VERSION 7 | JUNE 2018

Union Benefits

Employer User Guide | *Data Collection Tool*

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CONSULTANTS + ACTUARIES

About this guide

This document is intended to provide an overview of the main sections of the Data Collection Tool ("DCT") for Union Benefits. A brief description of each section, along with illustrative examples, is provided below.

The information provided in this guide is not exhaustive, but should provide users with the details they need to start using the DCT. If you have any questions or comments that you would like to have included in future updates to this guide, please pass them along to Union Benefits at info@ubps.on.ca.

Document history

Version #	Release Date	Description
1	February 10, 2014	Initial, draft version for UB review
2	April 9, 2014	Second draft, reflecting UB feedback
3	May 23, 2014	Third draft, reflecting employer testing feedback
4	May 30, 2014	Updated to include warning re. pop-up blocker
5	March 6, 2015	Update button name on Confirmation Statement
6	June 6, 2018	Edited to update site links and ensure any personal info is obfuscated
7	June 15, 2018	Replace obfuscated exhibits with exhibits using dummy data

Table of contents

1.0 Introduction

1.1 What is the Data Collection Tool?

The Data Collection Tool ("DCT") for Union Benefits ("UB") is a web-based system whose ultimate goal is to make it easier for employers to submit remittance data, and to ensure data integrity and security. To this end, the DCT is designed to provide the following functionality:

- Allow secure, 24-hour access to member and employer data
- Facilitate data entry
- Validate data using pre-defined rules
- Provide the batch process for tracking contribution remittances
- Produce various data summaries and reports

1.2 Where is it located?

The System can be accessed by logging into the following website:

https://dct.unionbenefits.ca

You'll need a username and password to enter the site. Each system user has a unique username and password. This information will be provided to you by UB, and should be kept private. (Treat it like you would treat your login information for an internet banking site, for example.)

Don't forget the "s"!

Note that the web address for the DCT starts with "https://" (whereas most standard websites start with "http://").

The "s" in "https" stands for *secure*. It means that the information being communicated to and from the DCT is encrypted and protected from "eavesdroppers" and other intruders.

1.3 How does it work?

At the core of the DCT is a SQL Server database. This database acts as a warehouse for the member, employer and remittance data used by UB to administer pension and other benefits. The data is held in a series of interrelated tables. Queries can be run on these tables to pull together data for individual members and employers.

The website described above allows employers and UB administrators to "interface" or communicate with the SQL Server database. Using the website, you can make additions, deletions and updates to the data housed in the SQL Server database. The website also provides a number of handy data summaries, reports, and extracts.

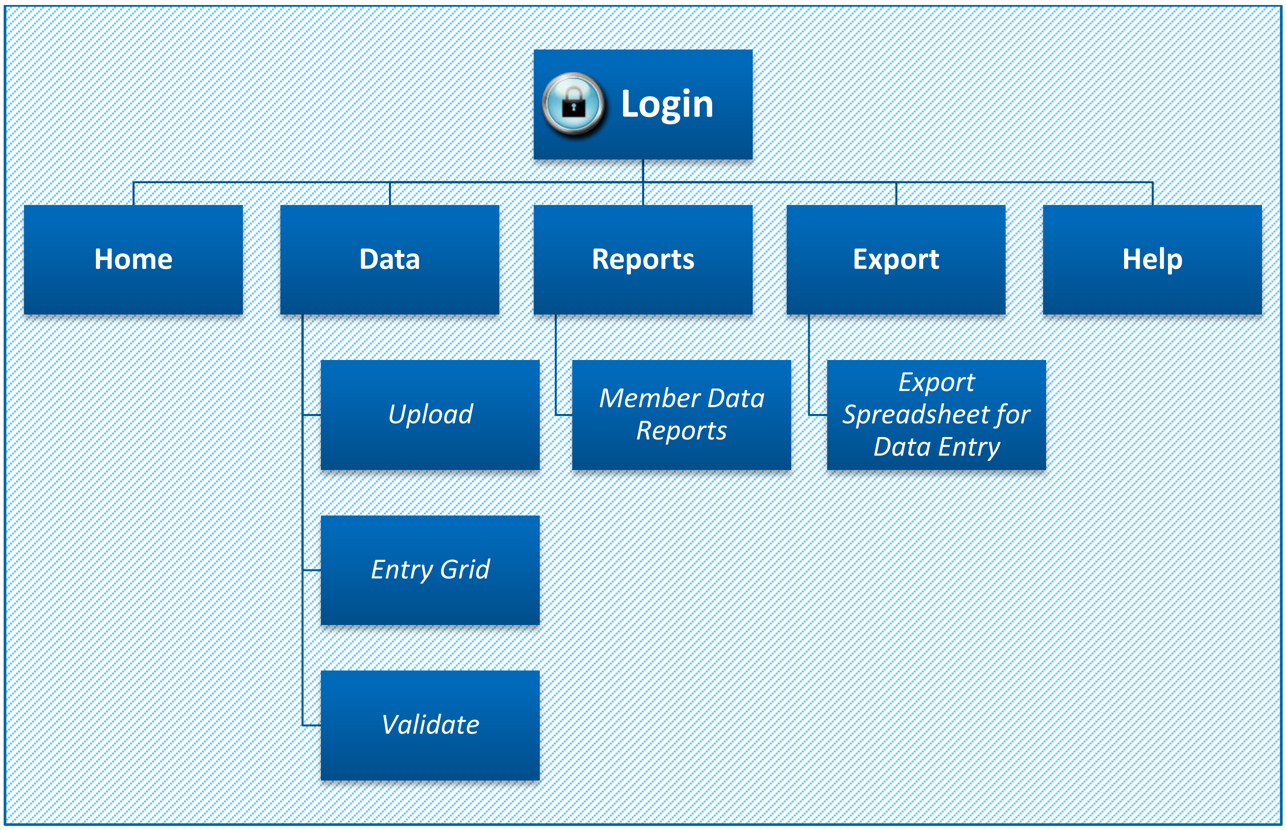
The sections that follow provide an overview of the DCT functionality.

2.0 Getting to know the DCT

This section provides a high-level tour of the DCT, showing the site hierarchy and navigation, and briefly describing the purpose of each section.

2.1 Site map

The site map below outlines the structure of the DCT website, located at https://dct.unionbenefits.ca.



Each section is briefly described below.

