



Reference No. 2005-02

January 28, 2005

To: All Contact Persons
At Member Organizations
of the NSAHO Pension Plan

RE: Year-end data process--2004 Over/Under Contribution Adjustments

By now you all should have your Username and Passwords to access the Year-end Data Processor. One of the major goals in developing the Year-end Data Processor was to provide you with instant feedback on preliminary data warnings and errors. In the past week we have received very positive feedback from facilities appreciating the ability to instantly identify contribution errors, *before* preparing final T4's for their employees. This data check certainly reduces the potential of processing numerous T4 amendments after February 28, 2005.

When you "*Run Validations*" on your year-end data, the Data Processor will compare the pensionable earnings to the contributions reported. It will then identify any contribution errors in the *Errors Summary*. This warning will indicate the amount of the adjustment required assuming the pensionable earnings data is correct. In order to validate this warning you must investigate the pensionable earnings and contributions, and then edit the data accordingly. ***If the actual contributions figure must be adjusted to resolve the error, you must maintain a record of the adjustment so that you can process the adjustment to your employee.*** Issue reimbursements to your employees for any over contributions and collect any under contributions. When preparing your remittance to the NSAHO PP these adjustments must be reported as 2004 adjustments.

If a contribution error is generated for an ***employee who was terminated, deceased or retired since January 2004, do not process contribution adjustments to the employee*** as they may have already been processed by the NSAHO PP at date of termination, death or retirement. Please contact the NSAHO PP if this occurs.

As a reminder, the deadline is **March 31, 2005** to complete the process of validating and approving your data on the Year-end Data Processor. We are confident the Data Processor will improve the efficiency of your year-end process and we are offering several training sessions to aide you in this process. If you are interested in attending one of the following sessions, please contact Cheryl Mallett-Skelton at cskelton@nsaho.ns.ca or 902-832-8500 ext 246 as soon as possible.

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February 2, 2005	Cape Breton Regional Hospital, Sydney
February 4, 2005	Yarmouth Regional Hospital, Yarmouth
February 7, 2005	Colchester Regional Hospital, Truro
February 8, 2005	NSAHO Board Room, Bedford
February 10, 2005	Kings Regional Rehab Centre, Waterville

Sincerely,

A handwritten signature in cursive script that reads "Cheryl Mallett-Skelton".

Cheryl Mallett-Skelton, RPA, CFP, B.Comm.
Data Collection Coordinator