



TPRO

TEACHER PENSION REPORTING ONLINE

&

Pension Reporting Basics

MANUAL 2025



**Alberta Teachers'
Retirement Fund**



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INTRODUCTION

Introduction

The contributions, both those paid by the member and the employer-share (paid by the government or the employer), are not directly related to the future pension that will be paid. The contributions paid by both the member and the employer are determined by the ATRF Board. Contribution rates are based on the expected total funds necessary to pay all members their future defined benefits.

The salary details you report to ATRF directly impacts the pension calculation because the pension formula considers the member's highest five-year average earnings and also uses the member's total service in the plan. The service is derived from the pensionable salary paid divided by the annual rate of salary that you report to ATRF.

If the data is not timely and accurate, members will be at risk of having late and/or inaccurate pension payments.

The Teachers' Pension Plans (Legislative Provisions) Regulation, section 9:

Collection and provision of information

9(1) In this section, "employment information" has the meaning assigned to it in section 25(1)(c) of the Act.

(2) The Board may by written notice require any employer to provide employment information to it, within the time and in the manner specified in the notice.

The legislation describes that the employer has a responsibility to provide information needed for the administration of the pension benefit within the timelines set by ATRF.

The plan rules describe that participating employers must report a member's salary in the month in which it is earned, with the exception of year-end payout amounts as those are considered earnings for July and August. The plan rules require that plan members be paid 1/12 of the pay associated with their role on a monthly basis, prorated based on their full-time equivalent or, in the case of acting pay, the time they spent in that role.

ATRF's Mandate

ATRF's mission statement to its members:

Working in partnership to secure your pension income.

ATRF's mandate is to deliver the benefits established by the plan sponsors and to prudently invest the assets of the plans and set contribution rates with the objective of maintaining full funding over the long term at a cost and risk level acceptable to the sponsors.



We administer both the Teachers' Pension Plan (TPP) and the Independent School Teachers' Pension Plan (PSTPP), set investment strategy, and support plan members by providing pension benefit information, and responsible investment management through our corporate values of integrity, purpose-driven, courage, and inclusion.

ATRF employers are valuable partners in helping us meet our members' needs.

Why Your Data Matters

The plans administered by ATRF are registered with the Canada Revenue Agency as defined benefit pension plans, which means that the pensions are based on a set formula. This formula considers the members' highest five-year average salary earnings, and their total service earned in the plan.

Legislation

It is a requirement that data is reported in accordance with the following legislation:

- ***Income Tax Act***
 - Allows registered pension plans (like the plans administered by ATRF) and RRSP contributions to be tax-exempt and the contributions paid to these plans to be tax deductible.
 - Sets maximum limits for pensions.
- ***Teachers' Pension Plans Act***
 - Sets up the plans and their governance structure.
- ***Teachers' Pension Plans (Legislative Provisions) Regulation***
 - Outlines the ATRF Board's authority, privacy/disclosure requirements, and relationship breakdown provisions, to name a few.
- ***Teachers' and Independent School Teachers' Pension Plans regulation***
 - Outlines the plan rules for both the Teachers' Pension Plan and the Independent School Teachers' Pension Plan.
- ***Education Act***
 - Establishes the school boards and sets out the requirements for the establishment of charter schools. It also outlines how teachers are to be paid, including the holding back of pay from work done during the school year to be paid during the summer months.

The employer reporting portal validates data to be compliant with all applicable legislation. Non-compliance risks the plans becoming de-registered with the Canada Revenue Agency.



REGISTRATION

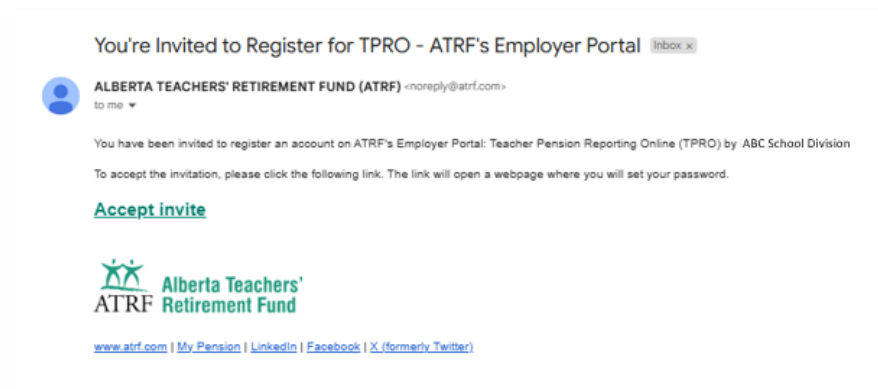
Registration

When an employer first joins ATRF, they will be required to provide ATRF with at least one staff member that will be designated as the “administrator” of their monthly reporting to ATRF. Once ATRF has received this information, ATRF will complete the registration and invite the administrator to join TPRO.

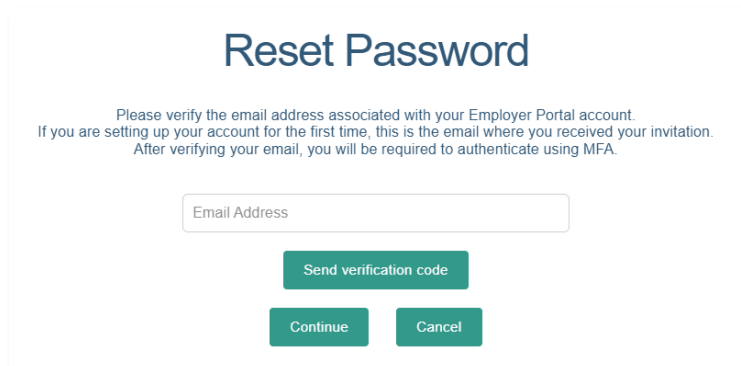
Once the administrator has joined, they are responsible for adding and deleting users as required to complete their reporting requirements to ATRF. If the payroll staff designated as the administrator leaves employment and no other payroll employee is identified as an administrator in TPRO, the new payroll staff can reach out to ATRF to complete a new registration. It is possible for an employer to have more than one staff member designated as an administrator in TPRO.

Initial Registration

The user will receive an email confirming that they have been invited to register for access to TPRO. The invitation will include a link to follow to complete the registration process.

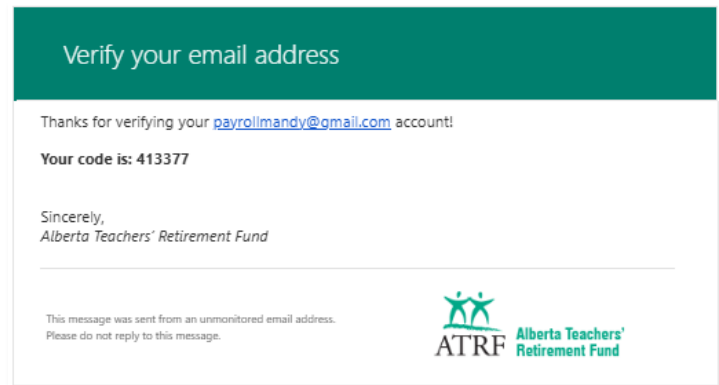


Once the user has clicked on the link to accept the invitation, they will be directed to the Reset Password page.

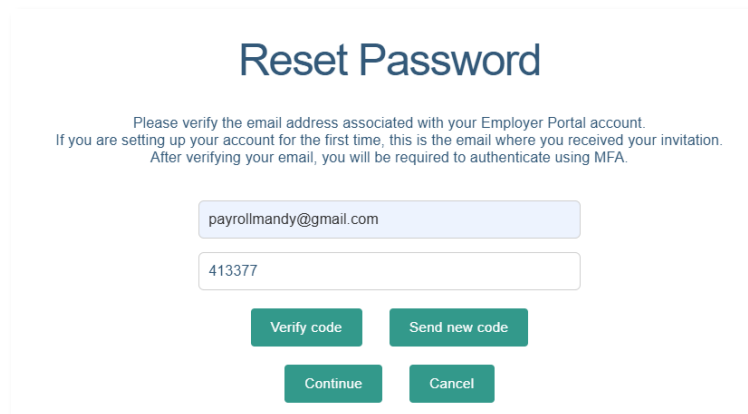
A screenshot of the "Reset Password" web form. The title "Reset Password" is at the top. Below it, the instructions read: "Please verify the email address associated with your Employer Portal account. If you are setting up your account for the first time, this is the email where you received your invitation. After verifying your email, you will be required to authenticate using MFA." There is a text input field labeled "Email Address". Below the field are three buttons: "Send verification code" (in a larger green box), "Continue", and "Cancel" (both in smaller green boxes).

The user will input their email address. This should be the same email address where they received their invitation.

Once the email address is input, the user will select Send Verification Code. A verification code will be sent to the email indicated.



The user will input the verification code in the Verification Code field (Important: Do NOT use the "enter" key after entering the Verification Code).

A screenshot of a "Reset Password" web form. It contains instructions: "Please verify the email address associated with your Employer Portal account. If you are setting up your account for the first time, this is the email where you received your invitation. After verifying your email, you will be required to authenticate using MFA." Below the text are two input fields: the first contains "payrollmandy@gmail.com" and the second contains "413377". At the bottom are four buttons: "Verify code", "Send new code", "Continue", and "Cancel".

Once the verification code is entered, select Verify code.

This screenshot shows the "Reset Password" screen. At the top, the title "Reset Password" is displayed. Below it, a message states: "Please verify the email address associated with your Employer Portal account. If you are setting up your account for the first time, this is the email where you received your invitation. After verifying your email, you will be required to authenticate using MFA." A text input field contains the email address "payrollmandy@gmail.com". Below the input field are three buttons: "Change", "Continue", and "Cancel".

The user will select **Continue** to reset their password. **NOTE: If you select Change, you will be required to input your email address again and get a new verification code.**

This screenshot shows the "Reset Password" screen at the password creation stage. The title "Reset Password" is at the top. The same verification message is present. Below the message are two text input fields: "New Password" and "Re-Enter Password". At the bottom are "Continue" and "Cancel" buttons.

The user will create a password following the set criteria.

- The password must be between 12 and 64 characters.
-
- The password must have at least 4 of the following:
 - A lowercase letter
 - An uppercase letter
 - A digit
 - A symbol

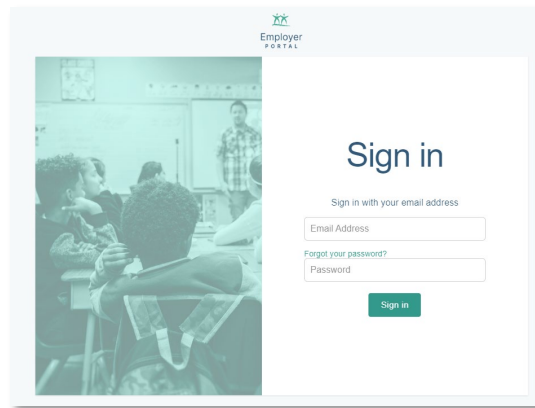
Once the passwords have been entered the user will select Continue.

The user will then be redirected to the Sign in page to officially login to TPRO.



Login

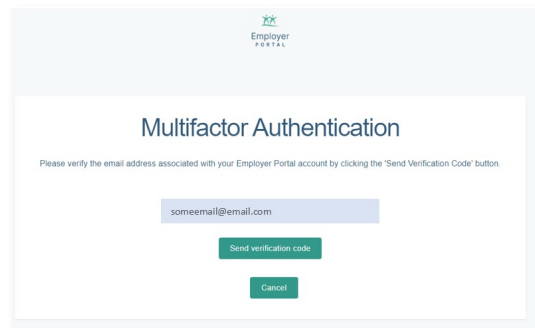
Open TPRO web application in a web browser: <https://ep.atrf.com>.



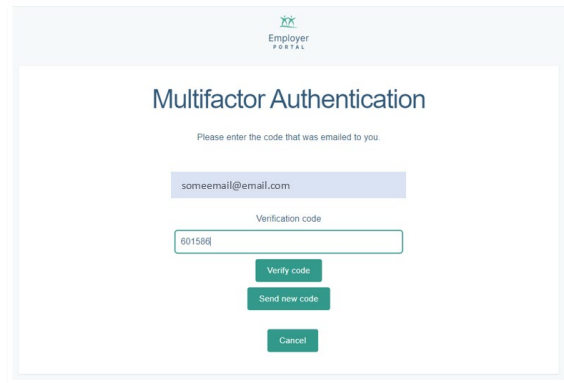
Enter your login credentials.

Multi-factor Authentication (MFA)

When logging in for the first time, the user will be prompted to complete the multi-factor authentication.



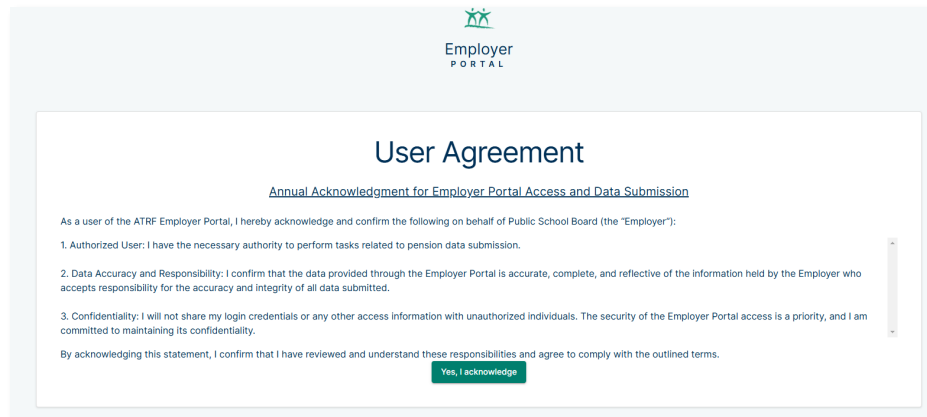
Enter the verification code that was sent to the registered email address and select Verify code(Important: Do NOT use the “enter” key after entering the Verification Code.)



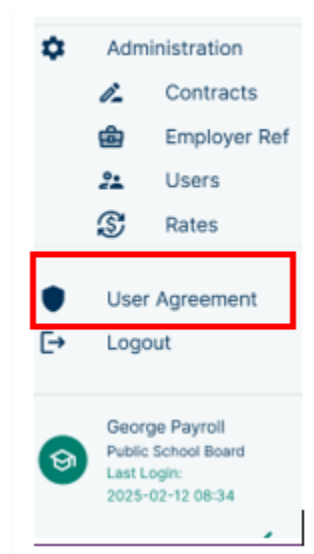
Once the code is verified, the user will have access to TPRO.

User Agreement

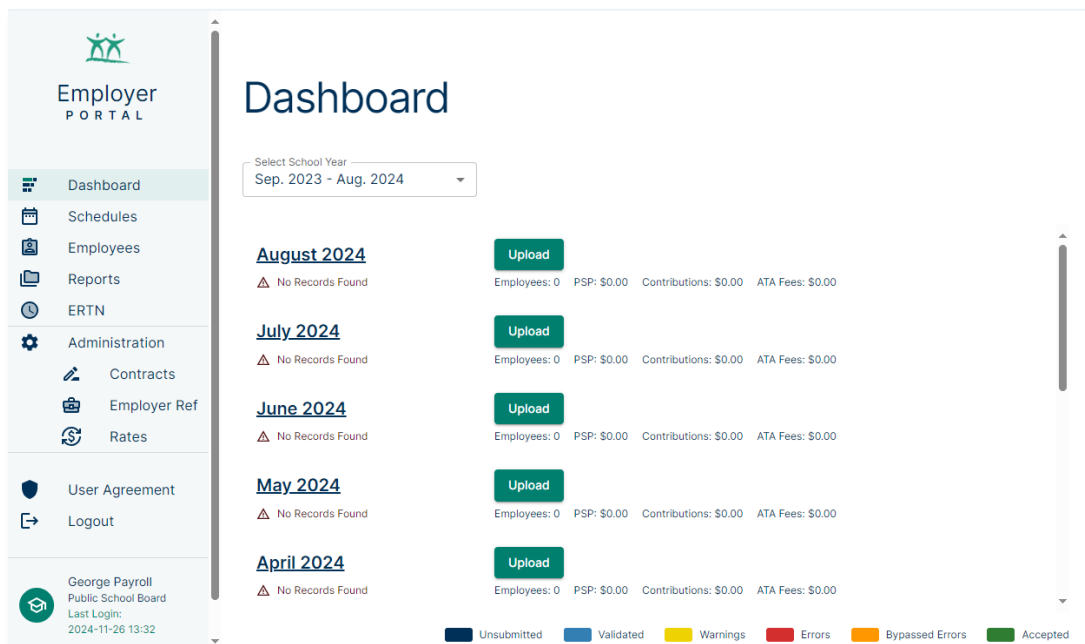
The first time a user logs into TPRO, they will be presented with the user agreement and must accept the agreement before continuing.



This agreement will be required for each initial login for each individual user, and then will only be required to acknowledge once every new school year. The user may choose to review the User Agreement at any time by selecting the User Agreement menu option.

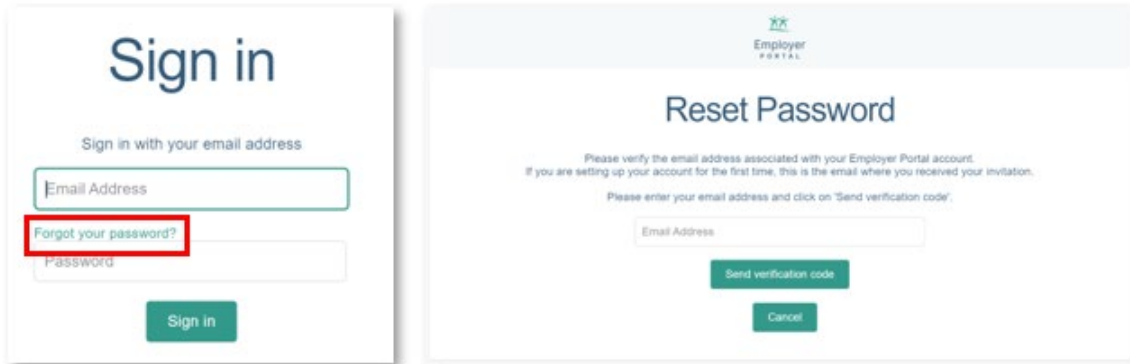


Once the user is logged in, the Dashboard page will be displayed.



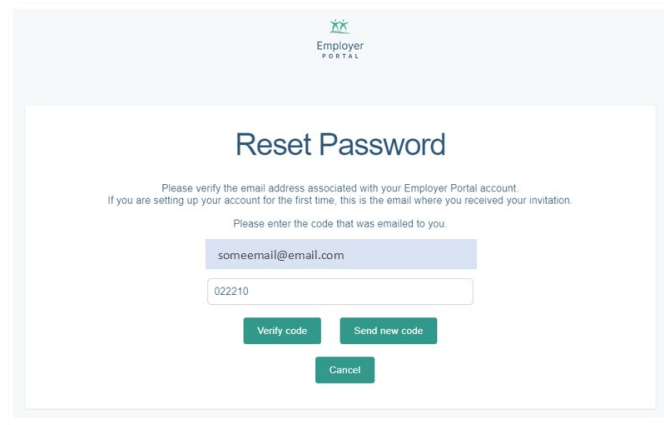
Reset Password

If a user has forgotten their password, the user will select the “forgot password” option on the login screen.

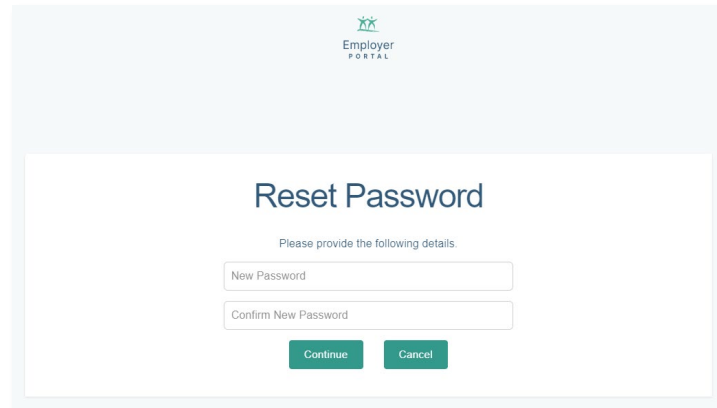


Enter the email address and select Send verification code.

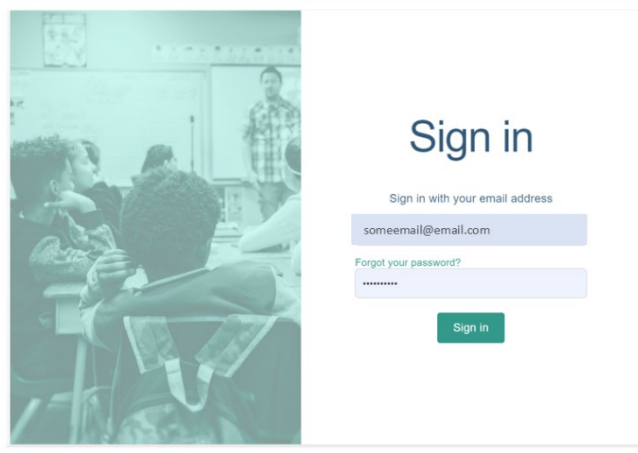
Retrieve verification code from the email indicated. Enter the code and select verify code.



The user will be prompted to complete the [Multi-factor Authentication](#). Once the authentication is completed, the user will be prompted to create a new password and select continue.



Once the password has been updated, the login page will appear.



Depending on the user's settings, the old password may automatically populate in the login page. The password should be re-entered. If passwords are saved, the user may be prompted to update the saved password. For security reasons we recommend not saving the password in your browser.

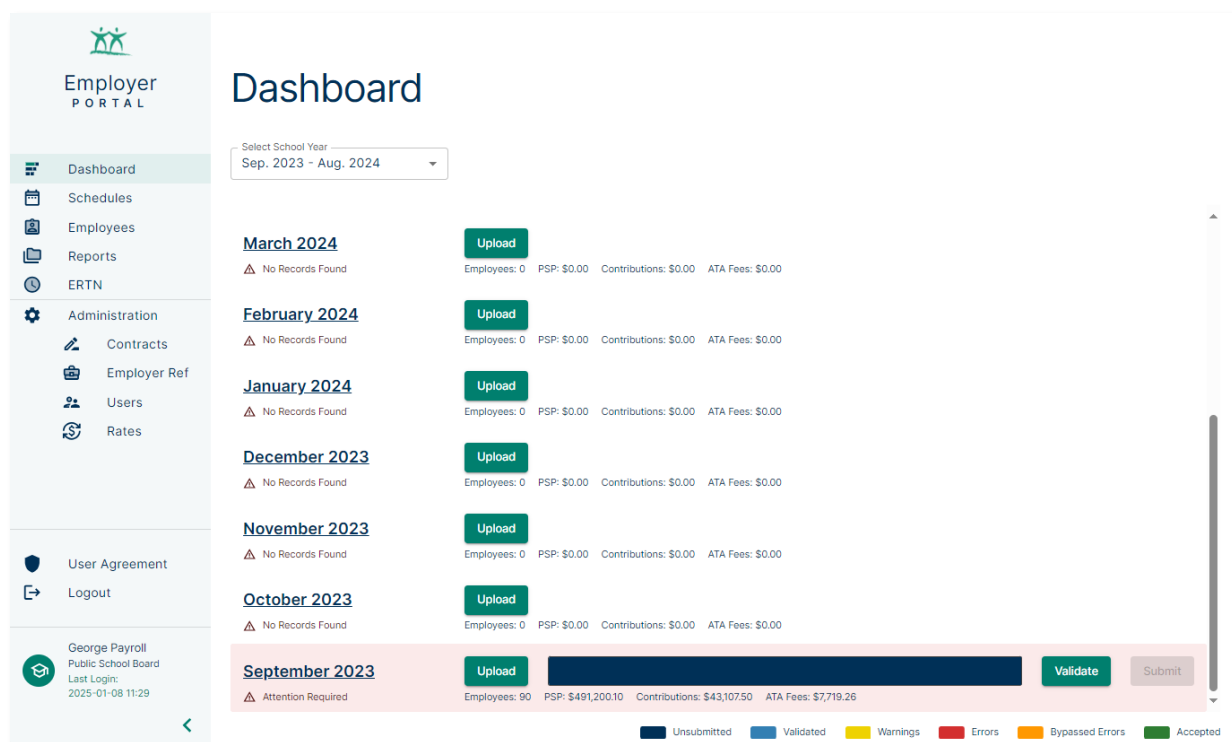
It is important to note the TPRO is only available for access from within Canada. Any IP addresses trying to access TPRO from outside of Canada will be denied access.



NAVIGATING IN TPRO

Navigating in TPRO

When a user logs into TPRO, the Dashboard is the central area of TPRO where other functions are accessed, and navigation is provided to drill down into the payroll details of the period, employee, and contribution records.



The Dashboard also functions as a graphical display of the payroll reporting. The progress of the payroll reporting follows these colour bands:

Colour	Description
Dark Blue	Payroll entry is in progress for the period.
Light Blue	The payroll period has been validated; there are no errors and is ready for submission.
Yellow	The payroll period contains warnings. The period can be submitted if there are no errors.
Red	The payroll period contains critical or non-critical errors that must be addressed prior to submitting the period.
Amber	A validation bypass has been approved for all non-critical errors in the period. Submission of the payroll period can be performed.
Green	The payroll period was submitted and accepted.



The navigation options are located on the left side of the Dashboard payroll period details. The following navigation options are available:

Dashboard: Selecting the Dashboard option will navigate to the Dashboard page which outlines all the payroll periods for a particular year. The default option is the current school year but there is the option to filter to prior school years. The navigation menu is on the left side of the dashboard.

Schedules: Selecting the Schedules option will navigate to the Schedules page. From here the user has the option to view schedules, add new schedules, or delete unused schedules. Filter options are available to allow the user to view all schedules or schedules for a particular school year.

Employees: Selecting the Employees option will navigate to the Employee page. From here the user has the option to view or manually add new employees. There are also various filters to allow the user to search for specific employees or a specific set of employees matching the filter criteria.

Reports: Selecting the Reports option will navigate to the Reports page. From this page the user has the option to select from a variety of reports. Each report may have specific criteria the user must complete prior to generating the report. All reports are created in an excel format and can be saved on the users own computer.

ERTN (Employer Termination Notice): Selecting the ERTN option will navigate to the ERTN page. From this page the user will be able to create new ERTN batches or view prior submitted ERTN batches. Filter options are available to allow the user to view ERTN batches created by school year.

Contracts: Selecting the Contracts option will navigate to the Contracts page. From this page the user will be able to add specific contracts, view any existing contracts and delete contracts unused contracts. Filter options are available to allow the user to view all, active, expired or future contracts.

Employer Ref: Selecting the Employer Ref option will navigate to the Employer details page. From this page, the user is able to add or update contact information.

Users: Selecting the Users option will navigate to the User page. From this page the user can view all active users accepted or who have pending invitations to use TPRO. Users with the Employer/Admin access can also invite or delete users from this page.

Rates: Selecting the Rates option will navigate to the Rates page. From this page the user will be able to view the various rates related to the reporting of members service and salary details. These rates include the contributions rates, salary cap and Yearly Maximum Pension Earnings (YMPE) values. If the employer is part of the ATA there is also the option to view the ATA local and provincial rates.

User Agreement: Selecting the User Agreement option will display the User Agreement that each user will acknowledge on their first initial login and on a yearly basis at the beginning of each school year.



Logout: Selecting the Logout option will allow the user to safely logout of TPRO.

Login Information: At the bottom of the navigation menu the current login details are displayed. The details will display the user's name, school board and the last login date and time.

The navigation menu can be collapsed to view more of the active window. The individual menu icons are still available to utilize even if the menu is collapsed.



USER MANAGEMENT



User Management

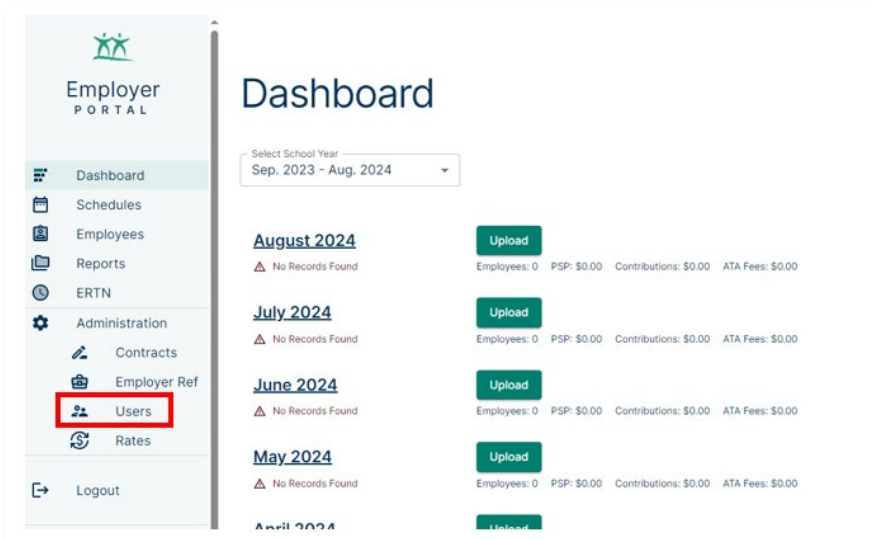
Roles

There are two roles available to assign when using TPRO.

- **Employer/Admin** – users assigned with the Employer/Admin access have full control over the management of their reporting. This includes adding or deleting users as required.
- **Employer/User** – users assigned with the Employer/User access have the access to upload payroll files, manage corrections, submit data to ATRF, and run reports. Employer/User access does not allow users to add or delete users.

View Users

From the left menu, select Users.



The user page will open.



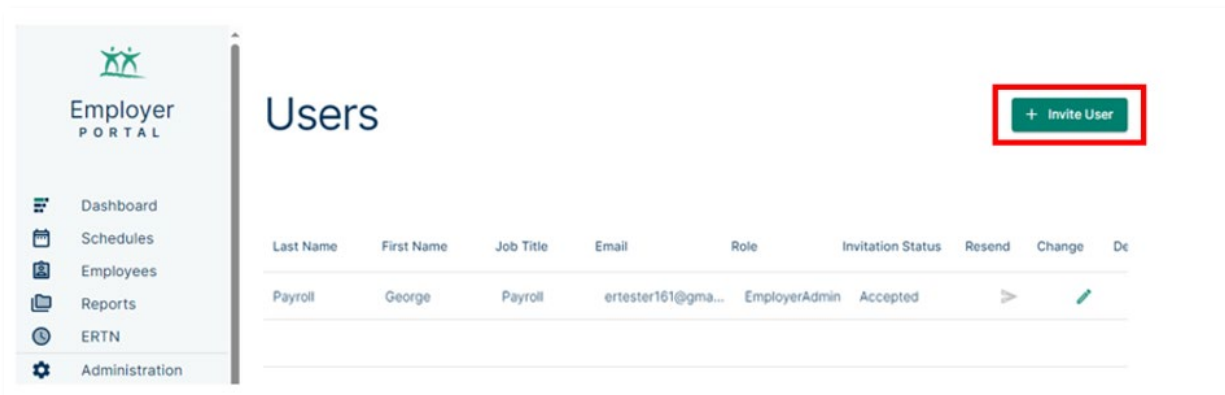
The page will show all users that are currently active to access TPRO on behalf of the employer.

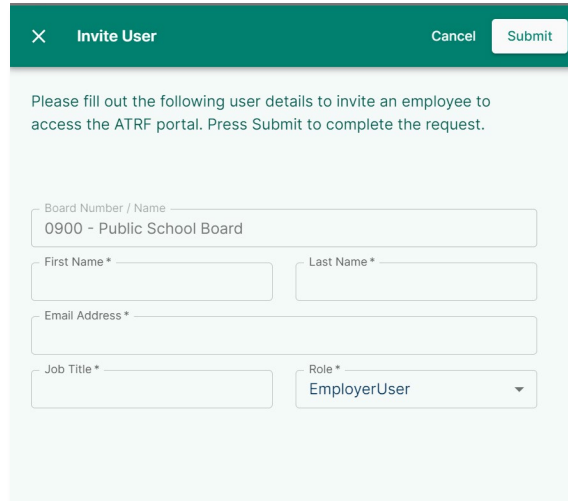
This page shows all active users who have permission to access TPRO for an employer.

- Each user has one role, assigned when their account is created or when an employer admin invites them.
- Every user must have a unique email address.

Adding Users

In the User menu option, select the Invite User option.

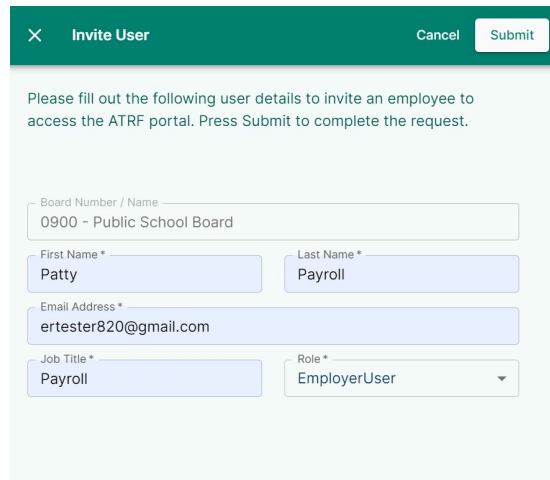




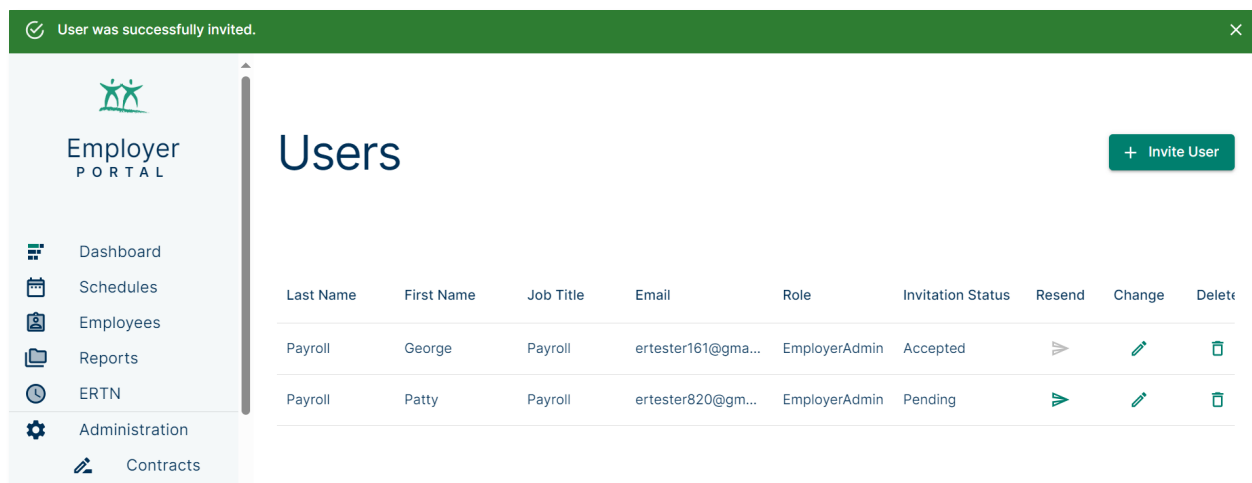
The Employer/Admin user would enter the following new user details as follows:

- First name
- Last name
- Email
- Job title
- Role: Employer/User or Employer/Admin

Once the details are completed, select Submit.



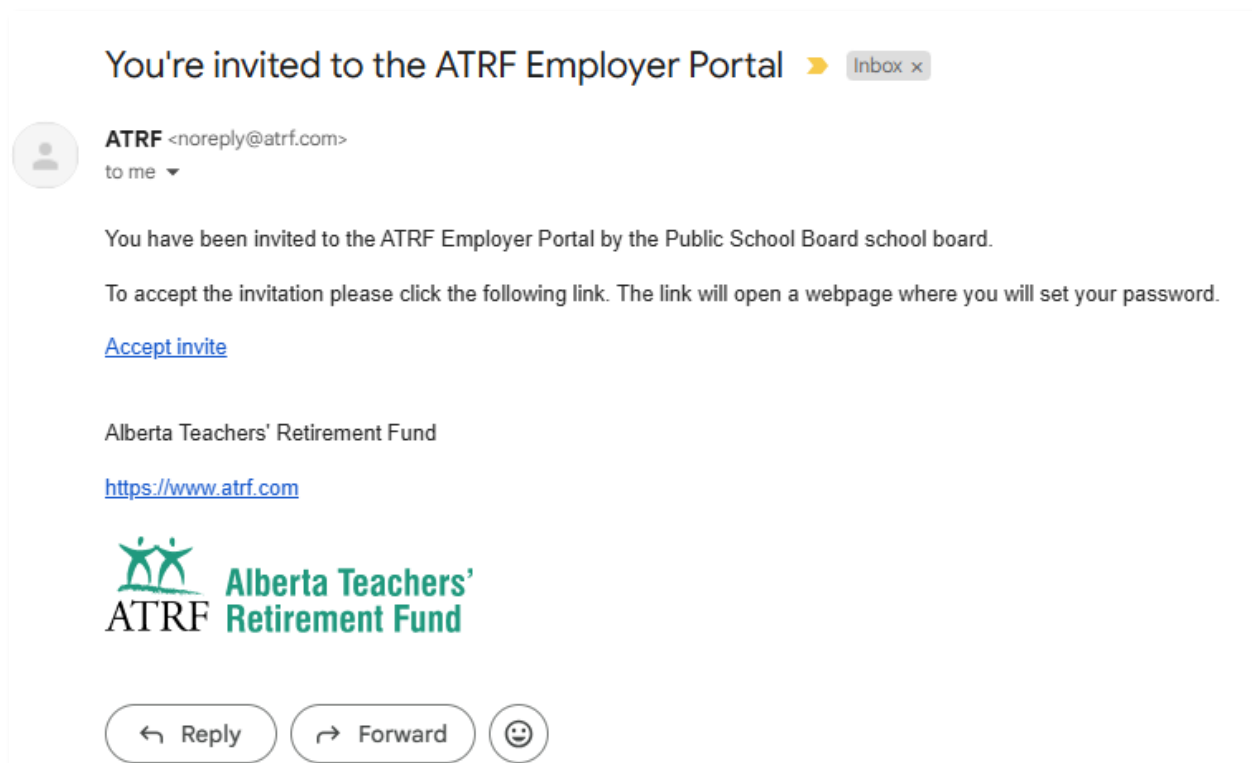
TPRO will confirm that the user was successfully invited, and the user will show as a pending invitation status until their registration is completed.



The screenshot shows the 'Users' management interface in the ATRF Employer Portal. A green notification bar at the top states 'User was successfully invited.' The left sidebar contains navigation links: Dashboard, Schedules, Employees, Reports, ERTN, Administration, and Contracts. The main area displays a table of users with columns for Last Name, First Name, Job Title, Email, Role, Invitation Status, Resend, Change, and Delete. Two users are listed: George (Accepted) and Patty (Pending).

Last Name	First Name	Job Title	Email	Role	Invitation Status	Resend	Change	Delete
Payroll	George	Payroll	ertester161@ma...	EmployerAdmin	Accepted	>		
Payroll	Patty	Payroll	ertester820@gm...	EmployerAdmin	Pending	>		

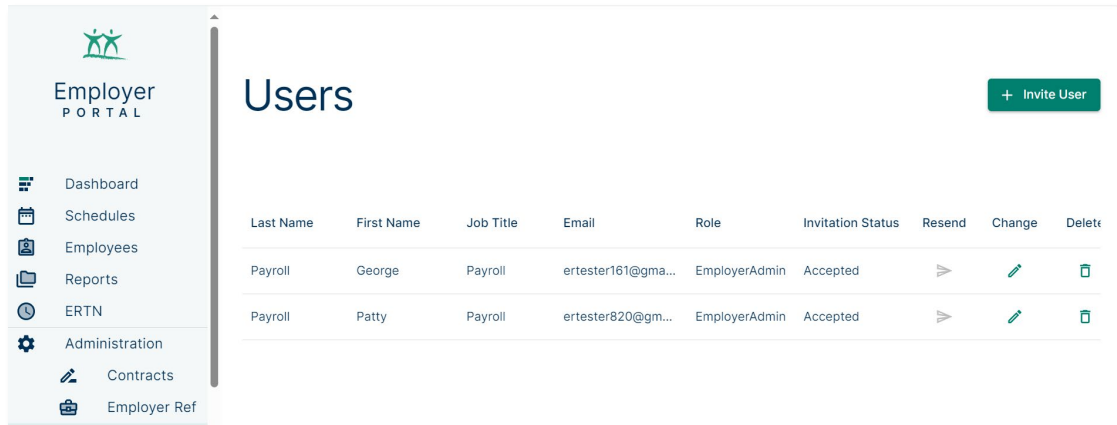
The invited user will receive an email indicating that they have been invited to the ATRF Portal.



The screenshot shows an email invitation from ATRF. The subject is 'You're invited to the ATRF Employer Portal'. The email body states: 'You have been invited to the ATRF Employer Portal by the Public School Board school board. To accept the invitation please click the following link. The link will open a webpage where you will set your password.' A blue link 'Accept invite' is provided. The footer includes the ATRF logo and the website 'https://www.atrf.com'.

The invited user will then be required to click on the Accept Invite link in the email. Once the invited user has accepted the invitation, they will be prompted to reset their password which will also include completing the Multi-factor Authentication process.

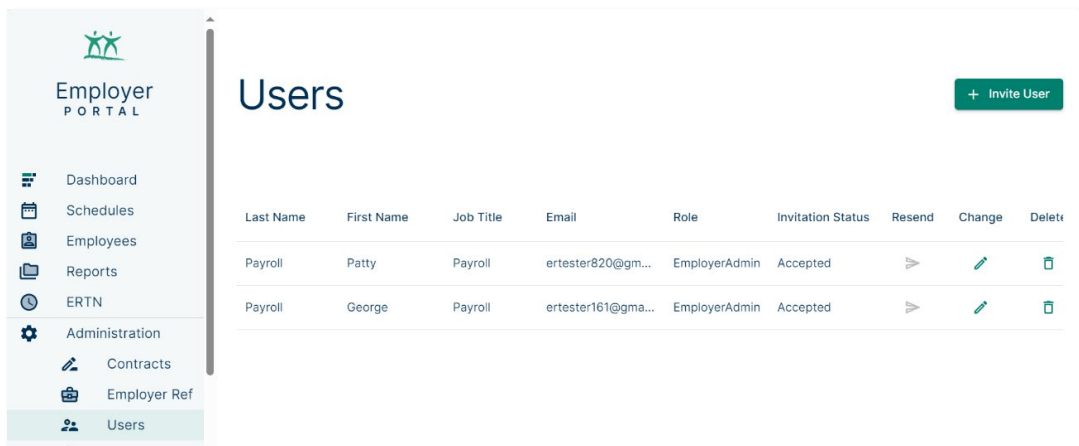
Upon completing the registration process, the invitation status will **update** from pending to accepted.



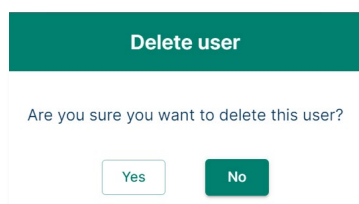
Deleting Users

Deleting Users

Once an employee leaves an employer, it is the employer's responsibility to ensure they have deleted the former employees' access from TPRO.



From the User menu, find the user to be deleted and select the delete icon. The Employer/Admin user will be prompted to confirm that they wish to delete the selected user.





Once the confirmation is completed, the user's profile and access are removed from TPRO.

User was successfully deleted.

Employer
PORTAL

Dashboard

Schedules

Employees

Reports

ERTN

Administration

Contracts

Employer Ref

Users

+ Invite User

Last Name	First Name	Job Title	Email	Role	Invitation Status	Resend	Change	Delete
Payroll	George	Payroll	ertester161@gma...	EmployerAdmin	Accepted			

A photograph of a workspace with a red mug of coffee, a laptop, and a potted plant. The image is partially obscured by a large teal triangle on the left side. The text "GETTING STARTED" is written in bold, dark blue capital letters on the white background.

GETTING STARTED



Getting Started

Employer Reference

There are two types of Employer information in the system with different behaviours: **Employer Reference** settings (“Employer Ref”) and the **Employer record**.