2.2 Login page

The Login Page is used to gain entry into the DCT. To log in, you will need three key pieces of information:

(1) Local number
(2) Username
(3) Password

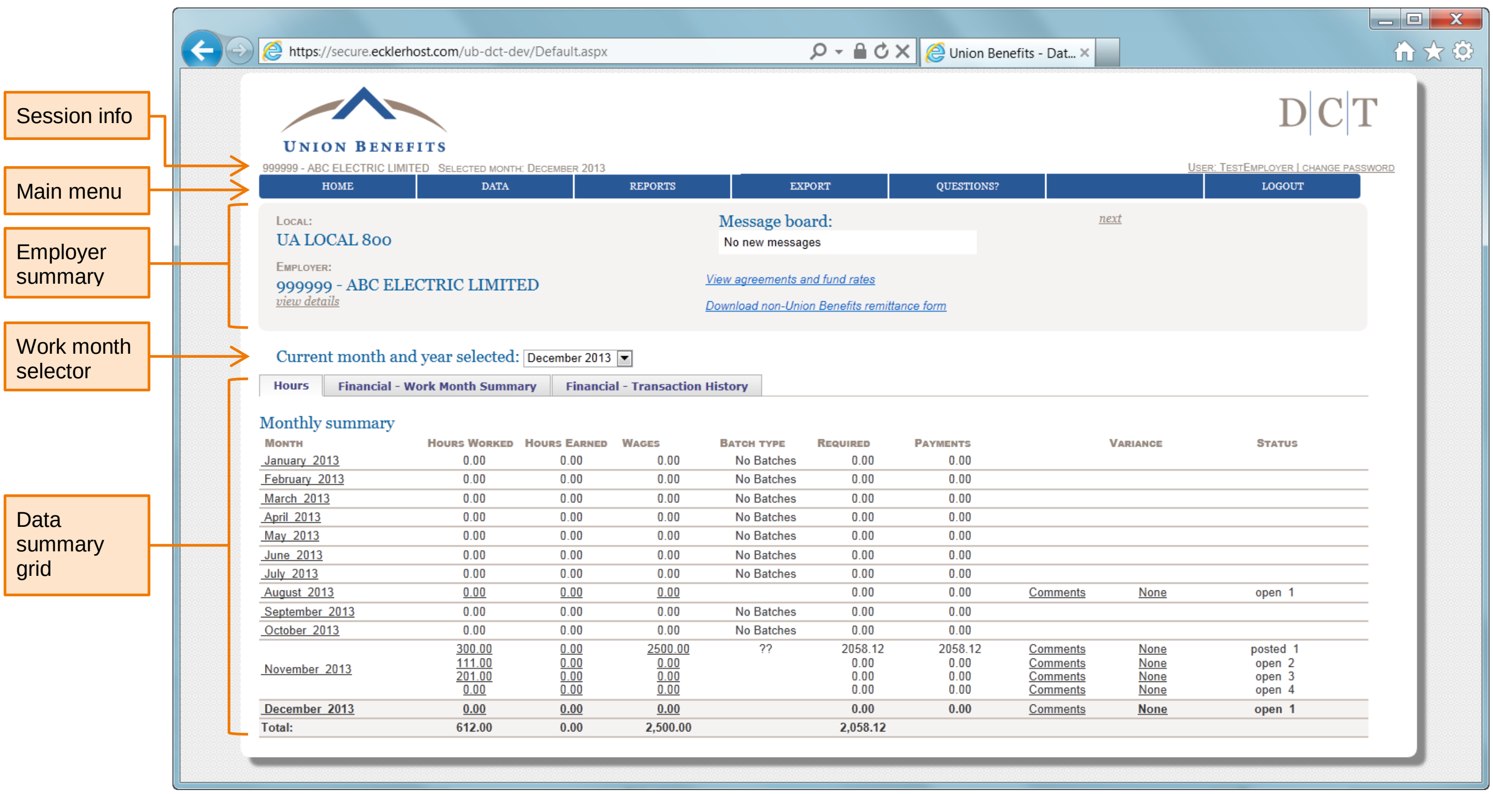
Each DCT user has a unique username and password. This information will be provided to you by UB, and should be kept private. (Treat it like you would treat your login information for an internet banking site, for example.) You will be able to change your password once you enter the site.

> ***Timing out***
>
> If you are logged into the site, but leave it inactive for 20 minutes or longer, the site will automatically log you out. (These "time outs" are done for security reasons.)
>
> If the website has timed out, you will be taken back to the login page whenever you return to the site and try to navigate to a new page or section.

Once you have input this information, click on the **Log in** button, or hit the ENTER key on your keyboard to enter the site.

2.3 Home page

This is the first page you encounter after logging into the DCT site. The home page acts as a summary of key information for both employers and UB. The main elements of the homepage are outlined below.



Session info

This line, located just below the UB and DCT logos, contains: (on the left side) the employer number and name, and the selected work month; and, (on the right side) the user name and a “change password” link. The session info appears at the top of every page in the DCT site.

Main menu

You will use this menu to navigate to different areas of the site. The logout button is also located on the main menu. Like the session info, the main menu appears at the top of every page in the DCT site.

Employer summary

This summary includes the local, employer number and name, and a message board where customized messages can be posted by UB. There are also some key links to other information or functionality:

- *“View details”* (below employer number and name) – This link opens a window containing the employer information. This is where employers make changes to their contact and other information.
- *“View agreements and fund rates”* – This link opens a separate webpage containing the rates for the various agreements under your local. This list is read-only – rate changes are facilitated through UB.
- *“Download non-Union Benefits remittance form”* – This link appears only for locals who have remittances that are not submitted through UB. The link opens a spreadsheet containing the latest rates, which can be used to calculate the remittance amount.

Work month selector

Use this drop down to select the work month that you wish to review or edit. The selected work month will be recognized throughout the DCT site. (Note that you can also select a work month by clicking on the link for the month in the *Hours* summary of the Data Summary Grid.)

Data summary grid

This grid, used primarily by UB, provides three data summaries:

- *Hours* – Summarizes the hours worked, hours earned, and wages for each work month; also shows the batch type, total required remittance, total payments made to date, any variance, and the status of each batch (opened, closed, pending, hold).
- *Financial Work Month Summary* – Provides a detailed summary of the required remittances and actual payments for each work month
- *Financial Transaction History* – Summarizes all transactions between the employer and UB for a given work month (cheques, electronic fund transfers, etc.)

2.4 Data pages

The Data section is where all the action happens – this is where you will upload or enter your remittance information for the month. If you previously entered data using a spreadsheet or pre-printed remittance form, think of these data pages as an electronic substitute for those forms.

The first two Data subsections are **Upload** and **Entry Grid**. These pages represent the two options you have for entering data:

1. You can use an Excel template to enter the work month data, then **Upload** the spreadsheet to the DCT, or
2. You can enter the data directly on the DCT website via the **Entry Grid**.

The final page in the Data section is the **Validate** page. Once you have uploaded or entered your data for the work month, go to the **Validate** page to run tests on your data and review any warnings or errors. For example, if you enter an invalid SIN, the validations routine will flag this as an error. The **Validate** page gives you an opportunity to review and correct errors, or to provide explanations for legitimate data anomalies.

