216
CAPITAL PREP HARBOR SCH	315
CCI CHESHIRE	228

EMPLOYER NAME	EMPLOYER ID
CCI NIANTIC	273
CCI SOMERS	197
CCI SUFFIELD	272
CENTRAL CSU	212
CES	240
CHAPLIN BD OF ED	024
CHESHIRE BD OF ED	025
CHESTER BD OF ED	026
CHILDRENS CENTER	275
CHILDRENS CENTER COM PROG	020
CLINTON BD OF ED	027
COLCHESTER BD OF ED	028
COLEBROOK BD OF ED	030
COLUMBIA BD OF ED	031
COMMON GROUND CHARTER SCH	278
CORNWALL BD OF ED	032
COVENTRY BD OF ED	033
CREC	230
CROMWELL BD OF ED	034
DANBURY BD OF ED	035
DARIEN BD OF ED	036
DCF CENTRAL	245
DCF HIGH MEADOWS	198
DCF MENTAL HEALTH	253
DCF RIVERVIEW	258
DCYS RECG HOME	149
DDS REGION #2	269
DEEP RIVER BD OF ED	037
DEPT OF HIGHER ED	220
DERBY BD OF ED	038
EAST GRANBY BD OF ED	041
EAST HADDAM BD OF ED	042
EAST HAMPTON BD OF ED	043
EAST HARTFORD BD OF ED	044
EAST HAVEN BD OF ED	045
EAST LYME BD OF ED	046
EAST WINDSOR BD OF ED	048
EASTCONN	254
EASTERN CSU	213
EASTFORD BD OF ED	040
EASTON BD OF ED	047
EDADVANCE	221
ELLINGTON BD OF ED	049
ELM CITY COLLEGE PREP	303
ENFIELD BD OF ED	050
ESSEX BD OF ED	051
EXPLORATIONS CHARTER SCH	280
FAIRFIELD BD OF ED	052

EMPLOYER NAME	EMPLOYER ID
FARMINGTON BD OF ED	053
FRANKLIN BD OF ED	054
GATEWAY CTC	223
GLASTONBURY BD OF ED	055
GRANBY BD OF ED	057
GREAT OAKS CHARTER SCHOOL	313
GREENWICH BD OF ED	058
GRISWOLD BD OF ED	059
GROTON BD OF ED	060
GUILFORD BD OF ED	061
HAMDEN BD OF ED	063
HAMPTON BD OF ED	064
HARTFORD BD OF ED	065
HARTLAND BD OF ED	066
HEBRON BD OF ED	068
HIGHVILLE CHARTER SCH	010
HOUSATONIC CTC	217
INTEGRATED DAY SCHOOL	281
ISAAC CHARTER SCH	282
JUMOKE ACADEMY CHARTER SCH	283
KENT BD OF ED	069
KILLINGLY BD OF ED	070
LEBANON BD OF ED	072
LEDYARD BD OF ED	073
LISBON BD OF ED	074
LITCHFIELD BD OF ED	075
MADISON BD OF ED	077
MANCHESTER BD OF ED	078
MANCHESTER CTC	209
MANSFIELD BD OF ED	079
MARLBOROUGH BD OF ED	080
MERIDEN BD OF ED	081
MIDDLESEX CTC	219
MIDDLETOWN BD OF ED	085
MILFORD BD OF ED	086
MONROE BD OF ED	087
MONTVILLE BD OF ED	088
MSA PAYROLL	295
NAUGATUCK BD OF ED	090
NAUGATUCK VALLEY CTC	218
NEW BEGINNINGS	302
NEW BRITAIN BD OF ED	091
NEW CANAAN BD OF ED	092
NEW FAIRFIELD BD OF ED	093
NEW HARTFORD BD OF ED	094
NEW HAVEN BD OF ED	095
NEW LONDON BD OF ED	097