Each employer has a single **Employer Ref** containing the **settings** and **reference information** for the employer including the:

- Pension Plan Type (public or independent),
- ATA Local Number (if applicable),
- Payout Allocation (for year-end payout reporting), and
- contact information.

When a schedule for a new school year is created, the **Employer record** for each payroll period in that school year is automatically created. The Employer record is filled with a copy of some of the information stored in the Employer Ref such as contact information, mailing address, phone number and ATA local number. This Employer record will be included as part of the monthly file the user will submit to ATRF.

Payroll Periods

Select School Year
Sep. 2023 - Aug. 2024

Employment Month
September

Error Type

Filter

+ Employee

Reset Batch

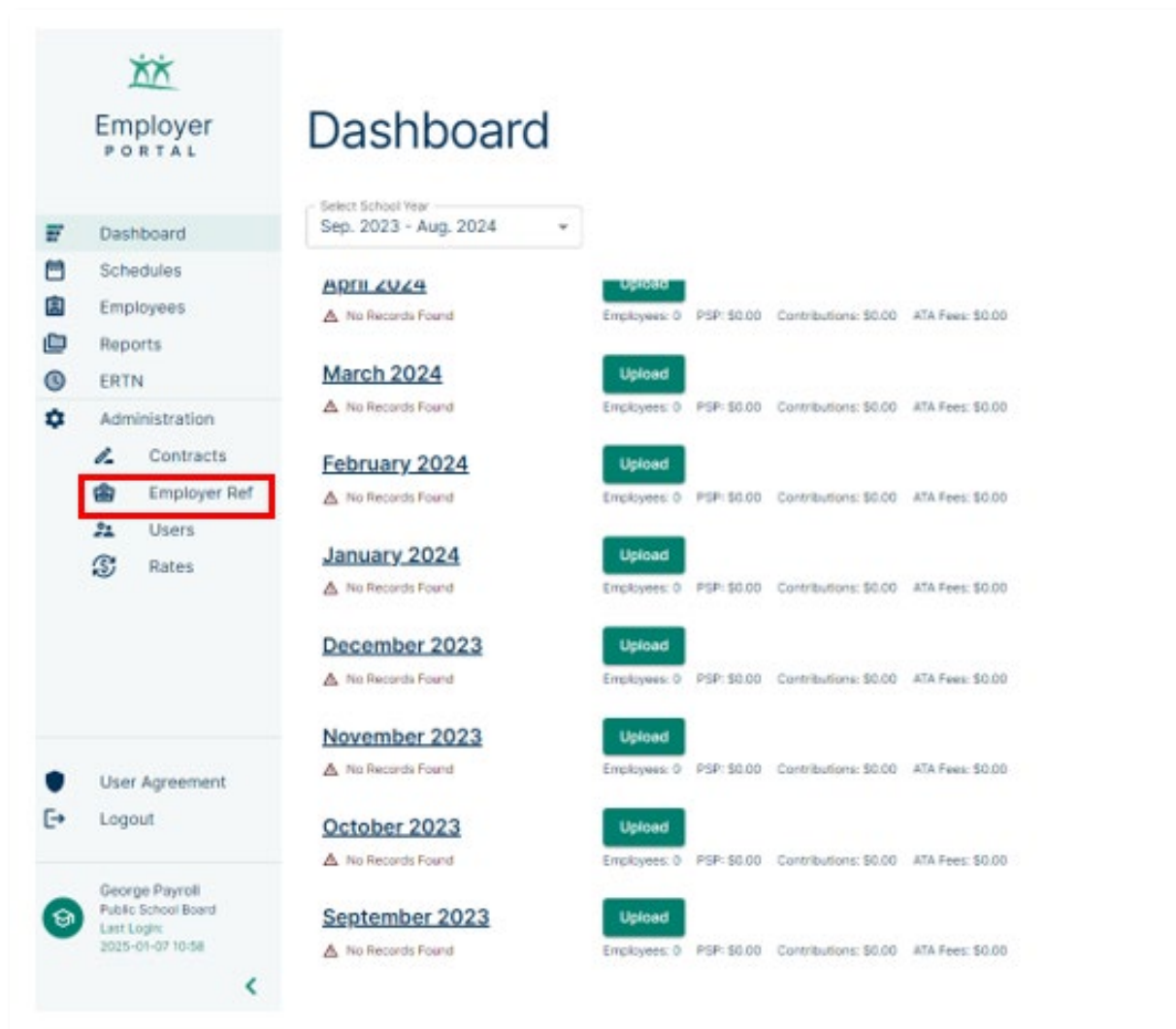
Copy Batch Forward

Total PSP: **\$491,200.10** Total Contributions: **\$43,107.50** Total ATA Fees: **\$7,719.26** Showing 1 - 50 of 90 Employees

Test Board - Board Number 0900 Hide Details

Contact Name A Contact Person	Contact Phone (403) 170-6956	Contact Email --			
Address 1221 8 Street S.W.	City Calgary	Mailing Address PO BOX 111	Mailing City Calgary		
Province AB	Postal Code T4A 2R4	Phone (403) 326-1030	Mailing Province AB	Mailing Postal Code T4A 2R5	Mailing Phone --
Fax (403) 548-8248	Default ATA Local Number 8	Pension Plan PR	Mailing Fax --	Mailing Email --	

Altering the Employer Ref Information



The screenshot displays the 'Employer Portal' dashboard. On the left, a navigation menu lists various options: Dashboard, Schedules, Employees, Reports, ERTN, Administration (with sub-items: Contracts, **Employer Ref**, Users, Rates), User Agreement, and Logout. The 'Employer Ref' link is highlighted with a red rectangle. The main content area, titled 'Dashboard', features a 'Select School Year' dropdown set to 'Sep. 2023 - Aug. 2024'. Below this, a list of months from April 2024 down to September 2023 is shown. Each month entry includes a status indicator (a red triangle with an exclamation mark and the text 'No Records Found'), an 'Upload' button, and a summary of data: Employees: 0, PSP: \$0.00, Contributions: \$0.00, and ATA Fees: \$0.00.

Select the Employer Ref link on the left navigation.

Employer Reference : Board Number 0900 Save

Employer Name *

Board Num

Contact Name

Contact Phone

Contact Email Address

Pension Plan

Default ATA Number

Payout Allocation

Address
 Address *

Address Line 2

City *

Province *

Postal Code *

Phone

Fax

Mailing Address
 Mailing Address

Mailing Address Line 2

Mailing City

Mailing Province

Mailing Postal Code

Mailing Phone

Mailing Fax

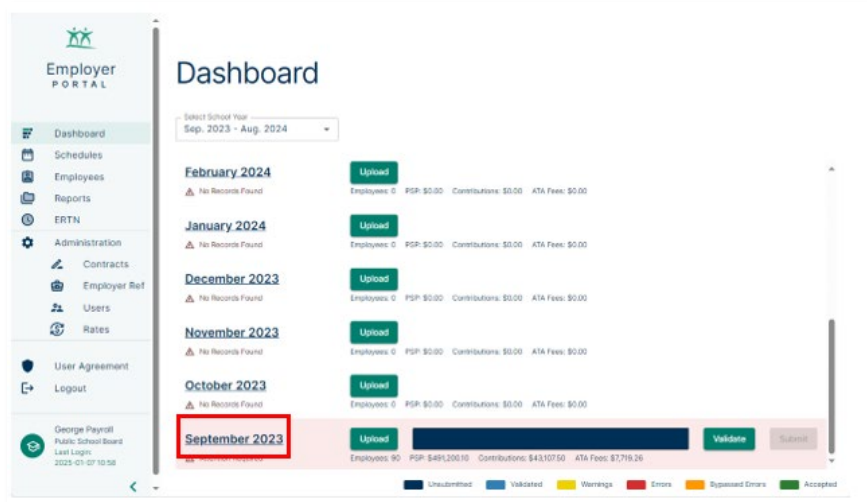
Mailing Email Address

The Employer Ref page will open. Edit any fields require updating and select Save.

Changing the Employer Ref record will not change the Employer records in a specific payroll period because they have been automatically created when the schedule was created. The Employer record may only be altered within a specific unsubmitted payroll period. The Employer record can be changed by:

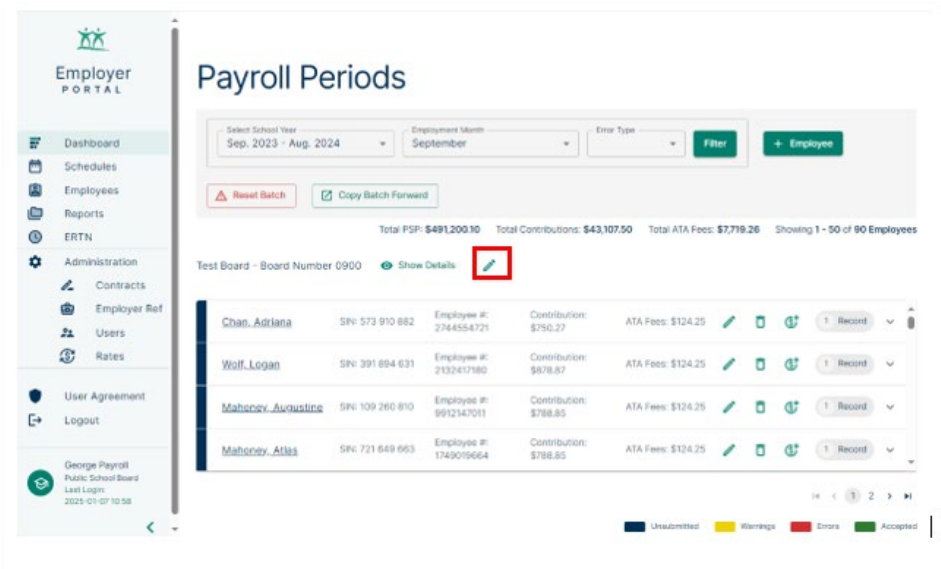
- uploading a payroll file into a payroll period, the employer information contained in the file will replace the information in the Employer record for the payroll period.
- The Employer record can be altered manually through the Edit Employer screen.

Alter the Employer record for a Payroll Period



The screenshot shows the 'Employer PORTAL' dashboard. On the left is a sidebar with navigation links: Dashboard, Schedules, Employees, Reports, ERTN, Administration, Contracts, Employer Ref, Users, Rates, User Agreement, and Logout. The main area is titled 'Dashboard' and includes a 'Select School Year' dropdown set to 'Sep. 2023 - Aug. 2024'. Below this, a list of payroll periods is shown: February 2024, January 2024, December 2023, November 2023, October 2023, and September 2023. Each period has an 'Upload' button and a status indicator. The September 2023 record is highlighted with a red box. At the bottom, a legend indicates: Unsubmitted (blue), Validated (blue), Warnings (yellow), Errors (red), Suspended Errors (orange), and Accepted (green).

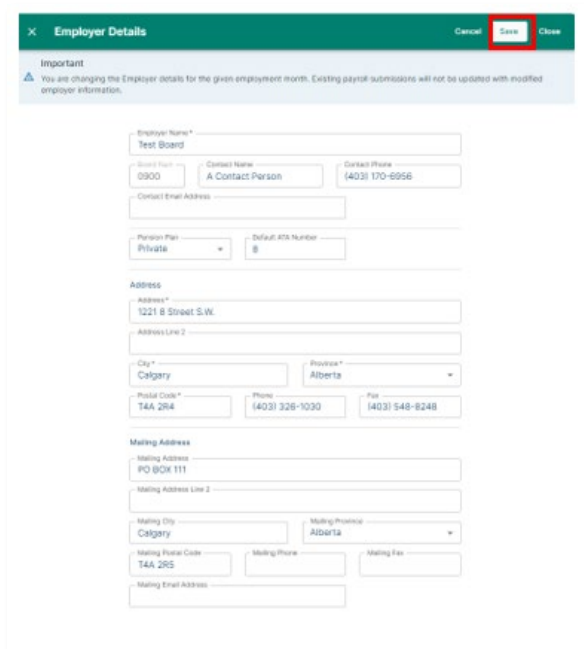
Since the Employer record can only be altered in unsubmitted payroll periods, the user will select an unsubmitted Payroll Period on the dashboard page.



The screenshot shows the 'Payroll Periods' page. It includes a sidebar with navigation links: Dashboard, Schedules, Employees, Reports, ERTN, Administration, Contracts, Employer Ref, Users, Rates, User Agreement, and Logout. The main area is titled 'Payroll Periods' and includes a 'Select School Year' dropdown set to 'Sep. 2023 - Aug. 2024', an 'Employment Month' dropdown set to 'September', and an 'Error Type' dropdown. Below these are buttons for 'Reset Batch', 'Copy Batch Forward', and '+ Employee'. A summary bar shows: Total PSP: \$491,200.10, Total Contributions: \$43,107.50, Total ATA Fees: \$7,719.26, and 'Showing 1 - 50 of 90 Employees'. Below this is a table with columns: Test Board - Board Number 0900, Show Details (with a pencil icon highlighted by a red box), and a list of employee records. The table includes columns for Name, SIN, Employee ID, Contribution, and ATA Fees. At the bottom, a legend indicates: Unsubmitted (blue), Warnings (yellow), Errors (red), and Accepted (green).

Once the payroll period page opens, click on the pencil button on the Employer record to open the Employer Details page.

Disclaimer: Names and SIN numbers listed in all samples are fictitious and are not representative of any members contributing to ATRF.



Edit the applicable details and select Save.

Schedule Management

The schedules ensure service from an employee's contributions are reported correctly to ATRF.

At the beginning of each school year, you create new schedules for administration staff, teachers, and substitute teachers that outline the days in each month and days in your school year.

Schedules can be created by adding a new schedule using the add schedule feature or can be copied forward from an existing schedule and modifying the days per month as required.

When you import data from your payroll file into TPRO it will compare the schedule information you created at the beginning of the school year to the payroll information you are importing for that month.

If the data matches, the payroll data can be imported into TPRO and then exported from TPRO to ATRF.

If the data does not match, you will receive an import error for that record.

When TPRO was launched in 2025 the database contained data for the current school year along with the prior seven years. Schedules were built for the past data based on the past monthly submissions. Users will see the historical schedules when they access the schedule option from the menu. Schedules are identified by school year and listed by either administration, substitute teachers and regular teachers.



Users can name the new schedules they create with any name that helps easily identify their different schedules.

Entering Schedules

Select the “+ Add Schedule” button to create a new row in the table.

Enter the desired school year. For example, 2025 would be entered for the school year starting in September 2025. This is a required field.

Give the schedule a name that will be used to reference the schedule. This is a required field.

a. Suggested schedule names:

- “Regular” – regular teachers who work September until June.
- “Substitute” – 0 days per month for substitute and occasional teachers.
- “Admin” – administrative staff who work September until August.



If there are multiple iterations of a schedule, it may be helpful to create a name more specific to properly identify what the schedule is referencing.

Schedules

Select School Year
All Years

3 Schedules + Schedule

School Year	Name	Days In Year	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
2025	Teacher	0	0	0	0	0	0	0	0	0	0	0	0	0

With the cursor in September (skip over the Days In Year), enter the desired days in the months of the school year. The total days in the year will automatically add up to the days entered in the months.

Schedules

Select School Year
All Years

3 Schedules + Schedule

School Year	Name	Days In Year	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
2025	Teacher	196	22	20	21	15	20	18	20	16	22	22	0	0

When all the data is entered, click the save icon. The schedule record is saved. Scrolling to the right may be required to access the save icon.

If there are multiple schedules with the same days in the year but with different allocations for the individual months, you will create separate schedules for each iteration by repeating the steps above.

Schedules can be *deleted* if there is no data in the payroll periods in the school year.

2025	Teacher	196	22	20	21	15	20	18	20	16	22	22	0	0	  
------	---------	-----	----	----	----	----	----	----	----	----	----	----	---	---	---

If there is data attached to a schedule, deleting will not be allowed and the delete icon will be disabled if the schedule cannot be removed.

2023	Admin	262	22	22	22	21	23	21	21	22	23	20	23	22	  
------	-------	-----	----	----	----	----	----	----	----	----	----	----	----	----	---



Schedules can be *altered* if there is no payroll data in the school year.

2025	Teacher	196	22	20	21	15	20	18	20	16	22	22	0	0			
------	---------	-----	----	----	----	----	----	----	----	----	----	----	---	---	---	---	---

The edit icon will be disabled if the schedule cannot be altered.

2023	Admin	262	22	22	22	21	23	21	21	22	23	20	23	22			
------	-------	-----	----	----	----	----	----	----	----	----	----	----	----	----	---	---	---

Contribution records are not automatically altered when the schedule is changed. For example, if the scheduled days in September are changed from 19 days in the month to 20 days in the month, then the contribution record will need to be manually updated with the new 20-day schedule.

Running validation again would detect whether changes to a schedule are inconsistent with pre-existing payroll data

Copying Schedules

2023	Substitute	0	0	0	0	0	0	0	0	0	0	0	0	0			
------	------------	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Locate an existing schedule to be copied and click the copy icon. This creates a new row in the table with an identical copy of the data.

Scho...	Name	Days In Year	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug			
2023	Admin	262	22	22	22	21	23	21	21	22	23	20	23	22			
2023	Admin	262	22	22	22	21	23	21	21	22	23	20	23	22			

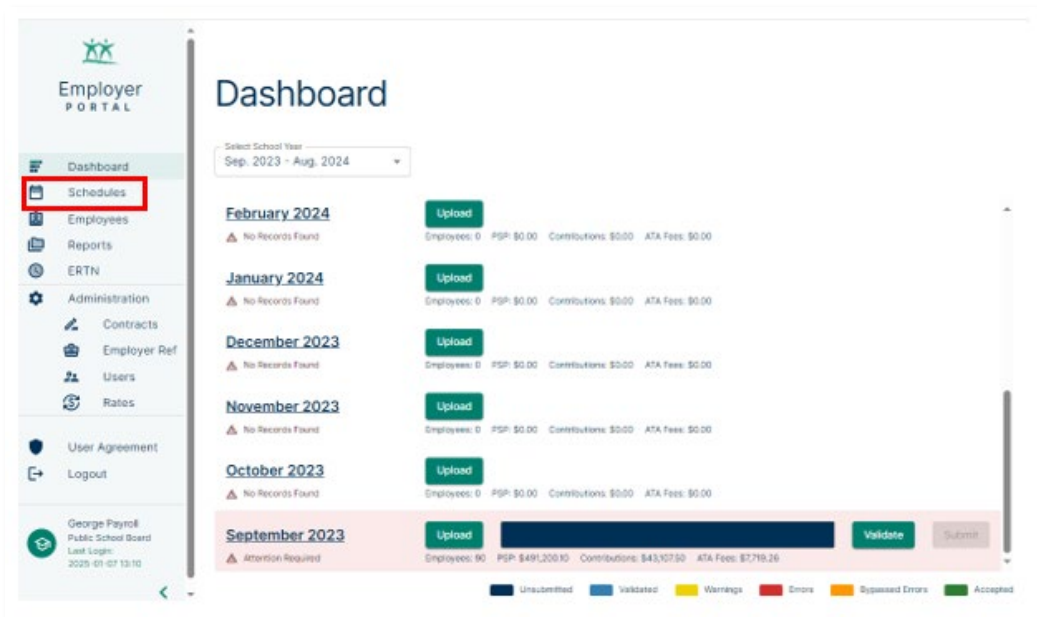
Change the school year, schedule name, and the desired days per month.

Scho...	Name	Days In Year	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug			
School Year	Admin	260	22	22	22	20	22	20	22	22	22	22	22	22			
2023	Admin	262	22	22	22	21	23	21	21	22	23	20	23	22			

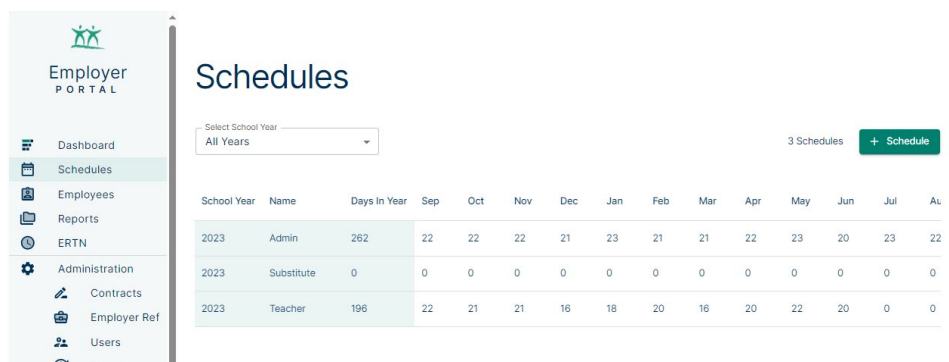
When the data has been updated, select the save icon. The new schedule record is saved.

Scho...	Name	Days In Year	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	
2025	Admin	260	22	22	22	20	22	20	22	22	22	22	22	22	

View Schedules



Select the Schedules link on the left navigation.



School Year	Name	Days In Year	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
2023	Admin	262	22	22	22	21	23	21	21	22	23	20	23	22
2023	Substitute	0	0	0	0	0	0	0	0	0	0	0	0	0
2023	Teacher	196	22	21	21	16	18	20	16	20	22	20	0	0

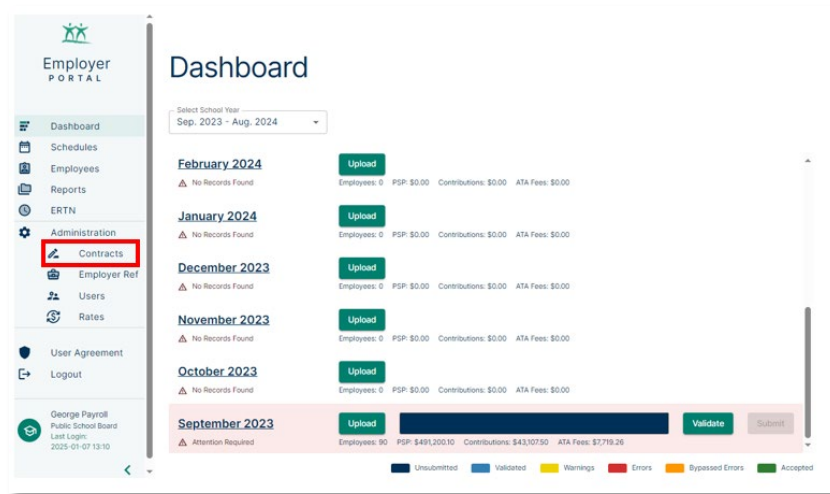
To display the schedules for a specific school year, choose a school year in the “Select School Year” filter. The list will automatically refresh.

The list of schedules can be sorted by clicking the column header. The list will automatically refresh.

Contracts

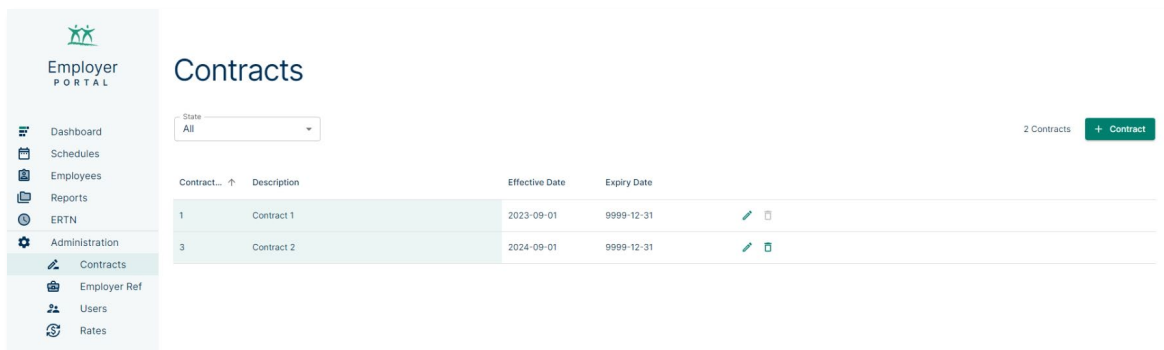
Some employers will offer their employees multiple contracts that run for concurrent periods and treat each contract separately for payroll purposes. Contracts are a function that will allow an employer to identify contracts separately and group the employee's contract records in TPRO so that validations and calculations will look at a specific set of the payroll records in that month for a specific contract ID and ignore records identified with a different contract ID number.

View Contracts







The screenshot shows the Employer Portal Dashboard. The left navigation menu has the 'Contracts' link highlighted with a red box. The main content area displays a list of months from February 2024 down to September 2023. Each month has an 'Upload' button and a status indicator. The September 2023 entry shows a status of 'Attention Required' and a table of data: Employees: 90, PSP: \$491,205.10, Contributions: \$43,907.50, ATA Fees: \$7,719.26. A legend at the bottom indicates the status colors: Unsubmitted (dark blue), Validated (light blue), Warnings (yellow), Errors (red), Bypassed Errors (orange), and Accepted (green).

Select the Contracts link on the left navigation.

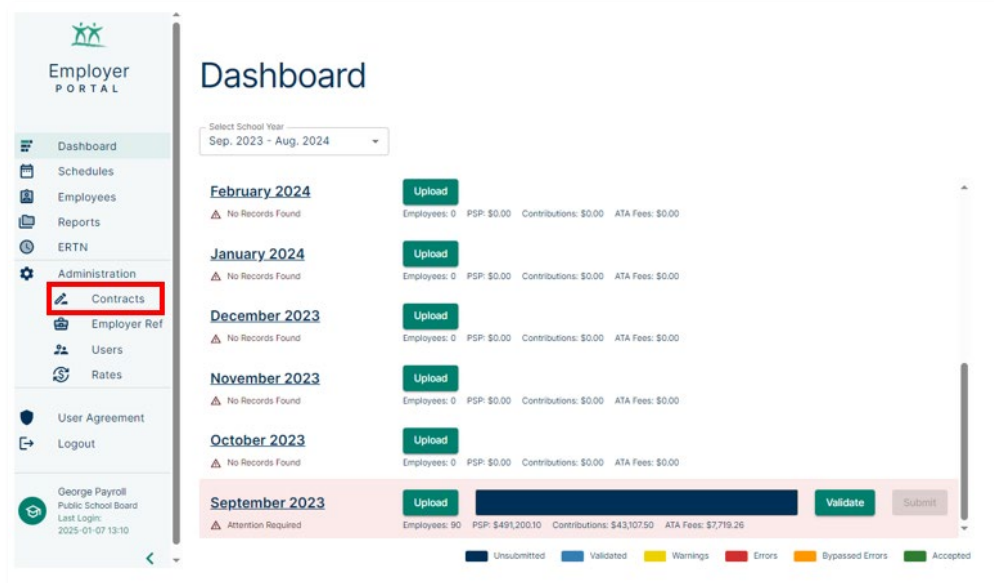


The screenshot shows the Employer Portal Contracts page. The left navigation menu has the 'Contracts' link highlighted. The main content area shows a table of contracts. The 'State' filter is set to 'All'. There are 2 contracts listed. A '+ Contract' button is visible in the top right corner.

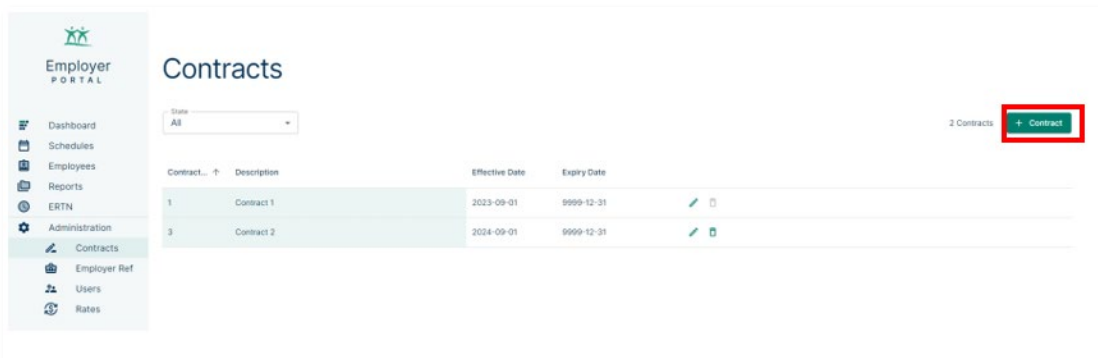
Contract...	Description	Effective Date	Expiry Date	
1	Contract 1	2023-09-01	9999-12-31	 
3	Contract 2	2024-09-01	9999-12-31	 

To display the active contracts, choose the "All" state filter. The list will automatically refresh.

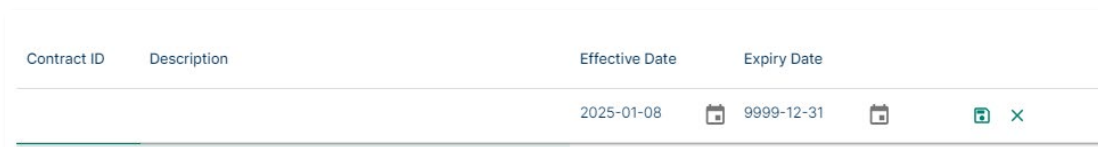
Entering Contracts



Select the Contracts link on the left navigation.



Select the “+ Contract” button.

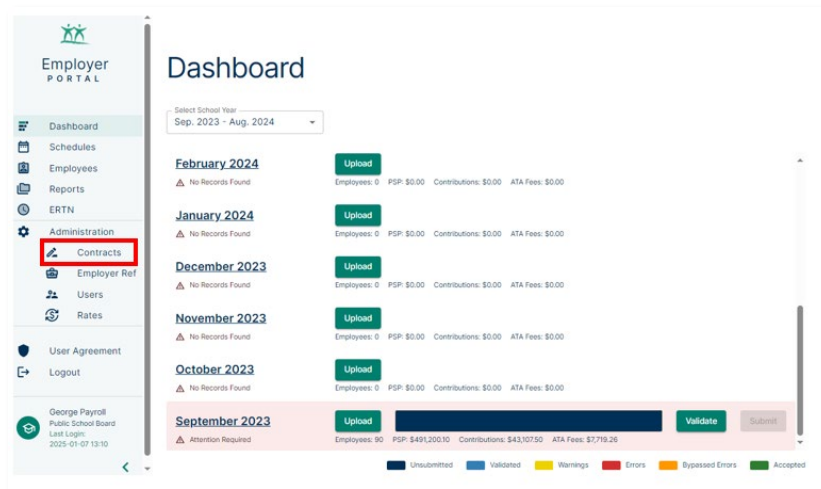


Enter the Contract ID, Description, Effective Date and Expiry Date. If the contract does not expire, set the expiry date for 9999-12-31.





Contract ID	Description	Effective Date	Expiry Date	
3	Contract 3	2025-09-01	9999-12-31	 

Select the Save button to save the entry.

Altering and Deleting Contracts



Select the Contracts link on the left navigation.





Contract ID	Description	Effective Date	Expiry Date	
1	Contract 1	2023-09-01	9999-12-31	 
2	Contract 2	2023-09-01	9999-12-31	 
3	Contract 3	2025-09-01	9999-12-31	 

Click on the Pencil button to edit the contract information.

3	Contract 3	2025-09-01	9999-12-31	 
---	------------	------------	------------	---

Make edits to the appropriate fields and select the Save icon.

The Delete button will be enabled if there are no contribution records referencing the Contract ID. Select the Delete button to remove the contract.

2	Contract 2	2023-09-01	9999-12-31	 
3	Contract 3	2025-09-01	9999-12-31	 

Contract 3

Please confirm that you wish to delete this Contract Definition.

Contract ID:: 3

Description: Contract 3

Cancel
Remove

Select Remove to delete the Contract.

The list of Contracts can be sorted by clicking the various column headers. The list will automatically refresh.

Rates

Unlike the standalone ATRF-CS program, TPRO is a web-based platform. One of the key advantages of TPRO is that it automatically incorporates updates to ATRF contribution rates, ATA fees, and YMPE changes as they are released. This means employers will no longer need to manually update these values twice a year.

The rates feature in TPRO is a viewing function. The user can view the various rates related to the reporting of members service and salary details. These rates include the contributions rates, salary cap and Yearly Maximum Pension Earnings (YMPE) values. If the employer is part of the ATA there is also the option to view the ATA local and provincial rates.

Rates

ATA Local Rates
ATA Provincial Rates
Miscellaneous Rates

Filter by Local Number

☒ Only Show Current Effective Rates

The user additionally can use the filter to view historical rates or just the current rates.



**ENTERING PAYROLL
DATA**

Entering Payroll Data

Employers are able to add payroll data into TPRO two ways by:

- uploading a payroll file from the payroll software (see payroll extract specifications below)
- manually entering payroll data

Payroll Import Specifications

There are import specifications that must be met to have your payroll data be compatible with TPRO.

Import specifications will be of interest and benefit to the user's on-site technical staff who are responsible for their computer hardware and software.

TPRO requires that data imported into the database be in a specific file format. This file layout is identical for all payroll software vendors and is described in [Addendum A](#).

Some fields are optional. If they are not needed, they do not have to be added to the file at all. If any optional fields are to be added to the payroll data extract file record, then they must all be added for that record type. In short, each record layout must contain either all or none of the new fields outlined below.

Preparation

Before a user imports their payroll data into TPRO, they must prepare their payroll within their payroll software and then extract it to a file. If an employer manually enters the data, this data can be input directly into TPRO.

Below are additional guidelines to consider when preparing data for TPRO.

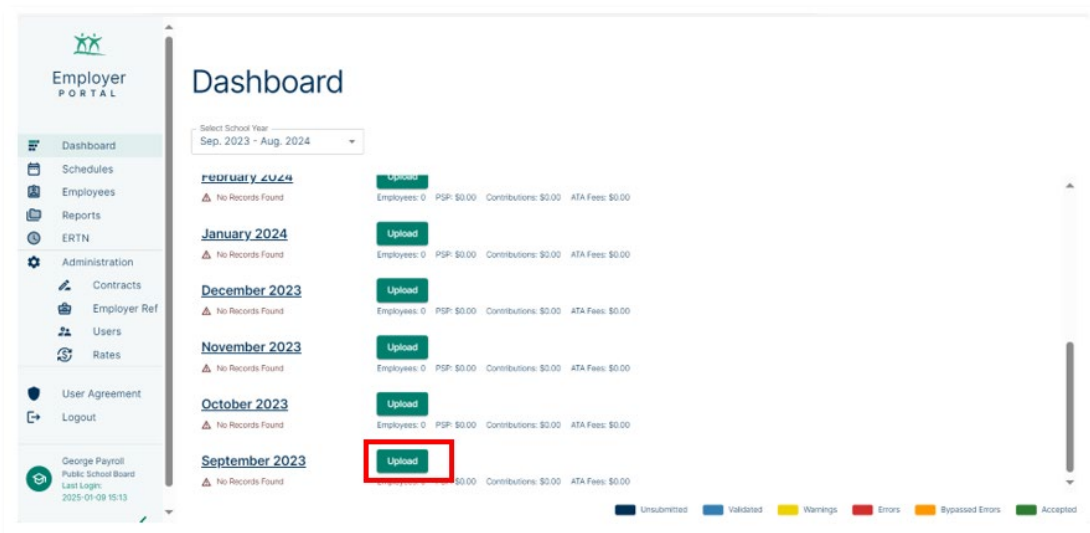
- An Employer record must be created before employee records are created -- school board name, address, phone numbers, contact names and ATA information.
- The schedule must be entered for the applicable school year.
- For employers importing their payroll data, each employer must have a unique employer import and export file.
- For manual entry, the employee's record must exist in the payroll period before the contribution records are created.
- Each employee must have a unique Personal Data Record (identified by SIN number, NOT by name).
- If using the payroll import function, the payroll software must have an extract function to create the file that the user will be uploading into TPRO.
 - Any questions about payroll software should be directed to your payroll vendor.

- There can be only one employee record for each unique employee (identified by SIN number, NOT by name) within a given board number.
- Employees may have multiple contribution records for each employment month.

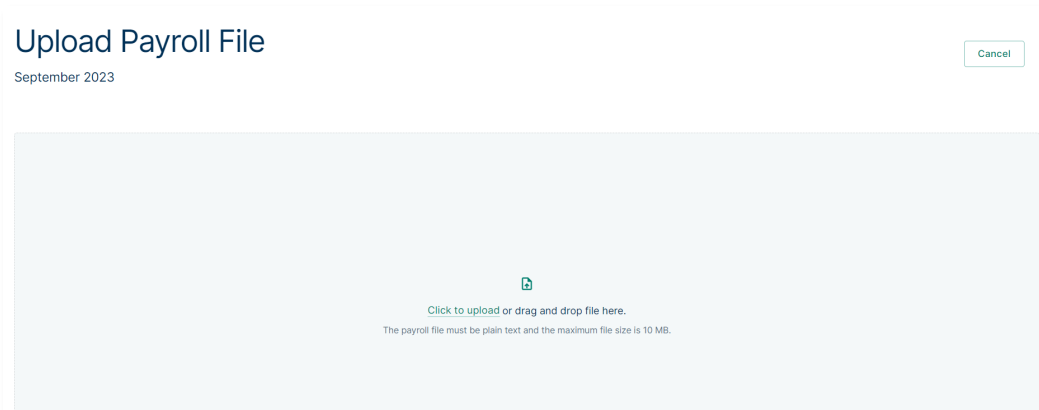
Uploading a Payroll File

Before uploading payroll data to TPRO, the user must ensure that all applicable schedules have been entered for the school year.

After logging into TPRO, navigate to the Dashboard page.



Select Upload on the month that will be imported.

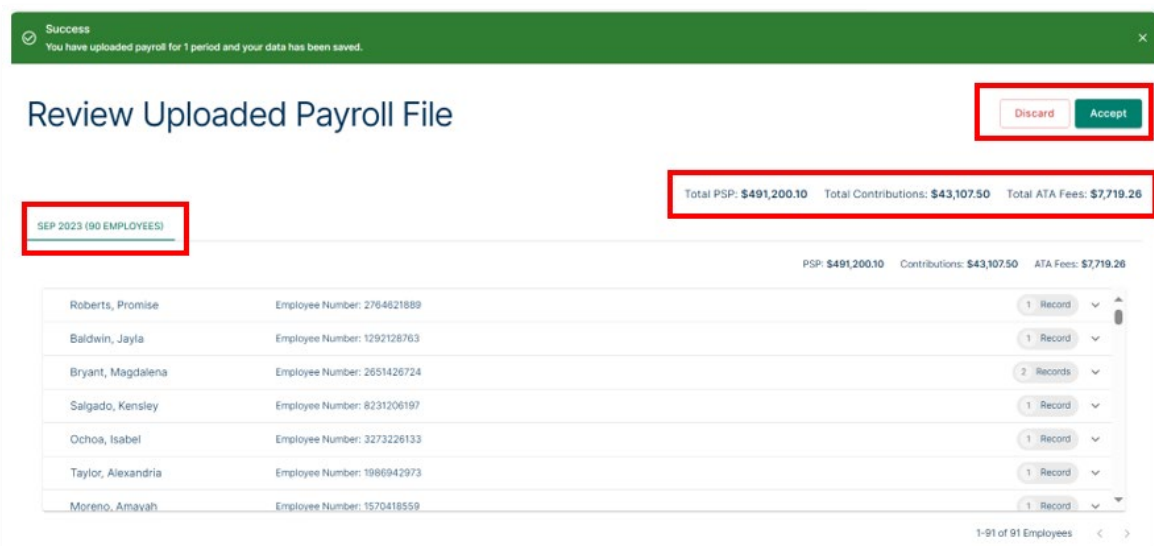


The user can select Click to upload or drag and drop a file in the window to begin the upload.



The upload status bar will be displayed. Once the upload is completed, the Review Uploaded Payroll File page will display.

There may be instances where a payroll file may be identified with errors such as, schedule data in the payroll file does not match a schedule within TPRO, or the wrong month was selected for importing. In these cases, TPRO will identify the issue and will not allow the user to accept the payroll file. In the case of a schedule matching error, the user must either correct the schedule in their payroll software or TPRO and recreate their import file.



The Review Uploaded Payroll File page provides the following information so that the user can determine if the file uploaded appears ready to accept into TPRO:

- Total Employee Count
- Total Pensionable Salary Paid (PSP)
- Total Contributions
- Total ATA fees

Once the review has confirmed this data appears correct the user will select Accept.



If the user does not wish to continue with the import, they will select Discard and begin the import process again.

Once the file has been accepted, the Dashboard page will display. The imported month will display the status bar in the dark blue unsubmitted status.

The user will now select Validate to validate the payroll data to determine if there are any errors. If errors are found TPRO will indicate that errors were found and instruct the user to click on the payroll period to review the errors.

The status bar on the payroll period will also update to show the number of errors highlighted in red.

Note that the number of errors does not indicate the number of employees with errors, rather it indicates the number of errors in total keeping in mind that some employees may have multiple errors within the record. In some instances, only one data element requires an update potentially clearing up multiple errors within an employee record.

If a payroll file has been accepted and validated but not submitted, the user also has the option to delete the payroll batch using the Reset Batch option on the payroll period page.

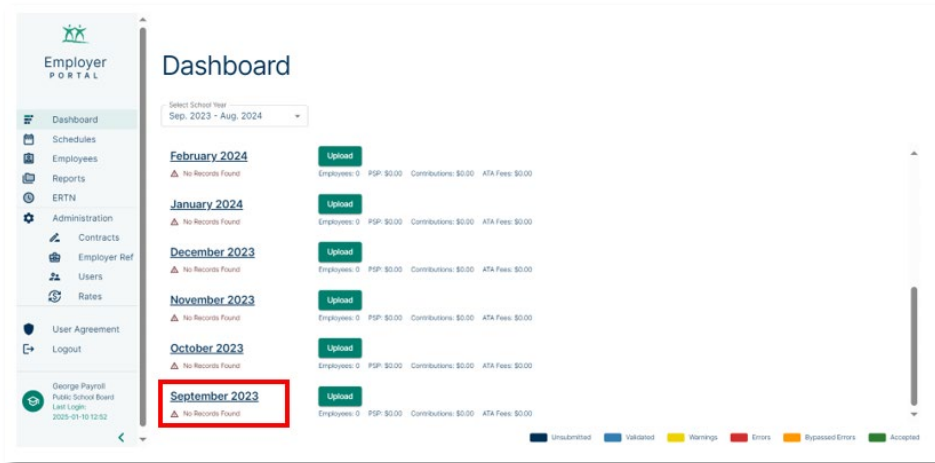
Information on how to update individual records can be found in the Manually Entering Payroll Data section.

Manually Entering Payroll Data

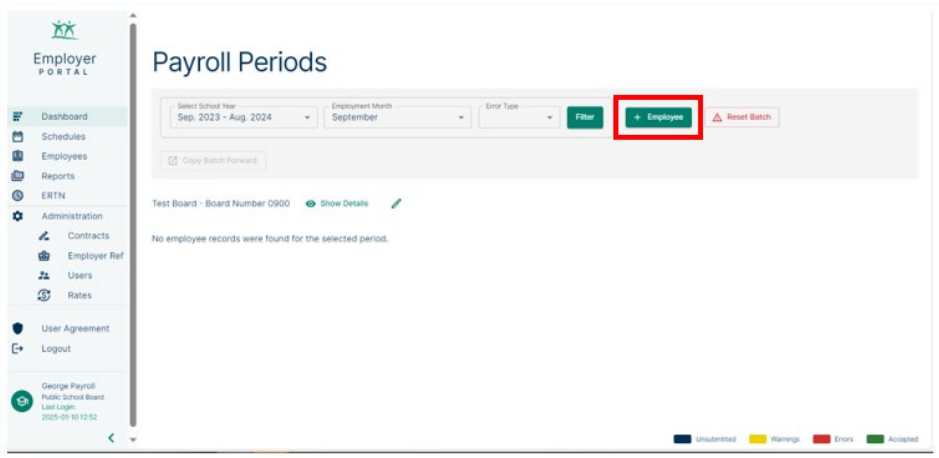
Before adding contribution records, a user must input the employee records first. There are two ways that an employee record can be added into TPRO:

- via the Payroll Period page
- via the Employee page

Adding an Employee in a Payroll Period

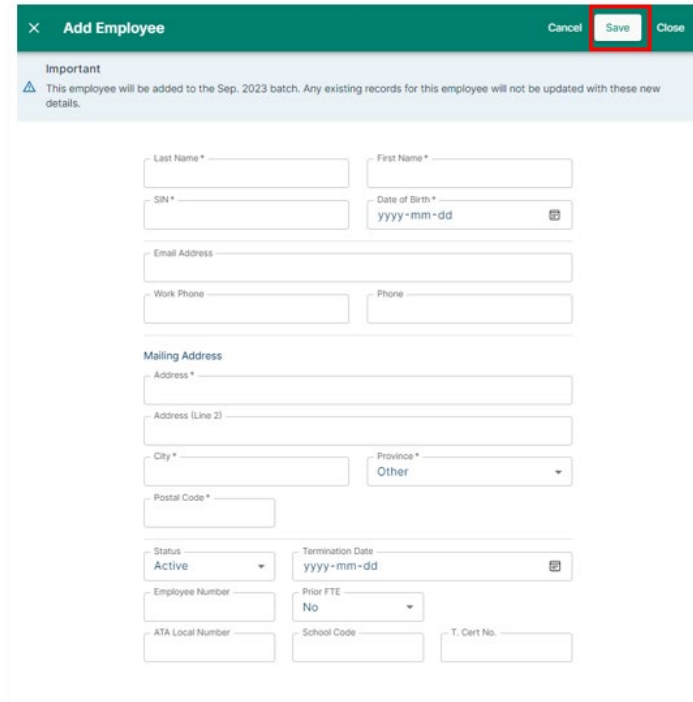


From the Dashboard page, select the payroll period to be reported.