These Data pages will be discussed in further detail in *Section 3.0 – The Data Entry Process*.

2.5 Reports

The Member Data Reports page is a report-builder that allows you to produce a number of different summaries of member data. These summaries can be produced as a PDF report or in an Excel spreadsheet. The various report options are described in *Section 4.0 – Member Data Reports*.

2.6 Export

The “Export Spreadsheet for Data Entry” link under Export simply downloads an Excel spreadsheet that acts as a data upload template. See *Section 3.0 – The Data Entry Process* for more details.

2.7 Help

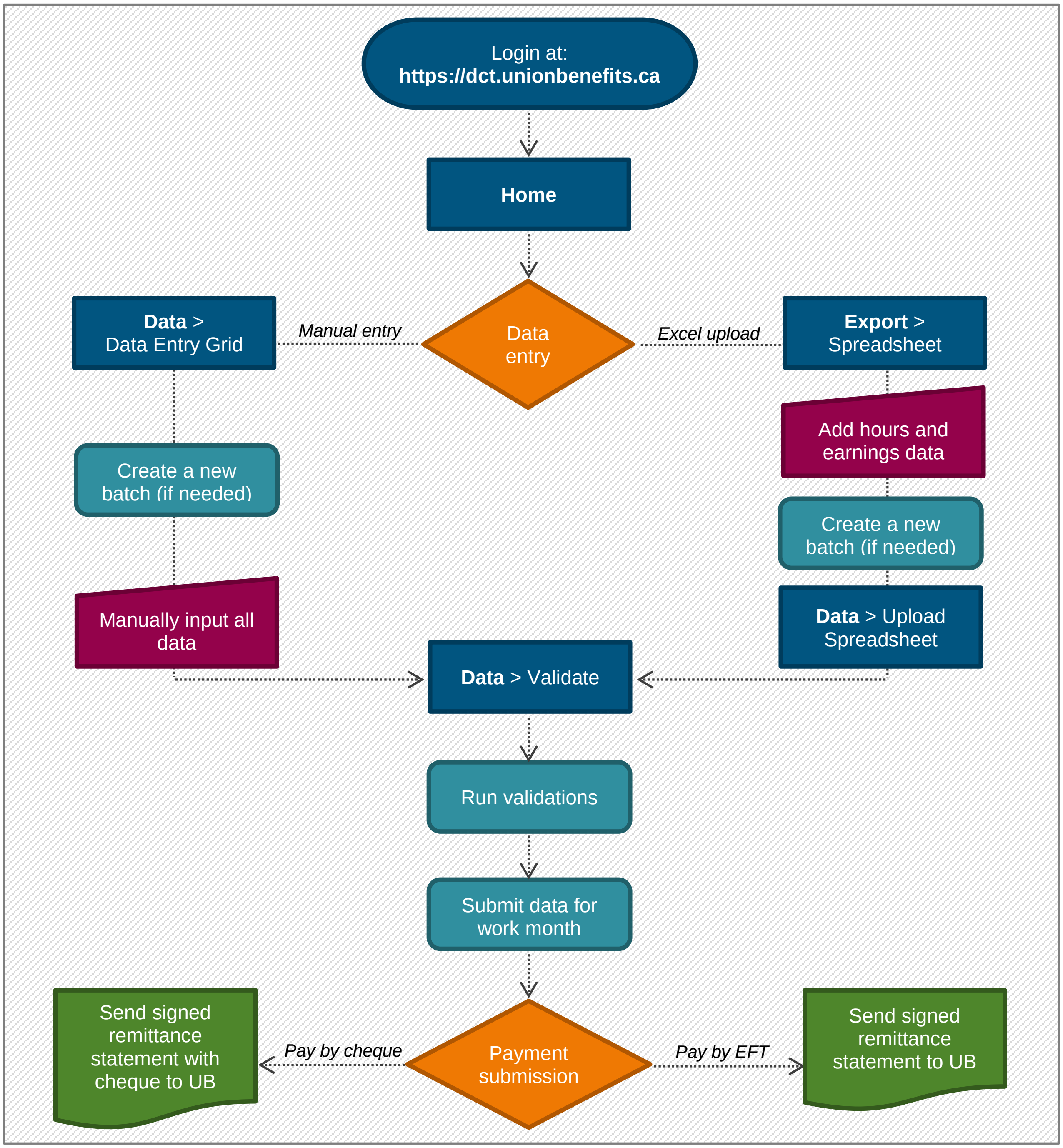
The Help menu link opens a copy of this user guide for easy reference.

3.0 The Data Submission Process

The DCT is designed to make data submission as straightforward as possible. After logging in, the entire process essentially takes three steps: (1) enter the data, (2) validate the data, and (3) submit the data.

3.1 Data submission workflow

The schematic below outlines the steps required for submission of work month data:



3.2 Entering data

The DCT gives you two options for inputting remittance data:

1. Enter the data manually (see Section 3.2.1), or
2. Upload the data via an Excel template (see Section 3.2.2).

The Excel upload will generally be the fastest and easiest method when entering data for a work month. The manual option is handy for making adjustments or corrections to an individual member record.

IMPORTANT: The DCT makes use of pop-up windows. If your browser is using a pop-up blocker (and most do by default), you may have trouble opening certain screens and reports.

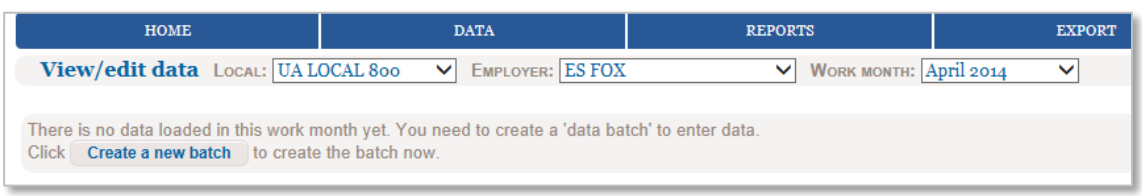
When a pop-up is blocked, your browser should notify you and give you an opportunity to allow pop-ups for the specific web site that you are using. Each browser has a slightly different way of doing this. For example:

- **In Internet Explorer (IE):** If a site opens a pop-up window that is blocked by IE, a notification appears in the information bar and status bar (at the top and bottom of the screen). If you click either notification, you'll get a menu with an option to "Always Allow Pop-ups From This Site".
- **In Chrome:** Whenever a pop-up is blocked, the icon appears in the address bar at the top of the screen. Click the icon to see the pop-ups that have been blocked or to manage pop-up settings for the site.

