



CT TEACHERS' RETIREMENT BOARD
765 ASYLUM AVENUE 2ND FLOOR HARTFORD, CT 06105-2822

Toll-Free 1-800-504-1102 (860) 241-8400 Fax (860) 525-6018

<http://www.ct.gov/trb>

Please note that effective January 1, 2018

Active teacher mandatory regular contribution increased from 6% to **7%** of Pensionable Salary.

All data that you transmit up to and including December 2017, will still have regular contributions deducted at 6% of salary. **The new regular contribution rate of 7% will be effective January 1, 2018 for the school year 2017-2018.** Please use the new version only after you have submitted the December 2017 file and it has been accepted by TRB.

For those of you who use the **Integrated Transmittal Process to extract data from your payroll system** and populate it into the MMS software, **starting with the January, 2018 file**, you must change your payroll system to increase the regular contribution to **7% of Pensionable Salary**. Follow the instructions for installing the new software on the next page.

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

After you have submitted your December 2017 file and it has been accepted by TRB, create your January 2018 file. Close the TRB Software and take a backup of your entire data folder to a disk or a separate location. You may now download and install the new software as indicated below. After downloading and installing the new version, copy your backup of the data folder to C:\TRB Transmittal Software. Open the new software, the file should be the January 2018 file, and update the regular contributions from 6% to 7% of the pensionable salary.

To help you calculate the new Regular Contributions click on the member contributions tab and sort the data by either name or SSN. Click the "Show Errors" button and a window opens listing SSN and the correct amount of Regular Contribution @ 7% of the Pensionable Salary. Clicking the "As File" button in this window opens a printable file. Update the Regular Contributions from the Error Messages with the correct amount shown.

Getting Help

For help installing the new TRB Transmittal Software V3 or for help generating the transmittal file, please contact TRB:

- Vaishali Muzumdar (860) 241-8424 or e-mail: vaishali.muzumdar@ct.gov
- Javiel Resto (860) 241-8420 or e-mail: Javiel.resto@ct.gov

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

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

Before Installing the Software

Submit your December, 2018 Transmittal file to TRB and create your January, 2018 file using the old software. Before installing the new software, close the application and be sure to take a backup of your entire Data folder (usually located in C:\TRB Transmittal Software V2\Data) to a disk or network drive.

Directory Information

The setup program installs the software in the "C:\TRB Transmittal Software" directory (or the directory you select during installation). Copy your "Data" folder from your backup to C:\TRB Transmittal Software. This is where the transmittal files you create are saved for historical purposes. The Transmittal Software Program looks for transmittal files only in the "Data" directory.

Downloading the Software

Go to the Employer Info page on our website: www.ct.gov/trb.

1. Select Transmittal Software.
1. Select TRB Transmittal Software V3 Update, download the file "trbtransv3.zip" to your computer.
2. The file is compressed in a ZIP format, a compression and packaging method used to reduce file size and consequently reduce download time. You need software (i.e. PKZip or WINZip) to unzip the file.
3. After the file is unzipped go to the Installation Instructions below.

Installing the Software

Instructions for installing are as follows:

1. Exit all Windows programs
2. Double click the TRBSetup.exe file.
3. Accept the agreement and click Next.
4. "Create a desktop shortcut." should be checked and click Next.
5. Click on "Install"
6. Click on "Finish" to complete the setup

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6. After the file is unzipped go to step 2 of the Installation Instructions above.

Removing the Software

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

1. Exit all Windows programs
2. Go to "Control Panel"
3. Click on "Add/Remove Programs"
4. Scroll to "TRB Transmittal Software V3" or "TRB Transmittal Software V2" and highlight it.
5. Click on the "Add/Remove" button
6. Click on "Yes" to remove.
7. The C:\TRB Transmittal Software directory may have to be removed manually. Especially if your "Data" folder is still in it. Be sure to copy the "Data" folder to a different location before you delete this directory.