Select +Employee.

The Add Employee panel will open. The user will be notified which batch the employee record will be added to.



Add Employee [Cancel] **Save** [Close]

Important
This employee will be added to the Sep. 2023 batch. Any existing records for this employee will not be updated with these new details.

Last Name * [] First Name * []
 SIN * [] Date of Birth * [yyyy-mm-dd]
 Email Address []
 Work Phone [] Phone []

Mailing Address
 Address * []
 Address (Line 2) []
 City * [] Province * [Other]
 Postal Code * []

Status [Active] Termination Date [yyyy-mm-dd]
 Employee Number [] Prior FTE [No]
 ATA Local Number [] School Code [] T. Cert No. []

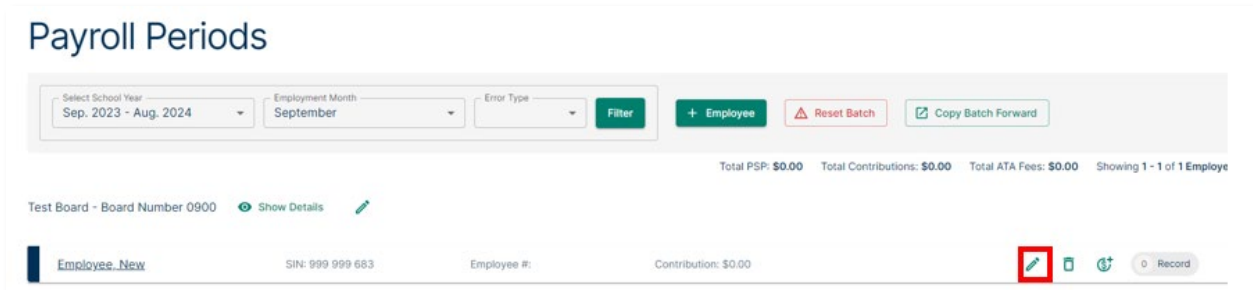
Update the data as required for the employee. Once the data is complete, select Save. The user will be notified that the employee record was successfully created.



Employee created successfully.

Add Employee [Cancel] **Save** [Close]

Once the employee record is saved, select Close to return to the payroll period page.



Payroll Periods

Select School Year [Sep. 2023 - Aug. 2024] Employment Month [September] Error Type [] [Filter] [+ Employee] [Reset Batch] [Copy Batch Forward]

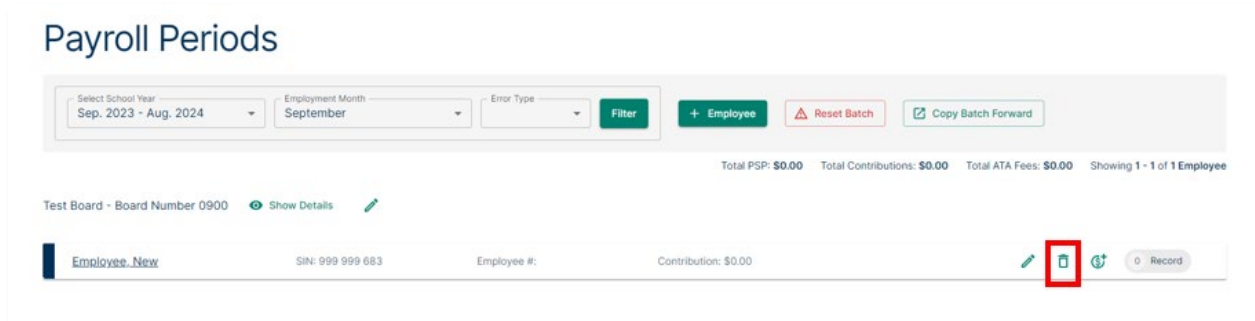
Total PSP: \$0.00 Total Contributions: \$0.00 Total ATA Fees: \$0.00 Showing 1 - 1 of 1 Employee

Test Board - Board Number 0900 [Show Details] [Edit]

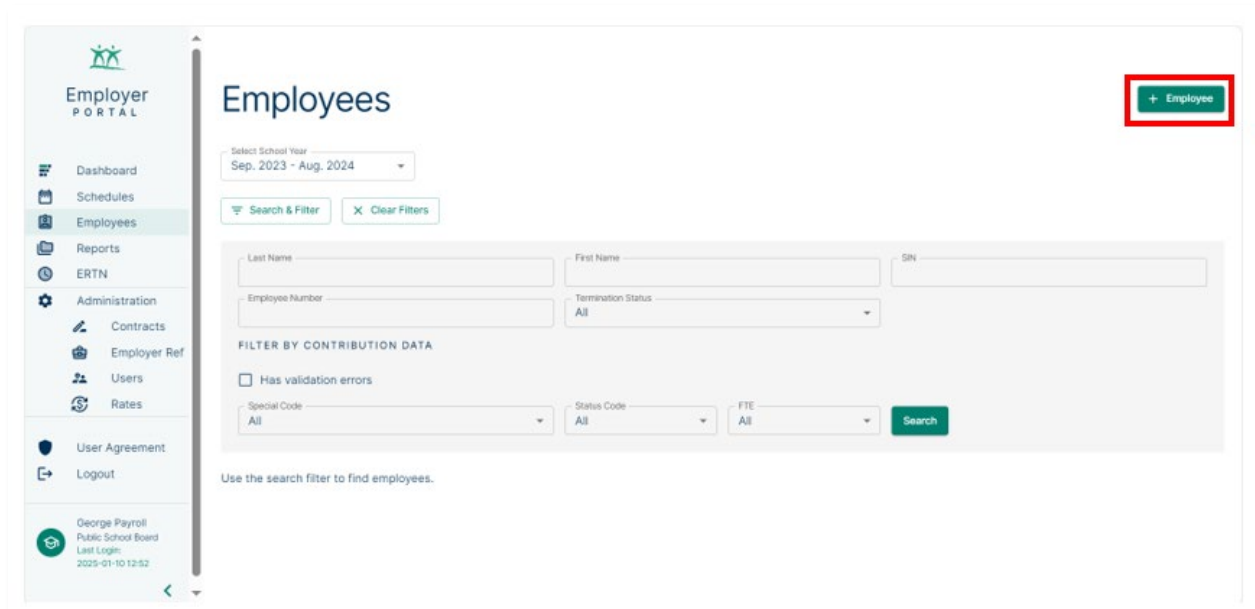
Employee	SIN	Employee #	Contribution	Actions
Employee New	999 999 683		\$0.00	[Edit] [Remove] [Record]

The new employee will now display. If an error was made in the employee details, the user can select the edit option to update the details.

If an employee record was added in error and there are no contribution record details attached to the employee, it can be removed by selecting the remove option.



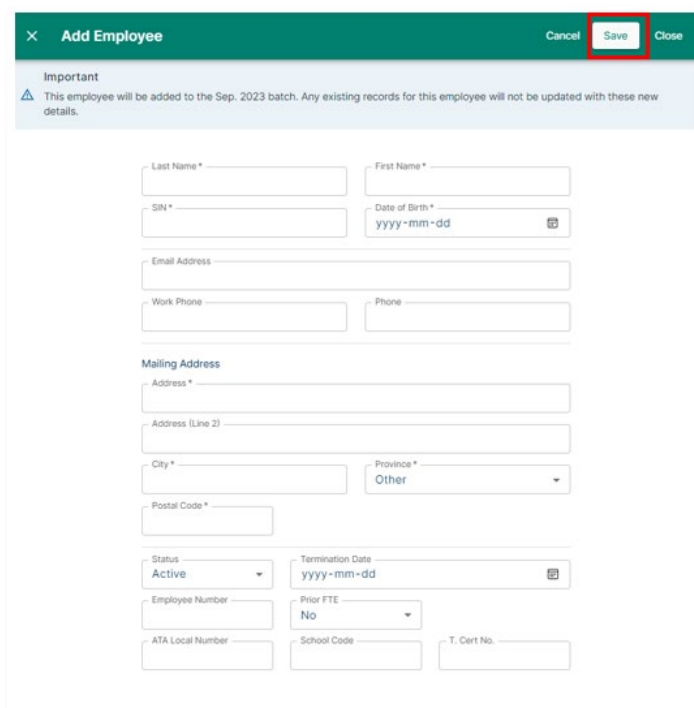
Adding an Employee in the Employee Page



From the dashboard, select the Employee option. The Employees page will display. Select + Employee.

The Add Employee panel will open. The user will be notified which batch the employee record will be added to.

Important
This employee will be added to the Sep. 2023 batch. Any existing records for this employee will not be updated with these new details.



Add Employee [Cancel] **Save** [Close]

Important
This employee will be added to the Sep. 2023 batch. Any existing records for this employee will not be updated with these new details.

Last Name * [] First Name * []
 SIN * [] Date of Birth * [yyyy-mm-dd]
 Email Address []
 Work Phone [] Phone []

Mailing Address
 Address * []
 Address (Line 2) []
 City * [] Province * [Other]
 Postal Code * []

Status [Active] Termination Date [yyyy-mm-dd]
 Employee Number [] Prior FTE [No]
 ATA Local Number [] School Code [] T. Cert No. []

Update the data as required for the employee. Required fields show an asterisk * beside the field name. Once the data is complete, select Save. The user will be notified that the employee record was successfully created.



Employee created successfully. [Close]

Add Employee [Cancel] **Save** [Close]

Once the employee record is saved, select Close and the employee's contribution page will display.



Dashboard / New Employee

New Employee

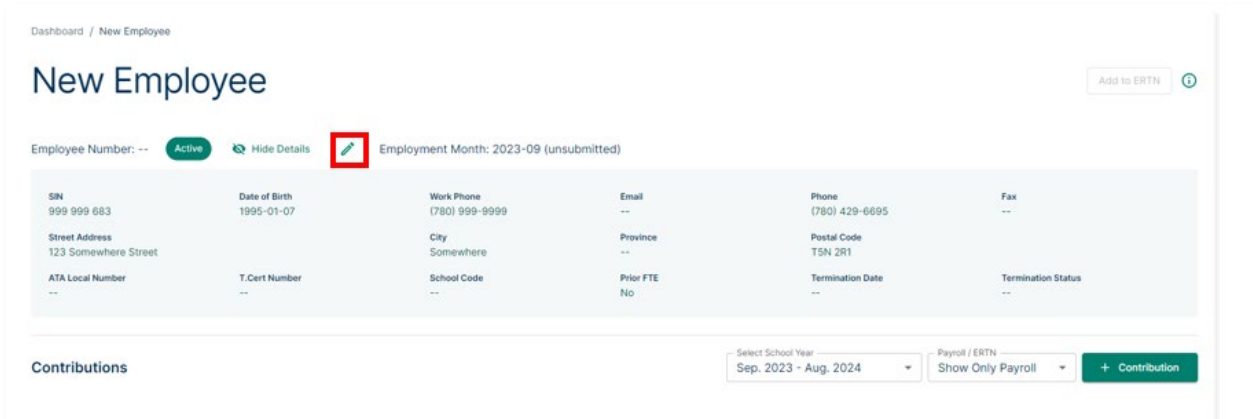
Add to ERTN []

Employee Number: -- [Active] **Show Details** [] Employment Month: 2023-09 (unsubmitted)

Contributions []

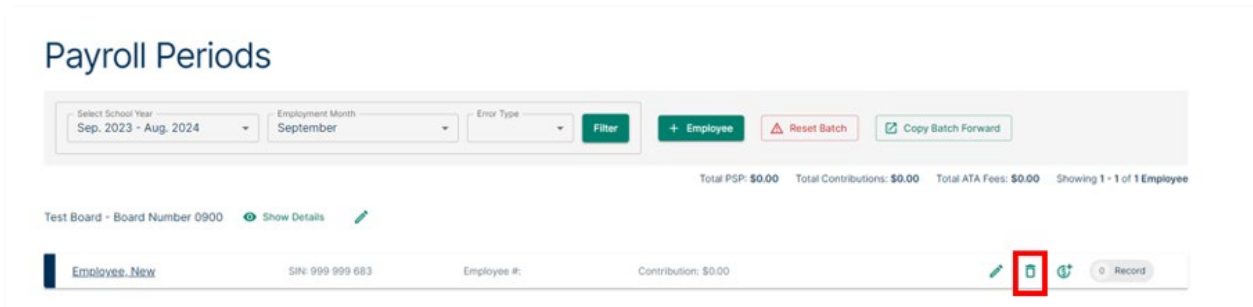
Select School Year: Sep. 2023 - Aug. 2024 [] Payroll / ERTN: Show Only Payroll [] [+ Contribution]

If the user would like to view the employee details, they can select Show Details.



If the details require updating, select the Edit icon.

If the employee record was added in error, the user will need to navigate to the dashboard, select the payroll period, search for the employee and delete the employee record using the delete icon. It cannot be deleted from the Employee page.



Changing and Employee's SIN

If a plan member's SIN has changed, then the SIN on the employee record in an unsubmitted batch must be changed. Any subsequent submission of the Employee records with current or past payroll data or searches by SIN will be done with the new SIN. In other words, searching by the old SIN will not locate the employee. The system will track the mapping of the old SIN to the new SIN. But the system will not resubmit any previous employee records submitted with the old SIN.

The following steps should be followed when changing the SIN for an employee. **NOTE: the SIN must be changed in TPRO PRIOR to importing a payroll file with the new SIN:**

1. Change the SIN in their external payroll system
2. Update the SIN in TPRO **PRIOR** to importing payroll data:
 - a. copy the contribution record forward from the prior month, to create the employee record in the current batch.

- b. In the current batch, search for the employee and update the SIN (NOTE: This will update the SIN for all previous submissions).
3. Import the payroll file.

Entering Contribution Records

Once a schedule has been set up and an employee record has been created, the user can add the contribution records. Contribution records can be added two ways:

- via the Payroll Period page
- via the Employee Details page

An employee may have multiple contribution records in an employment month. The contribution records must be created under the same employee record.

After the user has entered the contribution details, they will have the option to Save, Close, or Cancel. These functions behave as follows:



Save – The Save button performs a “Save and Validate” action.

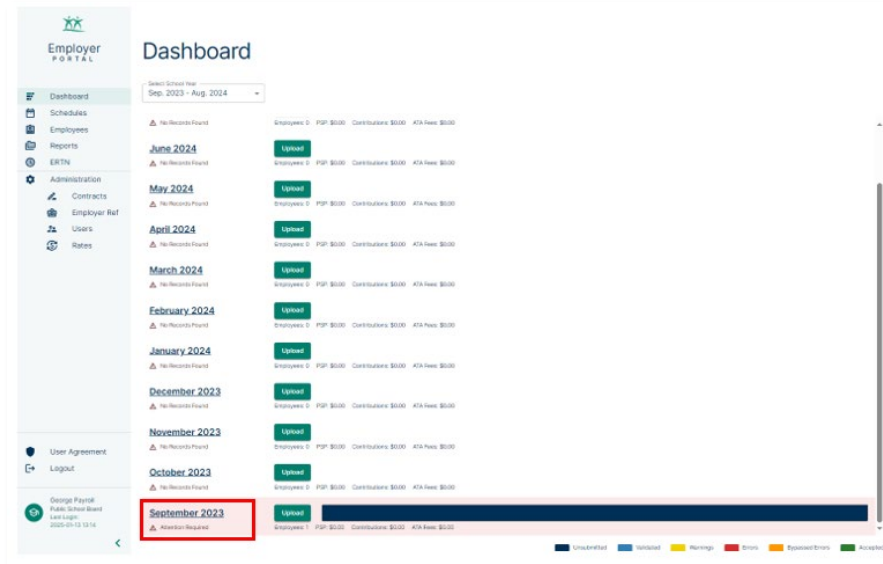
This action stores the contribution information into the database and performs the re-calculation and business validations (business validations implemented in the Validations service) on the contribution information. The contribution details page will remain open and display any errors messages. If the calculations side bar is open, then the calculations will be refreshed.

Close – The close button will close the window that you are working in. If you have unsaved changes, the Close button performs a “Save, Validation and Close” action.

This action stores the contribution information into the database, runs the business validation rules and closes the Contribution details window. The user will have the option to select Yes to save and close or No to continue editing.

Cancel – The Cancel button discards changes made since the last Save and closes the window.

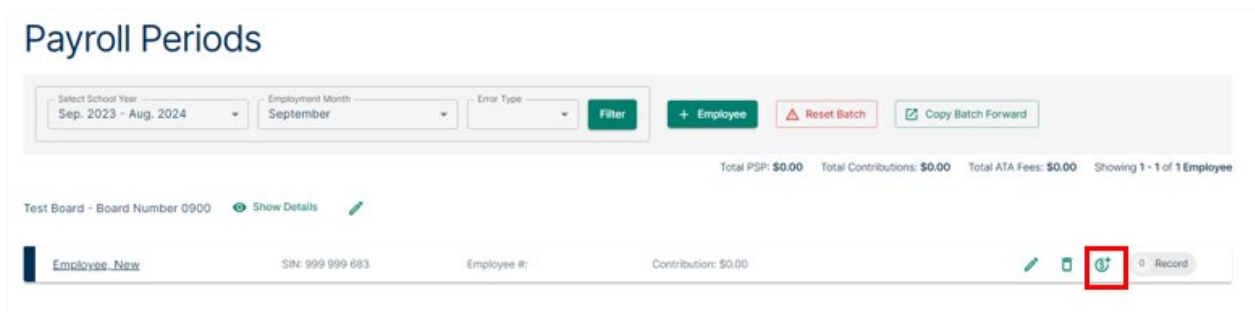
Entering Contributions through the Payroll Period Page



Select the Dashboard option on the left navigation. A list of employment months will be displayed for the selected school year.

Note, the school year will not appear if there are no schedules entered for the school year. In this case, the schedules must be created before adding contribution records.

Select the employment month where the contribution records will be added. The Payroll Periods page will display.



Locate the employee record and select the “Add Contribution” icon to create the contribution record.



×

Add Contribution - September 2023

Batch / Period *
Sep 2023

Contribution School Year *
Sep. 2023 - Aug. 2024

Effective Date *
2023-09-01

Fill days from schedule
Select a schedule...

Refresh Days

Days/Year: 0 Days/Month: 0

Record Type *
RG - Regular

Status Code
None

Special Code
0 - No special codes apply

Days Paid *

Days Missed *

FTE *

FT-MRS *

PT-MRS *

PSP *

Contribution Payable *

ATA Fees *

Contract ID

Contribution Payout Type
None

Signing Bonus

Allowance Amount

Allowance Payout Type
None

Show Calculations

Note the Batch/Period and Contribution School Year will be defaulted and read only to the employment month.

If different from the default, enter the effective date for the contribution record.
Once the effective date is entered, select the schedule data. Select the “Refresh Days” button.

×

Add Contribution - September 2023

Batch / Period *
Sep 2023

Contribution School Year *
Sep. 2023 - Aug. 2024

Effective Date *
2023-09-01

Fill days from schedule
Teacher

Refresh Days

Days/Year: 196 Days/Month: 22

The Record Type will always be “RG – Regular” for new contribution records.



Enter the all the mandatory fields.

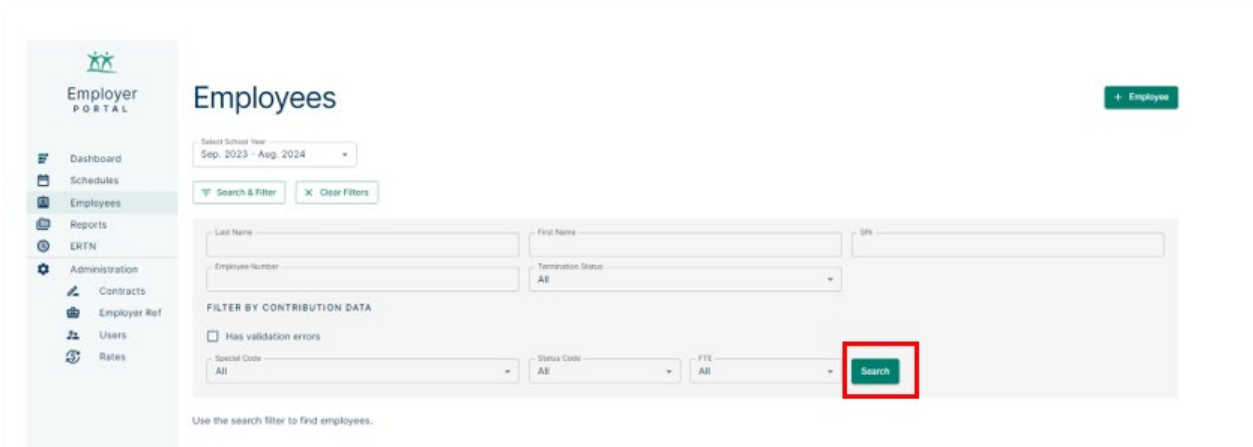
- Days paid and days missed. The days paid and days missed must equal the “days/month”.
- Full time equivalent (FTE)
- Full-Time Monthly Rate of Salary (FT-MRS), Part-Time Monthly Rate of Salary (PT-MRS), Pensionable Salary Paid (PSP), Contribution Payable (CP) and ATA Fees.

Depending on the reporting requirement for the employee, data may be required for these optional fields.

- Status code and special codes.
 - See [Addendum B](#) for listing of codes.
- Contract ID
 - used if the teacher has concurrent contracts that will be tracked and paid separately.
- Contribution payout type
 - an override field where the user can select a different payout type than the standard programming payout type.
- Signing bonus
 - Amount of signing bonus paid to the employee to track separately.
- Allowance amount
 - Amount of allowance salary paid to the employee to track separately.
- Allowance payout type
 - The payout type that the payout for the allowance pay will be calculated.

Once all the fields have been completed, select the “Save” button. If all the required fields, denoted by an asterisk, are completed, the system will save the contribution record and perform the business validations. Otherwise, if there are missing mandatory fields (denoted by asterisk *), the Save operation will not save the contribution record to the system.

Entering Contributions through the Employee Details Page

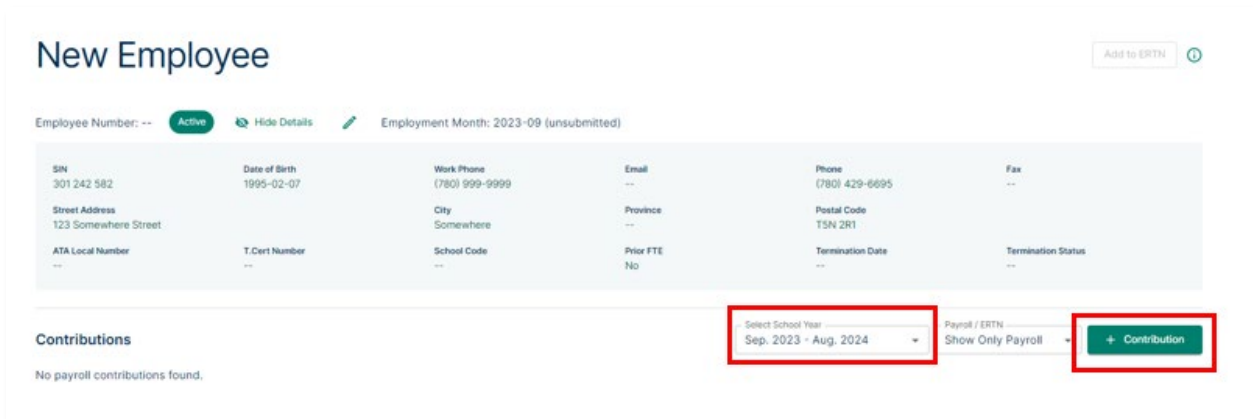


Select Employees option on the left navigation. The Employees search page will appear.

Search for the employee record. The user can select the Search button to display all employees, or they can search by entering specific criteria such as the SIN, Last Name or First Name.

Last Name ↑	First Name	SIN	Date of Birth	Employee Status	Employee Number	Work Phone
Employee	New	301 242 582	1995/02/07	Active		(780) 999-9999

Select the employee record by clicking on the Last Name. The Employee Details page will appear.



Select the School Year where the contribution record will be added.

Note: only school years with schedules will appear. If you don't see the school year, then schedules for that school year must be created before adding any contribution records.

Select the “+ Contribution” button to create the contribution record.



× Add Contribution - September 2023

Batch / Period * Contribution School Year * Effective Date *

Fill days from schedule Days/Year: 0 Days/Month: 0

Record Type *

Status Code

Special Code

Days Paid * Days Missed * FTE *

FT-MRS * PT-MRS * PSP *

Contribution Payable * ATA Fees *

Contract ID Contribution Payout Type

Signing Bonus

Allowance Amount Allowance Payout Type

Show Calculations

Select the Batch/Period and Contribution School Year.

Note, the Contribution School Year can be for a previous school year. Contribution records for earlier school years may be submitted within the selected batch. For example, if the batch is “October 2023”, meaning the contribution record will be submitted to ATRF in the October 2023 batch, this batch may contain contribution records for the same month or earlier months.

Enter the effective date for the contribution record.

Once the effective date is entered, select the schedule. Click on the “Refresh Days” button.

× Add Contribution - September 2023

Batch / Period * Contribution School Year * Effective Date *

Fill days from schedule Days/Year: 196 Days/Month: 22



The Record Type will always be “RG – Regular” for new unsubmitted contribution records.

Enter all the mandatory fields.

- Days paid and days missed. The days paid and days missed must equal the “days/month”.
- FTE.
- Full-Time Monthly Rate of Salary (FT-MRS), Part-Time Monthly Rate of Salary (PT-MRS), Pensionable Salary Paid (PSP), Contribution Payable (CP) and ATA Fees.

Depending on the reporting requirement for the employee, data may be required for these optional fields.

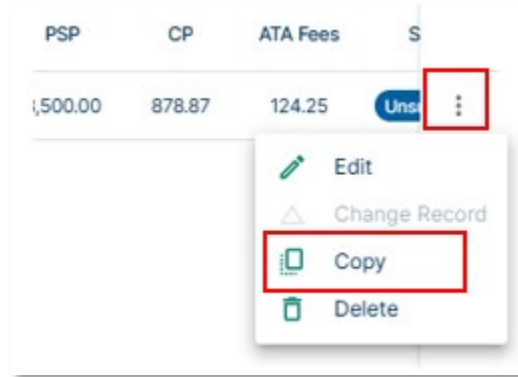
- Status code and special codes (See [here](#) for a listing of codes)
- Contract ID
- Contribution payout type
- Signing bonus
- Allowance amount
- Allowance payout type

Once all the fields have been completed, select the “Save” button. If all the required fields, denoted by an asterisk, are completed, the system will save the contribution record and perform the business validations. Otherwise, if there are missing mandatory fields (denoted by asterisks *), the Save operation will not save the contribution record to the system.

Copying Contributions

Once the user has entered at least one contribution record, additional records may be copied forward by using the copy feature.

To access the copy feature, click on the kebab menu (three vertical dots) at the end of an existing contribution record and select Copy.



The Copy Forward Employee Contribution panel will appear.

×
Copy Forward Employee Contribution
Cancel
Copy

This feature will copy existing employee and contribution records into one or more target payroll periods in the future.

Copy the selected Contribution record for September 2023 to:

School Year

Sep. 2023 - Aug. 2024

Start Employment Month

2023-09

End Employment Month

2023-09

Enter the start month and end month that you wish to copy forward.

×
Copy Forward Employee Contribution
Cancel
Copy

This feature will copy existing employee and contribution records into one or more target payroll periods in the future.

Copy the selected Contribution record for September 2023 to:

School Year

Sep. 2023 - Aug. 2024

Start Employment Month

2023-10

End Employment Month

2024-01



Select Copy.

The records will populate in the contribution panel.

Batch	Effective	Days/Yr	Days/Mth	Record Type	Status Code	Special Code	Days Paid	Days Missed	FTE	FT-MRS	PT-MRS	PSP	CP	ATA Fees	Status	
2024-01	2024-01-01	196	18	RG	--	00	18.0000	0.0000	1.0000	8,500.00	8,500.00	8,500.00	878.87	124.25	Unsubmitted	⋮
2023-12	2023-12-01	196	16	RG	--	00	16.0000	0.0000	1.0000	8,500.00	8,500.00	8,500.00	878.87	124.25	Unsubmitted	⋮
2023-11	2023-11-01	196	21	RG	--	00	21.0000	0.0000	1.0000	8,500.00	8,500.00	8,500.00	878.87	124.25	Unsubmitted	⋮
2023-10	2023-10-01	196	21	RG	--	00	21.0000	0.0000	1.0000	8,500.00	8,500.00	8,500.00	878.87	124.25	Unsubmitted	⋮
2023-09	2023-09-01	196	22	RG	--	00	22.0000	0.0000	1.0000	8,500.00	8,500.00	8,500.00	878.87	124.25	Unsubmitted	⋮

The records will need to be validated to check for any errors. The user would select the Validate Unsubmitted button to quickly validate all the unsubmitted records. The user will need to manually correct errors by access the edit feature.

When copying forward records into a new calendar year (i.e. from December to January), it is important to note that the contributions will not automatically adjust for the new YMPE. The user will manually need to update the contributions, therefore if the user wants to copy records forward for the entire year it would be recommended to perform the copy twice. First copy the records up to January. Next, copy the January record forward after the contributions have been corrected. This will avoid the user having to manually correct the contributions on each record individually.

It is important to note that contribution records can only be copied forward. They cannot be copied to go backwards in time from the current batch. If the user needs to create records prior to the current reporting month, they must use the “+Contribution” button for EACH month required up to the current month of reporting.

Modifying Unsubmitted Contribution Records

Unsubmitted contributions records can be modified using the edit button on the contribution record. The edit button can be accessed from two locations:

- the Payroll Period Page
- the Employee Details page



Modifying Unsubmitted Contribution Records from the Payroll Period Page

Dashboard

Select School Year
Sep. 2023 - Aug. 2024

May 2024	Upload	Employees: 0	PSP: \$0.00	Contributions: \$0.00	ATA Fees: \$0.00
April 2024	Upload	Employees: 0	PSP: \$0.00	Contributions: \$0.00	ATA Fees: \$0.00
March 2024	Upload	Employees: 0	PSP: \$0.00	Contributions: \$0.00	ATA Fees: \$0.00
February 2024	Upload	Employees: 0	PSP: \$0.00	Contributions: \$0.00	ATA Fees: \$0.00
January 2024	Upload	Employees: 0	PSP: \$0.00	Contributions: \$0.00	ATA Fees: \$0.00
December 2023	Upload	Employees: 0	PSP: \$0.00	Contributions: \$0.00	ATA Fees: \$0.00
November 2023	Upload	Employees: 0	PSP: \$0.00	Contributions: \$0.00	ATA Fees: \$0.00
October 2023	Upload	Employees: 0	PSP: \$0.00	Contributions: \$0.00	ATA Fees: \$0.00
September 2023	Upload	Employees: 1	PSP: \$5,500.00	Contributions: \$878.87	ATA Fees: \$0.00

From the Dashboard page, select the month requiring the modification. The Payroll Period page will display.

Payroll Periods

Select School Year
Sep. 2023 - Aug. 2024

Employment Month
September

Error Type
Filter

+ Employee Reset Batch Copy Batch Forward

Total PSP: \$8,500.00 Total Contributions: \$878.87 Total ATA Fees: \$0.00 Showing 1 - 1 of 1 Employee

Test Board - Board Number 0900 Show Details

Employee: New SIN: 301 242 582 Employee #: Contribution: \$878.87 1 Record

The user can scroll to find the employee they wish to modify. They will then expose the contribution record for the member by clicking on the chevron near the record count.

Test Board - Board Number 0900 Show Details

Employee: New SIN: 301 242 582 Employee #: Contribution: \$878.87 1 Record

SIN	301 242 582	Days Paid	22	Contract ID	
Days / Year	196	Days Missed	0	Contribution Payout Type	
Days / Month	22	FTE	1	Signing Bonus Amount	\$0.00
Effective Date	01/09/2023	FT-MRS	\$8,500.00	Allowance Amount	\$0.00
Status Code		PT-MRS	\$8,500.00	Allowance Payout Type	
Special Code	00	PSP	\$8,500.00		
School Year	09/2023	CP	\$878.87		
Record Type	RG	ATA Fees	\$0.00		



To edit the record, select the edit icon on the contribution record (highlighted above). NOTE: the edit icon also appears to edit the Employer information and the Employee Details. To edit the contribution record, the user MUST select the edit icon attached to the contribution record.

The screenshot shows a web form titled "Edit Contribution - Employee, New". At the top right, there are three buttons: "Cancel", "Save" (highlighted with a red box), and "Close". The form contains several input fields and dropdown menus:

- Batch / Period ***: Sep 2023
- Contribution School Year ***: Sep. 2023 - Aug. 2024
- Effective Date ***: 2023-09-01
- Fill days from schedule**: Select a schedule... (dropdown)
- Refresh Days**: (button)
- Days/Year**: 196
- Days/Month**: 22
- Record Type ***: RG - Regular
- Status Code**: None
- Special Code**: 0 - No special codes apply
- Days Paid ***: 22
- Days Missed ***: 0
- FTE ***: 1
- FT-MRG ***: 8,500.00
- PT-MRG ***: 8,500.00
- PSP ***: 8,500.00
- Contribution Payable ***: 878.87
- ATA Fees ***: 0.00
- Contract ID**: (empty)
- Contribution Payout Type**: None
- Signing Bonus**: 0
- Allowance Amount**: 0
- Allowance Payout Type**: None

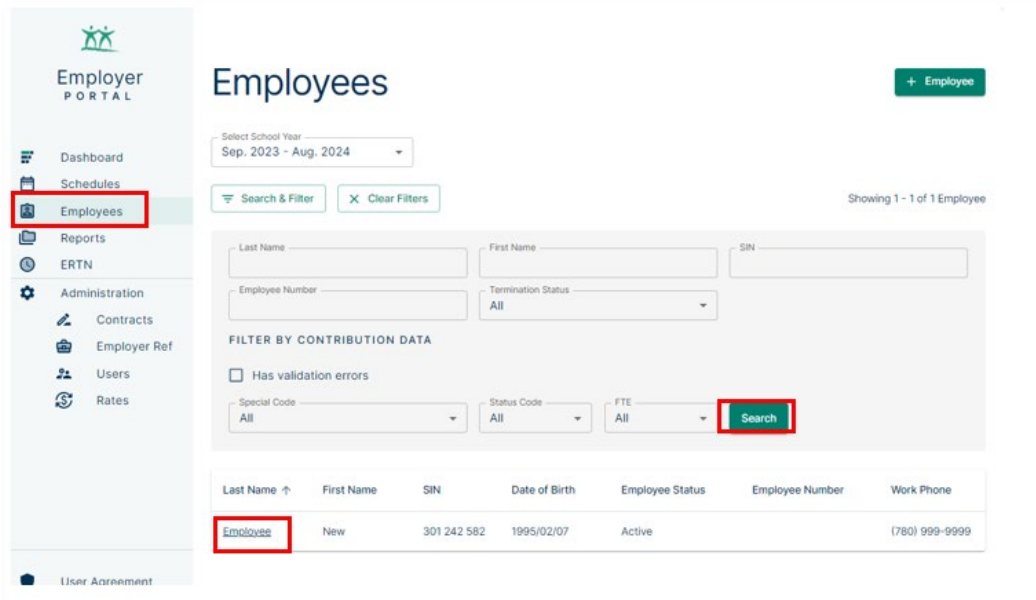
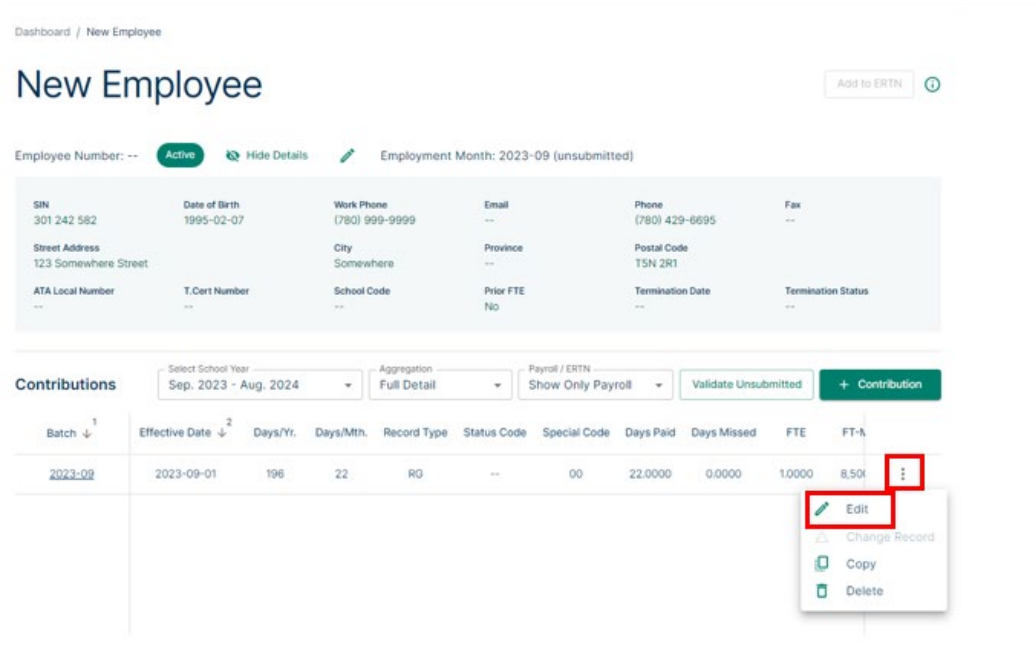
At the bottom left, there is a link that says "Show Calculations".

The edit contribution panel will appear. Once the changes have been complete, select save and the contribution record will be updated.

Modifying Unsubmitted Records from the Employee Page

Navigate to the Employee page by selecting the Employee option on the menu. Search for the employee by using the filters or listing all employees by selecting Search.

Once the employee is found, click on the last name.



The Employee details page will display. Find the contribution record that requires the change and click on the ellipses to open the editing menu. Select Edit.

The image shows a web-based form titled "Edit Contribution - Employee, New". The form is used to update employee contribution records. It includes fields for Batch / Period, Contribution School Year, Effective Date, Fill days from schedule, Record Type, Status Code, Special Code, Days Paid, Days Missed, FTE, FT-MRS, PT-MRS, PSP, Contribution Payable, ATA Fees, Contract ID, Contribution Payout Type, Signing Bonus, Allowance Amount, and Allowance Payout Type. The "Save" button is highlighted with a red box. A "Show Calculations" link is at the bottom left.

Edit Contribution - Employee, New		
Batch / Period *	Contribution School Year *	Effective Date *
Sep 2023	Sep. 2023 - Aug. 2024	2023-09-01
Fill days from schedule	Refresh Days	Days/Year: 196 Days/Month: 22
Select a schedule...		
Record Type *	RG - Regular	
Status Code	None	
Special Code	0 - No special codes apply	
Days Paid *	Days Missed *	FTE *
22	0	1
FT-MRS *	PT-MRS *	PSP *
8,500.00	8,500.00	8,500.00
Contribution Payable *	ATA Fees *	
878.87	0.00	
Contract ID	Contribution Payout Type	
	None	
Signing Bonus		
0		
Allowance Amount	Allowance Payout Type	
0	None	
Show Calculations		

The Edit Contribution panel will appear. Once the changes have been complete, select Save and the contribution record will be updated.



Deleting an Unsubmitted Contribution Record

If a contribution record has been entered in error and the record has NOT be submitted to ATRF it can be physically deleted from TPRO. Steps for deleting submitted records can be found [here](#).

The delete function can be accessed two ways:

- from within the specific payroll period
- from within the Employee Details

Deleting an Unsubmitted Contribution from the Payroll Period

Dashboard

Select School Year: Sep. 2023 - Aug. 2024

Month	Status	Employees	PSP	Contributions	ATA Fees
May 2024	No Records Found	0	\$0.00	\$0.00	\$0.00
April 2024	No Records Found	0	\$0.00	\$0.00	\$0.00
March 2024	No Records Found	0	\$0.00	\$0.00	\$0.00
February 2024	No Records Found	0	\$0.00	\$0.00	\$0.00
January 2024	No Records Found	0	\$0.00	\$0.00	\$0.00
December 2023	No Records Found	0	\$0.00	\$0.00	\$0.00
November 2023	No Records Found	0	\$0.00	\$0.00	\$0.00
October 2023	No Records Found	0	\$0.00	\$0.00	\$0.00
September 2023	Attention Required	1	\$8,500.00	\$878.87	\$0.00

From the Dashboard page, select the month requiring the modification. The Payroll Periods page will display.

Payroll Periods

Select School Year: Sep. 2023 - Aug. 2024 | Employment Month: September | Error Type: | Filter

+ Employee | Reset Batch | Copy Batch Forward

Total PSP: \$8,500.00 | Total Contributions: \$878.87 | Total ATA Fees: \$0.00 | Showing 1 - 1 of 1 Employee

Test Board - Board Number 0900 | Show Details

Employee	SIN	Employee #	Contribution
Employee New	301 242 582		\$878.87

1 Record

The user can scroll to find the employee they wish to modify. They will then expose the contribution record for the member by clicking on the chevron near the record count.

[Employee New](#)
SIN: 301 242 582 Employee #: Contribution: \$878.87

SIN	301 242 582	Days Paid	22	Contract ID	
Days / Year	196	Days Missed	0	Contribution Payout Type	
Days / Month	22	FTE	1	Signing Bonus Amount	\$0.00
Effective Date	01/09/2023	FT-MRS	\$8,500.00	Allowance Amount	\$0.00
Status Code		PT-MRS	\$8,500.00	Allowance Payout Type	
Special Code	00	PSP	\$8,500.00		
School Year	09/2023	CP	\$878.87		
Record Type	RG	ATA Fees	\$0.00		


Since the record is unsubmitted, the delete icon is active. Select Delete.

The user will be prompted to confirm if they wish to delete the contribution from the batch.

Are you sure you want to delete this contribution from the batch?

Cancel Yes, Delete

Select Yes, Delete to complete the deletion. If the deletion was selected in error, select Cancel.



Employer PORTAL

- Dashboard
- Schedules
- Employees
- Reports
- ERTN
- Administration
 - Contracts
 - Employer Ref
 - Users

Payroll Periods

Select School Year: Sep. 2023 - Aug. 2024
 Employment Month: September
 Error Type:
 Filter

Reset Batch
Copy Batch Forward

Total PSP: \$0.00 Total Contributions: \$0.00 Total ATA Fees: \$0.00 Showing 1 - 1 of 1 Employee

Test Board - Board Number 0900 Show Details

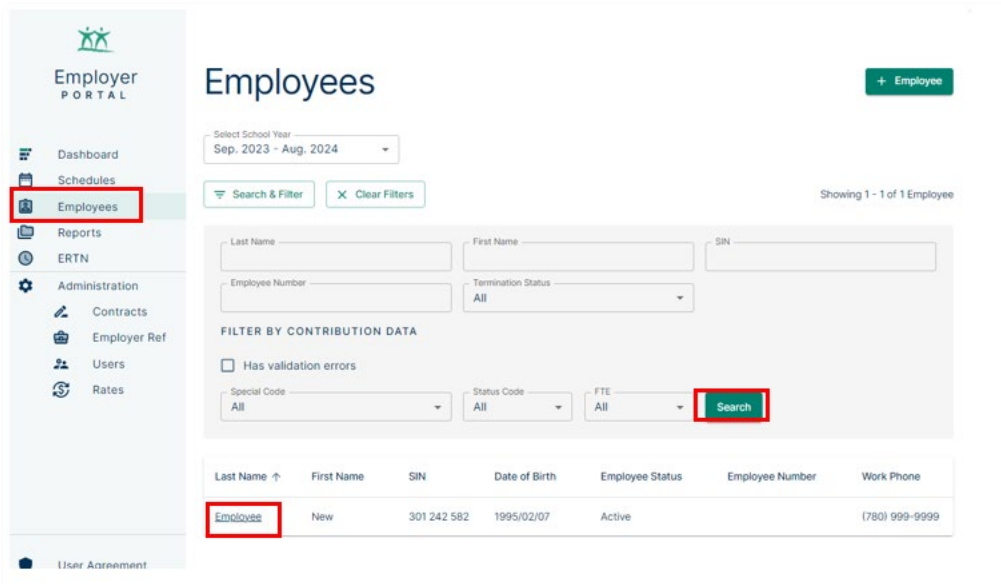
[Employee New](#)
SIN: 301 242 582 Employee #: Contribution: \$0.00

Once the delete is completed, TPRO will confirm the deletion was successfully completed and the record count will update.

