

## **Transmittals Overview**

- Sent on a monthly basis – due 5<sup>th</sup> business day of the following month.
- The file contains SSN, Name, Birth Date, Address, Pensionable and Earnable Salary, contributions – regular – 6%, health – 1.25%, voluntary, service purchase contracts.
- Files can be created using **TRB Transmittal Software** – Stand alone process
  - OR
- Extracting information from Payroll system – integrated process
- ***If using an integrated process, open the file in TRB Transmittal Software and review it before transmitting to TRB. Make sure that the Transmittal matches the money deposited. Failure to do this results in problems reconciling.***

### **Things to look for before Transmitting to TRB:**

- Employer Name
- Click on Show errors, fix before sending
- Search for Pensionable/Earnable salaries, contributions = 0
  - *These should be deleted from the Transmittal, otherwise the entire file does not process.*
- Search for Negative Salary and contributions. These do not get posted to member's accounts and are kicked out as exceptions.
- File Name Rules. Example: 20070900.017

When the file is free of errors, upload it to our secure website: <https://sfile.ct.gov/>

*Please note that it is important to name the files correctly for them to be processed. Failure to do this results in the files not being properly downloaded. For example, if you name a file 'JuneFile', the file would never reach us and would be lost in transit.*

All other communication should be sent to [exceptions.transmittal@ct.gov](mailto:exceptions.transmittal@ct.gov) or your TRB contact.

- ***Checking for errors before transmitting the file reduces the number of exceptions.***

At TRB an automated process, downloads the file to our server. If the file is error free and the money has been received, it is processed against the database. Some edits are made. The records that pass the edits are posted to member's accounts. Records that fail the edits are not posted to member's accounts and are exceptions. An exception report is generated and emailed back to the town usually within three to five business days. Do not create the next month's transmittal till you receive this report and all exceptions have been resolved, otherwise it will result in more errors. The Exception Reports are sent to the Transmittal Processor's email address that we have on file for your town. Please use the Key Contact Form (available on our website) to update the contact information annually or when there is a change.

When the files are successfully processed against our database a unique batch number is generated. This appears on the Exception Report that we email you.

### **Interpreting the Batch Number:**

Example: 0010172007T0200

*Position*

- 1-3 : Stands for the fund, always 001
- 4-6 : The town #
- 7-10 : School Year ending
- 11 : 'T' for Transmittal
- 12-13 : Pay Period (01- September, 02 - October ... 10 - June)
- 14 : Stands for Amendment #, generally 0
- 15 : Stands for Revision #, generally 0

**Items marked (Rev.) – are exceptions** and are not posted to the member's account.

- If any of these are due to Retroactive Adjustments, please let us know via an email to [exceptions.transmittal@ct.gov](mailto:exceptions.transmittal@ct.gov) and we will post them to the member's account.
- If these are due to an error in the account, they need to be corrected and a revised file sent to us.

**Items marked (Info) are posted to the member's account.** You should confirm by email to [exceptions.transmittal@ct.gov](mailto:exceptions.transmittal@ct.gov) if there are any problems.

## **Steps to create a Revision:**

*Used to fix exceptions.*

- Print the exception report emailed by TRB
- Open the TRB Transmittal Software.
- Make sure that the 'Allow incomplete saves' box is unchecked.
- Used when the current file has errors.
- Click on the Revise button.
- Gives you an error message, click on OK.
- Change the data for the members that kicked out as (Rev.) on the exception report and Save.  
This creates a revised file that can be uploaded to our secure website:  
<https://sfile.ct.gov/>
- Changes to other members will not get updated to our database.
- Only members with exceptions can be corrected in this fashion.

## **Creating a New file from an error file**

If a Transmittal file for a given month has errors, the Transmittal Generation Software (TRBTransGen) will not allow you to create a 'New' file from an incomplete/erroneous file. If it is determined that these errors are OK due to adjustments for prior months, then the following workaround can be used to create the 'New' file.

- Uncheck the 'Allow Incomplete Saves' check box.
- Click on 'New'
- Message pops up - click on YES.
- Errors for previous month pop up, click on OK.
- A message pops up saying 'Couldn't save the file!', This refers to the previous month's file, Click on OK.
- New month will be created.
- Since new file is based on an incomplete/erroneous file, it will not save unless you check the 'Allow incomplete Saves' check box again.
- Finally, under the Transmittal Information tab remove and reenter your Employer Name as you currently see it and then click on Save.

**Steps to create a Amendment:**

*Used to add members omitted on the original file.*

- Open the TRB Transmittal Software.
- Click on the “Amend” button
- Enter Demographic Data and Contribution Data into the Member Detail screen the same as for any transmittal. Do not duplicate members that were on the initial transmittal.
- When you eventually click on “New” to begin next month’s transmittal, the amendment is automatically merged with the initial transmittal to form a combined file. This file forms the basis for the next month’s transmittal.