

**Full Time Equivalent (FTE) Submission Instructions**

**Single employer report upload**

Please populate column BB "FULL TIME EQUIVALENT FINAL PAY":

AX	AY	AZ	BA	BB	BC	BD	BE
OPT_OUT_DATE	OPT_IN_DATE	MAIN_CUMULATIVE_PEN_PAY	FIFTY_CUMULATIVE_PEN_PAY	FULL TIME EQUIVALENT FINAL PAY	CUMULATIVE_EES_MAIN_CONTRIB	CUMULATIVE_ERS_CONTRIB	REASON_FOR_LEAVING

**MPP employer report upload**

Please populate column BC "FULL TIME EQUIVALENT FINAL PAY":

AY	AZ	BA	BB	BC	BD	BE	BF
OPT_OUT_DATE	OPT_IN_DATE	MAIN_CUMULATIVE_PEN_PAY	FIFTY_CUMULATIVE_PEN_PAY	FULL TIME EQUIVALENT FINAL PAY	CUMULATIVE_EES_MAIN_CONTRIB	CUMULATIVE_ERS_CONTRIB	REASON_FOR_LEAVING

**Online Return submission**

Please populate the column on the third screen headed 'Full Time Equivalent Pay'

**Online Return - Employee Contributions & Pay - Year to Date values**

**Online Return employee information successfully saved.**

This is a summary of each employees pay and contributions for the year to date.  
 If any of the pay and contributions values for the year to date are incorrect for the employee, change the value.  
 Click 'Back' to return to the previous page.  
 Click 'Continue' to validate and save the pay and contributions information displayed and continue to the next page.

Payroll Period End Date

**Employee Contributions & Pay - Year to Date values**

Payroll Ref	This Pay Period Totals			Year to Date Totals			CARE Pay		Full Time Equivalent Pay
	EE Main	EE 50/50	ER	EE Main	EE 50/50	ER	Main Section	50/50 Section	
134123	55.00	0.00	160.00	55.00	0.00	160.00	1,000.00	0.00	12,000.00
134057	55.00	0.00	160.00	55.00	0.00	160.00	1,000.00	0.00	12,000.00
134567	82.50	0.00	240.00	82.50	0.00	240.00	1,500.00	0.00	18,000.00
134447	68.75	0.00	200.00	68.75	0.00	200.00	1,250.00	0.00	24,000.00
	261.25	0.00	760.00	261.25	0.00	760.00	4,750.00	0.00	66,000.00