Deleting an Unsubmitted Contribution from the Employee Page

Navigate to the Employee page by selecting the Employee option on the menu. Search for the employee by using the filters or listing all employees by selecting Search.

Once the employee is found, click on the Last Name.



Employer PORTAL

Employees

Select School Year: Sep. 2023 - Aug. 2024

Search & Filter Clear Filters

Showing 1 - 1 of 1 Employee

Filter by Contribution Data

☐ Has validation errors

Special Code: All Status Code: All FTE: All **Search**

Last Name ↑	First Name	SIN	Date of Birth	Employee Status	Employee Number	Work Phone
Employee	New	301 242 582	1995/02/07	Active		(780) 999-9999

User Agreement

Employee Number: -- **Active** Hide Details Employment Month: 2023-09 (unsubmitted)

SIN	Date of Birth	Work Phone	Email	Phone	Fax
301 242 582	1995-02-07	(780) 999-9999	--	(780) 429-6695	--
Street Address	City	Province	Postal Code		
123 Somewhere Street	Somewhere	--	TSN 2R1		
ATA Local Number	T.Cert Number	School Code	Prior FTE	Termination Date	Termination Status
--	--	--	No	--	--

Select School Year: Sep. 2023 - Aug. 2024 Aggregation: Full Detail Payroll / ERTN: Show Only Payroll

Contributions

Validate Unsubmitted + Contribution

Batch ↓	Effective... ↓	Days/Yr.	Days/Mth.	Record Type	Status Code	Special Code	Days Paid	Days Missed	
2023-09	2023-09-01	196	22	RG	--	00	22.0000	0.0000	1 ⋮

Edit Change Record Copy **Delete**

The Employee details page will display. Find the contribution record that requires the deletion and click on the ellipses to open the editing menu. Select Delete.


The user will be prompted to confirm if they wish to delete the contribution from the batch:

Are you sure you want to delete this contribution from the batch?

Cancel
Yes, Delete

Select Yes, Delete to complete the deletion. If the deletion was selected in error, select Cancel.

✓ Contribution deleted successfully.
✕



**Employer
PORTAL**

- Dashboard
- Schedules
- Employees
- Reports
- ERTN
- Administration
 - Contracts
 - Employer Ref
 - Users
 - Rates

Dashboard / New Employee

New Employee

Add to ERTN ⓘ

Employee Number: -- Active Hide Details ✎ Employment Month: 2023-09 (unsubmitted)

SIN	Date of Birth	Work Phone	Email	Phone	Fax
301 242 582	1995-02-07	(780) 999-9999	--	(780) 429-6695	--
Street Address	City	Province	Postal Code		
123 Somewhere Street	Somewhere	--	T5N 2R1		
ATA Local Number	T.Cert Number	School Code	Prior FTE	Termination Date	Termination Status
--	--	--	No	--	--

Contributions
 Select School Year
 Sep. 2023 - Aug. 2024

 Payroll / ERTN
 Show Only Payroll
 + Contribution

No payroll contributions found.

Once the delete is completed, TPRO will confirm the deletion was successfully completed and the contribution panel will update accordingly.



Show Calculation Feature

Each contribution record page allows the user to hide or show the calculations that TPRO is validating. The intent of this feature is to allow the user to understand what TPRO is doing to calculate the Pensionable Salary Paid, Contributions payable and the ATA fees (if applicable). The user should compare TPRO calculations to the calculation they have performed.

×

Edit Contribution - Employee, New

!

Portal Validation Errors in Record
Contribution is incorrect.
ATA fees are incorrect.

Batch / Period *
Sep 2023

Contribution School Year *
Sep. 2023 - Aug. 2024

Effective Date *
2023-09-01

Fill days from schedule
Teacher

Refresh Days

Days/Year: 196
Days/Month: 22

Record Type *
RG - Regular

Status Code
None

Special Code
0 - No special codes apply

Days Paid *
22

Days Missed *
0

FTE *
1.0

FT-MRS *
8,500.00

PT-MRS *
8,500.00

PSP *
8,500.00

Contribution Payable *
850.00

ATA Fees *
80

Contract ID

Contribution Payout Type
None

Signing Bonus

Allowance Amount

Allowance Payout Type
None

Show Calculations

In the contribution record, the user would select Show Calculation (if the default option is to Hide Calculations).



×

Edit Contribution - Employee, New

Cancel

Save

Close

Portal Validation Errors in Record

Contribution is incorrect.

ATA fees are incorrect.

Batch / Period *
Sep 2023

Contribution School Year *
Sep. 2023 - Aug. 2024

Effective Date *
2023-09-01

Fill days from schedule
Teacher

Refresh Days

Days/Year: 196
Days/Month: 22

Record Type *
RG - Regular

Status Code
None

Special Code
0 - No special codes apply

Days Paid *
22

Days Missed *
0

FTE *
1.0

FT-MRS *
8,500.00

PT-MRS *
8,500.00

PSP *
8,500.00

Contribution Payable *
850.00

ATA Fees *
80

Contract ID

Contribution Payout Type
None

Signing Bonus

Allowance Amount

Allowance Payout Type
None

Hide Calculations

Calculations

Accept Calculations

PSP

Formula

Value

$$\text{PSP} = (\text{FTMRS} * \text{FTE}) - (\text{DaysMissed} / 200 * \text{FTMRS} * 12)$$

$$8500 = (8,500.00 * 1.0000) - (0.00 / 200 * 8,500.00 * 12)$$

Result

8500

CONTRIBUTION

Formula

Value

$$\text{FTMRS}$$

$$8500$$

$$\text{MMPE} = \text{YMPE} / 12$$

$$5550 = 66,600.00 / 12$$

$$\text{MonthlySalaryCap} = \text{SalaryCap} / 12$$

$$16276.13 = 195,313.50 / 12$$

$$\text{RateBelowMMPE} = 9 = 9.00\%$$

$$\text{RateAboveMMPE} = 12.86 = 12.86\%$$

$$\text{FTMC} = \text{MIN}(\text{MIN}(\text{FTMRS}, \text{MonthlySalaryCap}), \text{MMPE}) * \text{RateBelowMMPE} + \text{MAX}(0, \text{MIN}(\text{FTMRS}, \text{MonthlySalaryCap}) - \text{MMPE}) * \text{RateAboveMMPE}$$

$$878.87 = 499.50 + 379.37$$

$$\text{CP} = \text{PSP} / \text{FTMRS} * \text{FTMC}$$

$$878.87 = 8,500.00 / 8,500.00 * 878.87$$

Result

878.87

ATA FEES

Formula

Value

$$\text{ATA Fees} = \text{ATA fees do not apply to this employee.}$$

$$0$$

Result

0

The calculation is now displayed. If the user should now review the calculation and the data used for the calculation to understand what values TPRO is expecting. This will give the user the opportunity to correct any data errors that may have affected the calculation or, if the user agrees with the calculation, they have the option to select Accept Calculations which will automatically populate the values in the contribution records.



Contribution updated successfully.

Edit Contribution - Employee, New

Batch / Period * Sep 2023 Contribution School Year * Sep. 2023 - Aug. 2024 Effective Date * 2023-09-01

Fill days from schedule Teacher Refresh Days Days/Year: 196 Days/Month: 22

Record Type * RG - Regular

Status Code None

Special Code 0 - No special codes apply

Days Paid * 22 Days Missed * 0 FTE * 1.0

FT-MRS * 8,500.00 PT-MRS * 8,500.00 PSP * 8,500.00

Contribution Payable * 878.87 ATA Fees * 0.00

Contract ID Contribution Payout Type None

Signing Bonus

Allowance Amount Allowance Payout Type None

Hide Calculations

Calculations

Accept Calculations

PSP

Formula	Value
PSP = (FTMRS * FTE) - (DaysMissed / 200 * FTMRS * 12)	8500 = (8,500.00 * 1.0000) - (0.00 / 200 * 8,500.00 * 12)
Result	8500

CONTRIBUTION

Formula	Value
FTMRS	8500
MMPE = YMPE / 12	5550 = 66,600.00 / 12
MonthlySalaryCap = SalaryCap / 12	16276.13 = 195,313.50 / 12
RateBelowMMPE	9 = 9.00%
RateAboveMMPE	12.86 = 12.86%
FTMC = MIN(MIN(FTMRS, MonthlySalaryCap), MMPE) * RateBelowMMPE + MAX(0, MIN(FTMRS, MonthlySalaryCap) - MMPE) * RateAboveMMPE	878.87 = 499.50 + 379.37
CP = PSP / FTMRS * FTMC	878.87 = 8,500.00 / 8,500.00 * 878.87
Result	878.87

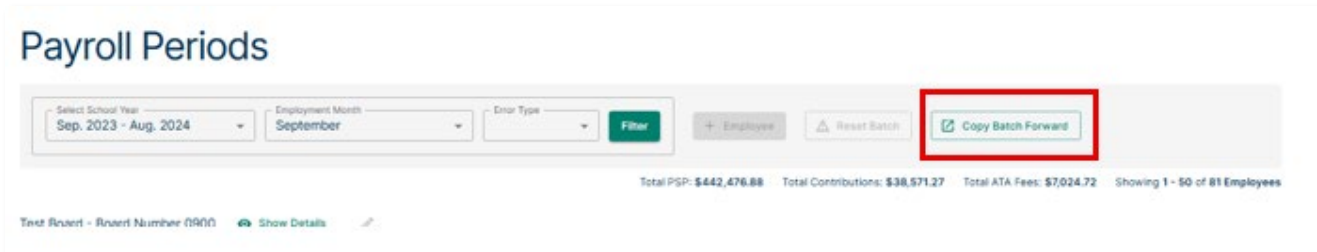
ATA FEES

Formula	Value
ATA Fees = ATA fees do not apply to this employee.	0

Once the records have been updated, the user must select Save to save and validate the data changes. Once the save is completed, TPRO will confirm the contribution record was updated successfully.

The Show Calculation feature is a tool designed to assist the user in understanding what/how TPRO is calculating. It is only as accurate as the data entered into the contribution records. If there is an error in the contribution records, the Show Calculation feature may not be accurate. It is important that the user reviews all the data to ensure accuracy.

Copy Batch Feature (recommended for manual boards only)



Payroll Periods

Select School Year: Sep. 2023 - Aug. 2024 | Employment Month: September | Error Type: | Filter | + Employee | Reset Batch | **Copy Batch Forward**

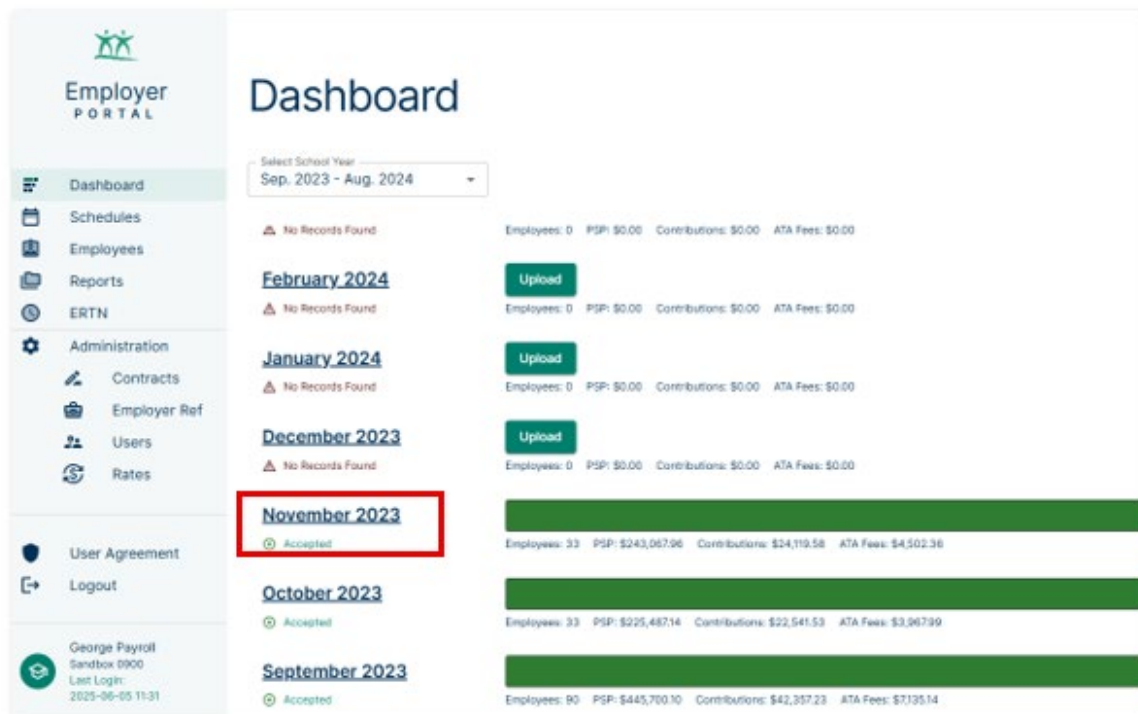
Total PSP: \$442,476.88 | Total Contributions: \$38,571.27 | Total ATA Fees: \$7,024.72 | Showing 1 - 50 of 81 Employees

Test Report - Report Number 0900 | Show Details

TPRO has been designed to allow for an employer to copy an existing batch forward into future payroll periods.

It is recommended that when copying a batch forward for the entire year the user should only copy forward to January to make the necessary update to contributions for the YMPE change and then copy the updated January batch to the end of the school year.

To copy a batch forward, the user will select the month to copy from the dashboard page.



Employer Portal

Dashboard

Select School Year: Sep. 2023 - Aug. 2024

February 2024
No Records Found
Upload

January 2024
No Records Found
Upload

December 2023
No Records Found
Upload

November 2023
Accepted

October 2023
Accepted

September 2023
Accepted

George Payroll
Sandbox 0900
Last Login: 2023-06-05 11:31



Payroll Periods

Select School Year: Sep. 2023 - Aug. 2024 Employment Month: November Error Type: Filter + Employee Reset Batch Copy Batch Forward

Total PSP: \$243,067.96 Total Contributions: \$24,119.58 Total ATA Fees: \$4,502.36 Showing 1 of 33 Employees

Select the Copy Batch Forward button.

Copy Forward Payroll Period Cancel Copy

This feature will copy existing employee and RG contribution records into the selected future payroll period.

Copy the selected Payroll Period November 2023 to:

School Year: 2023

Employment Month: 2023-12

Indicate the future dated employment month to be created and select Copy. TPRO will confirm the batch was copied successfully and Dashboard will be updated with the new batch.

✓ The batch was copied successfully to December 2023. Navigate to the target employment month to see the records.

December 2023	Upload	Validate	Submit
△ Attention Required	Employees: 33 PSP: \$243,067.96 Contributions: \$24,119.58 ATA Fees: \$4,502.36		
November 2023			
○ Accepted	Employees: 33 PSP: \$243,067.96 Contributions: \$24,119.58 ATA Fees: \$4,502.36		

The user will then validate the batch and make any adjustments as required.



The image shows a person with long, dark dreadlocks sitting at a wooden desk, viewed from behind. They are looking at three computer monitors. The left monitor displays a dashboard with 'Daily Sales' at \$2,742M and a 'Retention Rate' of 83.73%. The middle monitor is a comprehensive analytics dashboard with sections for 'Daily Signups', 'Liquidity', 'Monthly Sales', 'Retention' (81%, 69%, 85%), 'Profit and Loss summary', and 'Affiliate Sales'. The right monitor shows an 'Analytics' dashboard with a list of audience attributes and a bar chart for 'Daily Unique Sales by Country'. The desk also has a white mouse, a pen, and some small containers. A large teal arrow graphic points from the top left towards the bottom right, framing the text.

VALIDATING ERRORS

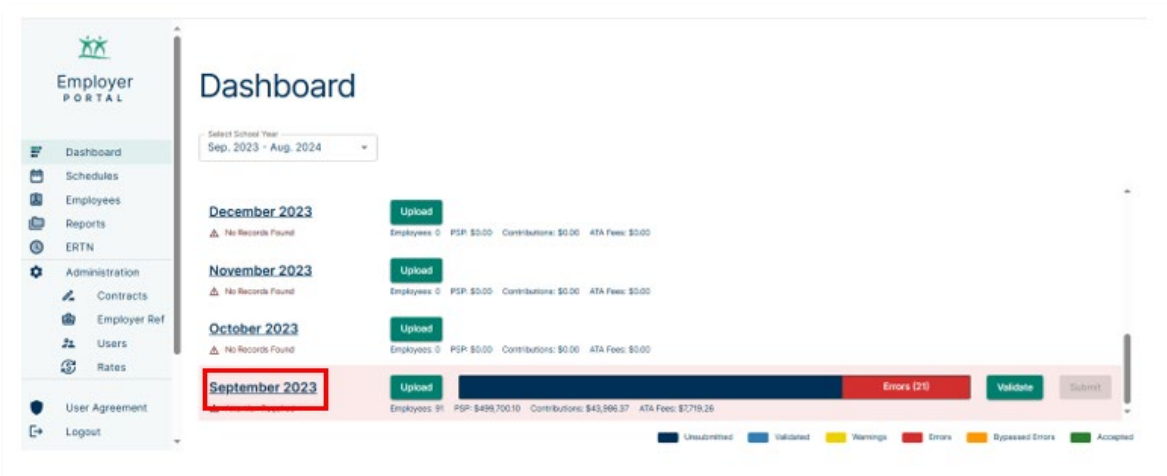
Validating Errors

Before viewing the validation errors, the payroll period must be validated.

There are three ways that the user can identify the list of validation errors that require review:

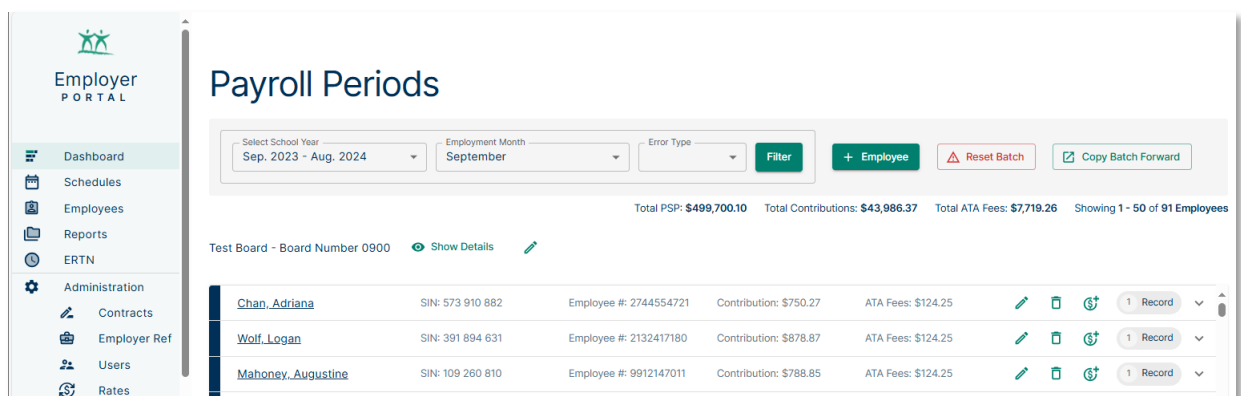
- filtering records with errors via the Payroll Period page
- filtering records with errors via the Employee page
- generating the Validation Errors report

Filtering Errors via the Payroll Period Page



Navigate to the Dashboard page.

On the Dashboard page, select a month where a payroll period has a red bar indicating a validation error. The Payroll Period page will open.





Payroll Periods

Select School Year: Sep. 2023 - Aug. 2024 | Employment Month: September | Error Type: Any Error | Filter

Total Contributions: \$43,986.37 | Total ATA Fees: \$7,719.26 | Showing 1 - 50 of 91 Employees

Test Board - Board Number 0900	Show Details	
Chan, Adriana	SIN: 573 910 882	Employee #:
Wolf, Logan	SIN: 391 894 631	Employee #:

Select the Error Type from the drop-down and click on the Filter button.

Payroll Periods

Select School Year: Sep. 2023 - Aug. 2024 | Employment Month: September | Error Type: Errors | Filter

Total PSP: \$499,700.10 | Total Contributions: \$43,986.37 | Total ATA Fees: \$7,719.26 | Showing 1 - 9 of 9 Employees

Test Board - Board Number 0900	Show Details	
Palacios, Malivah	SIN: 720 728 450	Employee #: 3532233001
Johnston, Rhea	SIN: 155 293 038	Employee #: 2044213027
Burch, Mylas	SIN: 252 037 551	Employee #: 5975187103
Blake, Yusef	SIN: 489 911 054	Employee #: 2100124299

View the errors on the contribution records by expanding the employee with a red background.

Payroll Periods

Select School Year: Sep. 2023 - Aug. 2024 | Employment Month: September | Error Type: Errors | Filter

Total PSP: \$499,700.10 | Total Contributions: \$43,986.37 | Total ATA Fees: \$7,719.26 | Showing 1 - 9 of 9 Employees

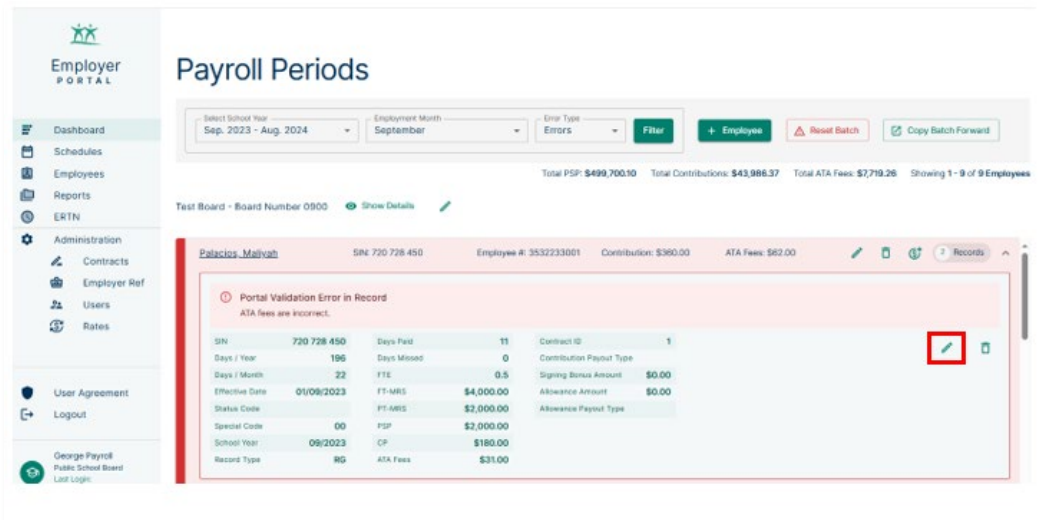
Test Board - Board Number 0900	Show Details	
Palacios, Malivah	SIN: 720 728 450	Employee #: 3532233001

Portal Validation Error in Record

ATA fees are incorrect.

SIN	720 728 450	Days Paid	11	Contract ID	1
Days / Year	196	Days Missed	0	Contribution Payment Type	
Days / Month	22	FTE	0.5	Signing Bonus Amount	\$0.00
Effective Date	01/09/2023	FT-MRS	\$4,000.00	Allowance Amount	\$0.00
Status Code		FT-MRS	\$2,000.00	Allowance Payment Type	
Special Code	00	PSP	\$2,000.00		
School Year	09/2023	CP	\$180.00		
Record Type	RG	ATA Fees	\$31.00		

Review the errors in the contribution records.



Payroll Periods

Select School Year: Sep. 2023 - Aug. 2024 | Employment Month: September | Error Type: Errors | Filter | + Employee | Reset Batch | Copy Batch Forward

Total PSP: \$499,700.10 | Total Contributions: \$41,986.37 | Total ATA Fees: \$7,719.26 | Showing 1 - 9 of 9 Employees

Test Board - Board Number 0900 | Show Details

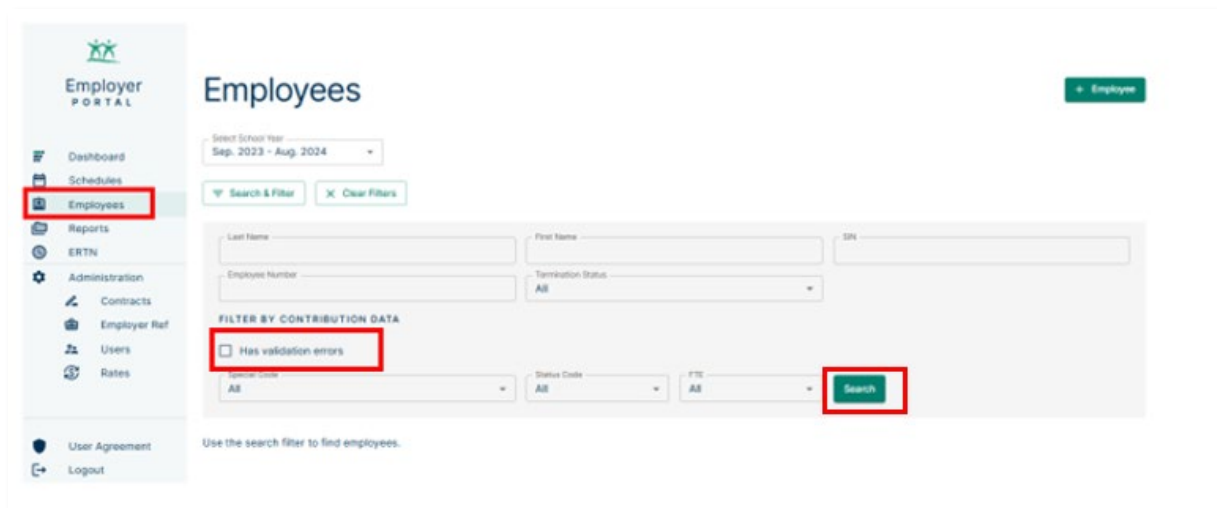
Palacios, Malviah | SIN: 720 728 450 | Employee #: 3532233001 | Contribution: \$360.00 | ATA Fees: \$62.00 | 2 Records

Portal Validation Error in Record
ATA fees are incorrect.

SIN	720 728 450	Days Paid	11	Contract ID	1
Days / Year	196	Days Missed	0	Contribution Payout Type	
Days / Month	22	FTE	0.5	Signing Bonus Amount	\$0.00
Effective Date	01/09/2023	FT/ABRS	\$4,000.00	Allowance Amount	\$0.00
Status Code		FT/ABRS	\$2,000.00	Allowance Payout Type	
Special Code	00	PSP	\$2,000.00		
School Year	09/2023	CP	\$180.00		
Record Type	RG	ATA Fees	\$31.00		

Click on the Pencil button for the contribution record to access the Edit Contribution, which can be used to fix the errors and calculate the payment details. Depending on the error, sometimes only one field will require a fix to remove all errors, sometimes multiple fields may require an adjustment.

Filtering Errors via the Employee Page



Employees | + Employee

Select School Year: Sep. 2023 - Aug. 2024

Search & Filter | Clear Filters

Last Name | First Name | SIN

Employee Number | Termination Status: All

FILTER BY CONTRIBUTION DATA

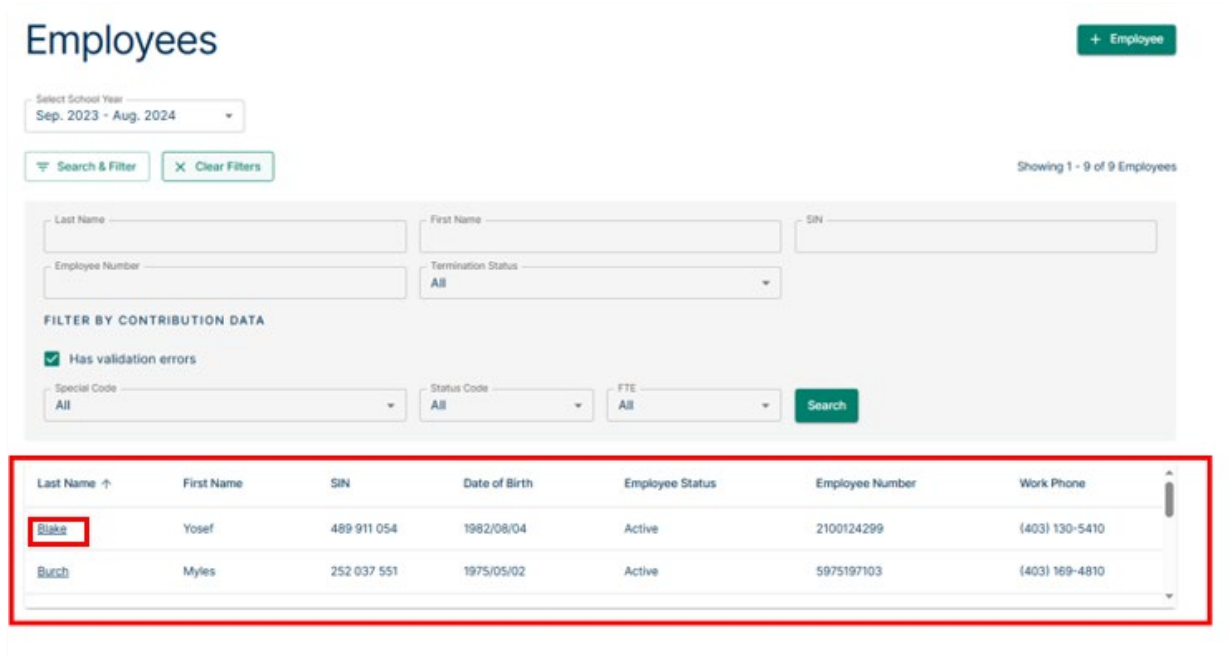
☒ Has validation errors

Status Code: All | Status Code: All | FTE: All | Search

Use the search filter to find employees.

Navigate to the Employee page.

Select the Has validation errors check box and select Search.



Employees + Employee

Select School Year: Sep. 2023 - Aug. 2024

Search & Filter Clear Filters Showing 1 - 9 of 9 Employees

Last Name: First Name: SIN:
 Employee Number: Termination Status:

FILTER BY CONTRIBUTION DATA

☒ Has validation errors

Special Code: Status Code: FTE: Search

Last Name ↑	First Name	SIN	Date of Birth	Employee Status	Employee Number	Work Phone
Blake	Yosef	489 911 054	1982/08/04	Active	2100124299	(403) 130-5410
Burch	Myles	252 037 551	1975/05/02	Active	5975197103	(403) 169-4810

The list of employees with errors will populate in the Employee page.

Select the Employee last name to view the errors on the contribution records.



Dashboard / Yosef Blake

Yosef Blake Add to ERTN

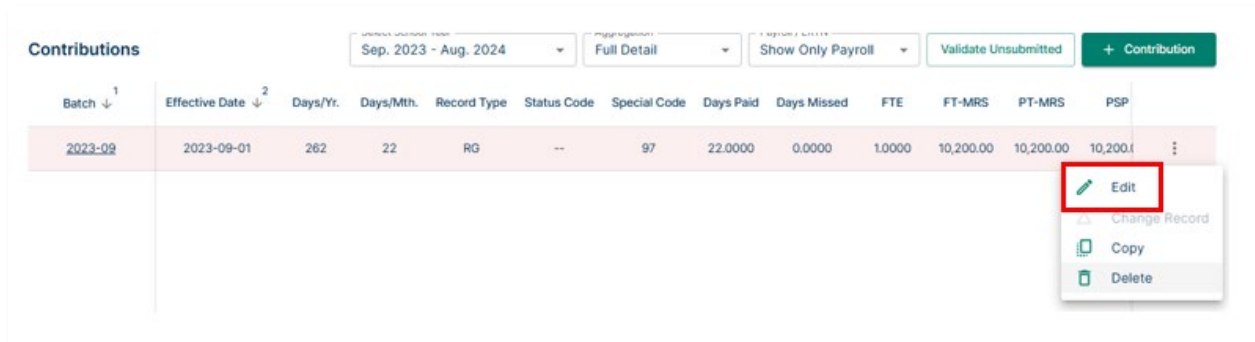
Employee Number: 2100124299 Active Hide Details Employment Month: 2023-09 (unsubmitted)

SIN 489 911 054	Date of Birth 1982-08-04	Work Phone (403) 130-5410	Email --	Phone (403) 172-2424	Fax --
Street Address 18 arbutus Street	City Calgary	Province AB	Postal Code T4A 2R9		
ATA Local Number 8	T.Cert Number TCN2008	School Code 430	Prior FTE No	Termination Date --	Termination Status --

Contributions Select School Year: Sep. 2023 - Aug. 2024 Aggregation: Full Detail Payroll / ERTN: Show Only Payroll Validate Unsubmitted + Contribution

Batch ↓	Effective Date ↓	Days/Yr.	Days/Mth.	Record Type	Status Code	Special Code	Days Paid	Days Missed	FTE	FT-MRS	PT-MRS	PSP
2023-09	2023-09-01	262	22	RG	--	97	22.0000	0.0000	1.0000	10,200.00	10,200.00	10,200.00

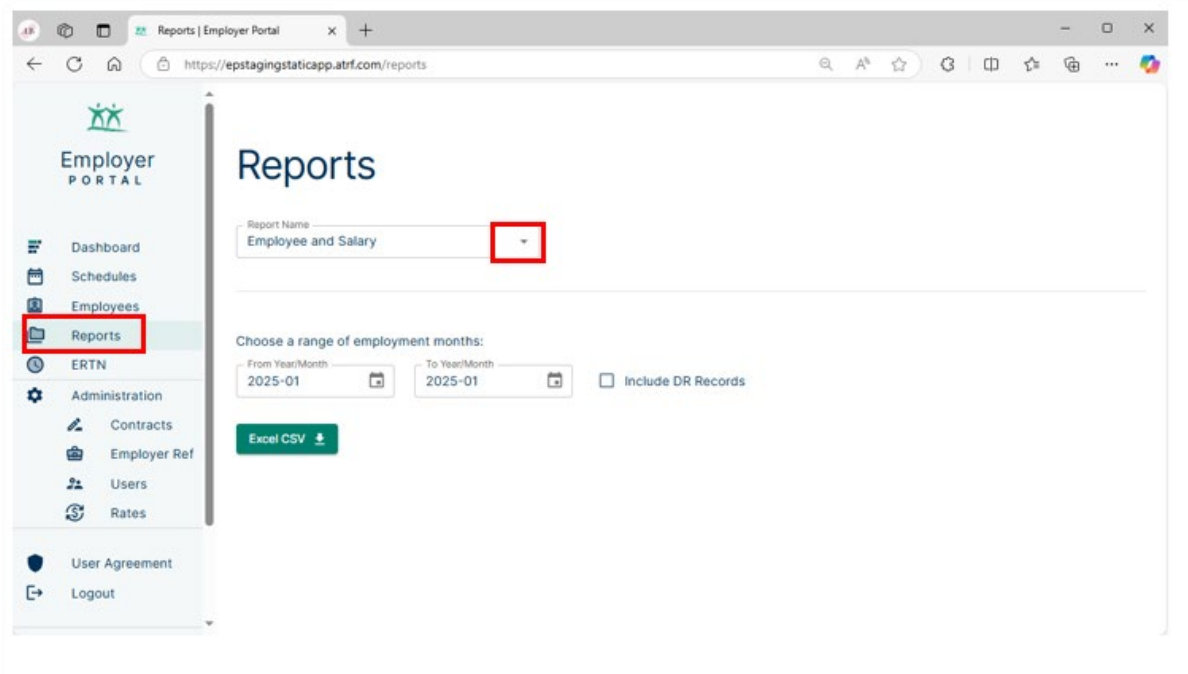
To review the error and edit the contribution record, click on the ellipses (...) at the end of the contribution record that is highlighted in red, indicating a record with a validation error.



Batch	Effective Date	Days/Yr	Days/Mth	Record Type	Status Code	Special Code	Days Paid	Days Missed	FTE	FT-MRS	PT-MRS	PSP
2023-09	2023-09-01	262	22	RG	--	97	22.0000	0.0000	1.0000	10,200.00	10,200.00	10,200.00

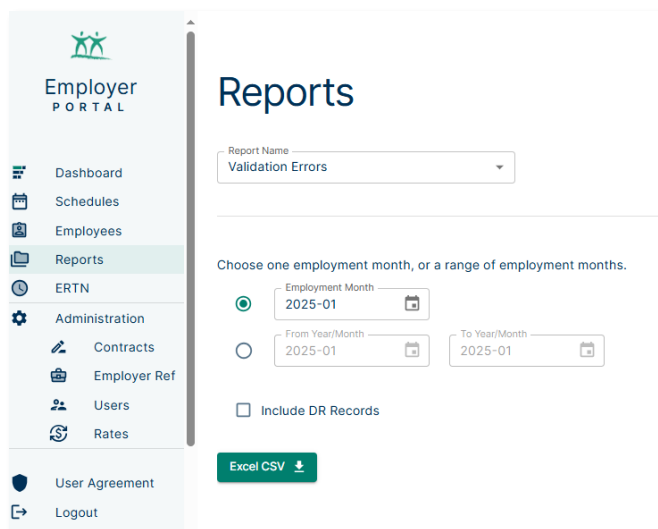
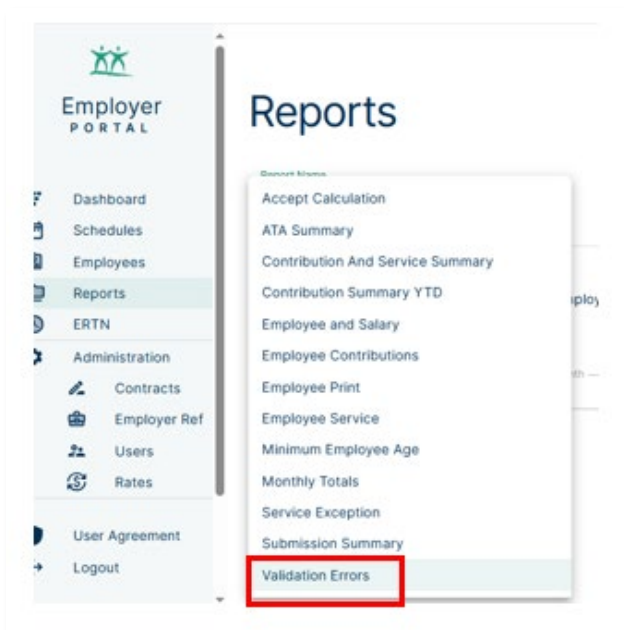
Select Edit to review the errors in the contribution records and make the necessary edits to correct the errors.

Creating the Validation Error Report



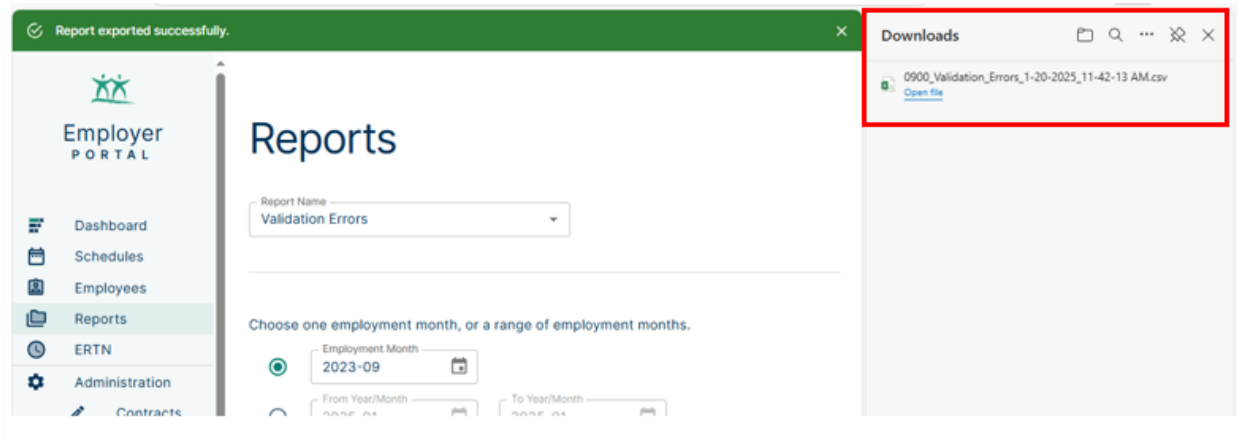
Access the Reports menu.

Select the Validation Errors report from the Report Name drop down menu.



The user will be prompted to enter the criteria for month or range of months they wish to add to the report.

Once the criteria are entered, the user will select the Excel CSV button.



TPRO will confirm that the report was exported successfully and the download option will appear. The file will download into the excel format and the user can modify the report to meet their needs.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Last Name	First Name	SIN #	Effective Date	Severity	Error						
2	Blake	Yosef	489911054	20230901	Error	Social Insurance Number is invalid.						
3	Burch	Myles	252037551	20230901	Error	Days Missed must be > 0 and <= DaysMth x FTE for Leave/Strike status.						
4	Burch	Myles	252037551	20230901	Error	Days Missed is invalid.						
5	Burch	Myles	252037551	20230901	Error	FTE must be > 0.						
6	Burch	Myles	252037551	20230901	Error	PTMRS should equal FTMRS x FTE.						
7	Burch	Myles	252037551	20230901	Error	ATA fees are incorrect.						
8	Clay	Emmie	673072799	20230901	Error	FTE must be > 0.						
9	Clay	Emmie	673072799	20230901	Error	PTMRS should equal FTMRS x FTE.						
10	Clay	Emmie	673072799	20230901	Error	ATA fees are incorrect.						
11	Johnston	Rhea	155293038	20230901	Error	Fewer days reported than days in the month.						
12	Johnston	Rhea	155293038	20230901	Error	Days Missed is invalid.						
13	Lawson	Ari	205563919	20230901	Error	ATA fees are incorrect.						
14	Palacios	Maliyah	720728450	20230901	Error	ATA fees are incorrect.						
15	Palacios	Maliyah	720728450	20230901	Error	ATA fees are incorrect.						
16	Riley	Khalil	206959132	20230901	Error	More days reported than days in the month.						
17	Riley	Khalil	206959132	20230901	Error	More days reported than days in the month.						
18	Velez	Rowan	620585364	20230901	Error	Days/Year must be between 180 and 200.						
19	Velez	Rowan	620585364	20230901	Error	Invalid value for PSP.						
20	Velez	Rowan	620585364	20230901	Error	Contribution is incorrect.						
21	Velez	Rowan	620585364	20230901	Error	ATA fees are incorrect.						
22	Wilson	Kingsley	162282313	20230901	Error	Fewer days reported than days in the month.						
23												
24												

The user may then search for each employee by using the Payroll Period page or Employee page to review and correct errors as noted above.



Common Validation Errors

Days Reported

- Check the FTE, days missed, days paid. Ensure the proper schedule is being utilized for days/month field.
- Check the chosen schedule data i.e. days/month, days/year

ATA Fees

- No more than 2 ATA Local Levies per payout period can be charged.
- No more than 12 ATA Local Levies per school year.
- Contact the ATA directly if you are unsure of your local number.

Invalid value for PSP

- Check the days paid, FTE, and days missed fields. Ensure the proper schedule is being utilized.

