



CT TEACHERS' RETIREMENT BOARD
765 ASYLUM AVENUE HARTFORD, CT 06105-2822

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www.ct.gov/trb

Please note that effective July 1, 2004

Active teacher mandatory health contribution increased from 1% to **1.25%** of Pensionable Salary.

All data that you transmit up to June 2004, will still have health contributions deducted at 1% of salary.

The new health contribution rate of 1.25% will be effective for the school year 2004-2005. Please use the new version only after you have submitted the June 2004 file and it has been accepted by TRB.

For those of you who use the **Integrated Transmittal Process to extract data from your payroll system** and populate it into the MMS software, **starting with the September, 2004 file**, you must change your payroll system to increase the health contribution to **1.25% of Pensionable Salary**. Follow the instructions for removing the old software and installing the new software on the next page.

For those of you who manually enter data directly in the TRB software follow these directions

After you have submitted your June 2004 file and it has been accepted by TRB, create the 'New' September 2004 file using your existing software. Close the TRB Software and take a backup of your entire data folder to a disk or a separate location. You may now remove the older version of the software and download and install the new software as indicated below. After downloading and installing the new version, copy your backup of the data folder to C:\Program Files\TRB Transmittal Software V2. Open the September 2004 file in the new software and update the health contributions to 1.25% of the pensionable salary.

To help you calculate the new Health Contributions click on the member contributions tab and sort the data by either name or SSN. Click the "Show Errors" button and a window opens listing SSN and the correct amount of Health Contribution @ 1.25% of Pensionable Salary. Clicking the "As File" button in this window opens a printable file. Update the Health Contributions from the Error Messages with the correct amount shown.

Getting Help

For help installing the new TRB Transmittal Software V2 or for help generating the transmittal file, please contact TRB:

- Vaishali Muzumdar (860) 241-8424 or e-mail: vaishali.muzumdar@ct.gov
- Leslie Cook (860) 241-8423 or e-mail: leslie.cook@ct.gov
- Javiel Resto (860) 241-8420 or e-mail: Javiel.resto@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@po.state.ct.us
- Fax (860) 525-6018
- Mail CT Teachers' Retirement Board
765 Asylum Avenue
Hartford, CT 06105-2822

Before Installing the Software

Submit your June, 2004 Transmittal file to TRB. Create your September, 2004 file using the old software. Before removing the old software and installing the new software, close the application and be sure to take a backup of your entire Data folder (usually located in C:\Program Files\TRB Transmittal Software\Data) to a disk or network drive. Follow the directions below for removing the old software.

Directory Information

The setup program installs the software in the "C:\Program Files\TRB Transmittal Software V2" directory (or the directory you selected during installation). A "Data" folder is created in that directory (C:\Program Files\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.

Installing the Software

The new employer Transmittal Software is provided on CD or it can be downloaded (see below) from our website: www.ct.gov/trb. Instructions for installing from the CD are as follows:

1. Exit all Windows programs
2. Place the CD in your CD-ROM drive.
3. Click on "Start".
4. Click on "Run".
5. Type "d:\TRBsetup" (or the appropriate letter for your CD-ROM if it is not "d").
6. Click on "OK"
7. Click "Next" to continue
8. Enter your name under the User Name
9. Select Install this application for "all users" or "only for me" and Click "Next"
10. Unless you choose otherwise through "Change", TRBSetup will install the program in C:\Program Files\TRB Transmittal Software V2. Click "Next" to continue.
11. Click on "Install"
12. Click on "Finish" to complete the setup
13. TRBSetup creates a shortcut on the desktop called "TRBTransgenV2."
14. Restore your backup copy of the "Data" folder from disk or network drive. If this is your first installation of the TRB Transmittal Software, when you create your first transmittal file the data folder is created.

Downloading the Software

Go to the Employer Info page on our web-site. www.ct.gov/trb.

1. Click Transmittal Software.
1. Click on TRB Transmittal Software V2 Update, download the file "trbtransv2.zip" to your computer.
2. The file is compressed in a ZIP format, a compression and packaging method used to reduce file size and consequently reduce download time. You need software (i.e. PKZip or WINZip) to unzip the file.
3. After the file is unzipped go to step 3 of the Installation Instructions above.

Removing the Software

In the event you want to remove the original TRB Transmittal Software or the new 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" or "TRB Transmittal Software V2" and highlight it.
5. Click on the "Add/Remove" button
6. Click on "Yes" to remove.
7. The C:\Program Files\TRB Transmittal Software directory may have to be removed manually. Especially if your "Data" folder is still in it. Be sure to copy the "Data" folder to a different location before you delete this directory.