PENSION ADMINISTRATION
BULLETIN

Reference No. 2009-07   **Date:** October 7, 2009

To: All Pension Administration Contact Persons at Contributing Member Organizations

RE: 2009 Year-End Timeline

Time Sensitive Action Required

Once again we are approaching the end of the 2009 payroll year and our thoughts turn to the NSAHO Pension Plan year-end data collection process.

Enclosed is a copy of the *2009 Year-end Timeline*, with the first key date being **December 1, 2009**. To prepare for a smooth Year-end reporting process, please ensure all outstanding Enrollment Forms and Notices of Termination, Death or Retirement have been received by NSAHO PP staff no later than December 1st. Submitting these forms on a timely basis will ensure the following:

- Members on the Data Processor will be coded with the correct Employment Status and hence the appropriate validation checks will be run, eliminating the need for employers to validate unnecessary errors.
- New enrolments provided to NSAHO PP by December 1, 2009, will be captured on the Data Processor, avoiding the need for employers to manually input enrolment information onto the Data Processor and the Contribution Report.

2009 YEAR-END TRAINING SESSIONS:
It has now been five years since we first introduced the Year-End Data Processor and we have seen several improvements to the year-end reporting process over this time. For the 2009 year-end reporting process there are no significant changes to report and hence there is little need for a "refresher" training session. Therefore, we will be holding two year-end "introductory" training sessions on Wednesday, November 4, 2009 and Monday, November 16, 2009. The morning agenda will include a review of Pension 101 material and the afternoon agenda will cover the full year-end reporting process. All are welcome to attend one of these introductory sessions (full day or half-day) and it is strongly recommended that those of you who are new to the year-end reporting process plan to attend for a full-day. Invitations for these sessions will be forwarded shortly.

We look forward to working with you through another successful year-end reporting process.

NSAHO PENSION PLAN

Employer Year-End Timeline
2009 Data Collection Process

Complete by December 1, 2009 - Ensure all outstanding Enrolment Forms, Notices of Termination, Retirement and Death have been forwarded to NSAHO PP staff by December 1, 2009. The Data Processor runs various tests based on the Employee status on file at NSAHO PP as at Dec 1, 2009.

NOTE: *Enrolment forms received after December 1, 2009 will not be reflected on the Contribution Report or the Year-End Data Processor. If an employee made contributions in 2009 and the member does not appear on the Contribution Report, he/she will need to be added manually to both the Contribution Report and the Year-End Data Processor. Be sure to select the appropriate status code when adding members to the Data Processor.*

December 1, 2009 – The Data Processor will be closed and cleared (**Note: Any 2009 data entered before December 1 will not be retained so you must print validation reports before that date for reference**).

December 14, 2009 – The Data Processor will be open for facilities to access. A Year-End Package (CD) with instruction guides will be delivered to each facility via courier. The 2009 Contribution Report will be forwarded electronically via the Secure Communications Website along with other reports that may be applicable to your facility (i.e. LTD Reports and/or a Multi-ER Report).

Complete by January 6, 2010 – Complete and submit *Multi-ER Report* via the Secure Communications website.

Complete by February 1, 2010 – Complete and submit *NSAHO LTD Rehab Hours Report* and/or *Non-NSAHO LTD Report* via the Secure Communications website.

Complete by March 31, 2010 – **DATA PROCESSOR APPROVAL**

Complete by May 3, 2010 – If you choose to have the statements mailed directly to the employees, send in the completed *Address Import Report* provided.

Complete by June 1, 2010 – All data questions must be resolved.

NSAHO PENSION PLAN

2009 YEAR-END TIMELINE

AUG-NOV/09 – Data Processor **(DP)** open for preliminary testing. OPTIONAL: Run validation tests to promptly identify potential data errors. (Contact Cheryl Mallett-Skelton for Contribution Report). Forward outstanding forms & notices to NSAHO PP before Dec 1/09.

DEC 1/09 – Data Processor closed and cleared. Reasons entered will not be retained. Print Validation Report before Dec 1st for reference purposes during the official year-end reporting process.

DEC 14/09 - Data Processor re-opens for official year-end reporting process.

NEW

DEC 14/09 – Delivery of 2009 Year-end packages to facilities. **Some reports will be forwarded via the Secure Communications website. (LTD, Multi-ER & Contribution Reports).**

JAN 6/10 – Facilities to complete pension data for EE's identified on the *Multi-ER Report* and return to NSAHO PP via Secure Communications website.

JAN 22/10 – NSAHO PP to forward list of members who were eligible to receive LTD benefits through NSAHO in 2009. This will include LTD start and end dates which must be reported as a separate LOA PERIOD(S) on the Contribution Report & Data Processor.

FEB 1/10 – NSAHO PP returns the *Final Multi-ER Report* to facilities. For accurate T4 reporting, this report will identify members where pension data adjustments are required. Facilities are to process the required adjustments & report the revised data on the Data Processor.

FEB1/10 – Facilities to complete *NSAHO LTD Rehab Hours Report* AND/OR *Non-NSAHO LTD Report* and return to NSAHO PP via Secure Communications website.

JAN to FEB/10 – Complete *Contribution Report*; import this report to the DP; resolve all Import Errors; run validations to identify potential data errors; fix errors or validate with a reason. To avoid T4 amendments, complete validation process & data adjustments before printing '09 T4's.

MARCH 31/10 – *DATA PROCESSOR APPROVAL DAY* – all data errors must be fixed or validated with a reason by this date. *Complete the "APPROVE" step on the DP.*

MAY 3/10 – If applicable, send *Address Update Report* via NSAHOPP Secure website.

JUNE 1/10 - **RESOLVE ALL FOLLOW-UP DATA QUESTIONS.**