Invalid Payout

- Ensure the correct overall scenario is used.
- Ensure the correct payout status code is used (i.e. TT/DE/PO)
- Select the correct payout type or confirm total with show calculation feature.
- Year-end payouts will be enforced using any payout scenarios setup in the system i.e. July=50%, August=50%.
- Each contribution can be tagged to perform a specific type of payout i.e. Deduct 1/200, Pay 1/200, etc. An additional payout type has been added called "Average FTE", which is a Pay 1/xxxx, where xxxx = operational days/year.
- Make sure NT code has been entered correctly (when an employee has consecutive contracts in a year).
- Make sure Total Days for the year have been accounted for.
- Make sure Allowance Fields have been populated correctly.

Invalid Contribution

- When validating any given contribution record, the validation process will look at ALL records in that month, for that Contract ID.
- The sum of the FTE equivalent days paid + days missed must equal the operational days in the MONTH, as specified by the schedule record.
- The sum of the FTE equivalent days paid + days missed must not be greater than the operational days in the YEAR, as specified by the schedule record.
- Submit Allowance/Acting Pay in the Allowance Miscellaneous field (if applicable).
- Specify what type of payout to perform on the allowance portion (if applicable).
- Invalid code combinations will be enforced. Errors would be noted when validating your records.

Termination/Deceased Date is required for TT/DE code

- Ensure the termination status and date fields in the employee data are completed.



Critical Error

- Reporting a record with zero for PSP or FTMRS will give a Critical Error message. This type of record creates a zero-service record at ATRF causing service and calculation issues for the teacher. This error cannot be accepted and must be fixed prior to submission.



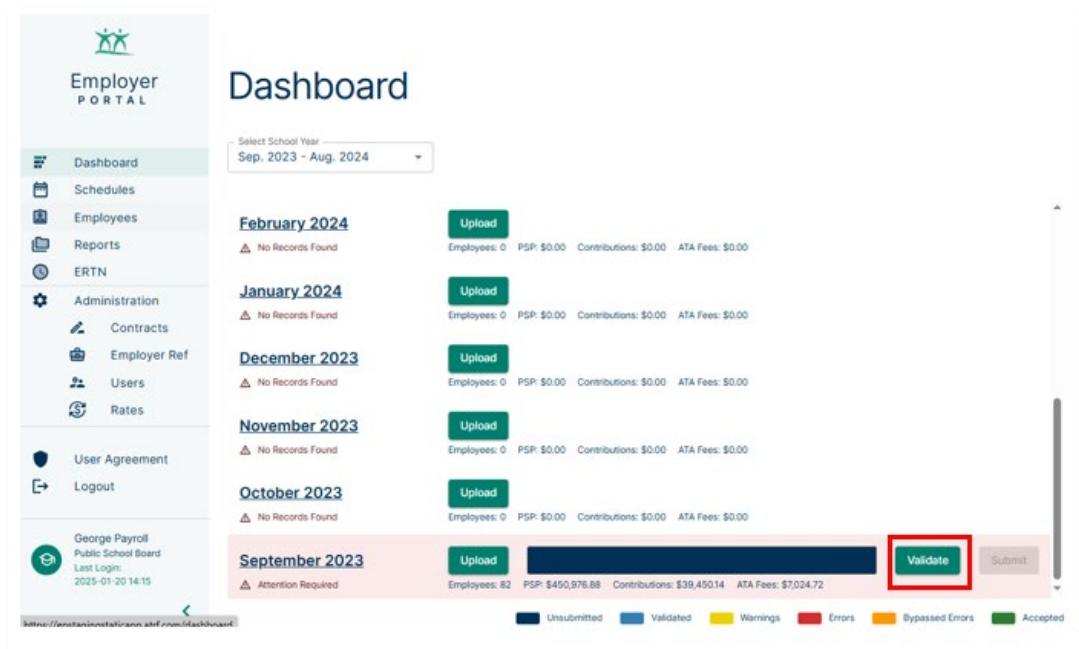
SUBMITTING A PAYROLL PERIOD TO ATRF

Submitting a Payroll Period to ATRF

Before submitting a payroll period, you need to validate your payroll data and there must be:

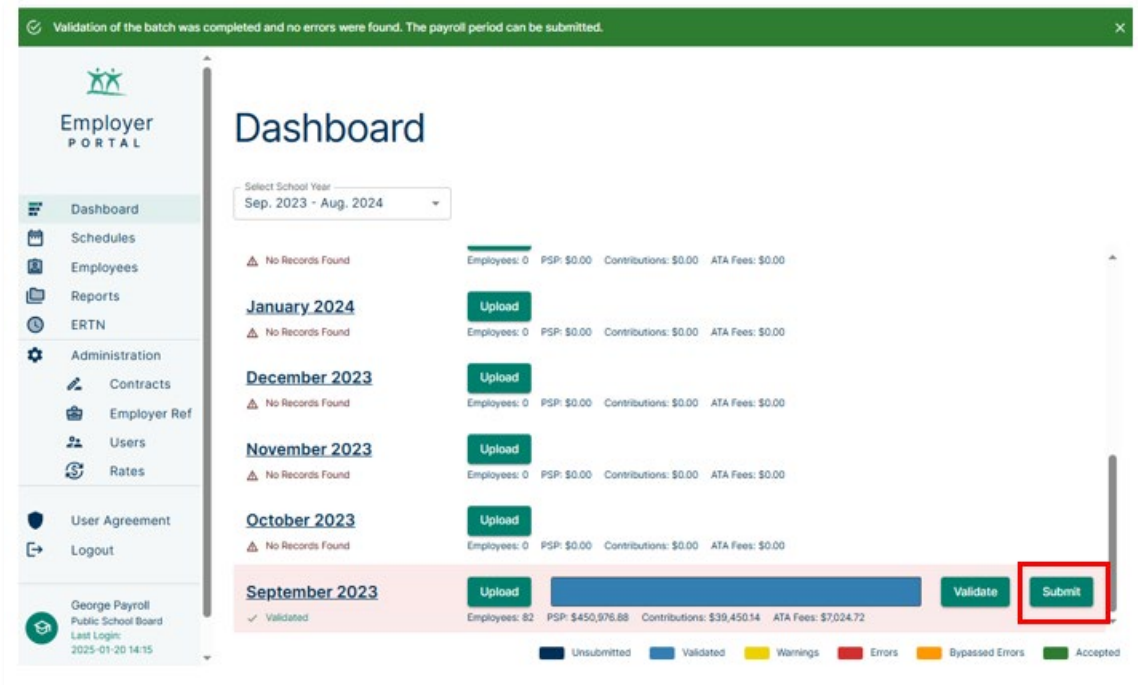
- no critical errors
- an approved bypass for non-critical errors

Warnings do not prevent submission of the payroll data.



Navigate to the Dashboard page.

If the payroll month to be submitted is in the dark blue unsubmitted state, the user must select Validate.



Validation of the batch was completed and no errors were found. The payroll period can be submitted.

Employer PORTAL

- Dashboard
- Schedules
- Employees
- Reports
- ERTN
- Administration
 - Contracts
 - Employer Ref
 - Users
 - Rates
- User Agreement
- Logout

George Payroll
Public School Board
Last Login: 2025-01-20 14:15

Dashboard

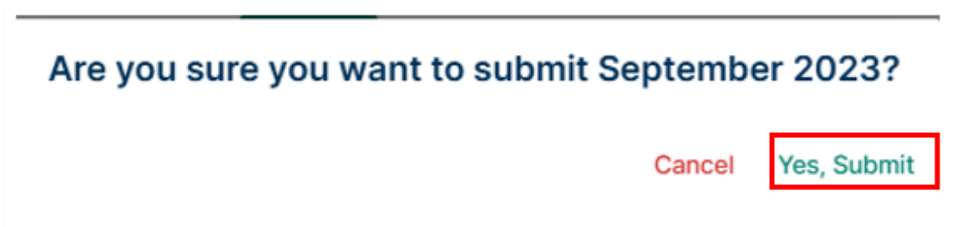
Select School Year
Sep. 2023 - Aug. 2024

Month	Status	Employees	PSP	Contributions	ATA Fees	Actions
January 2024	No Records Found	0	\$0.00	\$0.00	\$0.00	Upload
December 2023	No Records Found	0	\$0.00	\$0.00	\$0.00	Upload
November 2023	No Records Found	0	\$0.00	\$0.00	\$0.00	Upload
October 2023	No Records Found	0	\$0.00	\$0.00	\$0.00	Upload
September 2023	Validated	82	\$450,976.88	\$39,450.14	\$7,024.72	Upload, Validate, Submit

Legend: Unsubmitted (Dark Blue), Validated (Light Blue), Warnings (Yellow), Errors (Red), Bypassed Errors (Orange), Accepted (Green)

If there are no errors, TPRO will confirm that the validation was successful, the payroll status bar will update to the light blue validated status, and the Submit button will become enabled.

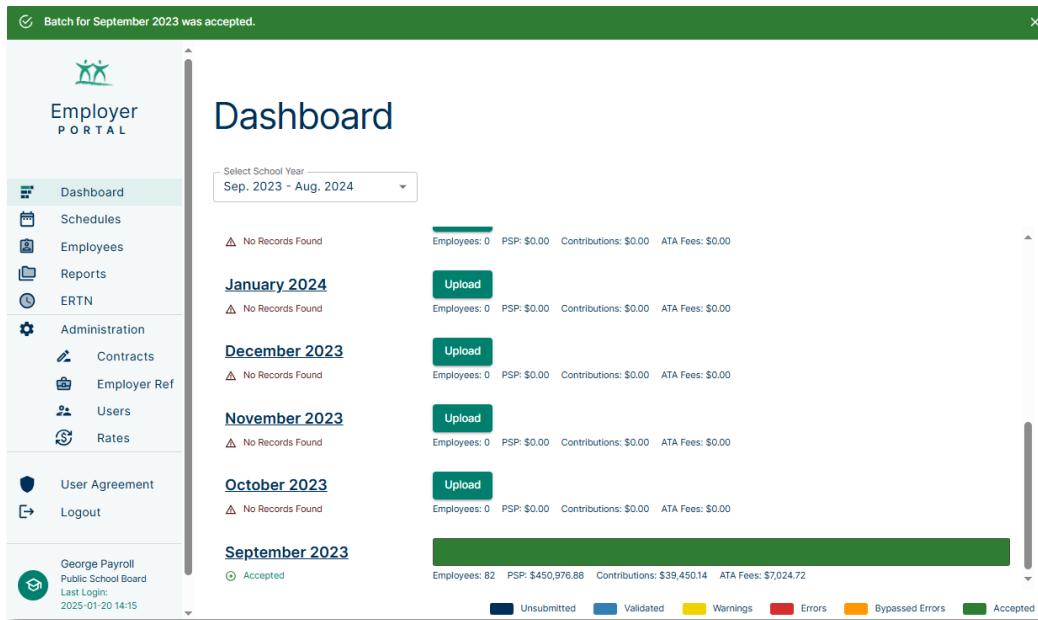
Once Submit is selected TPRO will prompt the user to confirm if they wish to proceed.



Are you sure you want to submit September 2023?

Cancel **Yes, Submit**

Select Yes, Submit.



Batch for September 2023 was accepted.

Employer PORTAL

- Dashboard
- Schedules
- Employees
- Reports
- ERTN
- Administration
 - Contracts
 - Employer Ref
 - Users
 - Rates
- User Agreement
- Logout

George Payroll
Public School Board
Last Login:
2023-01-20 14:15

Dashboard

Select School Year
Sep. 2023 - Aug. 2024

Month	Status	Employees	PSP	Contributions	ATA Fees
January 2024	No Records Found	0	\$0.00	\$0.00	\$0.00
December 2023	No Records Found	0	\$0.00	\$0.00	\$0.00
November 2023	No Records Found	0	\$0.00	\$0.00	\$0.00
October 2023	No Records Found	0	\$0.00	\$0.00	\$0.00
September 2023	Accepted	82	\$450,976.88	\$39,450.14	\$7,024.72

Legend: Unsubmitted (Dark Blue), Validated (Light Blue), Warnings (Yellow), Errors (Red), Bypassed Errors (Orange), Accepted (Green)

The Dashboard will refresh confirming that the batch was accepted. The payroll status bar will update to the green Accepted status.

The data submitted to ATRF is subject to additional validations that can only be performed by ATRF. If there are additional errors present, TPRO will return confirmation of errors that will require additional attention. For example, if an employer submits contributions for a member who is receiving pension payments from ATRF, TPRO will return that error confirming that the member is receiving a pension and that the contributions will be required to be refunded to the member and the data resubmitted with the appropriate Special Code (i.e. 55) and no contributions deducted.

Note: If the validation routine found errors, TPRO will confirm that errors are present and must be correct prior to submitting the payroll data. The Submit button will not be enabled.



October 2023

⚠ Attention Required

Upload

Employees: 32 PSP: \$216,987.14 Contributions: \$21,662.66 ATA Fees: \$3,973.99

Errors (2)

Validate

Submit

If TPRO has detected warnings, the Submit button will be enabled and the user can proceed with submitting their data.



May 2024

✓ Validated

Upload

Employees: 1 PSP: \$8,500.00 Contributions: \$0.00 ATA Fees: \$0.00

Warnings (1)

Validate

Submit

A photograph of a computer lab with several monitors and keyboards on a long desk. A large, dark teal arrow points diagonally from the top left towards the bottom right, partially obscuring the image. The text 'CHANGES TO SUBMITTED RECORDS' is overlaid on the white background to the left of the arrow.

CHANGES TO SUBMITTED RECORDS



Changes to Submitted Records

Changes to past submitted contributions must be made by creating a “Change Record” (CR). A CR can be created in a current unaccepted batch/period that adjusts a past accepted record. A new CR can adjust a past “Regular” (RG) or “Change” (CR) record.

Change records can be manually entered or can be imported as part of the import payroll process.

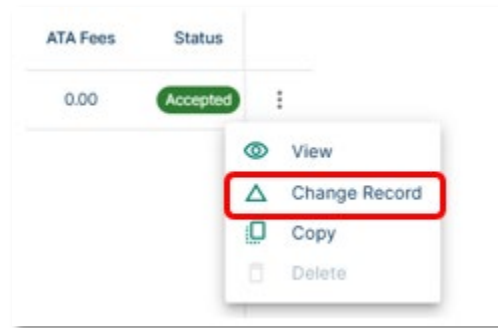
NOTE: Retroactive salary changes are no longer being tagged as a Retroactive (RA) record. Instead they will be displayed as a Change Record (CR).

Manually Entering Change Records

Locate the past accepted RG/CR record that needs to be revised by performing an Employee Search, and navigating into the Employee Details page.

On the Employee Details page, all the contributions are listed for a given school year in the Contribution panel below the Employee demographics panel.

At the far right of the Contributions panel, there is a kebab menu (three vertical dots), that allows access to actions that can be performed on the contribution. Choose Change Record to begin the process of creating a change record:



×
Chan, Adriana - Contribution
Cancel
Save
Close

Important
 This Contribution has already been submitted. Any changes will be saved as a new Change Record (CR) in the 2023-10 batch

Batch / Period *
 Oct 2023

Contribution School Year *
 Sep. 2023 - Aug. 2024

Effective Date *
 2023-09-01

Fill days from schedule
 Select a schedule...

Refresh Days

Days/Year: 196
 Days/Month: 22

Record Type *
 CR - Change

Status Code
 None

Special Code
 0 - No special codes apply

Days Paid *
 22

Days Missed *
 0

FTE *
 1

FT-MRS *
 7,500.00

PT-MRS *
 7,500.00

PSP *
 7,500.00

Contribution Payable *
 750.27

ATA Fees *
 124.25

Contract ID

Contribution Payout Type
 None

Signing Bonus
 0

Allowance Amount
 0

Allowance Payout Type
 None



The system will display the Contribution page with a few of the fields that will be disabled:

- Batch / Period field will be confined to the oldest unaccepted batch that exists.
- Contribution School Year will be confined to the school year of the unaccepted batch/period that will hold the new CR record.
 - The Effective Date is disabled because the period of the effective date must reference the original RG/CR that this new CR refers to.
 - Record Type is confined to be only “Change Record”.

Many of the fields of the accepted contribution of the past will be pre-filled into the fields of the new CR being created. The user will make the necessary adjustments to the data to reflect the change that is needed to this record. Once changes are completed, select Save.

Contributions															
Select School Year		Aggregation		Payroll / ERTN											
Sep. 2023 - Aug. 2024		Full Detail		Show Only Payroll											
Batch ¹ ↓	Effective... ² ↓	Days/Yr.	Days/Mth.	Record Type	Status Code	Special Code	Days Paid	Days Missed	FTE	FT-MRS	PT-MRS	PSP	CP	ATA Fees	Status
2023-10	2023-10-01	196	21	RG	--	00	21.0000	0.0000	1.0000	8,000.00	8,000.00	8,000.00	814.57	124.25	Unsubmitted
2023-10	2023-09-01	196	22	CR	--	00	22.0000	0.0000	1.0000	8,000.00	8,000.00	8,000.00	814.57	124.25	Unsubmitted
2023-09	2023-09-01	196	22	RG	--	00	22.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	750.27	124.25	Accepted

The system will create the new CR in the next batch/period to be submitted. TPRO will keep an audit trail for the user so they will be able to see the original record submission and be able to compare and/or reconcile against previous submissions.

IMPORTANT: If the employee has more than one record in a month, ALL records will be copied and coded as a CR record even if changes are only required on one record. It is important that all records for a period remain together, otherwise if only one record is submitted to ATRF, that one record will REPLACE all records in that period causing reconciliation issues.

The user has the option use filters to manage how they would like to see the contribution details on the employee's records.



Contributions

Select School Year: Sep. 2023 - Aug. 2024 | Aggregation: Full Detail | Payroll / ERTN: Show Only Payroll | Validate Unsubmitted | + Contribution

Batch ¹	Effective... ²	Days/Yr.	Days/Mth.	Record Type	Status Code	Special Code	Days Paid	Days Missed	FTE	FT-MRS	PT-MRS	PSP	CP	ATA Fees	Status	
2023-10	2023-10-01	196	21	RG	--	00	21.0000	0.0000	1.0000	8,000.00	8,000.00	8,000.00	814.57	124.25	Unsubmitted	⋮
2023-10	2023-09-01	196	22	CR	--	00	22.0000	0.0000	1.0000	8,000.00	8,000.00	8,000.00	814.57	124.25	Unsubmitted	⋮
2023-09	2023-09-01	196	22	RG	--	00	22.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	750.27	124.25	Accepted	⋮

Select School Year: Sep. 2023 - Aug. 2024 | Aggregation: Full Detail | Payroll / ERTN: Show Only Payroll

The Select School Year field defaults to the most current school year based on the schedule entries in the Schedule menu.

The Aggregation field allows the user to see the full detail or a consolidated view.

Aggregation

Full Detail

Full Detail

Consolidated View

The full detail will show ALL records (regular, change, deleted) using the DR (Delete Record) status code in the contribution grid.

Contributions

Select School Year: Sep. 2023 - Aug. 2024 | Aggregation: Full Detail | Payroll / ERTN: Show Only Payroll | Validate Unsubmitted | + Contribution

Batch ¹	Effective... ²	Days/Yr.	Days/Mth.	Record Type	Status Code	Special Code	Days Paid	Days Missed	FTE	FT-MRS	PT-MRS	PSP	CP	ATA Fees	Status	
2023-10	2023-10-01	196	21	RG	--	00	21.0000	0.0000	1.0000	8,000.00	8,000.00	8,000.00	814.57	124.25	Unsubmitted	⋮
2023-10	2023-09-01	196	22	CR	--	00	22.0000	0.0000	1.0000	8,000.00	8,000.00	8,000.00	814.57	124.25	Unsubmitted	⋮
2023-09	2023-09-01	196	22	RG	--	00	22.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	750.27	124.25	Accepted	⋮

The consolidated view will show ONLY the last most recent records submitted or being prepared to submit to ATRF.



Contributions															
Select School Year		Aggregation		Payroll / ERTN		Validate Unsubmitted		+ Contribution							
Sep. 2023 - Aug. 2024		Consolidated View		Show Only Payroll											
Batch	Effective...	Days/Yr.	Days/Mth.	Record Type	Status Code	Special Code	Days Paid	Days Missed	FTE	FT-MRS	PT-MRS	PSP	CP	ATA Fees	Status
2023-10	2023-10-01	196	21	RG	--	00	21.0000	0.0000	1.0000	8,000.00	8,000.00	8,000.00	814.57	124.25	Unsubmitted
2023-10	2023-09-01	196	22	CR	--	00	22.0000	0.0000	1.0000	8,000.00	8,000.00	8,000.00	814.57	124.25	Unsubmitted

The Payroll/ERTN filter is covered in the [ERTN](#) section.

Importing Change Records

Change records can be imported into TPRO and when an employee has a single record in a period, the CR record is accepted and will be submitted with the next batch submission.

Contributions															
Select School Year		Aggregation		Payroll / ERTN		Validate Unsubmitted		+ Contribution							
Sep. 2022 - Aug. 2023		Full Detail		Show Only Payroll											
Batch	Effective...	Days/Yr.	Days/Mth.	Record Type	Status Code	Special Code	Days Paid	Days Missed	FTE	FT-MRS	PT-MRS	PSP	CP	ATA Fees	Status
2022-10	2022-10-01	197	20	RG	--	00	20.0000	0.0000	1.0000	2,373.72	2,373.72	2,373.72	213.63	0.00	Unsubmitted
2022-10	2022-09-01	197	19	CR	--	00	19.0000	0.0000	1.0000	2,573.72	2,573.72	2,573.72	231.63	0.00	Unsubmitted
2022-09	2022-09-01	197	19	RG	--	00	19.0000	0.0000	1.0000	2,373.72	2,373.72	2,373.72	213.63	0.00	Accepted

When an employee has multiple records in a period, TPRO will not be able to determine which submitted record will be replaced by the CR record, therefore, when the CR record is imported TPRO will not be able to “link” the CR record to the previously submitted record. The user will be able to tell that a record is not linked by opening the newly imported record and see the unlinked symbol beside the record type:

Record Type*

CR - Change

This is called an orphaned record. Orphaned CRs may cause validation on the contribution records to fail. For example, there would be double the number of days paid or pay amounts for the employee in the payroll period.

Contributions															
Select School Year		Aggregation		Payroll / ERTN		Validate Unsubmitted		+ Contribution							
Sep. 2022 - Aug. 2023		Full Detail		Show Only Payroll											
Batch	Effective...	Days/Yr.	Days/Mth.	Record Type	Status Code	Special Code	Days Paid	Days Missed	FTE	FT-MRS	PT-MRS	PSP	CP	ATA Fees	Status
2022-10	2022-10-01	197	20	RG	--	00	20.0000	0.0000	1.0000	2,373.72	2,373.72	2,373.72	213.63	0.00	Unsubmitted
2022-10	2022-09-01	197	19	CR	--	00	19.0000	0.0000	1.0000	2,573.72	2,573.72	2,573.72	213.63	0.00	Error
2022-09	2022-09-01	0	0	RG	--	33	4.0000	0.0000	0.0000	0.00	0.00	440.00	0.00	0.00	Accepted
2022-09	2022-09-01	197	19	RG	--	00	19.0000	0.0000	1.0000	2,373.72	2,373.72	2,373.72	213.63	0.00	Accepted



To resolve an orphaned CR record, the user will need to delete the imported CR record and manually create a CR from the original RG or CR record. This will also ensure all other records in the period will be created as CR records for the current batch.

What if a Record was Missed in a Batch Submission?

If the user determines that there are records that were missed in the original monthly submission, the user can add the new regular record data in the current batch they are preparing to submit to ATRF.

This is accomplished in the usual way that the user creates RG records: by payroll file upload, or by [manually creating the contribution](#). However, the effective date of the contribution can be entered so that it refers to a past (accepted) period.

In this scenario, if there are already existing contributions in the prior period that don't require changes, they will still be required to be resubmitted to ATRF along with the new record. TPRO will automatically "clone" the existing contribution records as CRs, into the same batch/period as the "missing" RG record. These cloned records override (and are linked to) the original.

Deleting Submitted Records

Only records that have **NOT** been submitted to ATRF can be deleted with TPRO's delete function as described above.

The Delete function on a record will be disabled on any contribution record that **has been submitted** to ATRF, therefore any data requiring deletion must be submitted through TPRO as a change record using the delete record (DR) status code. The DR status code ensures the data is deleted from the ATRF system and allows you to keep an accurate record of submitted data.

To modify the submitted record requiring the deletion the user would follow these steps:

1. Perform an Employee Search
2. Navigate to the Employee Details page

Anaya Barr

Add to ERTN

Employee Number: 3737300292
Active
Hide Details
Employment Month: 2023-09 (Accepted)

SIN 341 067 403	Date of Birth 1969-03-04	Work Phone (403) 412-0283	Email --	Phone (403) 256-8303	Fax --
Street Address 84 rentestl Street	City Calgary	Province AB	Postal Code T4A 2R1		
ATA Local Number 8	T.Cert Number TCN2314	School Code 430	Prior FTE No	Termination Date --	Termination Status --

Contributions

Select School Year
Sep. 2023 - Aug. 2024
Aggregation
Full Detail
Payroll / ERTN
Show Only Payroll
Validate Unsubmitted
+ Contribution

Batch	Effective...	Days/Yr.	Days/Mth.	Record Type	Status Code	Special Code	Days Paid	Days Missed	FTE	FT-MRS	PT-MRS	PSP	CP	ATA Fees	
2023-09	2023-09-01	262	22	RG	--	99	22.0000	0.0000	1.0000	11,250.00	11,250.00	11,250.00	1,232.52	0.00	

On the Employee Details page, all the contributions are listed for a given school year in the Contribution panel below the Employee demographics panel.

At the far right of the Contributions panel, there is a kebab menu (three vertical dots), that allows access to actions that can be performed on the contribution. Choose Change Record to begin the process of creating a change record:

ATA Fees	Status	
0.00	Accepted	⋮

View
Change Record
Copy
Delete



×

Barr, Anaya - Contribution

CancelSaveClose

⚠

Important
This Contribution has already been submitted. Any changes will be saved as a new Change Record (CR) in the 2023-10 batch

Batch / Period *

Oct 2023

Contribution School Year *

Sep. 2023 - Aug. 2024

Effective Date *

2023-09-01

Fill days from schedule

Select a schedule...

Refresh Days

Days/Year: 262

Days/Month: 22

Record Type *

CR - Change

↕

Status Code

None

⌵

Special Code

99 - Superintendent

⌵

Days Paid *

22

Days Missed *

0

FTE *

1

FT-MRS *

11,250.00

PT-MRS *

11,250.00

PSP *

11,250.00

Contribution Payable *

1,232.52

ATA Fees *

0.00

Contract ID

Contribution Payout Type

None

⌵

Signing Bonus

0

Update the Status Code field with the DR status code by selecting the drop-down button. Once the status code is updated, select Save.



×

Edit Contribution - Barr, Anaya

CancelSaveClose

Batch / Period *
Sep 2023

Contribution School Year *
Sep. 2023 - Aug. 2024

Effective Date *
2023-09-01

Fill days from schedule
Select a schedule...

Refresh Days

Days/Year: 262
Days/Month: 22

Record Type *
RG - Regular

Status Code
None

None

DE - Death in Service

DR - Delete record

DT - Disabled Teacher

LK - Lock-out record

LM - Maternity Leave

LO - Other Leave

LP - Parental Leave

LS - Sabbatical Leave

NP - Negative Payout

NT - New Teacher

PO - Payout Record

RP - Rehabilitation Program

RT - Early Retirees

SE - ATA Secondment

SR - Strike Record

TT - Terminated Teacher

The record will be saved in TPRO and will send ATRF a Delete Record command with the next monthly submission. The result will be the record being deleted from ATRF's benefit administration system.

Contributions														
		Select School Year		Aggregation		Payroll / ERTN								
		Sep. 2023 - Aug. 2024		Full Detail		Show Only Payroll		Validate Unsubmitted + Contribution						
Batch	Effective...	Days/Yr.	Days/Mth.	Record Type	Status Code	Special Code	Days Paid	Days Missed	FTE	FT-MRS	PT-MRS	PSP	CP	AT
2023-10	2023-09-01	262	22	CR	DR	99	22.0000	0.0000	1.0000	11,250.00	11,250.00	11,250.00	1,232.52	⋮
2023-09	2023-09-01	262	22	RG	--	99	22.0000	0.0000	1.0000	11,250.00	11,250.00	11,250.00	1,232.52	⋮

As TPRO creates an audit trail for the user, the original submission record will still be available for reviewing and the DR record is visible as a CR record. The user can customize the view of the member's contributions as outlined [here](#).



EMPLOYER TERMINATION NOTICES (ERTN)



Employer Termination Notice (ERTN)

Employers may be requested to provide information regarding an employee's service, salary, and contributions on an ad hoc basis. This information is required to calculate benefits for plan members and should be provided through the ERTN feature in TPRO.

An ERTN may be requested by ATRF for an employee who has died, when a retired teacher is on a teaching contract after their retirement date, or when an application has been made for any of the following:

- transfer of benefits to or from a pension plan with which ATRF has a reciprocal agreement,
- service purchase
- disability accrual
- termination benefit
- pension benefit

NOTE: The information provided on ERTNs is considered accurate and official. At any subsequent date, if the information changes, employers are responsible for ensuring that the revised information is provided to ATRF.

Creating an ERTN Batch

ERTNs are fulfilled by bundling a school year of payroll contributions (past and future projected) for an employee into a batch. More than one employee's contributions can be bundled into an ERTN batch. ERTN batches are modeled in a similar manner as payroll batches. The ERTN batch is the "envelope" that contains Employer, Employee, and Contribution records, just like payroll data. In this case, the data is isolated to specific employees (only those included in the ERTN batch), and their contributions.

The screenshot shows the 'Employer PORTAL' interface. On the left is a sidebar menu with options: Dashboard, Schedules, Employees, Reports, ERTN (highlighted), Administration, Contracts, Employer Ref, and Users. The main content area is titled 'ERTN Batches' and includes a '+ ERTN Batch' button. Below this is a 'Select School Year' dropdown menu currently set to 'Sep. 2023 - Aug. 2024'. A table with the following headers is displayed: Created Date, School Year, Batch Name, Submit Date, Employees, Status, Edit, and Submit. The table body is currently empty.



To create an ERTN batch, navigate to the ERTN page using the left-side navigation. The ERTN Batches page will display.

Click on the “+ ERTN Batch” button.

Select School Year
Sep. 2023 - Aug. 2024

Created Date	School Year	Batch Name	Submit Date	Employees	Status	Edit	Submit
>				0			

In the table grid, enter the school year and a batch name. Choose a meaningful name that will help later identify the purpose of the ERTN batch.

Created Date	School Year	Batch Name	Submit Date	Employees	Status	Edit	Submit	Delete
>	2023	ERTN Batch for September Terminations		0				

Press the save icon to create the ERTN batch definition.

Created Date	School Year	Batch Name	Submit Date	Employees	Status	Edit	Submit	Delete
>	2025-01-22 14:31	2023	ERTN Batch for September Terminations	0				

Once saved, the employee’s contribution records can be added to the batch.

Adding an Employee to an ERTN Batch

An employee’s contributions for the school year are added to an ERTN batch simply by pressing the Add to ERTN button on the Employee Details page.



Dashboard / Zaylee Branch

Zaylee Branch

Employee Number: 1481657711 Active Hide Details Employment Month: 2023-09 (Accepted)

SIN 203 743 497	Date of Birth 1986-05-05	Work Phone (403) 248-3715	Email --	Phone (403) 939-1292	Fax --
Street Address 19 ainsvati Street	City Calgary	Province AB	Postal Code T4A 2R1	ATA Local Number 8	T. Cert Number TCN3076
School Code 430	Prior FTE No	Termination Date --	Termination Status --		

Contributions Select School Year: Sep. 2023 - Aug. 2024 Aggregation: Full Detail Payroll / ERTN: Show Only Payroll Validate Unsubmitted + Contribution

Batch	Effective	Days/Yr.	Days/Mth.	Record Type	Status Code	Special Code	Days Paid	Days Missed	FTE	FT-MRS	PT-MRS	PSP	CP	ATA Fees	
2023-09	2023-09-01	196	22	RG	--	00	22.0000	0.0000	1.0000	4,000.00	4,000.00	4,000.00	360.00	124.25	⋮

Navigate to the Employee Details page, either through the Payroll Period or Employee Search.

The user will manually add the future-dated contribution records ATRF requested, or manually create a CR record for a past contribution record that ATRF requires more urgently. The user can do this by selecting the + Contribution button or select the Copy Record option from the kebab menu (three vertical dots).

Validate Unsubmitted + Contribution

Fees	Status
.25	Unsubmitted
.25	Unsubmitted
.25	Accepted

- Edit
- Change Record
- Copy
- Delete

Contributions Select School Year: Sep. 2023 - Aug. 2024 Aggregation: Full Detail Payroll / ERTN: Show Only Payroll Validate Unsubmitted + Contribution

Batch	Effective	Days/Yr.	Days/Mth.	Record Type	Status Code	Special Code	Days Paid	Days Missed	FTE	FT-MRS	PT-MRS	PSP	CP	ATA Fees	Status	
2023-11	2023-11-01	196	21	RG	--	00	21.0000	0.0000	1.0000	4,000.00	4,000.00	4,000.00	360.00	124.25	Unsubmitted	⋮
2023-10	2023-10-01	196	21	RG	--	00	21.0000	0.0000	1.0000	4,000.00	4,000.00	4,000.00	360.00	124.25	Unsubmitted	⋮
2023-09	2023-09-01	196	22	RG	--	00	22.0000	0.0000	1.0000	4,000.00	4,000.00	4,000.00	360.00	124.25	Accepted	⋮



Once the data is entered and the records are complete, the user will select the Validate Unsubmitted button.

Dashboard / Zaylee Branch

Zaylee Branch

Employee Number: 1481657711 **Action** Employment Month: 2023-09 (Accepted)

SPN 203 743 487	Date of Birth 1986-05-05	Work Phone (403) 248-3715	Email ---	Phone (403) 939-1292	Fax ---
Street Address 19 sunnyside Street	City Calgary	Province AB	Postal Code T4A 3B1	ATA Local Number 8	T.Cert Number TCH2076
School Code 430	Prior FTE No	Termination Date ---	Termination Status ---		

Contributions

Select School Year: Sep. 2023 - Aug. 2024 Aggregation: Full Detail Payroll / ERTN: Show Only Payroll **Validate Unsubmitted** **+ Contribution**

Batch	Effective	Days/Yr	Days/Mth	Record Type	Status Code	Special Code	Days Paid	Days Missed	FTE	FT-MRS	PT-MRS	PSP	CP	ATA Fees	Status
2023-31	2023-11-01	196	21	RG	---	00	21.0000	0.0000	1.0000	4,000.00	4,000.00	4,000.00	360.00	124.25	Unsubmitted
2023-30	2023-10-01	196	21	RG	---	00	21.0000	0.0000	1.0000	4,000.00	4,000.00	4,000.00	360.00	124.25	Unsubmitted
2023-09	2023-09-01	196	22	RG	---	00	22.0000	0.0000	1.0000	4,000.00	4,000.00	4,000.00	360.00	124.25	Accepted

Select the “Add to ERTN” button. This step will make copies of Employer, Employee, and all Contribution records for a school year that, the currently exist for the Employee being added to the ERTN batch. This includes any future-dated (in future months batches) contribution records.

Add to ERTN Batch: Zaylee Branch

Please confirm that you wish to add this employee and their contributions for the school year to this ERTN batch

ERTN Batch Name: **ERTN Batch for September Terminations**

School Year: **2023**

Effective Month Range: **September to November**

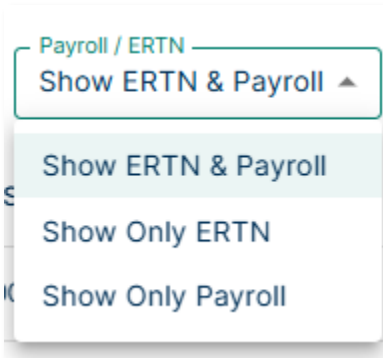
Cancel **Confirm**

The user will be prompted to confirm that they wish to add the data to the ERTN Batch.



Contributions																
Batch ¹ ↓		Effective... ² ↓	Days/Yr.	Days/Mth.	Record Type	Status Code	Special Code	Days Paid	Days Missed	FTE	FT-MRS	PT-MRS	PSP	CP	ATA Fees	Status
ERTN Batch for Secte...		2023-11-01	196	21	TN	--	00	21.0000	0.0000	1.0000	4,000.00	4,000.00	4,000.00	360.00	124.25	Unsubmitted
ERTN Batch for Secte...		2023-10-01	196	21	TN	--	00	21.0000	0.0000	1.0000	4,000.00	4,000.00	4,000.00	360.00	124.25	Unsubmitted
ERTN Batch for Secte...		2023-09-01	196	22	RG	--	00	22.0000	0.0000	1.0000	4,000.00	4,000.00	4,000.00	360.00	124.25	Unsubmitted
2023-11		2023-11-01	196	21	RG	--	00	21.0000	0.0000	1.0000	4,000.00	4,000.00	4,000.00	360.00	124.25	Unsubmitted
2023-10		2023-10-01	196	21	RG	--	00	21.0000	0.0000	1.0000	4,000.00	4,000.00	4,000.00	360.00	124.25	Unsubmitted
2023-09		2023-09-01	196	22	RG	--	00	22.0000	0.0000	1.0000	4,000.00	4,000.00	4,000.00	360.00	124.25	Accepted

Depending on the view filters the user has saved, the contribution records keep an audit trail of the data submitted to ATRF with a regular batch submission or with the ERTN batch submission.



The user can change the Payroll / ERTN filter to reveal the records within the ERTN batch for the employee. The list of contribution records will automatically refresh when the filter is changed.

If the user prefers, they can also filter to show only the ERTN data, or only the actual monthly payroll data that they submitted or will submit to ATRF.

The user may also view the ERTN batch data by returning to the ERTN batch definition page and locate the “current” ERTN batch that we’ve just added the employee to.

There needs to be at least one employee listed in the ERTN batch for submission, however, the user can continue to add as many employees as required.



Expand the ERTN definition line to reveal each employee contained within the ERTN batch.

NOTE: When the TT or DE Status Code is used for a terminated or deceased teacher, TPRO will prompt the user to input a termination status and date. This data is updated by editing the Employee details.

The user will navigate to the Employee page and search for the employee record.

Rowan Blake Add to ERTN

Employee Number: 3983301172 Active Hide Details Edit Employment Month: 2023-10 (unsubmitted)


SIN 693 743 817	Date of Birth 1974-07-04	Work Phone (403) 229-8894	Email --	Phone (403) 304-3011	Fax --
Street Address 15 ismomson Street	City Calgary	Province AB	Postal Code T4A 2R1		
ATA Local Number 8	T.Cert Number TCN9598	School Code 430	Prior FTE No	Termination Date --	Termination Status --

Select the Edit icon to open the Edit Employee page.

Edit Employee Cancel Save Close

Important
⚠ You are changing the employee details for the October 2023 batch. The changes to the employee details will only be saved to this batch. Future dated payroll data currently saved in the portal will not be updated.

Last Name * First Name *

SIN * Date of Birth * 

Email Address

Work Phone Phone


Mailing Address

Address *

Address (Line 2)

City * Province *

Postal Code *

Status Termination Date 

Employee Number Prior FTE

ATA Local Number School Code T. Cert No.

Update the Status to Terminated or Deceased and enter the contract termination date or the date of death depending on the termination reason.

Important

You are changing the employee details for the October 2023 batch. The changes to the employee details will only be saved to this batch. Future dated payroll data currently saved in the portal will not be updated.

Last Name *

Blake

First Name *

Rowan

SIN *

693 743 817

Date of Birth *

1974-07-04

Email Address

Work Phone

(403) 229-8894

Phone

(403) 304-3011

Mailing Address

Address *

15 ismomon Street

Address (Line 2)

City *

Calgary

Province *

Alberta

Postal Code *

T4A 2R1

Status

Terminated

Termination Date

2023-10-15

Employee Number

3983301172

Prior FTE

No

ATA Local Number

8

School Code

430

T. Cert No.

TCN9598

Return to the contribution page and revalidate the termination record by selecting Edit and Save.

×

Edit Contribution - Blake, Rowan

Cancel Save Close

⚠

Portal Validation Error in Record

Termination/Deceased Date is required for TT/DE code.

Batch / Period *

Oct 2023

Contribution School Year *

Sep. 2023 - Aug. 2024

Effective Date *

2023-10-01

Fill days from schedule

Select a schedule...

Refresh Days

Days/Year: 196 Days/Month: 21

Record Type *

RG - Regular

✓

Contribution updated successfully.

×

Edit Contribution - Blake, Rowan

Batch / Period *

Oct 2023

Contribution School Year *

Sep. 2023 - Aug. 2024

Effective Date *

2023-10-01

Fill days from schedule

Select a schedule...

Refresh Days

Days/Year: 196 Days/Month: 21

Record Type *

RG - Regular

Status Code

TT - Terminated Teacher

Special Code

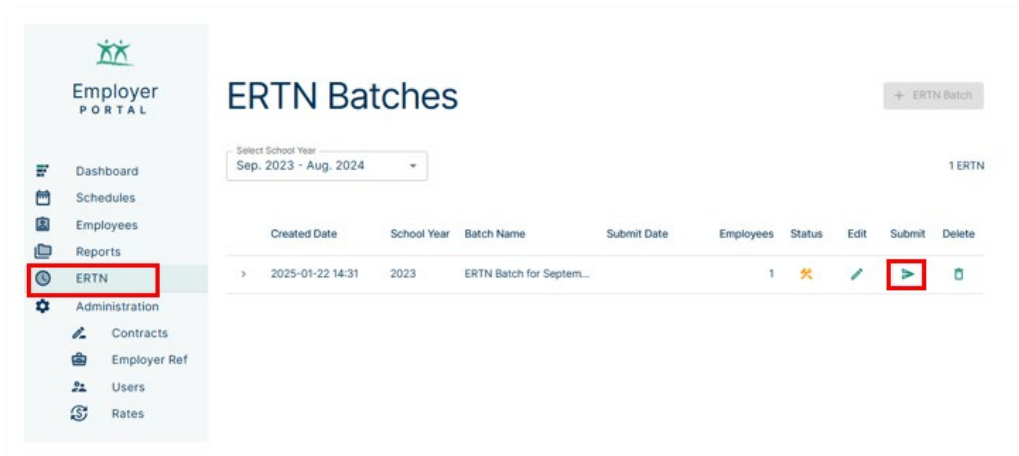
11 - Associate Bargaining

The record is now validated and can be added to the ERTN batch.

While the user can create a different ERTN batch for each employee, the user may wish to report several employees in an ERTN batches. Additional employees can be added to an ERTN batch as long as the ERTN batch has not been submitted.

Submitting an ERTN Batch

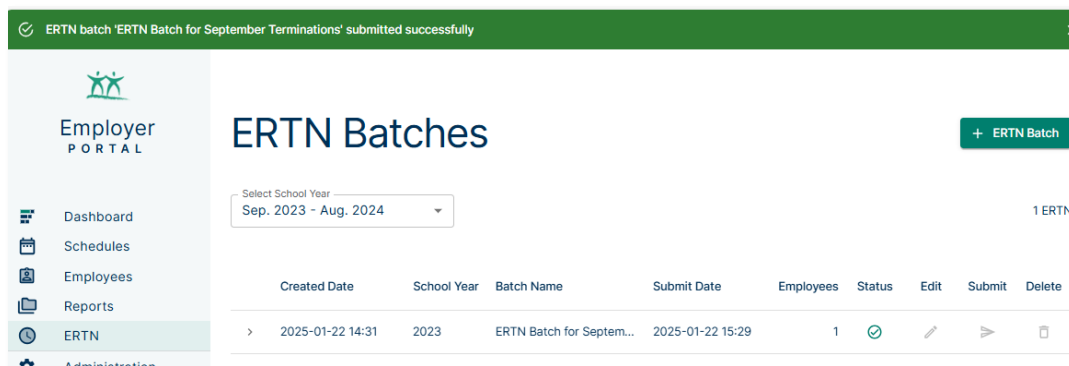
Once the ERTN batch is ready, the final step is to submit the ERTN batch to ATRF.



Navigate to the ERTN page using the left-side navigation.

Locate the ERTN batch to be submitted (only one ERTN batch is eligible for submission at a time).

Click the submit icon.



TPRO will confirm that the ERTN batch was submitted successfully. The user will no longer be able to edit, or delete the ERTN batch. If more ERTNs are required, the user will create a new [ERTN batch](#). Changes, additions, or deletions to records submitted by ERTN batch can be performed by creating and submitting a new ERTN batch.