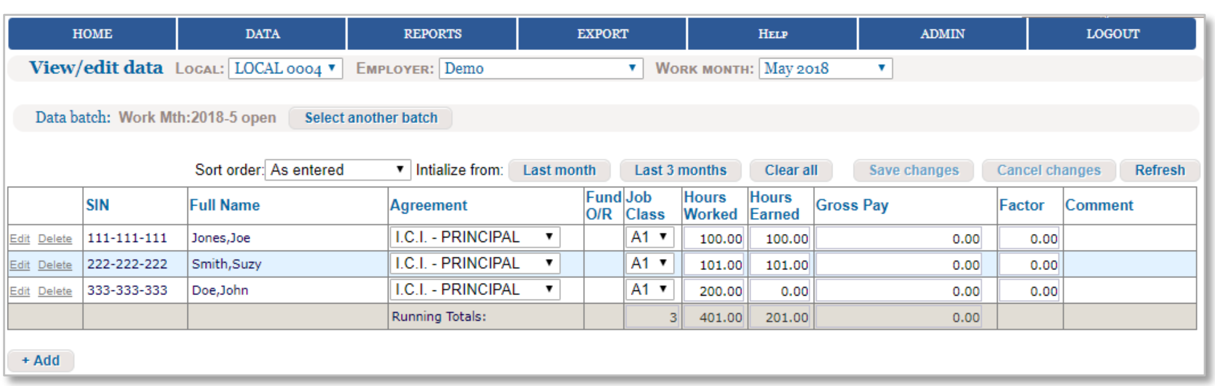
3.2.1 Manually entering data

1) Go to *Data* >> *Entry Grid* via the DCT main menu to open the "View/edit data" page.

   If you have not yet created a batch for the current work month, you must do so by clicking the **Create a new batch** button:



   Once you have created a batch for the current work month, you should see a screen similar to the one below:



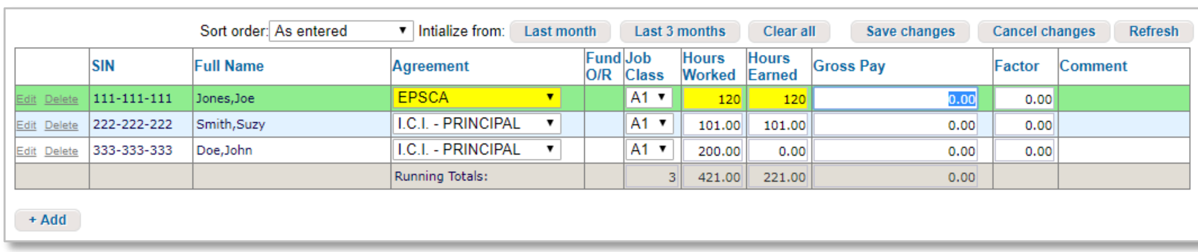
Some important things to note:

a) ***Changing batch:*** The ‘Data batch’ to which you are making edits is shown above the table. In the screenshot above, the data being entered is for the 2014-01 work month (January 2014). You can switch to a different batch by clicking the ‘Select another batch’ button.

b) ***Initializing data:*** To make data entry a little easier, the grid is initialized with data from the prior month. If you had little or no data from the prior month, you can initialize the grid with data from the prior 3 months by clicking the ‘Last 3 months’ button. (You can also clear the grid of initialized data and start fresh by clicking the ‘Clear all’ button.)

c) ***Sort order:*** By default, the entry grid is initialized with data in the order in which it was originally entered. You can use the dropdown menu to sort by agreement and then member name, or simply by member name. (You can also re-sort by clicking the links on the column headings.)

2) For any of the member records shown in the grid, you can update the Agreement, Job Class, Hours Worked, Hours Earned, Gross Pay and Factor fields (where applicable). The record currently being edited will be highlighted in green. Fields that have been changed-but-not-saved are highlighted in yellow. (Once the changes are saved, the yellow highlight will disappear.)

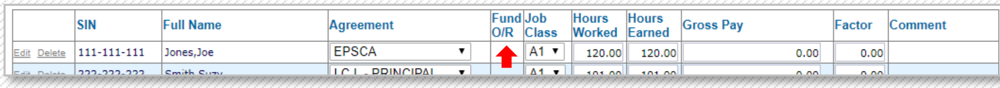


It’s a good idea to save your data changes as you go. Otherwise, if you navigate away from the page or are timed out of the site, you will lose your edits. The yellow highlight serves as a warning that unsaved changes are sitting in the data grid.

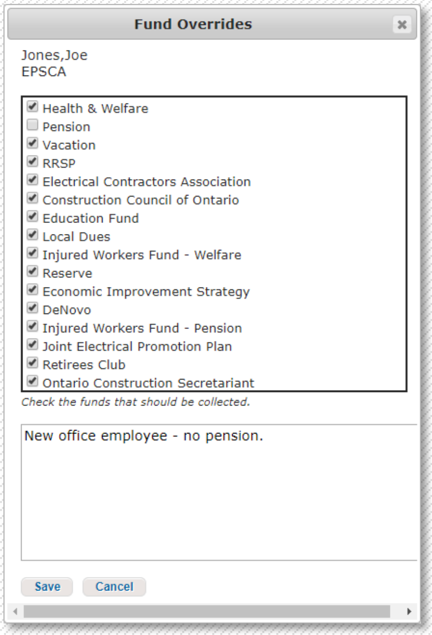
The data entry grid may contain one or more Factor fields for literal amounts (i.e., fund contributions that are not related to hours or earnings). If you have any questions about how to enter these fields, please contact Union Benefits.

IMPORTANT: Using Fund O/R when job class is not listed
The DCT is programmed with standard Job Classes based on the chosen Agreement. There may be additional job categories, such as "Office", for which the funds being remitted must be adjusted. This can be done by using the **Fund O/R (Override)** functionality:

- Click on the cell in the Fund O/R column for the member:



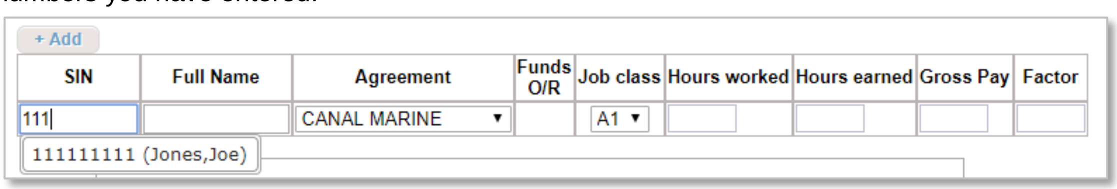
- In the pop-up box, all funds are selected by default; de-select the funds that the member does not pay into and add an explanation for the override in the text box:



- Click **Save**.