EMPLOYER NAME	EMPLOYER ID
NEW MILFORD BD OF ED	099
NEWINGTON BD OF ED	096
NEWTOWN BD OF ED	100
NORFOLK BD OF ED	101
NORTH BRANFORD BD OF ED	102
NORTH CANAAN BD OF ED	103
NORTH HAVEN BD OF ED	104
NORTH STONINGTON BD OF ED	105
NORTHWESTERN CTC	208
NORWALK BD OF ED	106
NORWALK CTC	210
NORWICH BD OF ED	107
NORWICH FREE ACADEMY	108
ODYSSEY CHARTER SCH	238
OLD SAYBROOK BD OF ED	110
ORANGE BD OF ED	111
OXFORD BD OF ED	112
PARK CITY PREP	305
PATH ACADEMY	312
PLAINFIELD BD OF ED	113
PLAINVILLE BD OF ED	114
PLYMOUTH BD OF ED	115
POMFRET BD OF ED	116
PORTLAND BD OF ED	117
PRESTON BD OF ED	118
PROJECT LEARN	242
PROJECT OCEANOLOGY	246
PUTNAM BD OF ED	120
QDRO	999
QUINEBAUG CTC	236
REDDING BD OF ED	121
RIDGEFIELD BD OF ED	128
ROCKY HILL BD OF ED	129
RSD #1	122
RSD #10	201
RSD #11	215
RSD #12	222
RSD #13	225
RSD #14	226
RSD #15	231
RSD #16	233
RSD #17	243
RSD #18	247
RSD #19	265
RSD #4	123
RSD #5	124
RSD #6	125

EMPLOYER NAME	EMPLOYER ID
RSD #7	126
RSD #8	127
RSD #9	194
SALEM BD OF ED	131
SALISBURY BD OF ED	132
SCOTLAND BD OF ED	133
SERC	308
SERVICES FOR THE BLIND	263
SEYMOUR BD OF ED	134
SHARED SERVICES	229
SHARON BD OF ED	135
SHELTON BD OF ED	136
SHERMAN BD OF ED	137
SIDE BY SIDE CHARTER SCH	284
SIMSBURY BD OF ED	138
SOMERS BD OF ED	139
SOUTH WINDSOR BD OF ED	142
SOUTHERN CSU	214
SOUTHINGTON BD OF ED	141
SPRAGUE BD OF ED	143
STAFFORD BD OF ED	144
STAMFORD ACADEMY	304
STAMFORD BD OF ED	145
STAMFORD CH SCH EX	317
STATE BD OF ED	146
STERLING BD OF ED	150
STONINGTON BD OF ED	151
STRATFORD BD OF ED	152
SUFFIELD BD OF ED	153
SUPERVISORY DISTRICT #4	206
THOMASTON BD OF ED	154
THOMPSON BD OF ED	155
THREE RIVERS CC	234
TOLLAND BD OF ED	156
TORRINGTON BD OF ED	157
TP WORK AREA 1	290
TP WORK AREA 2	291
TRAILBLAZERS ACADEMY	301
TRUMBULL BD OF ED	158
TUNXIS CTC	235
UConn HEALTH CENTER	271
UNION BD OF ED	159
UNIVERSITY OF CONN	186
VERNON BD OF ED	160
VOLUNTOWN BD OF ED	161
WALLINGFORD BD OF ED	162
WATERBURY BD OF ED	165



EMPLOYER NAME	EMPLOYER ID
WATERFORD BD OF ED	166
WATERTOWN BD OF ED	167
WEST HARTFORD BD OF ED	169
WEST HAVEN BD OF ED	170
WESTBROOK BD OF ED	168
WESTERN CSU	211
WESTON BD OF ED	171
WESTPORT BD OF ED	172
WETHERSFIELD BD OF ED	173
WILLINGTON BD OF ED	174
WILTON BD OF ED	175
WINCHESTER BD OF ED	176
WINDHAM BD OF ED	177
WINDSOR BD OF ED	178
WINDSOR LOCKS BD OF ED	179
WINSTED GILBERT SCHOOL	180
WOLCOTT BD OF ED	181
WOODBIDGE BD OF ED	182
WOODSTOCK ACADEMY	185
WOODSTOCK BD OF ED	184

***Pre-loading the Software***

A number of school districts have expressed interest in using the transmittal software but wish to do the initial data load (or partial data load) from their system rather than through manual data entry. This can be accomplished by creating a transmittal file (or partial file) according to the file format shown in the next section of this manual. If a partial transmittal is created, missing numeric data and missing text data must be filled with blanks. Header and trailer records must be included. *The file name must be correct for year and month and with the proper extension (see page 7).*

The resulting file is copied to the transmittal software data folder (C:\TRB Transmittal Software V2\Data) where it will be located and read by the transmittal program. In the case of a partial file, the “Allow Incomplete Saves” box must be checked to save the data. Manual data entry must then be used to add missing member information as time allows. The “Allow Incomplete Saves” box must be checked each time the transmittal program is initiated.