REPORTS



Reports

The user can generate many reports from within TPRO. These reports summarize the data that has been sent to ATRF.

If there are any questions about the data sent to ATRF or there is a need for a permanent record of data, reports can be generated easily from within TPRO. All reports are generated in an Excel format, with the exception of the Employee Print report. The reports can then be sorted or filtered within Excel to meet the user's individual needs. Reports may also be saved, but it is important to note that saving the reports happens outside of TPRO on the user's individual computer so proper precautions should be taken to secure the reports as they usually contain confidential employee data.

When the report generates, it will be accessible from wherever downloaded files are saved. The report can then be opened from there and will open in the excel format.

This section gives a list of the reports that can be generated and gives a description of each report.

What Reports can I Generate?

Accept Calculation: Provides a summary of each time a user accepts TPRO's calculation from the Show Calculation feature listed by employee.

ATA Summary: This report summarizes the ATA fees that were deducted and reported for a given month. The report is helpful in reconciling the fees deducted to the fees that were paid and reported to ATA.

Contribution and Service Summary: This report shows the contributions reported during a specified month, and all the following months. This report is helpful when a complete history is required for reconciliation purposes.

Contribution Summary YTD: This report shows the salary contributions and ATA fees reported to a current date. This report is helpful when reconciling.

Employee and Salary: This report lists the service and salary data in a school year that was reported for each employee. This report could be useful as a double check for a user's own records. or if an employee requests information about their service and salaries.

Employee Contributions: This report shows an employee's contribution summary for a school year. The user will enter a SIN and a school year, and the report summarizes contributions for that person and that year. This report is helpful when the user needs a history for a particular school year.

Employee Print: The Employee Print is a web-based report. The report is generated in HTML and opens in a new browser tab. When the user is finished viewing the Employee Print report close the



browser tab to return to the main application.

Employee Service: Similar to the Employee and salary report, this report lists the service and salary data in a school year or date range for an individual employee. This could be useful if an employee requests information about their service and salaries.

Minimum Employee Age: The age of the employee is calculated as the year of the employment month (as selected for the report) minus the year of the employee's birth.

- For example, Jim retired in Nov 2022 at age 65. Running the minimum age report for the employment month "Nov 2022" in November 2024 will show Jim as 65 (not 67).

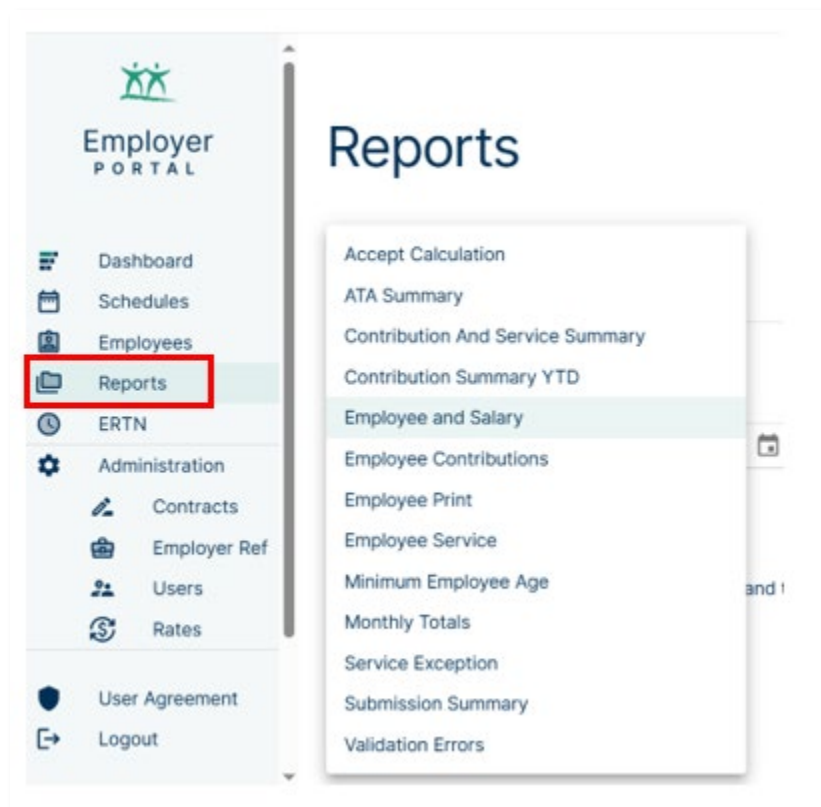
Monthly Totals: This report breaks down the number of employees paid by FTE totaling the total salary, contributions and ATA fees paid.

Service Exception: This report shows those employees that have service within two service ranges - between .9975 and 1.0000 and those employees reported with over a year of service in a school year.

Submission Summary: This reports the actual monthly totals of pensionable salary paid, contributions paid and ATA fees for the month being exported. The monthly totals may include data for other months (corrections or adjustments to previous months).

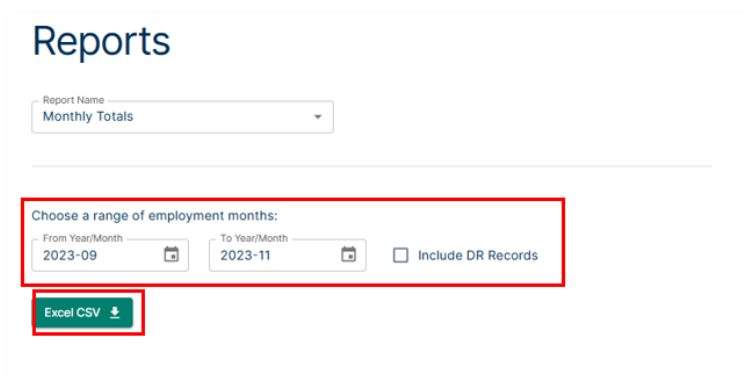
Validation Errors: This report shows all of the errors that need to be corrected before TPRO will accept the data. This report is helpful because it shows the name and SIN for each error and shows the type of error that needs to be corrected.

How to Generate a Report



Click on the Reports link from the left navigation. The Reports page will open.

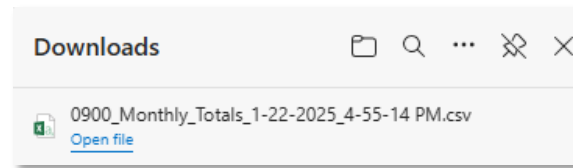
Select the type of report from the drop down.



The report criteria will change based on the type of report selected.



Click on Excel CSV. The report will be run on the backend of the system. When the report is ready, the file will automatically start to download.





ATRF CONTRIBUTIONS

Who Should Contribute to the Plan?

ATRF contributions must be deducted and remitted for all employees:

- who are required to have a valid Alberta teaching certificate for the position they hold, and
- who are employed on a full or part-time basis under a temporary or permanent contract
- who are on sick/disability leave and are being paid by the employer
- who are currently on the "health related portion" of a maternity leave (female employees) (contributions should be made on the basis of full salary)
- who have received retroactive pay for the previous school year (including all former employees)

Who Cannot Contribute to the Plan?

Substitute teachers

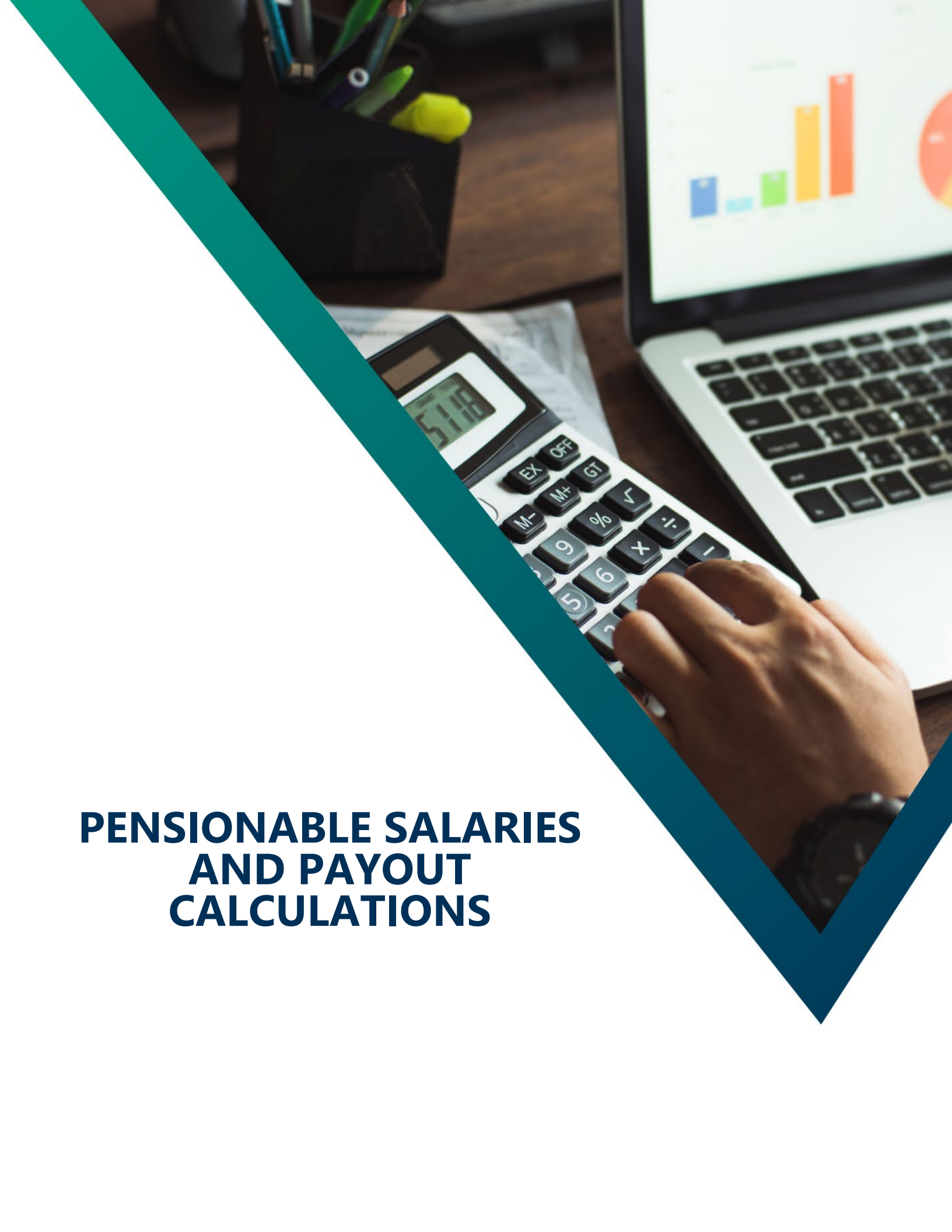
- under no circumstances may contributions be deducted

Employees who are on

- strike (duration of the strike only)
- paid sabbatical leave
- educational leave
- a non-health-related maternity leave of absence
- general leave of absence
- deferred salary leaves of absence
- disability leave (after the employer's salary obligations are completed)

Employees who

- turn age 71 during a calendar year do not contribute after December 31 of that year
- are receiving an ATRF pension for their own service
- are providing Continuing Education service
- are locked out (duration of the lock out only)
- are teaching summer school

A hand is shown using a silver and black calculator. The calculator's display shows the number 5112. In the background, a laptop screen displays a bar chart with four bars of increasing height, colored blue, green, yellow, and red. A pen holder with several pens is visible in the upper left. A large teal diagonal graphic element runs from the top left towards the bottom right, framing the text.

PENSIONABLE SALARIES AND PAYOUT CALCULATIONS

Salaries and Payout Calculations

Salary is defined in Section 1(1)(vv) of the *Teachers' and Independent School Teachers' Pension Plans Alberta Regulation*. It states, in part:

in the case of a contributing active member, the remuneration, including any isolation, living and location allowances that are fixed by that member's employer, that relates to the member's performance of the duties of the employment.

Remunerations that are not considered pensionable include:

- any automobile or expense allowances related to the employment
- any payment made in lieu of vacation leave not taken
- bonuses (other than signing bonuses under a collective agreement)
- summer school

Administrative Allowances

Administrative allowances or acting pay that are paid to a plan member in addition to their base salary is pensionable, and therefore, contributions must be remitted and reported to ATRF. The allowance or acting pay may be paid at a daily, monthly, or annual rate. It can be granted for the entire year or for any fraction of the school year.

To calculate the contributions correctly, the Full Time Monthly Rate of Salary (FTMRS) must include both the base salary and the administrative allowance salary. The contributions will be payable based on this combined FTMRS salary. If they are full-time, the Part-Time Monthly Rate of Salary (PTMRS) will be the same as the FTMRS. If they are part-time, the PTMRS will be calculated by multiplying the FTMRS by the full-time equivalent (FTE).

Example:

	Annual	FTMRS	PTMRS (1.0 FTE)	PTMRS (0.5 FTE)
Base Salary:	\$101,162.00	\$ 8,430.17	\$ 8,430.17	\$ 4,215.09
Administrative Allowance:	\$ 25,078.87	\$ 2,089.91	\$ 2,089.91	\$ 1,044.96
Total Salary:	\$126,240.87	\$10,520.08	\$10,520.08	\$ 5,260.05



The Payout Concept and the Math Behind the Payout Concept

Plan members who work under contract for an ATRF employer must contribute to ATRF. They are classified into two categories:

- 260-day teachers (administrators working in central office), or
- 200-day teachers (regular classroom teachers, principals, vice principals, etc.)

Note: “teachers” referenced in this workbook include 260-day administrators and 200-day classroom teachers, principals, vice principals, etc. Therefore, these two categories are considered plan members subject to the same provisions outlined in this manual.

Since 200-day teachers work over a period of 10 months in a school year, but are paid over 12 months, each month, some salary is “held back” and must be paid to the teacher for the summer months or at the start of a leave or termination of a contract. ATRF refers to this as a “payout”.

- 260-day teachers work year-round and do not require a payout to be calculated.

Here is the math behind the payout concept:

- Each month worked = $1/10^{\text{th}}$ which equals = 0.100000 service
- Each pay period = $1/12^{\text{th}}$ which equals = 0.083333 service
- The difference between 0.1 and 0.083333 = 0.016667
- 0.016667 is held back for 10 months, therefore:
 - o $0.016667 \times 10 = 0.166667$
- Since this service represents two months of payments:
 - o $0.166667/2 = 0.083333^{**}$

******which equals the service in each of July and August.

Do I Calculate a Pay 1/200 or a Deduct 1/200?

If a teacher works the full year and does not miss any days, the “payout” is simply $1/12^{\text{th}}$ of the annual salary, reported as $1/12^{\text{th}}$ in both July and August of each year.

If a teacher starts after the first day of the school year, takes a leave during the year, or ends their contract early, a payout must be calculated using the rules outlined in the *Education Act* and reported to ATRF accordingly. These payout calculations are referred to as either a Pay 1/200 or Deduct 1/200 method for calculating the payout. Which

calculation to be used depends on a few factors:

- Was the teacher under contract all of the days of the school year?
- Did they teach less than 100 days?
- Did they teach more than 100 days?

The Education Act

Section 220(1) states (in part):

220(1) (...), a board

- (a) shall **pay** the annual salary of every teacher who **teaches on all the teaching days of a school year** on which the school at which the teacher is employed is in operation,
- (b) shall, except as provided in clause (c), **pay** to every teacher who
 - i. is under a contract of employment for a period that includes **all the teaching days of a school year**, and
 - ii. does not teach on all the teaching days on which the school at which the teacher employed is in operation,

that teacher's **full annual salary less 0.5%** of the salary for **each teaching day on which the teacher does not teach**,

- (c) shall **pay**
 - i. to every teacher who is **under a contract** of employment for a period **that does not include all the teaching days** of a school year, and
 - ii. to every teacher who **is under a contract** of employment for a period that **includes all the teaching days** of a school year **but** who during that year **teaches on fewer than 100 teaching days**,

0.5% of the teacher's annual salary for each day on which the teacher teaches,



What the *Education Act* Means

Teacher under contract all the days of the school year and either go on leave or return from leave during the school year and days paid is more than 100 days:	Teacher under contract all the days of the school year and either go on leave or return from leave during the school year and days paid is less than 100 days:	Teacher starts after the first day of the school year or terminate their contract before the end of the school year (regardless of the total days worked):
Deduct 1/200	Pay 1/200	Pay 1/200

How to Report Your Payout Record: Status Code PO vs TT vs DE

Status Code	Under Contract All Year (Yes/No)	Criteria	Calculation Expectation
PO	Y	Total Days Paid less than 100	Pay 1/200
PO	Y	Total Days Paid more than 100	Deduct 1/200
TT	N	Any number of days paid	Pay 1/200
DE	N	Any number of days paid	Pay 1/200

When you use a status code of TT or DE, TPRO will expect you to enter a termination status (Terminated or Deceased) and date. For terminations, the termination date is the last day worked. For death, the date will be the date the member passed away.

Status Active	Termination Date yyyy-mm-dd
------------------	--------------------------------

Overriding a Payout Calculation

There may be a situation where you may choose to calculate a payout based on Deduct 1/200 rather than the expected Pay 1/200. The most common scenario is in the case



PENSION REPORTING BASICS MANUAL

where a teacher works more than 100 days (regardless of when the contract starts or ends).

- TPRO expects a Pay 1/200 calculation.
- The employer bases their calculation on a deduct 1/200 calculation.
- TPRO allows for an override on the payout records to validate based on the calculation you are performing.
- The override application is in the Payout Override field in the Employee record

The image shows a screenshot of a software interface. At the top, there is a label 'Contribution Payout Type' followed by a dropdown menu. The dropdown menu is currently open, displaying four options: 'None', 'Pay 1/200', 'Deduct 1/200', and 'Average FTE'. The 'None' option is highlighted with a light blue background. The dropdown menu has a small upward-pointing arrow on the right side of the 'None' option.

If you choose to calculate a payout on the alternative calculation, you should still be using the appropriate payout status code. Once the record is entered, you will select appropriate override in the Employee record.

Under the “Contribution Payout Type”, you would select the appropriate payout calculation type you are performing. In the example above where a teacher terminated and worked more than 100 days, you should be entering a TT status code. Since you are performing a deduct 1/200 calculation, you would need to select “deduct 1/200” for the contribution payout type.

The validation calculation will now validate the record based on a deduct 1/200 calculation.

Payout Type Override Codes

There are three payout type overrides:

- Pay 1/200
- Deduct 1/200
- Avg FTE



Regardless of what data is reported:

- using the Pay 1/200 override will calculate a pay 1/200 calculation for the payout validation.
- using the Deduct 1/200 override will calculate a pay 1/200 calculation for the payout validation.
- using the Avg FTE override calculates a Pay 1/XXX calculation where XXX = the days in your school year.

(NOTE: you should never need to change the FTE in a PO record)

When are Payout Records Reported for 200-day Teachers?

When a teacher terminates their contract before June 30, the payout **MUST** be reported in the month their contract ends.

When they go on leave, the payout can be reported in different months.

- In the month the employee starts their leave.
- In the summer months regardless of when the leave starts.
- In the case of maternity leaves, when their leave starts. Then you will report the health-related portion of their maternity leave and report another payout when the health-related portion of their maternity leave ends.

Service Limits and the Income Tax Act

The Income Tax Regulations stipulate that a pension plan member cannot have more than one year of pensionable service in a calendar year.

If reporting the payout record results in service being greater than 1.0 in a calendar year, we will request that the payout record be reported in the next calendar year so that the member gets full credit for the service, like they would experience had they not gone on leave.

Negative Payout Records

When a member has a very short contract, the payout calculation can sometimes be a negative value. This is most common when a member works all of December and ends their contract in January. Since the month of December typically has the least number of operational days due to the holiday closure, but the teacher is still paid a full 1/12th of salary, they are “overpaid”. If they subsequently end their contract in early January, the calculated pay 1/200 payout results in a negative value because the salary for the number of days they worked is less than 1/12th of the operational days they have already been paid.



PENSION REPORTING BASICS MANUAL

We are not able to accept negative salary values. Therefore, when reporting records where the payout value is negative, rather than reporting a negative pensionable salary paid, you will adjust the regular pay record for December and use the NP Status Code in the contribution record.

Using the NP Status Code to Report a Negative Payout Value

In the following example, the 200-day teacher started their contract in December and ended in January. They worked a total of 20 days. You may be tempted to enter two service records.

Record 1	Record 2
<div>Portal Validation Error in Record Fewer days reported than days in the month.</div> <div><div>Batch / Period * Jan 2024</div><div>Contribution School Year * Sep. 2023 - Aug. 2024</div><div>Effective Date * 2024-01-01</div></div> <div><div>Fill days from schedule Select a schedule...</div><div>Refresh Days</div><div>Days/Year: 196 Days/Month: 16</div></div> <div><div>Record Type * RG - Regular</div><div>Status Code None</div><div>Special Code 0 - No special codes apply</div></div> <div><div>Days Paid * 5</div><div>Days Missed * 0</div><div>FTE * 1</div></div> <div><div>FT-MRS * 4,000.00</div><div>FT-MRS * 4,000.00</div><div>PSP * 1,111.11</div></div> <div><div>Contribution Payable * 100.00</div><div>ATA Fees * 34.51</div></div> <div><div>Contract ID</div><div>Contribution Payout Type None</div></div> <div><div>Signing Bonus 0</div></div>	<div>Edit Contribution - James, Kensley</div> <div><div>Batch / Period * Jan 2024</div><div>Contribution School Year * Sep. 2023 - Aug. 2024</div><div>Effective Date * 2024-01-01</div></div> <div><div>Fill days from schedule Select a schedule...</div><div>Refresh Days</div><div>Days/Year: 196 Days/Month: 16</div></div> <div><div>Record Type * RG - Regular</div><div>Status Code NP - Negative Payout</div><div>Special Code 0 - No special codes apply</div></div> <div><div>Days Paid * 5</div><div>Days Missed * 0</div><div>FTE * 1</div></div> <div><div>FT-MRS * 4,000.00</div><div>FT-MRS * 4,000.00</div><div>PSP * -71.11</div></div> <div><div>Contribution Payable * 0.00</div><div>ATA Fees * -2.21</div></div> <div><div>Contract ID</div><div>Contribution Payout Type None</div></div> <div><div>Signing Bonus 0</div></div> <div><div>Allowance Amount</div><div>Allowance Payout Type</div></div>

Negative salary records will not validate TPRO. The correct way to enter the negative pay record is by reducing the PSP by the negative payout for the last month worked as one record as follows:



×

Edit Contribution - James, Kensley

Batch / Period *
Jan 2024

Contribution School Year *
Sep. 2023 - Aug. 2024

Effective Date *
2024-01-01

Fill days from schedule
Select a schedule...

Refresh Days

Days/Year: 196
Days/Month: 18

Record Type *
RG - Regular

Status Code
NP - Negative Payout

Special Code
0 - No special codes apply

Days Paid *
5

Days Missed *
0

FTE *
1

FT-MRS *
4,000.00

PT-MRS *
4,000.00

PSP *
1,040.00

Contribution Payable *
93.60

ATA Fees *
32.31

Contract ID

Contribution Payout Type
None

Signing Bonus
0

Allowance Amount
0

Allowance Payout Type
None

A close-up photograph of a person's hands in a dark blue suit, using a silver calculator. The calculator is placed on a document featuring a blue pie chart and some text. A large, dark teal diagonal arrow points from the top left towards the bottom right, framing the scene. The background is softly blurred, showing what appears to be an office setting.

CALCULATING CONTRIBUTIONS



Calculating Contributions

While employers are entitled to pay their employees in any manner allowed by statute (daily, bi-weekly, monthly, etc.) contributions to ATRF must be calculated on the full-time monthly rate of salary (FTMRS) or 1/12th of the annual rate of salary.

The Full-Time Monthly Contribution (FTMC) is determined by using a lower rate up to the Monthly Maximum Pensionable Earnings (MMPE) and then a higher rate for monthly earnings above the MMPE. The MMPE is the Yearly Maximum Pensionable Earnings (YMPE) divided by 12.

The YMPE is available from the Canada Revenue Agency's website at <https://www.canada.ca/en/revenue-agency/services/tax/registered-plans-administrators/pspa/mp-rrsp-dpsp-tfsa-limits-ympe.html>. ATRF will also notify you of the new YMPE at approximately the same time.

The formula for calculating the Full-Time Monthly Contribution is:

$$\text{FTMC} = [\text{MMPE} \times \text{the lower contribution rate for earnings up to the MMPE}] + [(\text{FTMRS} - \text{MMPE}) \times \text{the higher contribution rate for earnings above the MMPE}]$$

The formula for calculating the Contributions Payable (CP) when the salary paid is less than or greater than the FTMRS is:

$$\text{CP} = \text{PSP} \div \text{FTMRS} \times \text{FTMC}$$

ATRF contribution rates may be subject to change each September and/or January.

EMPLOYEES: Contribution rates are found in the Rates menu in TPRO.

EMPLOYERS: The Alberta Government pays an employer contribution on behalf of each active contributing Plan Member. For Colleges, Independent Schools, and Locals, the employers pay the employer contribution.

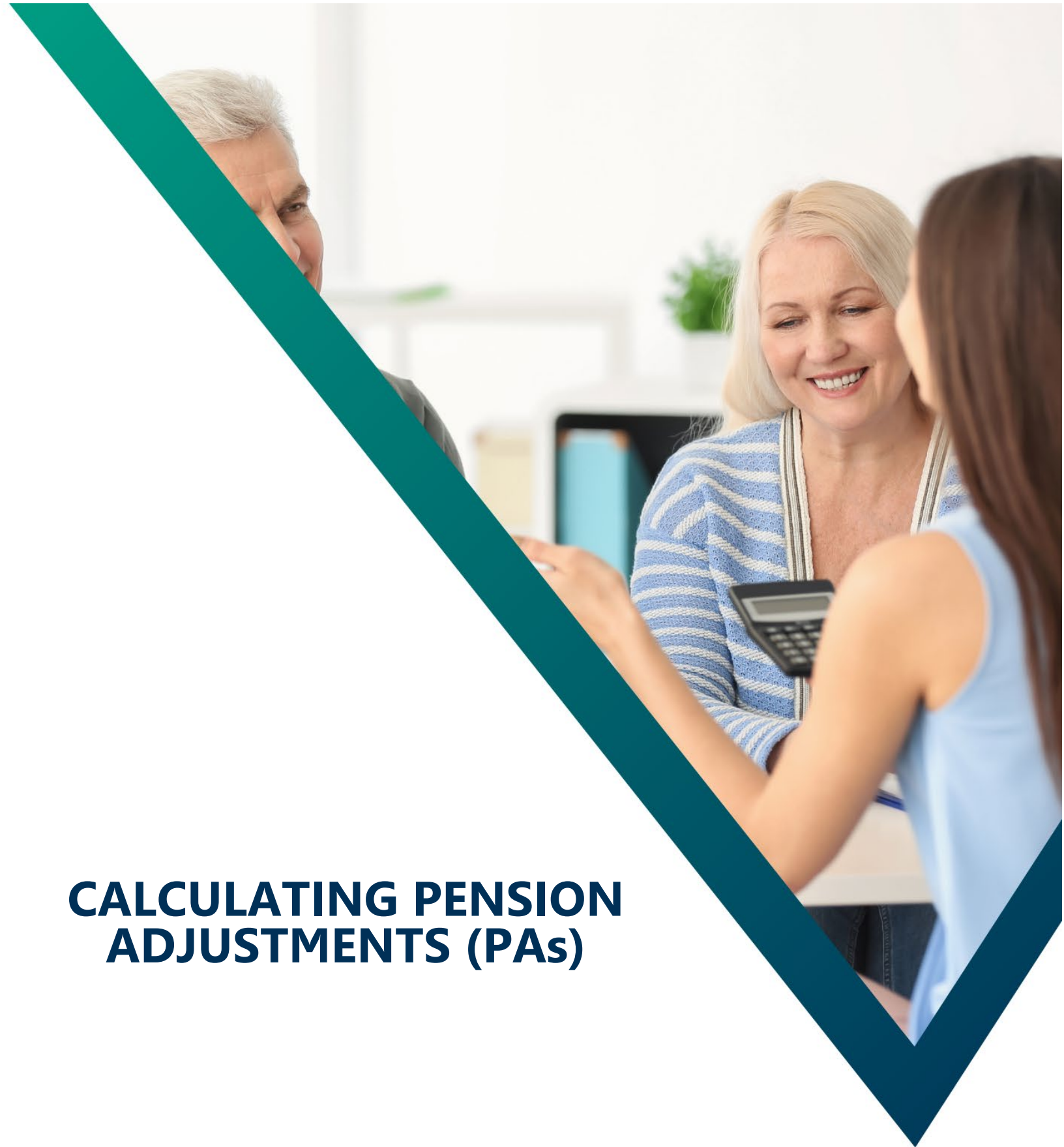
Contributions Payable on Retroactive Pay for the previous school year only must be calculated by revising the annual rates and salaries paid in that year to determine new annual rates and new salaries paid. Using the previous year's contribution rates, determine the (FTMC) for each month using the new salaries, then calculate the new contributions payable using the formula shown above. Subtract the monthly contributions paid in each month from the newly calculated contributions payable to determine the additional contributions to remit to ATRF.

If there is a pay increase in any month retroactive to a previous month in the same school year, Contributions Payable must be calculated on the revised monthly salary. This means submitting a revised record for that month and all subsequent months to the present month using the revised pensionable salary paid.



The date that an employee terminates determines what month is used for applying the contribution calculation on final salary, except that "200-day" personnel terminating on the last school day of the year (usually June 30) are assumed to get the usual monthly salary rate and make contributions for each of June, July and August even though they may receive the three amounts together.

Employer contributions are calculated at a prescribed percentage rate of the pensionable salary. Publicly-funded employers do not pay the employer portion – rather it is paid for by the Alberta Government. The employers of all Independent Schools, Colleges, and ATA Locals are responsible for calculating and remitting employer contributions to ATRF on a monthly basis.



CALCULATING PENSION ADJUSTMENTS (PAs)



Calculating Pension Adjustments (PAs)

This section will tell you how to calculate a Pension Adjustment (PA) for employees who contribute to the Teachers' Pension Plan or the Independent School Teachers' Pension Plan.

For a complete guide to PA calculations, a [Pension Adjustment Guide](#) is available from the Canada Revenue Agency (CRA).

What is a Pension Adjustment?

A PA represents the value of the benefit earned in the calendar year under a registered defined-benefit pension plan. A PA reduces RRSP room for the following taxation year for the plan member to consider the overall value of the benefit earned from contributions to the pension plan.

ATRF is a registered defined-benefit pension plan, therefore CRA requires that a PA be calculated and reported for the approximate value of the accrued pension earned each year. The PA is calculated based on a formula and does not represent the member's contributions for the year.

Who Calculates the PA?

The employer calculates the PA for current service during a taxation year.

ATRF calculates the PA if the plan member purchased pensionable service or accrued pensionable service while disabled during a taxation year.

Who Reports the PA to CRA?

The employer reports the PA for current service during a taxation year, or changes in PA amounts if there are corrections to service or salary.

ATRF reports the PA for pensionable service that is purchased or accrued during a taxation year.



Definition of Terms

Annualized Salary	All salaries used to calculate the PA must be annualized and cannot exceed the salary cap for each year. Information about annualizing salary can be found in the <i>Pension Adjustment Guide</i> that is available from CRA.
Benefit Earned	Represents the value of a member's ATRF Pension that is earned during the taxation year. It is calculated by multiplying ATRF's pension formula by the member's annualized salary.
Pension Adjustment	The amount to be reported to CRA on the T4 (to be rounded to nearest dollar).
Pension Formula	$(1.4\% \times \text{Annualized Salary up to YMPE}) + (2\% \times \text{Annualized Salary over YMPE})$
Pensionable Service	Pensionable service acquired in the reporting year (e.g. 1.0000 year, 0.5000 year).
Salary Cap	The maximum salary that is permitted for calculating and reporting ATRF contributions. ATRF calculates this salary each year (based on the maximum benefit that can be earned under the tax rules), and reports it to all ATRF employers.
YMPE – Year's Maximum Pensionable Earnings	The maximum salary to which contributions are made to the base Canada Pension Plan (CPP).

How is a PA calculated?

There are two steps:

1. Calculate the Benefit Earned

$[(1.4\% \times \text{Annualized Salary to YMPE}) + (2\% \times \text{Annualized Salary over YMPE})] \times \text{Pensionable Service}$

2. Calculate the Pension Adjustment

$(9 \times \text{Benefit Earned}) - \600^*

**N.B. If the employee participates in the plans with more than one employer, the \$600 offset must be shared to not exceed \$600 cumulatively by the employee.*

SAMPLE PA CALCULATIONS (based on 2024 values)

EXAMPLE 1 – Employee with Annualized Salary above the YMPE.

Annualized Salary: \$104,000



PENSION REPORTING BASICS MANUAL

YMPE: \$68,500
Pensionable Service: 1.0000

Step 1: Calculate Benefit Earned

$$\begin{aligned} &= [(1.4\% \times \text{Annualized Salary to YMPE}) + (2\% \times \text{Annualized Salary over YMPE})] \times \text{Pensionable Service} \\ &= [(0.014 \times \$68,500) + 0.02(\$104,000 - \$68,500)] \times 1.0000 \\ &= (\$959.00 + \$710.00) \times 1.0000 \\ &= \$1,669.00 \times 1.0000 \\ &= \$1,669.00 \end{aligned}$$

Step 2: Calculate Pension Adjustment

$$\begin{aligned} &= (9 \times \text{Benefit Earned}) - \$600 \\ &= (9 \times \$1,669.00) - \$600 \\ &= \$15,021.00 - \$600 \\ &= \$14,421.00 \\ &= \$14,421 \text{ (rounded to nearest dollar)} \end{aligned}$$

EXAMPLE 2 – Employee with a partial year of pensionable service.

Annualized Salary: \$96,000
YMPE: \$68,500
Pensionable Service: 0.5000

Step 1: Calculate Benefit Earned

$$\begin{aligned} &= [(1.4\% \times \text{Annualized Salary to YMPE}) + (2\% \times \text{Annualized Salary over YMPE})] \times \text{Pensionable Service} \\ &= [(0.014 \times \$68,500) + 0.02(\$96,000 - \$68,500.00)] \times 0.5000 \\ &= [\$959.00 + \$550.00] \times 0.5000 \\ &= \$1,509.00 \times 0.5000 \\ &= \$754.50 \end{aligned}$$

Step 2: Calculate Pension Adjustment

$$\begin{aligned} &= (9 \times \text{Benefit Earned}) - \$600 \\ &= (9 \times \$754.50) - \$600 \\ &= \$6,790.50 - \$600 \\ &= \$6,190.50 \\ &= \$6,191 \text{ (rounded to nearest dollar)} \end{aligned}$$

**EXAMPLE 3 – Employee with Annualized Salary below the YMPE.**

Annualized Salary: \$67,300
YMPE: \$68,500
Pensionable Service: 1.0000

Step 1: Calculate Benefit Earned

- Determine the lesser of the YMPE or Annualized Salary

$$\begin{aligned} &= [(1.4\% \times \text{Annualized Salary to YMPE}) + (2\% \times \text{Annualized Salary over YMPE})] \times \text{Pensionable Service} \\ &= [(0.014 \times \$67,300) + (0.02 \times \$0.00)] \times 1.0000 \\ &= (\$942.20 + \$0.00) \times 1.0000 \\ &= \$942.20 \times 1.0000 \\ &= \$942.20 \end{aligned}$$

Step 2: Calculate Pension Adjustment

$$\begin{aligned} &= (9 \times \text{Benefit Earned}) - \$600 \\ &= (9 \times \$942.20) - \$600 \\ &= \$8,479.80 - \$600 \\ &= \$7,879.80 \\ &= \$7,880 \text{ (rounded to nearest dollar)} \end{aligned}$$

EXAMPLE 4 – Employee with Annualized Salary above the Salary Cap.

Annualized Salary: \$264,900
Salary Cap: \$201,050
YMPE: \$68,500
Pensionable Service: 1.0000

Step 1: Calculate Benefit Earned

- Determine the lesser of the Salary Cap or Annualized Salary

$$\begin{aligned} &= [(1.4\% \times \text{Salary Cap to YMPE}) + (2\% \times \text{Salary Cap over YMPE})] \times \text{Pensionable Service} \\ &= [(0.014 \times \$68,500) + 0.02(\$201,050 - \$68,500)] \times 1.0000 \\ &= (\$959.00 + \$2,651.00) \times 1.0000 \\ &= \$3,610.00 \times 1.0000 \\ &= \$3,610.00 \end{aligned}$$

Step 2: Calculate Pension Adjustment

$$\begin{aligned} &= (9 \times \text{Benefit Earned}) - \$600 \\ &= (9 \times \$3,610.00) - \$600 \\ &= \$32,490.00 - \$600 \\ &= \$31,890.00 \\ &= \$31,890 \text{ (rounded to nearest dollar)} \end{aligned}$$



ATA FEE REPORTING

ATA Fee Reporting



ATA fees and monthly records are reported to ATA through TPRO, however you need to remit your ATA fees directly to ATA using the Remittance Statement. The Remittance Statement can be found on ATRF's home page under "Forms" in the Employer Group.

Information on ATA Fees Reporting and Remittances in this section has been provided by the ATA. Please contact ATA directly for any questions you may have on ATA fees. The contact information for ATA is:

Caroline Inacio, Deputy Financial Officer

Direct Line: (780) 447-9459 Toll Free: 1-800-

232-7208 Fax: (780) 455-6481

E-Mail: caroline.inacio@ata.ab.ca

I. GENERAL

This manual has been provided by the ATA. Please contact ATA directly for any questions you may have. The contact information has been listed at the end of the section.

A. What is the ATA?

The Alberta Teachers' Association (ATA) is the professional body incorporated under the Teaching Profession Act to safeguard the standards of professional practice and to advocate for its members. While the Association and the Alberta Teachers' Retirement Fund Board work together on many programs, they are separate organizations.

B. How are ATA Fees Established?

The provincial fees paid by members are established each year at the Association's Annual Representative Assembly, the body responsible for the governance of the Association. A local association may also establish, subject to approval by the provincial Association, a separate fee (supplementary levy) for its members which then becomes part of the total annual fee amount.

C. How are School Boards Notified of Fee Changes?

School board secretary treasurers are notified in July or August of each year about the fees for the upcoming school year. Should a fee change be implemented at a time other than the beginning of a school year, affected school boards will receive an amended fee notification letter.

Fees should only be changed based on written direction from the provincial Association.

II. PROCEDURES

The fees used as examples in this manual are the provincial fees which were set for the 2010/11 school year. Please refer to the fee notification letter for the fees that are in effect for teachers employed by your jurisdiction.

A. Who Should Pay Fees?

(1) Full-time Teachers Special Code 00

Definition: Teachers who are under contract to teach full days and full weeks for the entire school year.

Fee: \$103.50 per month (\$1,242.00 per year based on 2017/18 fees) plus supplementary levy

FTE = 1.000 Formula $\frac{PS}{FTMRS} \times \text{Monthly Fee}$
(Provincial & Local Levies)

(2) Temporary Teachers Special Code 20

Definition: Teachers who have been hired to teach under a full-time contract but who will teach less than the total number of school days in a year because they:

- (a) leave before the end of the term,
- (b) commence after the beginning of the term,
- (c) have an extended period of leave without pay during the year provided this leave is not due to a legal strike or lockout.

Fee: Formula - See below

FTE = 1.000 Formula $\frac{PS}{FTMRS} \times \text{Monthly Fee}$
(Provincial & Local Levies)



*Monthly Salary Rate: One twelfth of grid position plus allowances.

** PS = Pensionable Salary

** FTMSR = Full Time Monthly Salary Rate

(3) Part-time Teachers Special Code 00

FTE = 0.001 to 0.999 (Percentile)

Definition: Teachers who are employed to teach under a contract for a part day or a part week for the entire school year or a portion thereof.

Fee: 1.25 per cent of gross monthly salary, plus the local levy, if applicable. Local supplementary levies are not pro-rated for part-time teachers. If a teacher teaches for even one day in a month under a part-time contract, the full supplementary levy for that month is to be deducted.

Part-time teachers who leave before the end of the school year and receive a payout are subject to ATA fees on the total salary paid. If the payout provides for additional salary beyond the normal monthly payment, the fee is 1.25 per cent **plus** the supplementary levy for each additional month or portion of a month. ATA fees are applicable on salary for July and August.

(4) Substitute Teachers Special Code 33

FTE = 0.0000

Definition: Teachers who teach as needed on a day-to-day basis and whose salary is determined by the rate designated for substitutes in the collective agreement.

Fee: One percent (1%) of gross monthly salary, plus the local levy, if applicable. Local supplementary levies are not pro-rated for substitute teachers. If a substitute teacher teaches for even one day in a month, the full supplementary levy for the month must be deducted.

All substitute teacher records are to be Included in the ATRF monthly transmission.

B. Combinations of Employment**(1) Two Part-time Contracts**

A teacher who is employed under two part-time contracts pays a fee of 1.25 per cent of gross salary for each part-time position, plus one supplementary levy for each month or portion thereof. Data related to each part-time contract must be reported as a separate record in TPRO.

(2) Part-time and Substitute

A teacher who is employed as a part-time teacher and as a substitute teacher will pay a fee of 1.25 per cent of salary for the part-time employment plus the supplementary levy applicable to part-time teachers and 1 per cent of salary for the substitute employment plus the supplementary levy applicable to substitute teachers.

(3) Continuing Education

Full-time teachers who, in addition to their full-time employment, also teach continuing education classes pay only the full-time fee

Part-time teachers who, in addition to their part-time employment, teach continuing education classes will pay a fee of 1.25 per cent of gross salary plus the supplementary levy where applicable.

Substitute teachers who, in addition to their substitute employment, teach continuing education classes will pay a fee of 1 per cent of gross salary plus the supplementary levy where applicable.

Teachers employed by another jurisdiction who teach continuing education classes will pay a fee of 1 per cent of salary.

All continuing education teaching records are to be submitted with a code 80 in TPRO.

(4) Payouts

When calculating ATA fees on salary payouts which involve changes in contractual status throughout the year, use the last contractual status to calculate ATA fees.

C. Changes in Contractual Status, Midmonth

If a teacher moves from a full-time position to a part-time position midmonth or vice versa, split the earnings under each contract and calculate ATA fees based on the salary earned in each. Display two records for this month, one for each contractual arrangement, within TPRO.

**D. Exchange Teachers**

Teachers participating in an exchange program are still under contract to their board and are subject to ATA fees applicable to that contract.

E. Seconded Teachers

If the teacher is continuing to be paid by the board the teacher is subject to ATA fees applicable to that contract. Those teachers whose salary is paid to them directly by the body that seconded them are **not** subject to ATA fees unless the seconding body is another school board. However, if a superintendent or the chief deputy superintendent is the one being seconded and a replacement is hired for their previously exempt position, they are no longer eligible for continued exemption. They are deemed to have left the position. Only two individuals actively employed are exempt from ATA fees pursuant to the *Teaching Profession Act*.

F. Continuing Education Teachers

Teachers who teach courses that meet **both** of the following criteria are subject to ATA fees at one percent (1%) of gross monthly salary plus local supplementary levies (where applicable):

- (a) a teaching certificate is required to teach the course,
- (b) the course is a "credit" course.

Code 80 must be used when reporting fees for this type of contract within the ATRF Employer Portal.

G. Kindergarten Teachers

Teachers employed at kindergartens that are publicly funded and that operate through a school board are subject to ATA fees at the full-time or part-time rates applicable to the employment contract. If the kindergarten is privately funded and administered outside of a school board, these teachers are not subject to fees.

H. Health Related Maternity Leaves

Salary paid during the health-related portion of a maternity leave (or the sick days being used as a result of a medical request) is subject to full ATA fees based on the contractual status of the teacher.

This portion of a teacher's "maternity leave" salary must be entered in TPRO in the month in which it was paid.

I. Should Fees be Deducted?

Contributors to ATRF who are employed by Independent schools, colleges, universities, the ATA or its locals, and ATRF do not pay regular ATA fees and should not have fees reported on the ATRF CS. The following categories of employees are exempt from paying fees under certain circumstances. Please refer to the information following each category to determine whether or not these employees pay fees.

(1) Superintendent and Chief Deputy Superintendent

A superintendent appointed by a school board pursuant to the *School Act* and the teacher, if any, who is appointed by the school board to be the **chief deputy**, are exempt from regular ATA fees.