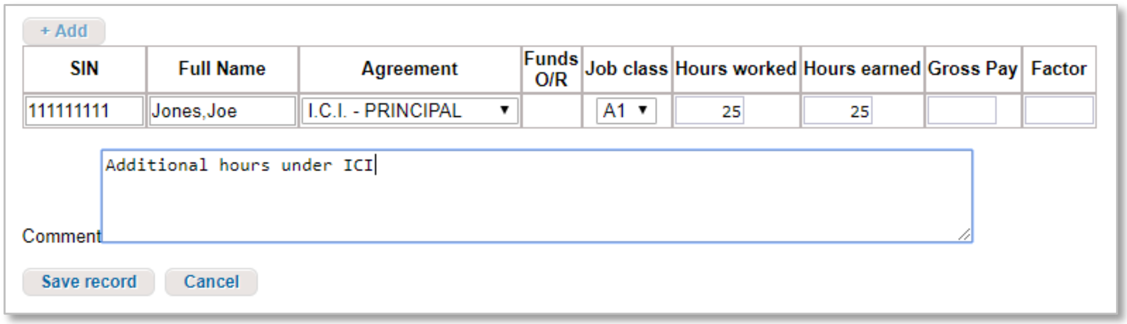
3) To add additional records to the data grid, click the **+ Add** button:

   a) As you enter the SIN, a drop-down menu will appear listing members whose SINs match the numbers you have entered:

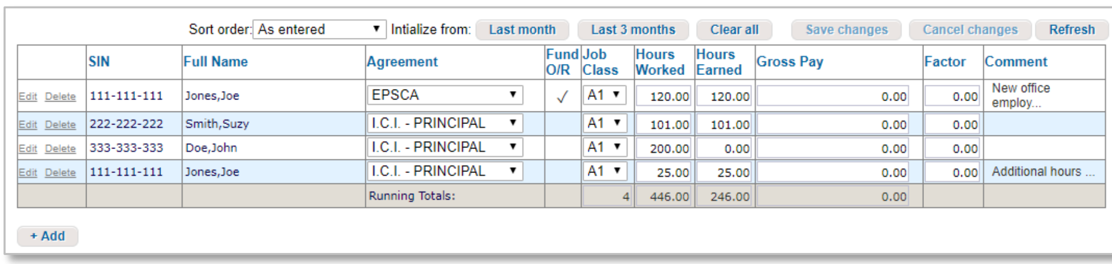


   b) Select the correct member from the dropdown list and the name will be autofilled. Select the Agreement and Job Class from the dropdown menus, then complete the hours and pay fields.

   c) A comment field is provided should you want to add any notes regarding the new record. When you have completed all necessary data fields, click the **Save record** button:



d) The grid will refresh, saving the new record at the bottom of the grid:



Once you have completed data entry for the work month, the next step is to validate the data. Go to Section 3.3 for details.

3.2.2 Uploading data

1) Download spreadsheet template

Note: If you have previously entered and uploaded data to the DCT using a spreadsheet, you can work from any prior version saved to your PC (or, you can continue to download the spreadsheet template as described below).

a) Go to *Export* on the main menu and click "Export spreadsheet for data entry".

b) Depending on the web browser that you are using, you will be prompted to Open or Save the file. You may Open the file directly, or Save it to your Downloads folder (or elsewhere on your PC) – be sure to make a note of where you saved it!

c) Open the spreadsheet in Excel. Note that the spreadsheet template is a .xls file to avoid any compatibility issues with older versions of Excel. You may see a pop-up warning regarding the file extension. Ignore this and click 'Yes' to open the file.

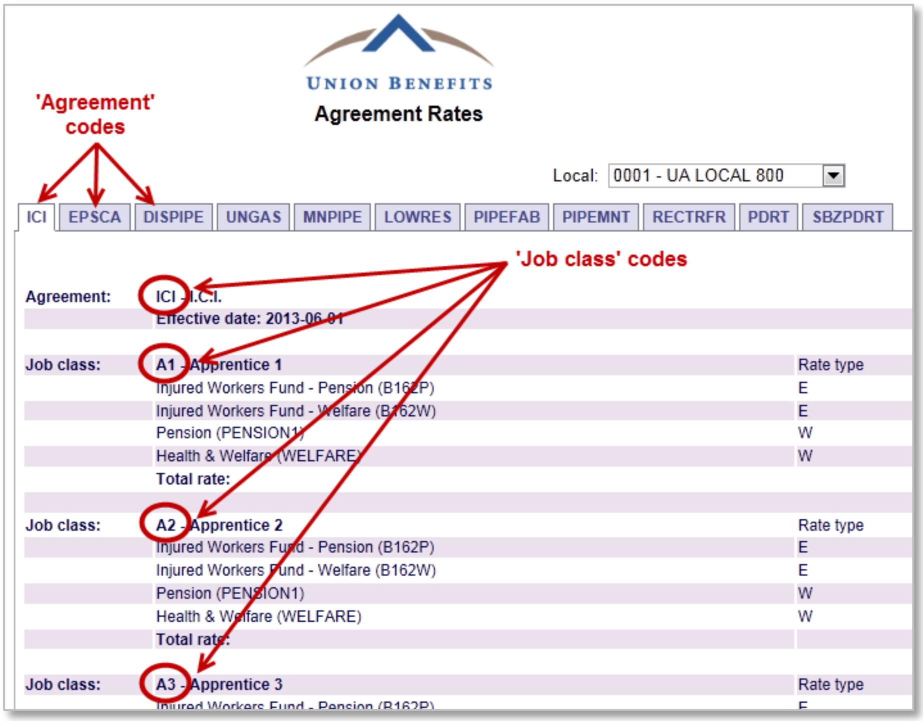
To make data entry a little easier, the spreadsheet is pre-loaded with member data from the prior month – only the hours and earnings fields have been zeroed out:

	A	B	C	D	E	F	G	H	I	J
1	SIN	LastName	FirstName	Agreement	JobClass	StatusCode	HoursWorked	HoursEarned	Wages	Factor
2	111111111	Jones	Joe	EPSCA	A1		120	120	0	0
3	111111111	Jones	Joe	ICI	A1		25	25	0	0
4	222222222	Smith	Suzy	ICI	A1		101	101	0	0
5	333333333	Doe	John	ICI	A1		200	0	0	0

2) Enter data

When entering data for a member, you must enter the applicable Agreement and Job Class (so that the DCT knows which rates to apply). These must be entered using pre-set codes. To look up the code for a particular Agreement or Job Class, go to the **Home** page and click on the "View agreements and fund rates" link:

In the Agreement Rates window, the 'Agreement' codes are shown on the tabs at the top of the rates table; the 'Job Class' codes are shown in the table itself as indicated below:



Once you have the necessary codes for the 'Agreement' and 'Job Class' fields, you can return to your spreadsheet and begin to fill in the data for each member:

a) For existing members, quickly check the pre-populated fields (SIN, Last Name, First Name, Agreement and Job Class) to make sure the data is accurate. For new members, these fields will need to be data-entered.

b) Enter the 'Hours Worked' for each employee, if applicable.