Code 99 must be entered on your monthly ATRF transmission to indicate **only** the superintendent and chief deputy.

(2) Associate Membership

Superintendents and chief deputy superintendents are eligible to become associate members on a voluntary basis. These persons should remit the associate member fee directly to the Association along with the appropriate application.

Other central office administrators who have complied with the provisions of the *Teacher Membership Status Election Regulation* and who have elected associate membership will pay the annual associate membership fee. That fee is to be deducted from the salary paid to these persons in September of each year.

(3) Life Members

Life members who return to teaching must maintain active member status. Fees must be deducted according to contractual status.

(4) Retired Teachers

Retired teachers are not exempt from paying ATA fees. As a condition of employment, fees must be deducted according to contractual status.

(5) Age 65

Attaining age 65 does not exempt an individual from paying ATA fees.

(6) Certificated Personnel Working Under Contract

A person who holds a valid Alberta Teaching Certificate who is employed in a position that does not require a teaching certificate does not pay Association fees.

J. Special Conditions

The following situations warrant attention should any of your teacher employees be affected by them.

(1) Retroactive Pay

Teachers who receive retroactive pay under a part-time contract are subject to fees at 1.25 per cent of salary. Teachers who receive retroactive salary as substitute teacher's fees at 1 per cent of salary.

Full-time and temporary teachers are not subject to further fees on retroactive pay unless there has been a grid position change.

(2) Sick Leave

Teachers who are on sick leave and are still being paid by their board subject to ATA fees on salary paid.

(3) Leave of Absence

Teachers on sabbatical or extended unpaid leave qualify for leave of absence membership in the Association. These teachers are still under contract and are active members of The Alberta Teachers' Association. The annual fee is \$96.00. Members who qualify for leave of absence membership will be contacted directly by the Association.

(4) Strike

In the case of a strike, teachers are still under contract to the employing board and are subject to ATA fees during the strike period. ATA fees should be deducted for full-time teachers as though there was **no** strike.

(5) Maternity Leaves

For teachers on the **health-related portion** of maternity leave, full fees will be collected regardless of the source of income during this period. Fees are determined by the contractual status of the teacher immediately prior to the leave.

Once the teacher has completed the health-related portion, no further fees are collected. No further reporting of salary paid under a SUB maternity plan is required.

All current year maternity health related salaries are to be reported on the monthly transmission using the ATRF Employer Portal.



(6) Rehabilitation Employment

Teachers on a sick leave who are returning to work under the rehabilitation or accommodation program are subject to ATA fees according to their contractual status immediately preceding the sick leave. Full-time teacher status will warrant using the temporary formula which pro-rates the monthly ATA fee. Part-time teacher status will be 1.25 per cent of gross salary plus the applicable supplementary levy.

K. Electronic Funds Transfer (EFT)

School boards may make monthly remittances through EFT. To implement this option, please contact the Association's senior accountant

School boards may also deposit fees at a local branch of the Bank of Nova Scotia. Please contact the Association's senior accountant to complete these arrangements.

L. Remittances

All ATA fees must currently be received at Barnett House by **the fifth banking day following the month of deduction.**

It is imperative that the teacher numbers, gross salary and ATA fees for each category of teacher be accurately recorded on your monthly remittance statement.

Within the ATRF Employer Portal there is a reporting feature available to balance your ATA fees and ATRF contributions based on FTE subsets. We encourage you to use this feature to enable you to balance your remittances with your GL on a monthly basis. This will enable all three parties to a timelier method of reconciliation.

	A	B	C	D	E	
1	Category	# Employees	Total PSP	Total Contributions	Total ATA Fees	
2	FTE = 1.0 (not 10,11,99)	67	\$410,660.56	\$37,763.82	\$6,971.41	
3	FTE > 0.0 and < 1.0	8	\$22,734.54	\$2,046.11	\$369.30	
4	FTE = 0.0 (not 80)	9	\$22,430.00	\$0.00	\$288.55	
5	FTE = 0.0 & Code 80	1	\$4,000.00	\$0.00	\$40.00	
6	Code 10	1	\$4,000.00	\$360.00	\$50.00	
7	Code 11	1	\$4,000.00	\$360.00	\$0.00	
8	Code 99	2	\$23,375.00	\$2,577.57	\$0.00	
9	Total:	89	\$491,200.10	\$43,107.50	\$7,719.26	
10						



PENSION REPORTING BASICS MANUAL

	A	B	C	D
1	YTD Contributions Summary			
2				
3	Employment	Salary Paid	Contributions	ATA Fees
4	Sep-23	\$491,200.10	\$43,107.50	\$7,719.26
5	Oct-23	\$216,987.14	\$21,662.66	\$3,973.99
6	Nov-23	\$234,171.77	\$23,205.05	\$4,496.05
7	Dec-23	\$172,825.00	\$17,348.16	\$3,044.00
8	Jan-24	\$162,582.23	\$16,238.61	\$2,832.21
9	Feb-24	\$158,470.00	\$15,940.75	\$2,837.56
10	Mar-24	\$185,878.88	\$18,440.47	\$3,445.94
11	Apr-24	\$68,190.00	\$6,907.55	\$1,043.90
12	May-24	\$72,700.00	\$7,366.36	\$1,112.24
13	Jun-24	\$72,700.00	\$7,366.36	\$1,112.24
14	Jul-24	\$90,486.49	\$9,199.51	\$1,373.61
15	Aug-24	\$91,486.49	\$9,322.00	\$1,361.61
16	Totals:	\$2,017,678.10	\$196,104.98	\$34,352.61
17				

Prior Year Remittance Adjustment

Remittances related to a previous school year other than retro adjustments are to be made separately from the normal monthly remittance. Please enclose a remittance form which is clearly marked to indicate a prior year adjustment.

M. The ATRF Employer Portal

Information for each teacher who has had ATA fees deducted each month must be reported through the monthly ATRF Employer Portal. Please ensure that all addresses are current, and all school codes where possible are filled in. Each data element is important and valuable information for those of us who are relying on your accuracy to ensure data integrity.

N. The ATRF Employer Portal Effective Date Field (For Full-time and Part-time Records)

It is imperative that the effective date be correct for each record each month.

If there is only one record for the entire month, then the effective date should be 01 Month Year.

If the individual commenced employment mid-month, the date should reflect the actual start date for that FTE.

If there are two or more records for combinations of full time and part-time employment, then



PENSION REPORTING BASICS MANUAL

each actual effective date must be entered so that one contract ends and another starts.

O. Monthly Transmission of Payroll Files

Since September 1, 1997 all school boards will have migrated to monthly reporting. This means that each month your board will be required to merge your teacher payrolls into the ATRF Employer Portal. Once the data is there you will have to review the file for any errors found by TPRO.

Each record will have to be corrected before you will be allowed to transmit your monthly data. The explanations provided in this manual for ATA fee purposes, as well as the on-line help, should enable you to make the appropriate corrections.

P. ATA Rate Tables

Each school board may view the ATA Rate Table within the ATRF Employer Portal. Each board has at least one ATA local attached to it. The following screens are available for your reference.

Rates

ATA Local Rates

ATA Provincial Rates

Miscellaneous Rates

Filter by Local Number

8 Public School Board

☒ Only Show Current Effective Rates

1 Rates

Local #	Local Name	Effective Date	Full-Time \$	Full-Time %	Part-Time \$	Part-Time %
8	Public School Board...	2025-02-01	12.00	0.00	6.00	0.00

Rates

ATA Local Rates

ATA Provincial Rates

Miscellaneous Rates

Filter by Type

ATA

☒ Only Show Current Effective Rates

1 Rates

Type	Effective Date	Full-Time \$	Full-Time %	Part-Time %	Substitute %	Continu
ATA	2025-02-01	121.00	0.00	1.25	1.00	1.00



Q. Questions

Should you have questions or concerns regarding ATA fees, please contact the ATA Finance Department (not ATRF).

Caroline Inacio, Deputy Chief Financial Officer

Direct line (780) 447-9459

Toll Free 1-800-232-7208

Fax (780) 455-6481

E-mail caroline.inacio@ata.ab.ca

The Alberta Teachers' Association

11010 142 Street NW

Edmonton AB T5N 2R1



WHAT TO REPORT



What to Report

All 200-day teachers (full-time/part-time) and 260-day central office teachers (e.g. administrators) who are under contract are eligible to contribute to the plans and must be reported to ATRF.

In cases where their salary is above the capped salary rate, the full salary is still reported, but the contributions are calculated and reported based on the capped salary.

You can use various Special Codes to identify certain contracts. ATRF Contributions and ATA fees will validate differently depending on the Special Code used.

Try to be as accurate as possible when you are using the various special codes.

The ATA has confirmed that when reporting Superintendents to be sure to use Special Code 99 and not Special Code 97.

Teachers with Multiple Contracts

To allow for multiple contracts that are treated independently of each other to validate in TPRO, an option to manage contracts is included. This option is located in the Contract menu of TPRO.

The Contract ID # would be used where an employee receives salary from more than one contract for the same month, for the same ATRF employer.

- Another example is when a teacher is granted two part-time contracts with the same ATRF employer which run concurrently over the same months.
 - In this situation, the teacher is paid as two separate contracts. Therefore, you will have two entries per month, one for each contract. Each entry should have the appropriate Contract ID attached.
 - When the contracts end, the payout records will also have the appropriate Contract ID attached TPRO will group each entry with matching Contract IDs and only use matching records to calculate and validate the payout record for each contract independently of each other.

Contributions

Select School Year
Sep. 2023 - Aug. 2024

Aggregation
Full Detail

Payroll / ERTN
Show Only Payroll

Validate Unsubmitted

+ Contribution

Batch ¹	Effective... ²	Days/Yr.	Days/Mth.	Record Type	Status Code	Special Code	Days Paid	Days Missed	FTE	FT-MRS	PT-MRS	PSP	CP	ATA Fees	Status	
2023-09	2023-09-01	196	22	RG	--	00	11.0000	0.0000	0.5000	4,000.00	2,000.00	2,000.00	180.00	31.00	Unsubmitted	⋮
2023-09	2023-09-01	196	22	RG	--	00	11.0000	0.0000	0.5000	4,000.00	2,000.00	2,000.00	180.00	31.00	Unsubmitted	⋮



PENSION REPORTING BASICS MANUAL

Edit Contribution - Palacios, Malyah

Batch / Period: Sep 2023 | Contribution School Year: Sep. 2023 - Aug. 2024 | Effective Date: 2023-09-01

Fill days from schedule: Select a schedule... | Refresh Days | Days/Year: 196 | Days/Month: 22

Record Type: RG - Regular | Status Code: None | Special Code: 0 - No special codes apply

Days Paid: 11 | Days Missed: 0 | FTE: 0.5 | FT-MRS: 4,000.00 | PT-MRS: 2,000.00 | PSP: 2,000.00 | Contribution Payable: 180.00 | ATA Fees: 31.00

Contract ID: 1 | Contribution Payout Type: None

Allowance Amount: 0 | Allowance Payout Type: None

Show Calculations

Substitute Teachers

All teachers who have rendered substitute service must have this service reported to ATRF because they are subject to ATA fees.

Substitute service is not pensionable service; however, the teacher has the option to purchase it directly from ATRF. Therefore, it is important to report the days paid and pensionable salary paid (PSP) to ATRF in addition to the ATA fees.

There are a few different Special Codes for substitute teaching that must be used depending on the status of the teacher. The most common codes you will use are:

- Special Code 33 – regular substitute teacher
- Special Code 53 – substitute and pensioner

Substitute teachers are not required to pay ATRF contributions.

Contributions																
Batch		Effective...	Days/Yr.	Days/Mth.	Record Type	Status Code	Special Code	Days Paid	Days Missed	FTE	FT-MRS	PT-MRS	PSP	CP	ATA Fees	Status
2023-09		2023-09-01	0	0	RG	--	33	15.0000	0.0000	0.0000	0.00	0.00	3,930.00	0.00	39.30	Unsubmitted

Contributions																
Batch		Effective...	Days/Yr.	Days/Mth.	Record Type	Status Code	Special Code	Days Paid	Days Missed	FTE	FT-MRS	PT-MRS	PSP	CP	ATA Fees	Status
2023-09		2023-09-01	0	0	RG	--	53	20.0000	0.0000	0.0000	0.00	0.00	2,500.00	0.00	25.00	Unsubmitted



Continuing Education vs. Summer School

All teachers rendering **continuing education** must be reported.

- This service is not pensionable and cannot be purchased by the plan member.
- This information is only required for reporting ATA fees. Continuing Education records will be identified by using Special Code 80.

Contributions															
Batch ¹		Effective... ²	Days/Yr.	Days/Mth.	Record Type	Status Code	Special Code	Days Paid	Days Missed	FTE	FT-MRS	PT-MRS	PSP	CP	ATA Fees
2023-09		2023-09-01	0	0	RG	--	80	0.0000	0.0000	0.0000	0.00	0.00	4,000.00	0.00	40.00
															Unsubmitted

Summer school will never be reported to ATRF. ATA fees are not required.

Why is Summer School not Pensionable?

The key to answering this issue is based on whether the teachers' employment falls under the definition of "employee" in section 1(1)(p) of Schedule 1 of *The Teachers' and Independent School Teachers' Pension Plans* regulation. With respect to school jurisdictions and charter schools, "employee" means that employment is under a contract in accordance with section 199, 205, or 223(1) of the *Education Act*.

These sections of the *Education Act* do not cover teaching adult evening programs or summer break programs. Consequently, such employment is not recognized as pensionable service.

Working Retired Members

All retired members working for an ATRF employer who are in receipt of regular monthly ATRF pension payments must be reported to ATRF – even though this service is not subject to ATRF contributions. This information is used to monitor the total amount of service rendered in a school year by ATRF retired members and for the reporting of ATA fees.

NOTE: Teachers who are receiving regular monthly pension payments as the surviving nominee or beneficiary due to the death of another plan member are not considered retired members. Therefore, they should be reported as regular teachers with both ATRF contributions and ATA fee deductions.

Under current legislation, ATRF retired members are allowed to teach on contract to a maximum of 0.6000 of a school year, resetting at the start of each school year, without affecting their pension. ATRF will deduct their pension dollar-for-dollar for any salary earned over their 0.6000 service limit in a school year, without creating a negative balance on the pension.



PENSION REPORTING BASICS MANUAL

If you have reported records and contributions for a retired member who is in receipt of regular monthly ATRF pension payments and later discover there was an error in your submission, it is imperative that the appropriate changes be made in TPRO and resubmitted to ATRF. You will be responsible for returning the contributions to the teacher.

If a teacher is 55 years of age or older and you do not know if they are receiving an ATRF pension, be sure to ask them and verify it by contacting ATRF for confirmation.

Special Code 52 or 55 should be used when reporting after-pension contract time to ATRF. ATA fees are the only deduction required.

Contributions															
		Select School Year		Aggregation		Payroll / ERTN		Validate Unsubmitted		+ Contribution					
		Sep. 2023 - Aug. 2024		Full Detail		Show Only Payroll									
Batch	Effective...	Days/Yr.	Days/Mth.	Record Type	Status Code	Special Code	Days Paid	Days Missed	FTE	FT-MRS	PT-MRS	PSP	CP	ATA Fees	Status
2023-09	2023-09-01	196	22	RG	--	52	22.0000	0.0000	1.0000	4,000.00	4,000.00	4,000.00	0.00	124.25	Unsubmitted

Contributions															
		Select School Year		Aggregation		Payroll / ERTN		Validate Unsubmitted		+ Contribution					
		Sep. 2023 - Aug. 2024		Full Detail		Show Only Payroll									
Batch	Effective...	Days/Yr.	Days/Mth.	Record Type	Status Code	Special Code	Days Paid	Days Missed	FTE	FT-MRS	PT-MRS	PSP	CP	ATA Fees	Status
2023-09	2023-09-01	196	22	RG	--	55	22.0000	0.0000	1.0000	4,000.00	4,000.00	4,000.00	0.00	124.25	Unsubmitted

If a retired member is working as a superintendent you must report their income using Special Code 50.

Contributions															
		Select School Year		Aggregation		Payroll / ERTN		Validate Unsubmitted		+ Contribution					
		Sep. 2023 - Aug. 2024		Full Detail		Show Only Payroll									
Batch	Effective...	Days/Yr.	Days/Mth.	Record Type	Status Code	Special Code	Days Paid	Days Missed	FTE	FT-MRS	PT-MRS	PSP	CP	ATA Fees	Status
2023-09	2023-09-01	262	22	RG	--	50	22.0000	0.0000	1.0000	8,500.00	8,500.00	8,500.00	0.00	0.00	Unsubmitted

Similarly, if a retired member is working in a central office role, their income must be reported using Special Code 59.

Contributions															
		Select School Year		Aggregation		Payroll / ERTN		Validate Unsubmitted		+ Contribution					
		Sep. 2023 - Aug. 2024		Full Detail		Show Only Payroll									
Batch	Effective...	Days/Yr.	Days/Mth.	Record Type	Status Code	Special Code	Days Paid	Days Missed	FTE	FT-MRS	PT-MRS	PSP	CP	ATA Fees	Status
2023-09	2023-09-01	262	22	RG	--	59	22.0000	0.0000	0.0000	4,000.00	4,000.00	4,000.00	0.00	0.00	Unsubmitted

Prior to September 2011, substitute teaching counted towards a retired member's 0.6000 service limit. After September 2011, only contract teaching is tracked towards the 0.6000 service limit. Retired teachers may substitute teach with an ATRF employer without limits, and this substitute teaching never affects their pension but is still required to be reported to ATRF as ATA deductions will apply.



Special Code 53 should be used when reporting after-pension substitute teaching.

Active Members over the Age of 71

The *Income Tax Act* and the *Income Tax Regulations* mandate that a person cannot contribute to a Registered Pension Plan, such as ATRF, later than December 31 of the year in which that person attained age 71.

If the member is working up to December 31 of the year they turn age 71, contributions and active membership in ATRF ceases as of December 31.

While the teacher's employment contract with the ATRF employer is not impacted, the teacher is considered a retired member in receipt of an ATRF pension. You must switch to reporting their contract teaching to Special Code 71 and no longer deduct or remit contributions to ATRF for the teacher.

Contributions															
Batch ¹		Effective... ²	Days/Yr.	Days/Mth.	Record Type	Status Code	Special Code	Days Paid	Days Missed	FTE	FT-MRS	PT-MRS	PSP	CP	ATA Fees
2023-09		2023-09-01	196	22	RG	--	71	22.0000	0.0000	1.0000	4,000.00	4,000.00	4,000.00	0.00	124.25
															Unsubmitted



REPORTING LEAVES



Reporting Leaves

Leaves of Absence

The plan rule definition of a leave of absence is clear: for a period to be considered a leave of absence and represent a break in the plan member's service and deemed purchasable, the leave period must be unpaid – no remuneration is paid – and approved by the employer.

The only exceptions are when a plan member is on a paid paternity, adoption, or sabbatical leave or when the plan member is on a paid non-health-related portion of a maternity leave. These are considered leaves of absence even if paid (either fully or partially). As such, a period where a plan member is in receipt of short-term disability benefits is not considered to be a leave of absence; rather, it is considered current service.

Leave of Absence Type	Pay Status	Service Status
Any Leave of Absence	Unpaid	Purchasable Leave – only leave records are reported.
Adoption Leave	Paid	Purchasable Leave – only leave records are reported.
Sabbatical Leave	Paid	Purchasable Leave – only leave records are reported.
Paternity Leave	Paid	Purchasable Leave – only leave records are reported.
Short-Term Disability Leave	Paid	Current Service – reported as full salary and full contributions
Health-Related Maternity Leave	Paid	Current Service – reported as full salary and full contributions

When a plan member is on a leave of absence, a leave is to be reported in alignment with the reporting Status Codes (such as LO, LM, LS, LP). The plan member can purchase the leave of absence at a later date, subject to purchase eligibility requirements.



PENSION REPORTING BASICS MANUAL

How to Report Leave Records

Prior to September 1997, if a plan member wanted to purchase leave time, they had to reach out to their employer to obtain a letter confirming their leave time because ATRF did not record leaves.

Since September 1997, ATRF employers have been reporting leave records through monthly reporting. That means that employers no longer need to dig through past records to provide letters confirming the leave.

There are two ways that leave records can be reported:

- Days Paid and Days Missed in a single record (no leave Status Code required)
- Days Paid in one record and Days Missed in another record (with a leave Status Code).

Reporting a Leave in One Record

Full-time Employee.

Contributions															Select School Year Sep. 2023 - Aug. 2024		Aggregation Full Detail		Payroll / ERTN Show Only Payroll		Validate Unsubmitted	+ Contribution
Batch	Effective...	Days/Yr.	Days/Mth.	Record Type	Status Code	Special Code	Days Paid	Days Missed	FTE	FT-MRS	PT-MRS	PSP	CP	ATA Fees	Status							
2023-09	2023-09-01	196	22	RIG	--	00	20.0000	2.0000	1.0000	4,000.00	4,000.00	3,520.00	316.80	109.34	Unsubmitted							

- Note that the days paid and day missed fields are both completed.
- No Status Code is required.
- The Pensionable Salary Paid (PSP) field is calculated based on a deduct 1/200 calculation: $\text{FTMRS} - (\text{days missed} * \text{daily rate})$
 - $\$4000.00 - (2 * \$240.00) = \$3520.00$
- Performing the deduct 1/200 calculation in the month the days are missed means you do not have to calculate a deduct 1/200 for the year end payout records.

Part-time Employee (where days paid + day missed = days per month).

Contributions															Select School Year Sep. 2023 - Aug. 2024		Aggregation Full Detail		Payroll / ERTN Show Only Payroll		Validate Unsubmitted	+ Contribution
Batch	Effective...	Days/Yr.	Days/Mth.	Record Type	Status Code	Special Code	Days Paid	Days Missed	FTE	FT-MRS	PT-MRS	PSP	CP	ATA Fees	Status							
2024-02	2024-02-01	196	20	RG	--	00	6.0000	4.0000	0.5000	5,089.67	2,544.84	1,323.31	119.10	22.54	Unsubmitted							

- Note that the days paid and day missed fields are both completed.
- No Status Code is required.
- The Pensionable Salary Paid (PSP) field is calculated based on a deduct



PENSION REPORTING BASICS MANUAL

1/200 calculation: PTMRS – (days missed * daily rate)

○ $\$2544.84 - (4 * \$305.38) = \$1323.32$

- Performing the deduct 1/200 calculation in the month the days are missed means you do not have to calculate a deduct 1/200 for the year end payout records.

Part-time Employee (where days paid + day missed ≠ days per month).

Contributions															
Batch ¹		Effective... ²	Days/Yr.	Days/Mth.	Record Type	Status Code	Special Code	Days Paid	Days Missed	FTE	FT-MRS	PT-MRS	PSP	CP	ATA Fees
2024-02		2024-02-01	196	20	RG	NT	00	2,5000	2,5000	0.5000	5,089.67	2,544.84	508.97	45.81	12.36
															Unsubmitted

- Note that the days paid and day missed fields are both completed.
- The New Teacher (NT) status code is used as the member started late in the month
- The Pensionable Salary Paid (PSP) field is calculated based on a deduct 1/200 calculation: $[(\text{Days Paid} + \text{Days Miss}) / \text{Days Per Month} \times \text{FTMRS}] - (\text{days missed} * \text{daily rate})$
 - $5/20 \times \$5089.67 - (2.5 \times \$305.38)$
 - $\$1272.42 - \$763.45 = \$508.97$
- Performing the deduct 1/200 calculation in the month the days are missed means you do not have to calculate a deduct 1/200 for the year end payout records.

Reporting a Leave in Two Records

Contributions															
Batch ¹		Effective... ²	Days/Yr.	Days/Mth.	Record Type	Status Code	Special Code	Days Paid	Days Missed	FTE	FT-MRS	PT-MRS	PSP	CP	ATA Fees
2023-09		2023-09-01	196	22	RG	LO	00	0.0000	2.0000	1.0000	4,000.00	4,000.00	0.00	0.00	0.00
															Unsubmitted
2023-09		2023-09-01	196	22	RG	--	00	20.0000	0.0000	1.0000	4,000.00	4,000.00	3,636.36	327.27	112.95
															Unsubmitted

- Note that the days paid and days missed fields are completed as separate records.
- The appropriate leave Status Code (LO, LM, LP or LS) is required.
- The Pensionable Salary Paid (PSP) field is calculated based on a fraction of the month calculation: $(\text{Days Paid} / \text{Days Month}) * \text{FTMRS}$
 - $20/22 * \$4000.00 = \3636.36 .
- You will need to calculate a deduct 1/200 for the year end or end of contract payout record.

While the plan member is in receipt of extended disability benefits, ATRF will credit the service and salary details for the member based on the FTE and rate of salary in effect immediately prior to their disability. This service does not require any contributions to be made by the plan member.



Short-Term Disability

Short-term disability is a period of paid leave that is not a leave of absence as defined in the plan rules. Below are some examples of a period of short-term disability (paid leave):

- A waiting period prior to being eligible for extended disability benefits where the teacher is receiving remuneration from a thirty-party provider (insurance provider).
- A temporary period where the teacher is not working but receiving remuneration from a third-party provider such as ASEBP, Sunlife, Great West Life, etc.
- A period where the teacher is receiving remuneration that is not a leave of absence as defined above.

If a plan member is in receipt of short-term disability benefits from their ATRF employer or a third-party provider, their full salary and full contributions must be reported and remitted to ATRF based on their FTE and rate of salary in effect immediately preceding the period of disability.

This reporting is required regardless of what amount the plan member is being paid from the employer or the insurance company.

Any payout records reported to ATRF must include all of the days and salary paid for the period of the short-term disability.

Once the approved extended disability benefit is reported, ATRF will credit disability service to the plan member's file from the approved start date of the extended disability benefits. Reporting the full service during the short-term disability period ensures the plan member will remain "whole" for the time they are disabled from working.

Short-Term Disability Reporting Sample 1

A teacher worked full-time from September 1, 2023 – January 31, 2024.

Contributions																
Select School Year		Aggregation		Payroll / ERTN		Validate Unsubmitted		+ Contribution								
Sep. 2023 - Aug. 2024		Full Detail		Show Only Payroll												
Batch	Effective...	Days/Yr.	Days/Mth.	Record Type	Status Code	Special Code	Days Paid	Days Missed	FTE	FT-MRS	PT-MRS	PSP	CP	ATA Fees	Status	
2024-01	2024-01-01	196	18	RG	--	00	18.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	744.16	124.25	Unsubmitted	⋮
2023-12	2023-12-01	196	16	RG	--	00	16.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	750.27	124.25	Unsubmitted	⋮
2023-11	2023-11-01	196	21	RG	--	00	21.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	750.27	124.25	Unsubmitted	⋮
2023-10	2023-10-01	196	21	RG	--	00	21.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	750.27	124.25	Unsubmitted	⋮
2023-09	2023-09-01	196	22	RG	--	00	22.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	750.27	124.25	Unsubmitted	⋮



PENSION REPORTING BASICS MANUAL

Effective February 1, 2024 the plan member went on short term disability. They were paid a **percentage** of their salary through an insurance company until April 30, 2024. Full salary and full contributions must be reported and full contributions must be remitted to ATRF up to the end of April 2024.

Contributions																
Select School Year							Aggregation			Payroll / ERTN			Validate Unsubmitted		+ Contribution	
Sep. 2023 - Aug. 2024							Full Detail			Show Only Payroll						
Batch ¹	Effective... ²	Days/Yr.	Days/Mth.	Record Type	Status Code	Special Code	Days Paid	Days Missed	FTE	FT-MRS	PT-MRS	PSP	CP	ATA Fees	Status	
2024-04	2024-04-01	196	20	RG	--	00	20.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	744.16	124.25	Unsubmitted	⋮
2024-03	2024-03-01	196	16	RG	--	00	16.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	744.16	124.25	Unsubmitted	⋮
2024-02	2024-02-01	196	20	RG	--	00	20.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	744.16	124.25	Unsubmitted	⋮
2024-01	2024-01-01	196	18	RG	--	00	18.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	744.16	124.25	Unsubmitted	⋮
2023-12	2023-12-01	196	16	RG	--	00	16.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	750.27	124.25	Unsubmitted	⋮
2023-11	2023-11-01	196	21	RG	--	00	21.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	750.27	124.25	Unsubmitted	⋮
2023-10	2023-10-01	196	21	RG	--	00	21.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	750.27	124.25	Unsubmitted	⋮
2023-09	2023-09-01	196	22	RG	--	00	22.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	750.27	124.25	Unsubmitted	⋮

Effective May 1, 2024 the plan member was approved for extended disability benefits. A payout record must be reported in the same month that the short-term disability ended. The payout record must also reflect the short-term disability service added from February 2024 – April 2024.

Tip: These records may not match your payroll. If so, we recommend that you keep your own annotated records to easily identify them when performing your reconciliations. You may not necessarily reconcile the salary paid but since the full contributions must be paid to ATRF you will likely need to account for any discrepancy.

DT records are reported going forward.

Contributions																		
Select School Year Sep. 2023 - Aug. 2024										Aggregation Full Detail		Payroll / ERTN Show Only Payroll			Validate Unsubmitted		+ Contribution	
Batch	Effective	Days/Yr.	Days/Mth.	Record Type	Status Code	Special Code	Days Paid	Days Missed	FTE	FT-MRS	PT-MRS	PSP	CP	ATA Fees	Status			
2024-05	2024-05-01	196	22	RG	DT	00	0.0000	22.0000	1.0000	7,500.00	7,500.00	0.00	0.00	0.00	Unsubmitted	⋮		
2024-04	2024-04-01	196	20	RG	PO	00	0.0000	0.0000	1.0000	7,500.00	7,500.00	11,100.00	1,101.35	183.89	Unsubmitted	⋮		
2024-04	2024-04-01	196	20	RG	--	00	20.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	744.16	124.25	Unsubmitted	⋮		
2024-03	2024-03-01	196	16	RG	--	00	16.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	744.16	124.25	Unsubmitted	⋮		
2024-02	2024-02-01	196	20	RG	--	00	20.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	744.16	124.25	Unsubmitted	⋮		
2024-01	2024-01-01	196	18	RG	--	00	18.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	744.16	124.25	Unsubmitted	⋮		
2023-12	2023-12-01	196	16	RG	--	00	16.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	750.27	124.25	Unsubmitted	⋮		
2023-11	2023-11-01	196	21	RG	--	00	21.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	750.27	124.25	Unsubmitted	⋮		
2023-10	2023-10-01	196	21	RG	--	00	21.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	750.27	124.25	Unsubmitted	⋮		
2023-09	2023-09-01	196	22	RG	--	00	22.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	750.27	124.25	Unsubmitted	⋮		



Short-Term Disability Reporting Sample 2

A plan member worked full-time from September 1, 2023 – April 30, 2024.

Contributions																
Batch ¹		Effective... ²	Days/Yr.	Days/Mth.	Record Type	Status Code	Special Code	Days Paid	Days Missed	FTE	FT-MRS	PT-MRS	PSP	CP	ATA Fees	Status
2024-06		2024-06-01	196	20	RG	DT	00	0.0000	20.0000	1.0000	7,500.00	7,500.00	0.00	0.00	0.00	Unsubmitted
2024-05		2024-05-01	196	22	RG	DT	00	0.0000	11.0000	1.0000	7,500.00	7,500.00	0.00	0.00	0.00	Unsubmitted
2024-05		2024-05-01	196	22	RG	PO	00	0.0000	0.0000	1.0000	7,500.00	7,500.00	12,300.00	1,220.42	203.77	Unsubmitted
2024-05		2024-05-01	196	22	RG	--	00	11.0000	0.0000	1.0000	7,500.00	7,500.00	3,750.00	372.08	62.13	Unsubmitted
2024-04		2024-04-01	196	20	RG	--	00	20.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	744.16	124.25	Unsubmitted
2024-03		2024-03-01	196	16	RG	--	00	16.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	744.16	124.25	Unsubmitted
2024-02		2024-02-01	196	20	RG	--	00	20.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	744.16	124.25	Unsubmitted
2024-01		2024-01-01	196	18	RG	--	00	18.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	744.16	124.25	Unsubmitted
2023-12		2023-12-01	196	16	RG	--	00	16.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	750.27	124.25	Unsubmitted
2023-11		2023-11-01	196	21	RG	--	00	21.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	750.27	124.25	Unsubmitted
2023-10		2023-10-01	196	21	RG	--	00	21.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	750.27	124.25	Unsubmitted
2023-09		2023-09-01	196	22	RG	--	00	22.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	750.27	124.25	Unsubmitted

Effective February 1, 2024, the plan member went on short-term disability. They were paid short-term disability by the employer from February 1 to May 15, 2024, and then were approved for extended disability benefits.

A payout record was reported at the end of the short-term disability benefit period, and then DT records were reported for the remainder of the year.

Short-Term Disability Reporting Sample 3

A plan member worked full-time from September 1, 2023 – September 30, 2023.

Contributions																
Batch ¹		Effective... ²	Days/Yr.	Days/Mth.	Record Type	Status Code	Special Code	Days Paid	Days Missed	FTE	FT-MRS	PT-MRS	PSP	CP	ATA Fees	Status
2023-09		2023-09-01	196	22	RG	--	00	22.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	750.27	124.25	Unsubmitted

Effective October 1, 2023, the plan member went on short-term disability. They were paid short-term disability by the employer until November 30, 2023. On December 1, 2023, the plan member returned fully to their position. The plan member worked the remainder of the school year with no days missed. The July and August payout records would be reported full as no days were missed.



PENSION REPORTING BASICS MANUAL

Contributions																
Select School Year		Aggregation		Payroll / ERTN		Validate Unsubmitted		+ Contribution								
Sep. 2023 - Aug. 2024		Full Detail		Show Only Payroll												
Batch	Effective...	Days/Yr.	Days/Mth.	Record Type	Status Code	Special Code	Days Paid	Days Missed	FTE	FT-MRS	PT-MRS	PSP	CP	ATA Fees	Status	
2024-08	2024-08-01	196	0	RG	PO	00	0.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	744.16	124.25	Unsubmitted	⋮
2024-07	2024-07-01	196	0	RG	PO	00	0.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	744.16	124.25	Unsubmitted	⋮
2024-06	2024-06-01	196	20	RG	--	00	20.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	744.16	124.25	Unsubmitted	⋮
2024-05	2024-05-01	196	22	RG	--	00	22.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	744.16	124.25	Unsubmitted	⋮
2024-04	2024-04-01	196	20	RG	--	00	20.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	744.16	124.25	Unsubmitted	⋮
2024-03	2024-03-01	196	16	RG	--	00	16.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	744.16	124.25	Unsubmitted	⋮
2024-02	2024-02-01	196	20	RG	--	00	20.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	744.16	124.25	Unsubmitted	⋮
2024-01	2024-01-01	196	18	RG	--	00	18.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	744.16	124.25	Unsubmitted	⋮
2023-12	2023-12-01	196	16	RG	--	00	16.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	750.27	124.25	Unsubmitted	⋮
2023-11	2023-11-01	196	21	RG	--	00	21.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	750.27	124.25	Unsubmitted	⋮
2023-10	2023-10-01	196	21	RG	--	00	21.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	750.27	124.25	Unsubmitted	⋮
2023-09	2023-09-01	196	22	RG	--	00	22.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	750.27	124.25	Unsubmitted	⋮

Maternity Leave Top-up

The health-related portion of maternity leave is treated in a very similar way to a period of short-term disability. It is considered to be a period of current service (regular record), i.e. full service (up to their FTE prior to their leave), salary and contributions are reported and deducted. This is regardless of how much they are receiving from the third-party provider or employer.

A payout is required at the end of the health-related portion of the maternity leave and must reflect the top-up reported and can be reported at the start of the leave or over the July and August period.

Maternity Leave Top-Up Sample

A teacher worked full-time from September 2023 – February 16, 2024.

Contributions																
Select School Year		Aggregation		Payroll / ERTN		Validate Unsubmitted		+ Contribution								
Sep. 2023 - Aug. 2024		Full Detail		Show Only Payroll												
Batch	Effective...	Days/Yr.	Days/Mth.	Record Type	Status Code	Special Code	Days Paid	Days Missed	FTE	FT-MRS	PT-MRS	PSP	CP	ATA Fees	Status	
2024-02	2024-02-01	196	20	RG	--	00	20.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	744.16	124.25	Unsubmitted	⋮
2024-01	2024-01-01	196	18	RG	--	00	18.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	744.16	124.25	Unsubmitted	⋮
2023-12	2023-12-01	196	16	RG	--	00	16.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	750.27	124.25	Unsubmitted	⋮
2023-11	2023-11-01	196	21	RG	--	00	21.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	750.27	124.25	Unsubmitted	⋮
2023-10	2023-10-01	196	21	RG	--	00	21.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	750.27	124.25	Unsubmitted	⋮
2023-09	2023-09-01	196	22	RG	--	00	22.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	750.27	124.25	Unsubmitted	⋮

The plan member received six weeks of the health-related top-up from February 17, 2024 – March 29, 2024. Full service, salary and contributions MUST be reported and deducted up to the end of March 2024. This is regardless of how much the plan member received from the insurance company or employer. Employment insurance earnings are not used in the calculation. The reported records likely won't match your payroll records.



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Contributions																
Select School Year		Aggregation		Payroll / ERTN		Validate Unsubmitted		+ Contribution								
Sep. 2023 - Aug. 2024		Full Detail		Show Only Payroll												
Batch	Effective...	Days/Yr.	Days/Mth.	Record Type	Status Code	Special Code	Days Paid	Days Missed	FTE	FT-MRS	PT-MRS	PSP	CP	ATA Fees	Status	
2024-03	2024-03-01	196	16	RG	--	00	16.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	744.16	124.25	Unsubmitted	⋮
2024-02	2024-02-01	196	20	RG	--	00	20.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	744.16	124.25	Unsubmitted	⋮
2024-01	2024-01-01	196	18	RG	--	00	18.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	744.16	124.25	Unsubmitted	⋮
2023-12	2023-12-01	196	16	RG	--	00	16.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	750.27	124.25	Unsubmitted	⋮
2023-11	2023-11-01	196	21	RG	--	00	21.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	750.27	124.25	Unsubmitted	⋮
2023-10	2023-10-01	196	21	RG	--	00	21.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	750.27	124.25	Unsubmitted	⋮
2023-09	2023-09-01	196	22	RG	--	00	22.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	750.27	124.25	Unsubmitted	⋮

A payout record must be reported by the end of the school year. It can be reported in March 2024 as it was the plan member's last day or regular earnings prior to the commencement of their maternity leave, or you can report it over July and August. The payout record would include earnings from their maternity top-up. The LM (maternity leave) status code would be used going forward.

Contributions																
Select School Year		Aggregation		Payroll / ERTN		Validate Unsubmitted		+ Contribution								
Sep. 2023 - Aug. 2024		Full Detail		Show Only Payroll												
Batch	Effective...	Days/Yr.	Days/Mth.	Record Type	Status Code	Special Code	Days Paid	Days Missed	FTE	FT-MRS	PT-MRS	PSP	CP	ATA Fees	Status	
2024-04	2024-04-01	196	20	RG	LM	00	0.0000	20.0000	1.0000	7,500.00	7,500.00	0.00	0.00	0.00	Unsubmitted	⋮
2024-03	2024-03-01	196	16	RG	PO	00	0.0000	0.0000	1.0000	7,500.00	7,500.00	9,600.00	952.52	159.04	Unsubmitted	⋮
2024-03	2024-03-01	196	16	RG	--	00	16.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	744.16	124.25	Unsubmitted	⋮
2024-02	2024-02-01	196	20	RG	--	00	20.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	744.16	124.25	Unsubmitted	⋮
2024-01	2024-01-01	196	18	RG	--	00	18.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	744.16	124.25	Unsubmitted	⋮
2023-12	2023-12-01	196	16	RG	--	00	16.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	750.27	124.25	Unsubmitted	⋮
2023-11	2023-11-01	196	21	RG	--	00	21.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	750.27	124.25	Unsubmitted	⋮
2023-10	2023-10-01	196	21	RG	--	00	21.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	750.27	124.25	Unsubmitted	⋮
2023-09	2023-09-01	196	22	RG	--	00	22.0000	0.0000	1.0000	7,500.00	7,500.00	7,500.00	750.27	124.25	Unsubmitted	⋮

ATRF will use the LM records to determine their purchasable service should they choose to apply to purchase it when they return from their leave and resume contributing to the plans.

Extended Disability

Once the teacher has been approved for extended disability coverage through the insurance company, you must start reporting the disability records to ATRF. For coverage provided by any insurance company other than ASEBP, please forward a copy of the insurance company's extended disability confirmation letter to ATRF for processing.

If the disability leave occurs during the school year, the employer must calculate a payout after the last day of employment and/or sick leave. Since a disability leave is an approved leave, the payout 'PO' record can be reported in the last month of pay prior to the leave or any subsequent month prior to the end of the school year.



PENSION REPORTING BASICS MANUAL

Should the teacher's last day prior to the start of the extended disability occur in the month of December, the payout must be reported in any following month prior to the end of the school year. It cannot be reported in December as this could result in the plan member's service being >1.0 year in a calendar year.

For each whole or partial month that the teacher is on extended disability, a separate record should be reported using a **DT** status code. The DT code is to be used only if a teacher misses days. This would mean either a full disability or days missed while on rehabilitation or if there is a gap between teaching and going on extended disability benefits (i.e. the employee does not have 90 sick days accumulated).

Contributions																
		Select School Year		Aggregation		Payroll / ERTN		Validate Unsubmitted		+ Contribution						
		Sep. 2023 - Aug. 2024		Full Detail		Show Only Payroll										
Batch	Effective...	Days/Yr.	Days/Mth.	Record Type	Status Code	Special Code	Days Paid	Days Missed	FTE	FT-MRS	PT-MRS	PSP	CP	ATA Fees	Status	
2023-09	2023-09-01	196	22	RG	DT	00	0.0000	22.0000	1.0000	4,000.00	4,000.00	0.00	0.00	0.00	Unsubmitted	

Strikes and Lockouts

All teachers on strike or in a lockout must be reported to ATRF. Although this time is not subject to ATRF contributions, they are subject to ATA fees. Further, while strike time cannot be purchased, lockout time can be purchased.

There are two ways to report the salary for a month affected by a strike or lockout.

1. **Report the days paid and days missed in one record (Strike Records only).** TPRO validates the pensionable salary paid (PSP) based on a deduct 1/200 calculation. The status code of 'SR' for strike or 'LK' for lockout must be used. Full ATA fees should be deducted from the teacher based on their FTE. **No payout adjustment will be required at the end of the year when using this methodology (the regular 1/12th of salary would be reported for July and August).**
2. **Report the days paid in one record and the days missed in a separate record (Strike or Lockout Records).** For the days paid record, TPRO validates the PSP based on a calculation of days paid divided by scheduled days per month multiplied by the FTMRS. ATA fees are a proration of the days paid on this record. No status code is required for this record. For the days missed record, a status code of 'SR' for strike or 'LK' for lockout must be used. The PSP would be \$0.00 and the ATA fees will be the balance of the full ATA fees required for the month based on the teacher's FTE. A payout calculation of either a pay 1/200 or deduct 1/200 will be required for the end of the year, or the end of the teacher's contract.