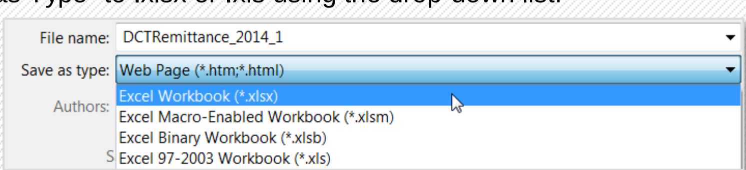
c) Enter the 'Hours Earned' for each employee, if applicable.

d) Enter the 'Wages' for each employee, if applicable.

e) Enter the 'Factor' field(s) for each employee, if applicable. The Factor fields are applied to literal amounts (where the fund contribution is not related to hours or earnings). If you have any questions about the Factors, please contact Union Benefits.

f) Once you have completed the spreadsheet, save it to your PC. We recommend setting up a special folder on your computer or network where you will save your remittance spreadsheets each month.

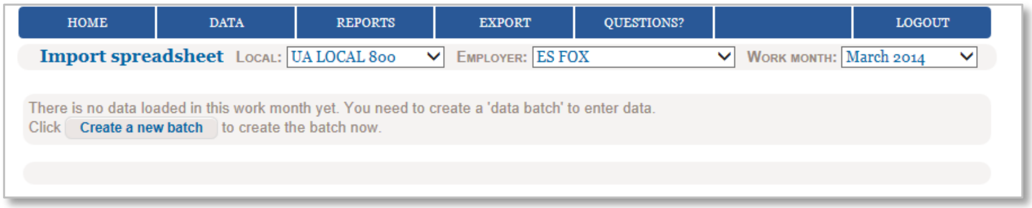
Note that the file must be saved as an Excel Workbook file (.xlsx or .xls). When you download the spreadsheet, it will be saved as a Web Page file by default. Change the "Save as Type" to .xlsx or .xls using the drop-down list:



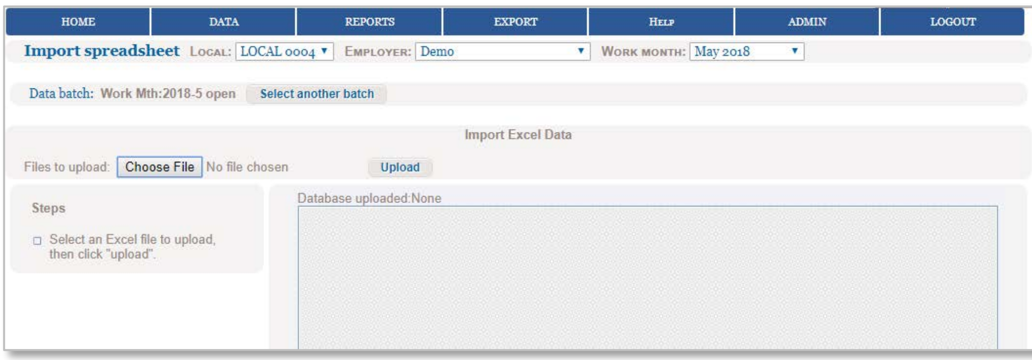
3) Upload data

a) On the DCT main menu, go to *Data* >> *Upload* to open the spreadsheet upload page.

If you have not yet created a batch for the current work month, you must do so by clicking the **Create a new batch** button:



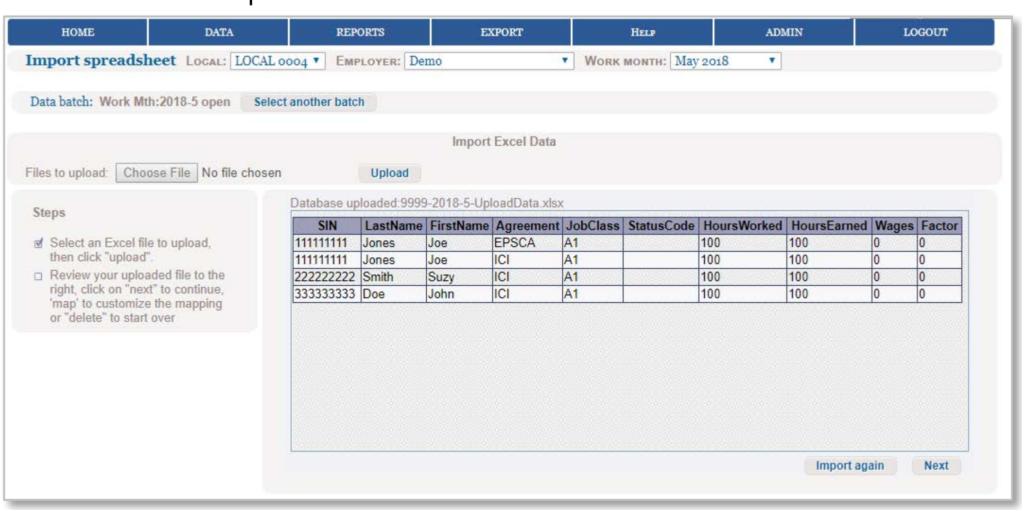
Once you have created a batch for the current work month, you should see a screen similar to the one below:



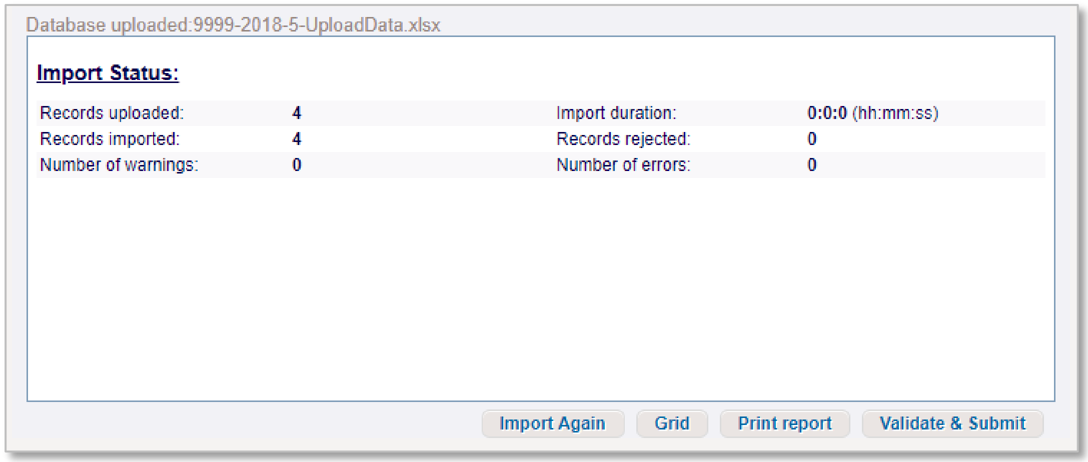
b) Click the **Choose File** button next to the "Files to upload" label and use the dialog box to find the completed spreadsheet file on your network or PC.

c) Click the **Upload** button. Note that the uploading process can take several seconds (or longer) depending on the size of the file.

d) Once the file has uploaded, a summary of the data will appear on the screen. Check the data to make sure you have selected the correct file. If the file is NOT correct, click the "Import again" button to cancel the upload and start over.



e) If the file is correct, click the **Next** button below the summary. The data will be saved (again, this can take several seconds) and you will see an “Import Status” screen summarizing the uploaded file:



f) If the “Import Status” screen shows that there are <u>no warnings or errors</u>, and all records were uploaded, click the **Validate & Submit** button.

g) If the “Import Status” screen shows warnings, errors, or rejected records in your imported data you can:

a. Click the “Grid” button at the bottom of the screen and make any necessary corrections manually using the Data Entry Grid. Once the data is corrected, click the “Save changes” button and then go to *Data* >> *Validate* on the main menu.
b. Open the original Excel spreadsheet on your network or PC and make any necessary corrections directly on the spreadsheet; then, click “Import again” to restart the upload process. Once the data is clean, click the “Validate & Submit” button.

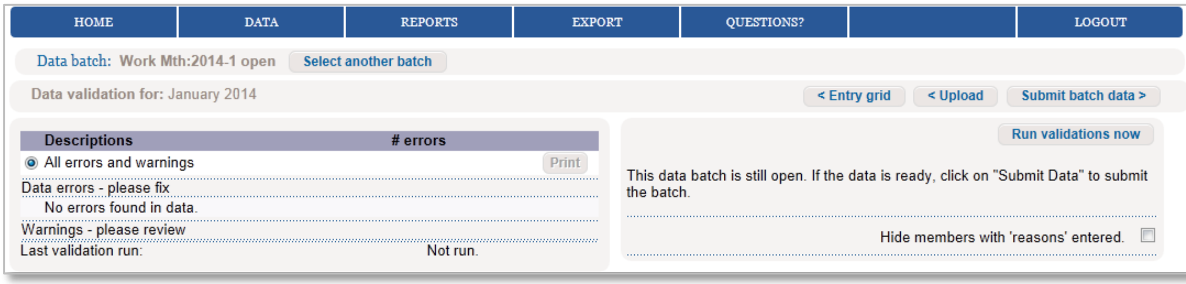
Note: If you use an invalid ‘Agreement’ or ‘Job Class’ code for a member, the record will be rejected and you will have to re-upload the data for the member.

IMPORTANT: Using Fund O/R when job class is not listed
The Excel upload accepts only standard job class codes. As noted in Section 3.2.1, there may be some employees for whom certain funds are not remitted. In these cases, the Fund O/R (Override) functionality can be used to customize the remittance. This functionality is available via the Data Entry Grid; please see Section 3.2.1 for details.

3.3 Validating data

The validation process is designed to run the data through a series of tests, identifies potential errors, and shows warnings for any data omissions or other issues. The DCT is currently configured to test for invalid SINs (i.e., SINs that do not pass the validation rules defined by the federal government).

1) Go to *Data* >> *Validate* on the DCT main menu to open the data validation page:



2) Click the **Run validations now** button. The DCT will analyze the data, and then indicate how many warnings and errors were returned (organized into different types). If there are no errors or warnings, you can proceed to *Section 3.4 - Submitting data*.

3) If there are errors and/or warnings, click on the radio button next to any of the error/warning descriptions to see only members with that specific issue.

   a) You can edit individual records directly on the validations screen by clicking the 'edit' link next to the employee's name; you can also click either the '< Entry grid' button or '< Upload' button to return to the data entry process and make the necessary corrections.

   b) Once the data has been corrected, return to *Data* >> *Validate* to re-run the validation tests and confirm that the data is accurate.

4) To open a printable error/warning report, click the **Print** button beside the description of the warning or error. Note that you will need Adobe Reader to view the report. You can download this free software at the following URL: http://www.adobe.com/ca/products/reader.html

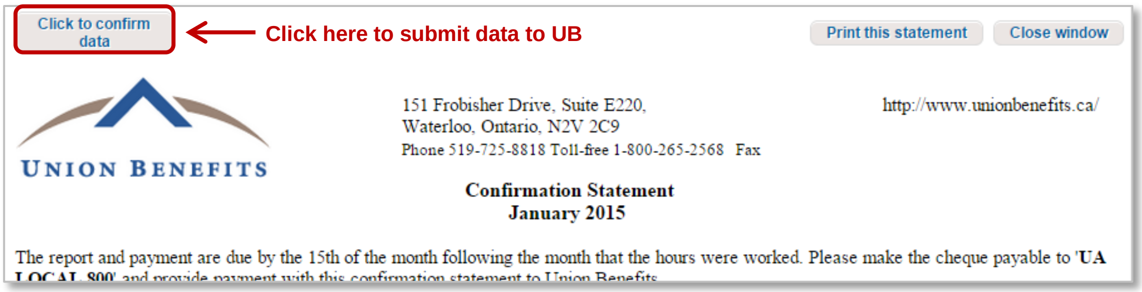
3.4 Submitting data

Once the data for all members has been added for the current month, and any errors/warnings have been resolved, you can begin data submission by clicking the **Submit batch data** button at the top of the *Data* >> *Validate* screen. Note that submitting your data should only be done when the data is complete and accurate.

When you click 'Submit batch data', a new window will open with a **Confirmation Statement**.

a) Review the statement to make sure all the information is accurate.

b) If the data is correct, click the **Click to confirm data** button in the top-left corner of the Confirmation Statement to submit the monthly data to UB:



c) Print a copy of the Confirmation Statement to send to UB. (You may wish to print an additional copy for your files.)

Once the data has been submitted, the batch status for the work month will change to “pending”. At this point, no further changes can be made to the data. (If you need to make a correction after you have submitted the data, please contact Union Benefits.)

3.5 Remitting payment

Sign a copy of the Confirmation Statement and send it to UB with a cheque for the ‘Total Due’ amount. (If you remit payment via direct deposit, simply send the signed Confirmation Statement to UB.)

4.0 Member Data Reports

The DCT allows employers to export a variety of summary reports for member data. The various report options are outlined below.

4.1 Selecting report type

There are three basic types of member data reports:

1) **Member detail:** This report shows a record for every combination of member, agreement and job class in the batch; members with multiple entries (e.g., entries under two different job classes) will have a separate record for each entry. *This is the report that should be printed and sent to the local for each work month.*

2) **Member summary:** This report shows a single record for each member; for members with multiple entries, their hours are summed across all agreements and job classes.

3) **Job class summary:** This report sums the member records under each combination of agreement and job class in the batch.