Reporting Sample of a Strike Record (One Record)

Contributions																	Select School Year Sep. 2023 - Aug. 2024		Aggregation Full Detail		Payroll / ERTN Show Only Payroll		Validate Unsubmitted	+ Contribution
Batch	Effective...	Days/Yr.	Days/Mth.	Record Type	Status Code	Special Code	Days Paid	Days Missed	FTE	FT-MRS	PT-MRS	PSP	CP	ATA Fees	Status									
2023-09	2023-09-01	196	22	RG	SR	00	15.0000	7.0000	1.0000	4,000.00	4,000.00	2,320.00	208.80	124.25	Unsubmitted									

Reporting Sample of a Strike Record (Two Records)

Contributions

Select School Year
Sep. 2023 - Aug. 2024

Aggregation
Full Detail

Payroll / ERTN
Show Only Payroll

Validate Unsubmitted

+ Contribution

Batch	Effective...	Days/Yr.	Days/Mth.	Record Type	Status Code	Special Code	Days Paid	Days Missed	FTE	FT-MRS	PT-MRS	PSP	CP	ATA Fees	Status	
2023-09	2023-09-01	196	22	RG	SR	00	0.0000	7.0000	1.0000	4,000.00	4,000.00	0.00	0.00	39.53	Unsubmitted	⋮
2023-09	2023-09-01	196	22	RG	--	00	15.0000	0.0000	1.0000	4,000.00	4,000.00	2,727.27	245.45	84.72	Unsubmitted	⋮

Reporting Sample of a Lockout Record

Contributions																	Select School Year Sep. 2023 - Aug. 2024		Aggregation Full Detail		Payroll / ERTN Show Only Payroll		Validate Unsubmitted	+ Contribution
Batch ¹ _↓	Effective... ² _↓	Days/Yr.	Days/Mth.	Record Type	Status Code	Special Code	Days Paid	Days Missed	FTE	FT-MRS	PT-MRS	PSP	CP	ATA Fees	Status									
2023-09	2023-09-01	196	22	RG	--	00	15.0000	0.0000	1.0000	4,000.00	4,000.00	2,727.27	245.45	84.72	Unsubmitted	⋮								
2023-09	2023-09-01	196	22	RG	LK	00	0.0000	7.0000	1.0000	4,000.00	4,000.00	0.00	0.00	39.53	Unsubmitted	⋮								

A smiling man with a beard and short dark hair, wearing a white collared shirt and a green cardigan, stands in front of a green chalkboard. The chalkboard contains several mathematical equations written in white chalk, including $\cos \pi - \sin$, $(\sqrt{3})^2$, $(+1)^2 =$, and $\frac{5}{2+}$. A large, dark teal diagonal arrow points from the top left towards the bottom right, passing behind the man. The text "REPORTING A REDUCED FTE" is positioned in the lower-left area of the image.

REPORTING A REDUCED FTE



Reporting a Reduced FTE

Teachers who have a full-time contract will sometimes be approved to temporarily work a reduced FTE for a period of time within their full-time contract.

There are two ways that a teacher can have service less than 1.0:

- where a teacher has a period of leave
- where they have reduced their FTE.

The Teacher is Granted a Leave (Example)

Contributions																
Select School Year		Aggregation		Payroll / ERTN		Validate Unsubmitted		+ Contribution								
Sep. 2023 - Aug. 2024		Full Detail		Show Only Payroll												
Batch	Effective...	Days/Yr.	Days/Mth.	Record Type	Status Code	Special Code	Days Paid	Days Missed	FTE	FT-MRS	PT-MRS	PSP	CP	ATA Fees	Status	
2023-10	2023-10-01	196	21	RG	LO	00	0.0000	10.5000	1.0000	7,500.00	7,500.00	0.00	0.00	0.00	Unsubmitted	⋮
2023-10	2023-10-01	196	21	RG	--	00	10.5000	0.0000	1.0000	7,500.00	7,500.00	3,750.00	375.14	62.13	Unsubmitted	⋮
2023-09	2023-09-01	196	22	RG	LO	00	0.0000	11.0000	1.0000	7,500.00	7,500.00	0.00	0.00	0.00	Unsubmitted	⋮
2023-09	2023-09-01	196	22	RG	--	00	11.0000	0.0000	1.0000	7,500.00	7,500.00	3,750.00	375.14	62.13	Unsubmitted	⋮

- Two records are required. One with the actual days worked and one with the LO (other leave status code) record for the days missed between the regular schedule and the days worked.
- When a leave is reported, the member MUST purchase the “missed” days to obtain their full year of service.
- If they choose not to purchase their “leave” time, their salary for the reduced FTE year(s) will not be annualized and could impact their 5-year average salary if their reduced years fall within their highest five years.



Reporting the Payout

If the teacher does not miss any days and works their full reduced FTE, the PO records will be based on a 1/12th.

Contributions															Select School Year Sep. 2023 - Aug. 2024		Aggregation Full Detail		Payroll / ERTN Show Only Payroll		Validate Unsubmitted	+ Contribution
Batch	Effective...	Days/Yr.	Days/Mth.	Record Type	Status Code	Special Code	Days Paid	Days Missed	FTE	FT-MRS	PT-MRS	PSP	CP	ATA Fees	Status							
2024-08	2024-08-01	196	0	RG	PO	00	0.0000	0.0000	1.0000	7,500.00	7,500.00	3,750.00	372.08	62.13	Unsubmitted							
2024-07	2024-07-01	196	0	RG	PO	00	0.0000	0.0000	1.0000	7,500.00	7,500.00	3,750.00	372.08	62.13	Unsubmitted							

Edit Contribution - Garner, Zev

Batch: 2024-08 | Contribution School Year: Sep. 2023 - Aug. 2024 | Effective Date: 2024-07-01

Days/Yr: 196 | Days/Mth: 0

Record Type: RG - Regular

Status Code: PO - Payroll Record

Special Code: 0 - No special codes apply

Days Paid: 0 | Days Missed: 0 | FTE: 1

FT Salary: 7,500.00 | FT Salary: 7,500.00 | PT Salary: 3,750.00

Contribution Payable: 372.08 | ATA Fees: 62.13

Contribution ID: Average FTE

Reporting Method: 0

Reporting Method Type: None

Edit Contribution - Garner, Zev

Batch: 2024-08 | Contribution School Year: Sep. 2023 - Aug. 2024 | Effective Date: 2024-08-01

Days/Yr: 196 | Days/Mth: 0

Record Type: RG - Regular

Status Code: PO - Payroll Record

Special Code: 0 - No special codes apply

Days Paid: 0 | Days Missed: 0 | FTE: 1

FT Salary: 7,500.00 | FT Salary: 7,500.00 | PT Salary: 3,750.00

Contribution Payable: 372.08 | ATA Fees: 62.13

Contribution ID: Average FTE

Reporting Method: 0

Reporting Method Type: None

- You will need to override the PO contribution type to “AVG FTE” for it to validate properly.
- If they miss any other days, the PO will be based on a deduct 1/200 for ALL the days they “missed”. No override would be needed for the PO records.
- If they miss days in a month, the additional missed days must be added to the LO record and the pay record will still be based on a fraction of the month. You cannot perform deduct 1/200 for the month. It will not validate.



Reporting Based on the Teacher Working their Full Reduced FTE (No Leave Record)

Reporting based on the teacher's full reduced FTE is the same as reporting any other part-time teacher.

Contributions																
		Select School Year		Aggregation		Payroll / ERTN		Validate Unsubmitted		+ Contribution						
		Sep. 2023 - Aug. 2024		Full Detail		Show Only Payroll										
Batch	Effective...	Days/Yr.	Days/Mth.	Record Type	Status Code	Special Code	Days Paid	Days Missed	FTE	FT-MRS	PT-MRS	PSP	CP	ATA Fees	Status	
2023-10	2023-10-01	196	21	RG	--	00	10,5000	0.0000	0.5000	4,000.00	2,000.00	2,000.00	180.00	31.00	Unsubmitted	⋮
2023-09	2023-09-01	196	22	RG	--	00	11,0000	0.0000	0.5000	4,000.00	2,000.00	2,000.00	180.00	31.00	Unsubmitted	⋮

- If the teacher does not miss any days, the PO records for July and August will be equal to 1/12th of the salary. No override is required.
- If the teacher does miss days, a deduct 1/200 calculation will be required accounting for ALL the days “missed” (i.e. Days Year – Days Paid).

Full-Time Teacher Working Part-Time – Rehab/Accommodation

When a full-time FTE teacher is working a part-time FTE as part of a rehabilitation/accommodation, you can report the service and salary details in two ways:

- **One record:**
 - using the reduced FTE details and the Rehabilitation Program (RP) status code.
- **Two records:**
 - using the 1.0 FTE details for the days worked and,
 - create a second record for the days missed using the Disabled Teacher (DT) status code.

One Record Reporting with RP Status Code

When using the RP status code reporting, you only need to report one record per month, unless the teacher misses additional days unrelated to their disability.

One important thing to remember is that when a 1.0 FTE teacher is working a reduced FTE for a rehabilitation/accommodation arrangement, the ATA fees MUST be calculated based on a proration of the full-time ATA fee rate and NOT based on the part-time percentage rate.



PENSION REPORTING BASICS MANUAL

You will need to check off the “Prior FTE” flag in the teacher’s record. Teachers already part-time prior to their rehabilitation/accommodation assignment will continue to pay ATA fees based on the part-time percentage. There is no need to check off the “Prior FTE” flag in the teacher’s record.

Regular Part-Time FTE RP Sample (incorrect method)

- Prior FTE Flag is NOT checked.
- ATA fees are calculated/validated as follows:

ATA FEES	
Formula	Value
ATA Fees (Part-time) = ((ProvLevyPT% + LocalLevyPT%) * PSP) + (LocalLevyPT\$ * ChargedLevies)	31 = ((1.25% + 0.00%) * 2,000.00) + (6.00 * 1)
Result	31



Full-Time RP Prior FTE Flag Sample (correct method)

Form showing employee details and contribution information for Isabel Ochoa.

Employee Details:

- Last Name: Ochoa
- First Name: Isabel
- SIN: 224 558 908
- Date of Birth: 1988-09-28
- Work Phone: (403) 141-6521
- Phone: (403) 237-7623
- Mailing Address: 24 obstdie Street, Calgary, Alberta, T4A 2R1
- Status: Active
- Termination Date: yyyy-mm-dd
- Employee Number: 3273226133
- Prior FTE: Yes (checked)
- ATA Local Number: 8
- School Code: 430
- T. Cert No.: TCN3172

Contribution Information:

- Batch / Period: Sep 2023
- Contribution School Year: Sep. 2023 - Aug. 2024
- Effective Date: 2023-09-01
- Fill days from schedule: Select a schedule... (Refresh Days)
- Days/Year: 196
- Days/Month: 22
- Record Type: RG - Regular
- Status Code: RP - Rehabilitation Program
- Special Code: 0 - No special codes apply
- Days Paid: 11
- Days Missed: 0
- FTE: 0.5
- FT-MRS: 4,000.00
- PT-MRS: 2,000.00
- PT-MRS: 2,000.00
- Contribution Payable: 180.00
- ATA Fees: 62.12 (highlighted)
- Contract ID: None
- Contribution Payout Type: None
- Signing Bonus: 0
- Allowance Amount: 0
- Allowance Payout Type: None

Contribution updated successfully. Edit Contribution - Ochoa, Isabel

- Prior FTE flag is checked.
- ATA fees are calculated/validated as follows:

ATA FEES	
Formula	Value
ATA Fees (Full-time) = (PSP / FTMRS * ((PSP * LocalLevyFT%) + ProvLevyFT\$ + LocalLevyFT\$)) - OtherATAFeesThisMonth	62.13 = (2,000.00 / 4,000.00 * ((2,000.00 * 0.00%) + 112.25 + 12.00)) - 0
Result	62.13

Two Record Reporting with DT Status Code

Contributions																
Batch		Effective...	Days/Yr.	Days/Mth.	Record Type	Status Code	Special Code	Days Paid	Days Missed	FTE	FT-MRS	PT-MRS	PSP	CP	ATA Fees	Status
2023-09		2023-09-01	196	22	RG	DT	00	0.0000	11.0000	1.0000	4,000.00	4,000.00	0.00	0.00	0.00	Unsubmitted
2023-09		2023-09-01	196	22	RG	--	00	11.0000	0.0000	1.0000	4,000.00	4,000.00	2,000.00	180.00	62.12	Unsubmitted

- This teacher is working 0.5 FTE accommodation employment.
- FTE is reported a 1.0.
- FTMRS/PTMRS reporting using their full-time salary details.
- Days paid are based on the 0.5 FTE days.
- Days missed entered for the balance of the 0.5 FTE days using the DT status code.
- PSP is based on the days paid divided by days per month calculation.



PENSION REPORTING BASICS MANUAL

NOTE: If the teacher misses additional days not related to the disability, you will need to enter a third record with a status code of LO. You cannot report the days missed with the regular record to perform a deduct 1/200 calculation for the PSP.

Contributions																
Select School Year Sep. 2023 - Aug. 2024							Aggregation Full Detail			Payroll / ERTN Show Only Payroll			Validate Unsubmitted		+ Contribution	
Batch ¹	Effective... ²	Days/Yr.	Days/Mth.	Record Type	Status Code	Special Code	Days Paid	Days Missed	FTE	FT-MRS	PT-MRS	PSP	CP	ATA Fees	Status	
2023-09	2023-09-01	196	22	RG	LO	00	0.0000	1.0000	1.0000	4,000.00	4,000.00	0.00	0.00	0.00	Unsubmitted	⋮
2023-09	2023-09-01	196	22	RG	DT	00	0.0000	11.0000	1.0000	4,000.00	4,000.00	0.00	0.00	0.00	Unsubmitted	⋮
2023-09	2023-09-01	196	22	RG	--	00	10.0000	0.0000	1.0000	4,000.00	4,000.00	1,818.18	163.64	56.48	Unsubmitted	⋮

The end of the year payout will require the deduct 1/200 calculation to be performed then.



REMITTANCES



Remittances

Employee contributions must be reported and remitted to ATRF monthly.

Employer contributions are required from ATA Locals, Colleges, and Independent Schools. If you are required to submit employer contributions, these contributions must also be sent and reported to ATRF monthly.

ATA fees must be sent and reported to ATA monthly.

ATRF must receive contributions by the 5th business day of the month following the date they were deducted. For example, if the contribution was deducted from a June 30th salary payment, payment is due at ATRF by July 5th.

Interest will be charged on the overdue amount – at prime plus 2% -- if you do not remit by 5th business day. Interest will be charged from the date payment is due to the date payment is received by ATRF.

Contributions can be remitted electronically in several different ways. ATRF will accept any of the following payment methods:

- direct deposit / Automated Clearing House (ACH)
- online bill payment (ATB, BMO, Canadian credit unions, CIBC / Simplii Financial, National Bank, RBC, Scotiabank / Tangerine, and TD Canada Trust)
- Canadian dollar wire via SWIFT

Our website has an [Electronic Bill Payments FAQ](#) page if you have questions about how to set up your electronic bill payments.

If you have any other inquiries related to making or receiving payment of funds, including ATRF's complete direct deposit information, you may contact [ATRF's Financial Services department](#).



RECONCILIATION



Reconciliation

Reconciliation is balancing - or matching - the contributions that should have been deducted from your teachers' salaries, the contributions that were actually deducted, and the contributions that you sent to ATRF during the year.

Reconciliation officially happens at ATRF at the end of the reporting of a school year. ATRF will compare the data you submitted to the contributions you remitted each month.

This section gives you step-by-step instructions, a list of reports that you can print, and ideas that may help when you are completing the reconciliation process.

After you have sent all of your data for a school year, ATRF will review your data and compare the contributions that you reported as being deducted from your teachers' salaries to the contributions you remitted to ATRF.

- ATRF will send you a *Remittance Statement Summary*.
 - The *Remittance Statement Summary* adds the contributions you reported each month and deducts the contributions you remitted for each month.
- If the contributions you deducted and remitted match the contributions that have been deducted from the salaries you reported the reconciliation is complete.
- If you remitted more than what was required, ATRF will send you a cheque or EFT for the difference or you can reduce future remittances to ATRF by the credit amount.
- If you remitted less than what was required, the balance owing to ATRF is due upon receipt. Please ensure that you show the payment separately on your remittance statement.

If you do not balance, you can use the Remittance Statement Summary to reconcile your payroll data to TPRO.

- Compare the amounts reported in the *Remittance Statement Summary* to your payroll data to identify differences.
- Print the Contributions Summary YTD Report for the school year. This report totals the contributions you reported through TPRO for each month.



PENSION REPORTING BASICS MANUAL

YTD Contributions Summary			
Employment	Salary Paid	Contributions	ATA Fees
Sep-23	\$493,672.82	\$43,330.04	\$7,692.70
Oct-23	\$216,987.14	\$21,662.66	\$3,973.99
Nov-23	\$234,171.77	\$23,205.05	\$4,496.05
Dec-23	\$172,825.00	\$17,348.16	\$3,044.00
Jan-24	\$162,582.23	\$16,238.61	\$2,832.21
Feb-24	\$158,470.00	\$15,940.75	\$2,837.56
Mar-24	\$185,878.88	\$18,440.47	\$3,445.94
Apr-24	\$68,190.00	\$6,907.55	\$1,043.90
May-24	\$72,700.00	\$7,366.36	\$1,112.24
Jun-24	\$72,700.00	\$7,366.36	\$1,112.24
Jul-24	\$90,486.49	\$9,199.51	\$1,373.61
Aug-24	\$91,486.49	\$9,322.00	\$1,361.61
Totals:	\$2,020,150.82	\$196,327.52	\$34,326.05

Compare the Contributions Summary YTD (contributions you reported through TPRO) to the Remittance Statement Summary (contributions you sent to ATRF) to find the month(s) that do not match.

For each month that does not match print one or all of the following reports:

- Contributions and Service Summary lists all employees' contributions for one or more months.

Contribution and Service Summary										
Employment Month	Last Name	First Name	SIN	Days Paid	Days Miss	FTE	Service	Salary Paid	Contributions	ATA Fees
01-Sep-23	Baldwin	Jayla	370594103	20	2	1	0.073333	\$3,520.00	\$316.85	\$109.34
01-Sep-23	Barr	Anaya	341067403	22	0	1	0.083333	\$11,250.00	\$1,232.52	\$0.00
01-Sep-23	Bell	Laney	735729527	22	0	1	0.083333	\$4,000.00	\$0.00	\$124.25
01-Sep-23	Blake	Rowan	693743817	22	0	1	0.083333	\$4,000.00	\$360.00	\$0.00
01-Sep-23	Blake	Yosef	489911054	22	0	1	0.083333	\$10,200.00	\$1,097.49	\$0.00
01-Sep-23	Boyer	Persephone	512161183	10	0	1	0.037879	\$1,818.18	\$163.64	\$56.48
01-Sep-23	Boyer	Persephone	512161183	0	11	1	0	\$0.00	\$0.00	\$0.00
01-Sep-23	Boyer	Persephone	512161183	0	1	1	0	\$0.00	\$0.00	\$0.00
01-Sep-23	Branch	Landyn	715185146	22	0	1	0.083333	\$12,125.00	\$1,345.05	\$0.00
01-Sep-23	Branch	Zaylee	203743497	22	0	1	0.083333	\$4,000.00	\$360.00	\$124.25
01-Sep-23	Brown	Allison	408386787	0	0	0	0	\$2,500.00	\$0.00	\$25.00
01-Sep-23	Bryant	Magdalena	372917047	20	0	1	0.075758	\$3,636.36	\$327.27	\$112.95
01-Sep-23	Bryant	Magdalena	372917047	0	2	1	0	\$0.00	\$0.00	\$0.00
01-Sep-23	Burch	Myles	252037551	0	7	1	0	\$0.00	\$0.00	\$39.53
01-Sep-23	Burch	Myles	252037551	15	0	1	0.056818	\$2,727.27	\$245.45	\$84.72
01-Sep-23	Cannon	Andy	480960467	15	0	0	0	\$3,930.00	\$0.00	\$39.30
01-Sep-23	Cantrell	Eduardo	323156653	22	0	1	0.083333	\$4,000.00	\$360.00	\$50.00
01-Sep-23	Chan	Adriana	573910882	22	0	1	0.083333	\$7,500.00	\$750.27	\$124.25
01-Sep-23	Clark	Ahmir	130999212	22	0	1	0.083333	\$4,000.00	\$360.00	\$124.24



PENSION REPORTING BASICS MANUAL

- Employee Contributions lists all contribution data for all months for one employee, then all months for the next employee, etc.

Employee Contributions														
Last Name	First Name	SIN	Employee #	Employer	Empl. Mnth.	Service	Days Paid	Days Missed	FTE	FT-MRS	PT-MRS	PSP	CP	ATA Fees
Baldwin	Jayla	370594103	1292128763	Test Board	23-Sep	0.073333	20	2	1	\$4,000.00	\$4,000.00	\$3,520.00	\$316.85	\$109.34
Barr	Anaya	341067403	3737300292	Test Board	23-Sep	0.083333	22	0	1	\$11,250.00	\$11,250.00	\$11,250.00	\$1,232.52	\$0.00
Bell	Laney	735729527	1225360392	Test Board	23-Sep	0.083333	22	0	1	\$4,000.00	\$4,000.00	\$4,000.00	\$0.00	\$124.25
Blake	Rowan	693743817	3983301172	Test Board	23-Sep	0.083333	22	0	1	\$4,000.00	\$4,000.00	\$4,000.00	\$360.00	\$0.00
Blake	Yosef	489911054	2100124299	Test Board	23-Sep	0.083333	22	0	1	\$10,200.00	\$10,200.00	\$10,200.00	\$1,097.49	\$0.00
Boyer	Persephone	512161183	1453047195	Test Board	23-Sep	0	0	1	1	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$0.00
Boyer	Persephone	512161183	1453047195	Test Board	23-Sep	0.037879	10	0	1	\$4,000.00	\$4,000.00	\$1,818.18	\$163.64	\$56.48
Boyer	Persephone	512161183	1453047195	Test Board	23-Sep	0	0	11	1	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$0.00
Branch	Landyn	715185146	2080520217	Test Board	23-Sep	0.083333	22	0	1	\$12,125.00	\$12,125.00	\$12,125.00	\$1,345.05	\$0.00
Branch	Zaylee	203743497	1481657711	Test Board	23-Sep	0.083333	22	0	1	\$4,000.00	\$4,000.00	\$4,000.00	\$360.00	\$124.25
Branch	Zaylee	203743497	2465011151	Test Board	23-Oct	0.083333	21	0	1	\$4,000.00	\$4,000.00	\$4,000.00	\$360.00	\$124.25
Branch	Zaylee	203743497	1092844632	Test Board	23-Nov	0.075397	19	0	1	\$4,000.00	\$4,000.00	\$3,619.05	\$325.71	\$112.42
Branch	Zaylee	203743497	1092844632	Test Board	23-Nov	0.087936	0	0	1	\$4,000.00	\$4,000.00	\$4,220.95	\$379.89	\$131.11
Brown	Allison	408386787	6192894197	Test Board	23-Sep	0	0	0	0	\$0.00	\$0.00	\$2,500.00	\$0.00	\$25.00
Bryant	Magdalena	372917047	2651426724	Test Board	23-Sep	0	0	2	1	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$0.00
Bryant	Magdalena	372917047	2651426724	Test Board	23-Sep	0.075758	20	0	1	\$4,000.00	\$4,000.00	\$3,636.36	\$327.27	\$112.95
Burch	Myles	252037551	5975197103	Test Board	23-Sep	0	0	7	1	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$39.53
Burch	Myles	252037551	5975197103	Test Board	23-Sep	0.056818	15	0	1	\$4,000.00	\$4,000.00	\$2,727.27	\$245.45	\$84.72

- Employee and Salary totals all contribution data from all months for one employee, then all months for the next employee, etc. This report is similar to the Contributions and Service Summary, but is in summary format.

Employee and Salary										
Last Name	First Name	Empl. Month	Days Paid	Days Missed	FTE	FTMRS	PTMRS	PSP	CP	ATA Fees
Baldwin	Jayla	20230901	20	2	1	\$4,000.00	\$4,000.00	\$3,520.00	\$316.85	\$109.34
Barr	Anaya	20230901	22	0	1	\$11,250.00	\$11,250.00	\$11,250.00	\$1,232.52	\$0.00
Bell	Laney	20230901	22	0	1	\$4,000.00	\$4,000.00	\$4,000.00	\$0.00	\$124.25
Blake	Rowan	20230901	22	0	1	\$4,000.00	\$4,000.00	\$4,000.00	\$360.00	\$0.00
Blake	Yosef	20230901	22	0	1	\$10,200.00	\$10,200.00	\$10,200.00	\$1,097.49	\$0.00
Boyer	Persephone	20230901	10	0	1	\$4,000.00	\$4,000.00	\$1,818.18	\$163.64	\$56.48
Boyer	Persephone	20230901	0	11	1	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$0.00
Boyer	Persephone	20230901	0	1	1	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$0.00
Branch	Zaylee	20230901	22	0	1	\$4,000.00	\$4,000.00	\$4,000.00	\$360.00	\$124.25
Branch	Landyn	20230901	22	0	1	\$12,125.00	\$12,125.00	\$12,125.00	\$1,345.05	\$0.00
Branch	Zaylee	20231001	21	0	1	\$4,000.00	\$4,000.00	\$4,000.00	\$360.00	\$124.25
Branch	Zaylee	20231101	19	0	1	\$4,000.00	\$4,000.00	\$3,619.05	\$325.71	\$112.42
Branch	Zaylee	20231101	0	0	1	\$4,000.00	\$4,000.00	\$4,220.95	\$379.89	\$131.11
Brown	Allison	20230901	0	0	0	\$0.00	\$0.00	\$2,500.00	\$0.00	\$25.00
Bryant	Magdalena	20230901	20	0	1	\$4,000.00	\$4,000.00	\$3,636.36	\$327.27	\$112.95
Bryant	Magdalena	20230901	0	2	1	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$0.00
Burch	Myles	20230901	0	7	1	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$39.53
Burch	Myles	20230901	15	0	1	\$4,000.00	\$4,000.00	\$2,727.27	\$245.45	\$84.72

Did You Know?

Your ATRF Analyst can generate a Plan Member Service Details by Employer Report (690 Report) to facilitate your reconciliation process. This Excel-formatted report is designed to display submitted records for each teacher by month and includes, FTMRS/PTMRS, PSP, and Contributions reported to ATRF. You can specify the desired date range for the report.

Many employers request this report monthly to ensure that the records reported to ATRF align with payroll deductions and remittances. Please note that the report is password protected due to the inclusion of SINS.



Additional Tips:

Print one or all of your payroll software-generated reports that show a summary for each employee for the month(s) in question.

- **Tip:** Print data in alphabetical order by last name to compare ATRF's reports and your payroll reports.
- **Tip:** Experience and personal preference will determine which report is best for you.

Compare each employee in TPRO report with the same employee in your payroll report. Note all discrepancies for each employee.

Once all employee records have been checked, the total of any differences should equal the difference between the *Contributions Summary YTD* report and the *Remittance Statement Summary*.

If the totals do not match:

- contact your ATRF Analyst if you think it is an ATRF error.
- correct your data by creating change records in TPRO.

If you are changing your records for a previous school year, ATRF must know - in advance - in which month the corrected data will be submitted. You can notify your ATRF Analyst.

Be sure you also include the changes on the Remittance Statement.

For example, if you are making changes to March and April 2022, and your next regular submission will be for December 2024, let ATRF know that you will be sending Change Records (CR) for March and April 2022 with the December 2024 submission.

If you are unable to reconcile:

- contact your ATRF Analyst for assistance.
- ask your payroll vendor for assistance.
 - Your payroll vendor may be able to write a program to compare Payroll to TPRO files and print a report showing only the differences.



GETTING HELP



Getting Help

There may be times when you have questions or technical issues with reporting. Depending on the nature of the issue, you may need to:

- contact your own technical support.
- email your ATRF analyst
- call your ATRF analyst
- request additional training from ATRF

Technical Support

Questions can be answered and problems can be resolved by a technical advisor or a payroll vendor.


- Contact your own technical advisor. They will be able to tell you whether the problem can be fixed at source (internet settings, PC security issues, etc.).
- Contact your payroll vendor. The vendor may be familiar with certain errors, and will be able to answer questions.

Help Desk

Employers can email their questions to ATRF. The ATRF analysts reviews the inbox each day, and will respond promptly.

- **Email**
E-mail a detailed description of your issue or question to ATRF at helpdesk@atrf.com. Please provide as much detail as possible.
- **Call ATRF**
There may be times when you need to call ATRF directly and speak to your ATRF Analyst about an issue or to ask a question.
- **One on One Training**
If you need one-on-one training for your staff, you can come to ATRF. There is no charge for this service.

In special situations you can arrange for an ATRF Analyst to provide detailed one on one training via Teams, and in certain circumstances in person at your location.

The background of the page features a hand pointing its index finger towards a glowing digital folder icon. This icon is part of a network of similar icons connected by lines, all set against a dark, bokeh-filled background. A thick teal diagonal stripe runs from the top-left corner towards the bottom-right, partially obscuring the hand and the digital interface.

ADDENDUM A – PAYROLL FILE SPECIFICATIONS

ADDENDUM A – PAYROLL FILE SPECIFICATIONS

Addendum A

Payroll File Specifications

HEADER									
Section	Ref No.	Description	Type	Length	Precision Scale	Start Position	End Position	Edit Mask	Mandatory/ Optional/ Dependent
Header	H1	Record Code	CHAR	1		1	1	H	M
Header	H2	Board Number	NUMBER	4		2	5	9999	M
Header	H3	Employment Month	DATE	6		6	11	CCYYMM	M
EMPLOYER									
Section	Ref No.	Description	Type	Length	Precision Scale	Start Position	End Position	Edit Mask	Mandatory/ Optional/ Dependent
Employer	R1	Record Code	CHAR	1		1	1	R	M
Employer	R2	Employer Name	CHAR	100		2	101		M
Employer	R3	Board Number	NUMBER	4		102	105	9999	M
Employer	R4	Street Address	CHAR	30		106	135		M
Employer	R5	City	CHAR	30		136	165		M
Employer	R6	Province	CHAR	2		166	167		M
Employer	R7	Postal Code	CHAR	6		168	173	X9X9X9	M
Employer	R8	Mailing Street Address	CHAR	30		174	203		O
Employer	R9	Mailing City	CHAR	30		204	233		O
Employer	R10	Mailing Province	CHAR	2		234	235		O
Employer	R11	Mailing Postal Code	CHAR	6		236	241	X9X9X9	O
Employer	R12	Phone Number	CHAR	10		242	251		O
Employer	R13	Fax Number	CHAR	10		252	261		O
Employer	R14	Contact Name	CHAR	30		262	291		O
Employer	R15	Contact Phone	CHAR	14		292	305		O
Employer	R16	Employment Month	DATE	6		306	311	CCYYMM	M
Employer	R17	Total Employer Contributions	DATE	10	2	312	321		O
Employer	R18	Employer Payout Type	CHAR	1		322	322		O
Employer	R19	Pension Plan	CHAR	2		323	324		O
Employer	R20	Default ATA Local Number	NUMBER	4		325	328		O

ADDENDUM A – PAYROLL FILE SPECIFICATIONS

EMPLOYEE									
Section	Ref No.	Description	Type	Length	Precision Scale	Start Position	End Position	Edit Mask	Mandatory/ Optional/ Dependent
Employee	E1	Record Code	CHAR	1		1	1	E	M
Employee	E2	Board Number	NUMBER	4		2	5	9999	M
Employee	E3	Last Name	CHAR	30		6	35		M
Employee	E4	First Name	CHAR	30		36	65		M
Employee	E5	SIN	NUMBER	9		66	74		M
Employee	E6	School Code	CHAR	4		75	78		O
Employee	E7	Date of Birth	DATE	8		79	86	CCYYMMDD	M
Employee	E8	Street Address	CHAR	30		87	116		M
Employee	E9	City	CHAR	30		117	146		M
Employee	E10	Province	CHAR	2		147	148		M
Employee	E11	Postal Code	CHAR	6		149	154	X9X9X9	M
Employee	E12	Teaching Certificate Number	CHAR	7		155	161	999999X	O
Employee	E13	Phone Number	CHAR	14		162	175		O
Employee	E14	Total Operational Days Year	NUMBER	7	4	176	182		M
Employee	E15	Employer Employee Number	CHAR	10		183	192		O
Employee	E16	Total Operational Days Month	NUMBER	6	4	193	198		M
Employee	E17	Payroll System Update Comment	CHAR	100		199	298		O
Employee	E18	Work Phone	CHAR	14		299	312		O
Employee	E19	ATA Local	CHAR	4		313	316		D
Employee	E20	Prior Status Full Time	CHAR	1		317	317		O
Employee	E21	Termination Status	CHAR	1		318	318		O
Employee	E22	Termination Date	DATE	8		319	326		O

ADDENDUM A – PAYROLL FILE SPECIFICATIONS

CONTRIBUTION									
Section	Ref No.	Description	Type	Length	Precision Scale	Start Position	End Position	Edit Mask	Mandatory/ Optional/ Dependent
Contribution	C1	Record Code	CHAR	1		1	1	C	M
Contribution	C2	Board Number	NUMBER	4		2	5	9999	M
Contribution	C3	SIN	NUMBER	9		6	14		M
Contribution	C4	FTE Days Paid	NUMBER	6	4	15	20		M
Contribution	C5	FTE	NUMBER	5	4	21	25		M
Contribution	C6	FT Monthly Rate of Salary (FT-M	NUMBER	9	2	26	34		M
Contribution	C7	PT Monthly Rate of Salary (PT-M	NUMBER	9	2	35	43		M
Contribution	C8	Pensionable Salary Paid	NUMBER	9	2	44	52		M
Contribution	C9	Contributions (Employee)	NUMBER	7	2	53	59		M
Contribution	C10	Special Code	CHAR	2		60	61		M
Contribution	C11	Status Code	CHAR	2		62	63		M
Contribution	C12	Record Type	CHAR	2		64	65		M
Contribution	C13	Effective Date of Record	DATE	8		66	73	CCYYMMDD	M
Contribution	C14	Total Operation Days Year	NUMBER	7	4	74	80		M
Contribution	C15	Total Operational Days Month	NUMBER	6	4	81	86		M
Contribution	C20	Potential Record Identification	CHAR	1		87	87		O
Contribution	C16	ATA Fees	NUMBER	7	2	88	94		M
Contribution	C17	Start of School Year	DATE	6		95	100	CCYYMMDD	M
Contribution	C18	FTE Days Missed	NUMBER	6	4	101	106		M
Contribution	C19	Gross Pay	NUMBER	9	2	107	115		O
Contribution	C20	Contribution Payout Type	CHAR	1		116	116		O
Contribution	C21	Allowance Amount	NUMBER	8	2	117	124		O
Contribution	C22	Allowance Payout Type	CHAR	1		125	125		O
Contribution	C23	Signing Bonus Amount	NUMBER	8	2	126	133		O
Contribution	C24	Multiple Contract ID	CHAR	1		134	134		O

FOOTER									
Section	Ref No.	Description	Type	Length	Precision Scale	Start Position	End Position	Edit Mask	Mandatory/ Optional/ Dependent
Footer	F1	Record Code	CHAR	1		1	1	F	M
Footer	F2	Board Number	NUMBER	4		2	5	9999	M
Footer		Employment Month	DATE	6		6	11		M
Footer	F3	Total Employer Records	NUMBER	5		12	16		M
Footer	F4	Total Employee Records	NUMBER	5		17	21		M
Footer	F5	Total Contribution Records	NUMBER	5		22	26		M
Footer	F6	Total Contributions	NUMBER	12	2	27	38		



ADDENDUM B – STATUS AND SPECIAL CODES

ADDENDUM B – STATUS AND SPECIAL CODES

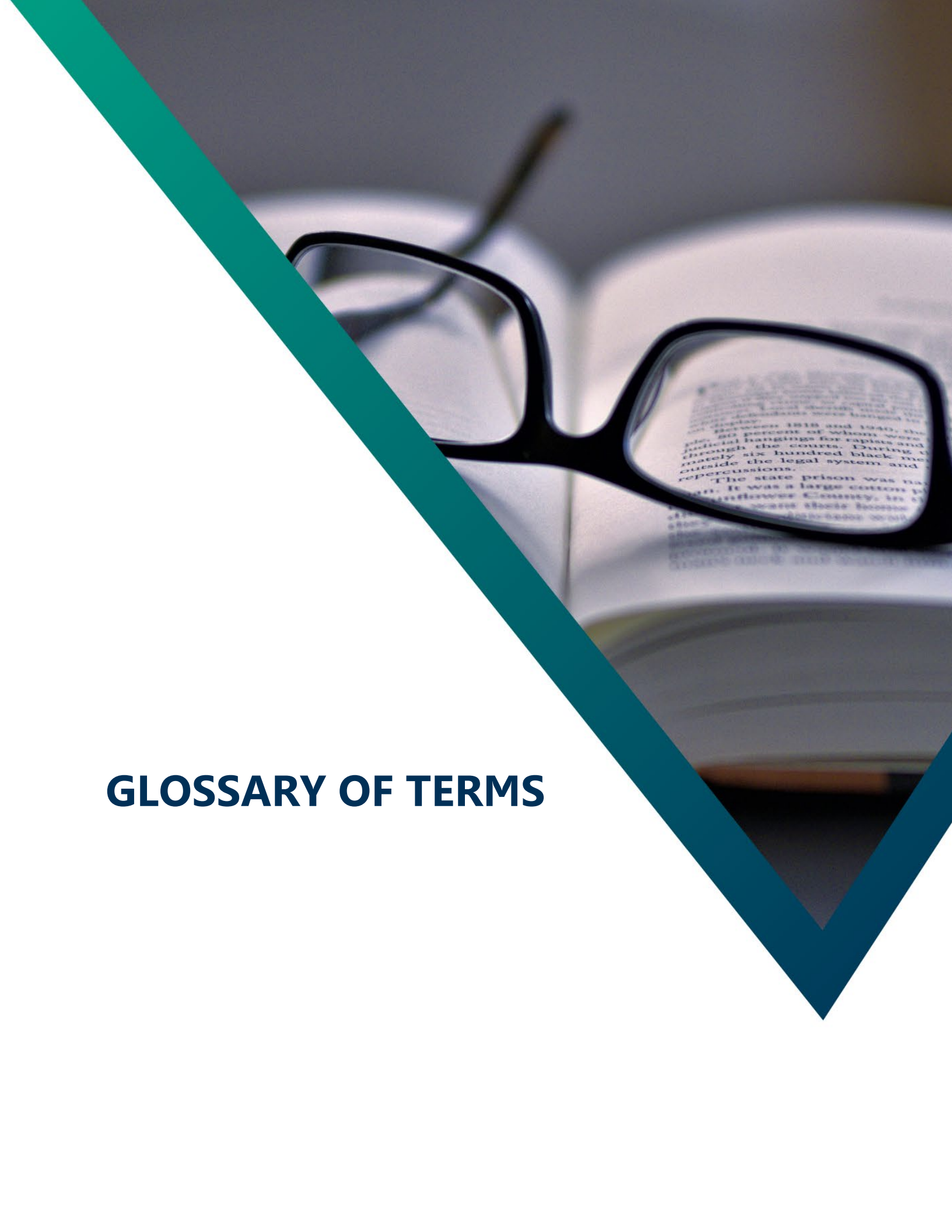
Addendum B

Status and Special Codes

Status Code	Description
DE	Deceased Teacher
DR	Delete Record
DT	Disabled Teacher
LK	Lock Out
LM	Leave Maternity
LO	Leave Other
LP	Leave Parental
LS	Leave Sabbatical
NP	Negative Payout
NT	New Teacher
PO	Payout
RP	Rehabilitation Program
RT	Early Retirees
SE	ATA Secondment
SR	Strike Record
TT	Terminated Teacher

More detailed information about status codes can be found in the [glossary](#).

Special Code	Description
00	No special codes apply
10	Intern Teacher
11	Associate Bargaining
20	Temporary or Probationary Contract
21	Temporary year round
22	Full time year-round
33	Substitute Teacher
37	Substitute Teacher Central office ATA opt out
39	Substitute Central Office Staff
40	Resigned Teachers (Payout Only)
43	Lump Sum retro for subs- current year
50	Superintendent and Pensioner
52	Pensioner Temporary
53	Pensioner Substitute
55	Pensioner
57	Pensioner Central Office ATA opt out
58	Pensioner Continuing Education
59	Central Office Staff and Pensioner
71	Person over age 71
80	Continuing Education
94	Vice Principle
95	Principle
96	Central Office ATA staff
97	Central Office Staff ATA Fee Opt out.
98	Central Office Staff
99	Superintendent



GLOSSARY OF TERMS

Glossary of Terms

Alberta Teachers' Association (ATA)

The professional association of teachers in Alberta.

Alberta Teachers' Retirement Fund (ATRF)

ATRF is the trustee, administrator, and custodian of the pension assets of the Teachers' Pension Plan (TPP) as well as the Independent School Teachers' Pension Plan (PSTPP).

ATA Secondment (SE)

This status code is used when reporting service and salary details for a member working under an ATA secondment position.

Canada Revenue Agency (CRA)

The federal government department that is responsible for administering the tax rules.

Contributions Payable (CP)

Represents the payments made by an employee to the pension plans.

Defined Benefit Plan

A pension plan that provides a pension based on a predetermined formula tied to a plan member's salaries and years of service. The pension is payable for the plan member's lifetime, and is not impacted by market fluctuations. The plans administered by ATRF are both defined benefit plans.

Deceased Teacher (DE)

This status code is used in the payout record when reporting a payout for deceased teacher.

Delete Record (DR)

This status code is used when a record that has been submitted to ATRF is not valid and needs to be removed.

Disabled Teacher (DT)

This status code is used to report an employee that is currently not working due to a disability status.

Early Retirees (RT)

This status code is used to report the service and salary details related to the payout at the end of a contract for an employee who is working while in receipt of a pension from ATRF.

Employer Termination Notice (ERTN)

An adhoc data submission of an employee's future data with confirmation of the termination date, or past service for a data correction.

**Full-Time Equivalent (FTE)**

The FTE is a unit of measurement that indicates the workload of an employee.

Full-Time Monthly Rate of Salary (FT-MRS)

The FT-MRS represents an employee's annual salary divided by 12.

Kebab Menu

The **kebab menu**, also known as the **three dots menu**, and the **three vertical dots menu**, is an icon used to open a menu with additional options.

Leave Maternity (LM)

This status code is used to report days missed due to a maternity leave. Maternity leave time may be purchased by plan members if they meet the eligibility criteria.

Leave Other (LO)

This status code is used to report days missed due to an employer approved general leave. Employer Approved leave time may be purchased by plan members if they meet the eligibility criteria.

Leave Parental (LP)

This status code is used to report days missed due to a parental leave. Parental leave time may be purchased by plan members if they meet the eligibility criteria.

Leave Sabbatical (LS)

This status code is used to report days missed due to a sabbatical leave. Sabbatical leave time may be purchase by plan member if they meet the eligibility criteria.

Lock Out (LK)

This status code is used to report days that were part of a lock out. Employees may reach out to ATRF to purchase any service related to a period of a lock out.

Maximum Pensionable Salary

The highest possible pensionable salary in a given year to ensure that the accrued pensionable benefit does not exceed the maximum benefit allowed by the tax rules. Also referred to as the Pensionable Salary Cap. Employees who have earnings that are higher than this maximum do not pay contributions on their salary earned above this maximum salary, nor do they earn a pension on this portion of their earnings.

New Teacher (NT)

This status code is used when reporting a new teacher to ATRF. This status code may also be used to distinguish when a new contract starts after the ending of a different contract, especially if the new contract starts in the same month the old contract ends.

Part-Time Monthly Rate of Salary (PT-MRS)

The PT-MRS represents an employee's annual salary divided by 12 and multiplied by their full-time equivalent (FTE).

Payout (PO)

This status code is used when reporting the service and salary details at the end of a contract or for reporting the service and salary details for the end of a school year.

Pension Adjustment (PA)

The pension adjustment (PA) amount is the value of the benefits earned in a calendar year in the pension plan, as defined by Canada Revenue Agency (CRA). Generally, the PA reduces the employee's registered retirement savings plan (RRSP) deduction limit for the following year. In a defined benefit plan, a PA for a given year is calculated using a fixed formula tied to the employee's accrued benefit for that year. The pension adjustment is used to ensure that there is fairness for those who contribute to RRSPs and those who participate in registered pension plans. It accounts for the benefit savings and is reported on the employee's T4.

Pensionable Salary

The salary used to determine your five-year average pensionable salary. The pensionable salary for a given year is limited to ensure that your benefit does not exceed the maximum benefit allowed by the tax rules.

Pensionable Salary Paid (PSP)

Pensionable salary paid is the portion of an employee's salary that is subject to pension contributions.

Rehabilitation Program (RP)

This status code is used when reporting service and salary for an employee who is working on a rehabilitation or accommodation program agreed upon between the employee, employer and the disability benefits provider.

Salary

Salary is compensation for regular service, and includes administrative allowances, isolation pay, retroactive salary, and administrative vacation pay. It does not include car allowances, salary earned teaching night or summer school classes, early retirement incentives, or vacation payouts for administrative positions.

Strike Record (SR)

This status code is used when reporting days missed due to a strike. Strike time may not be purchased by plan members.

Terminated Teacher (TT)

This status code is used when reporting the payout record of the final service and salary details for an employee whose contract has ended.

YMPE (Year's Maximum Pensionable Earnings)

An amount that is set annually by the federal government to establish the maximum earnings that participants of the Canada Pension Plan or Quebec Pension Plan must contribute towards.