4.2 Selecting level of fund detail

The member reports show the remittance calculation results for each member. You can choose to export all or some of the fund results:

1) **Detailed fund columns:** Show the remittance amount for each fund in a separate column.

2) **Summary fund detail:** Show the individual member funds (pension, welfare, vacation) in separate columns, but sum all the union funds in a single column.

3) **Hours detail:** Show remittance amounts for hours and earnings only.

4.3 Selecting data range

Use the options provided to customize the amount of member data to include in the report:

1) Show data for a specific batch.
2) Show data for a specific work month.
3) Show data for a calendar year.
4) Choose a range between two specified months.

4.4 Running report

There are two options when running the report:

1) Run as PDF report (if you do not already have the free Adobe Reader software required to view PDF documents, click here to download it).

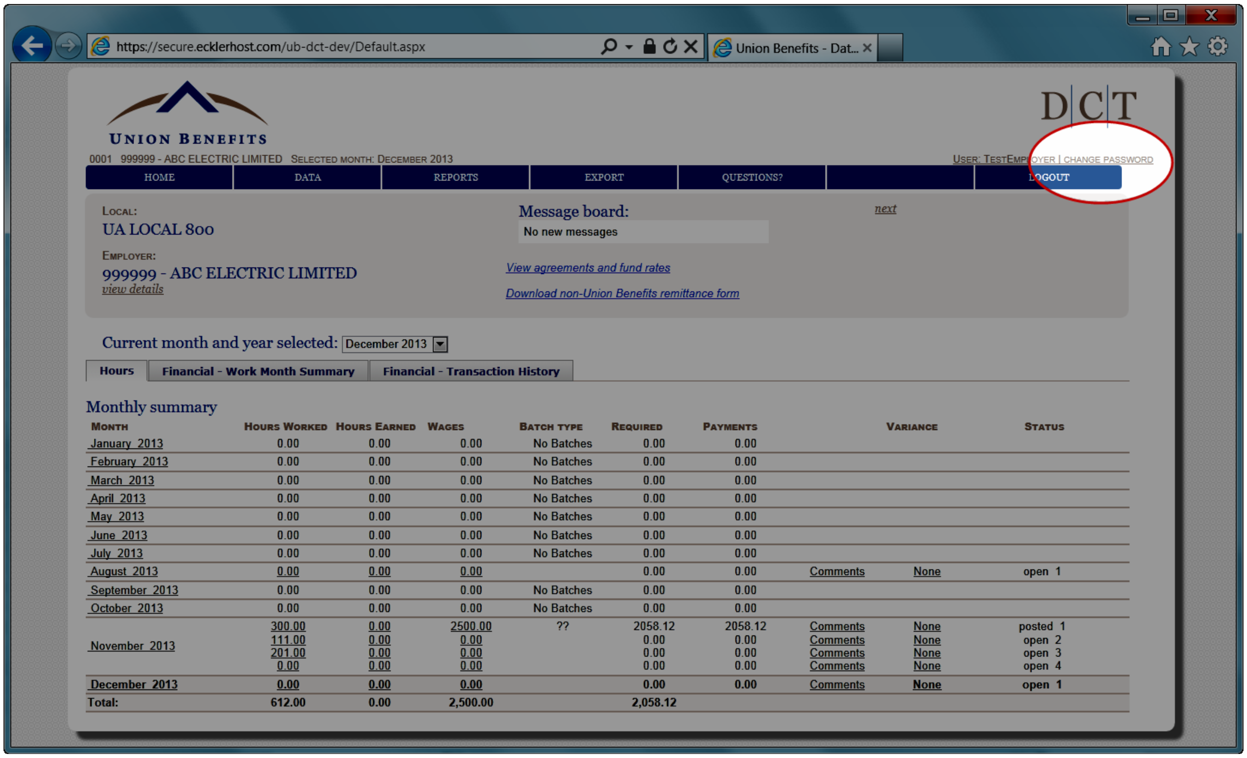
2) Run as Excel spreadsheet.

5.0 Other tasks

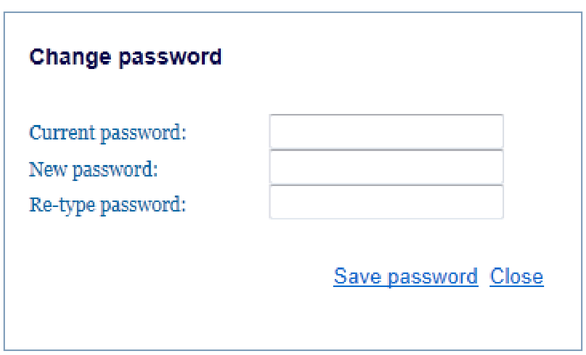
5.1 Changing your DCT password

To change your password for the DCT website:

1) Click on the “Change password” link in the top-right corner of the screen, above the Logout button.



2) A new window will pop up. Enter your old password in the first text box, and your new password in the second text box. Confirm your new password by entering it in the third box.



3) When you are finished, click the “Save password” link to save and exit. (You can cancel your changes and exit the Change Password window at any time by clicking “Close”.)

If you forget your password, please contact UB. An administrator will reset your account and provide you with a temporary password. You will then be able to log in and change your password if desired.

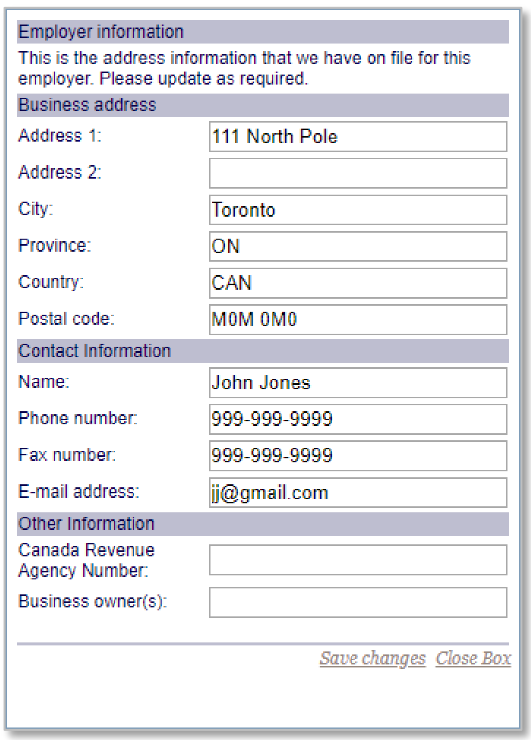
5.2 Changing contact information

To update your contact information via the DCT:

1) Go to the **Home** page.

2) Click the “view details” link under the Employer name:

3) The Employer Information window will open. To edit any of the data fields, simply click on the field and type:



4) When you are finished making the edits click the **Save changes** button, and then **Close Box** to close the Employer Information window.