PENSION ADMINISTRATION BULLETIN

Reference No. 2009-11 **Date:** December 8, 2009

To: All Pension Administration Contact Persons at Contributing Member Organizations

RE: 2009 Year-End Data Collection Process & Time Line

Time Sensitive Action Required

Once again, we are fast approaching the end of another payroll year and the start of the year-end reporting process to NSAHO Pension Plan. In this regard, we are pleased to enclose your 2009 year-end CD. ***Please note that the deadline for the submission of your 2009 year-end data is March 31, 2010.*** This provides you with a three (3) month window to prepare the 2009 Contribution Report and complete the data validation and approval processes on the Data Processor.

This reporting time line is critical to ensure all members receive their annual pension statements as required by Nova Scotia pension law. The Nova Scotia Pension Benefits Act requires that pension statements be provided to plan members within 6 months of the end of the Plan year – **the deadline for the NSAHO Pension Plan is June 30th of each year**.

The enclosed CD includes updated reference material provided during the Pension 101 training sessions held in November 2009, along with the ***2009 Address Update Report***. Please refer to the attached Appendices for further information on the Year-end reporting process.

- Appendix A – Table of Contents of 2009 Year-End CD
- Appendix B – Summary of 2009 Year-end Pension Reports
- Appendix C – Summary of 2009 Data Collection Process
- Appendix D – Important Reminders
- Appendix E – Usernames & Passwords
- Appendix F – Year-End Time Line

The ***2009 Contribution Report*** for your facility will be forwarded to you shortly **via the Secure Communications Website**, along with the following reports if applicable to your facility:

NEW

- *2009 Multi-ER Report* (Due Date: Jan 6/10)
- *2009 NSAHO LTD Rehab Hours Report* (Due Date: Feb 1/10)
- *2009 Non-NSAHO LTD Report* (Due Date: Feb 1/10)

To download these files refer to the *Secure Communications Website – User's Guide* provided on the enclosed CD under the Pension 101 Resource Centre.

If you have any questions on the 2009 year-end reporting process, please contact us.

We, at the NSAHO Pension Plan, would like to extend best wishes to you and your family for a happy holiday and a prosperous new year.

NSAHO Pension Plan

APPENDIX A
Table of Contents of 2009 Year-End CD

1) **2009 Address Update Report (Excel)**
2) 2009 Year-end Timeline
3) Table of Contents – 2009 CD

FOLDERS:

4) **MEMOS - 2009**
   I. 2009-07 - 2009 Year-end Memo & Timeline
   II. 2009-11 - 2009 Year-end Memo

5) **NSAHO PENSION PLAN REFERENCE MATERIAL - 2009**
   I. **Pension 101 Resource Centre**
   This folder is for reference purposes and includes material provided during the 2009 Pension 101 training sessions.
      1. Forms – Samples of Completed Forms
      2. Pension 101 Power point Presentation ***(updated Nov 2009)***
      3. Contact Information – NSAHO PP Staff
      4. Participating Employers & Facility Codes
      5. Enrollment Eligibility – Quick Reference Guide ***(updated Oct 2009)***
      6. Non-Participating Employees Report – Reference Guide *(Dec 2007)*
      7. Pensionable Earnings – Quick Reference Guide ***(updated Oct 2009)***
      8. Secure Communications Website – User's Guide *(Nov 2006)*
      9. T4 Reporting Guide ***(updated Oct 2009)***
      10. Acronyms & Definitions

   II. **Pension Tool Box (Calculators)**
      1. 2009 Pension Adjustment (PA) Calculator
      2. 2010 Pension Adjustment (PA) Calculator
      3. LOA Calculator

   III. **Year-end Reporting Guides**
   The following guides have been developed to assist you in completing each of the year-end reports and in your day-to-day administrative responsibilities.
      1. Multi-ER Report – Guide ***(updated Oct 2009)***
      2. NSAHO LTD Rehab Hours Report – Guide ***(updated Oct 2009)***
      3. Non-NSAHO LTD Report – Guide ***(updated Oct 2009)***
      4. 2009 Contribution Report – Guide ***(updated Oct 2009)***
      5. Data Processor – Quick Reference Guide ***(updated Oct 2009)***
      6. Address Update Report – Guide
      7. Data Adjustments – Guide
      8. Secure Communications Website – User's Guide *(Nov 2006)*
      9. T4 Reporting Guide ***(updated Oct 2009)***

APPENDIX B
Summary of 2009 Year-end Pension Reports

I. *2009 Contribution Report*

DUE: March 31/10

Use to import pension data to the Data Processor.

II. *2009 Multi-ER Report*

DUE: Jan 6/10

Will only be forwarded if there are members at your facility who we expect will also have pension data reported through another Employer. The ***Multi-ER Report*** was developed to reduce the T4 amendments required for members employed at more than one participating Employer. All Employers are required to provide the completed *Multi-ER Report* to NSAHO PP by **January 6, 2010.** NSAHO PP staff will identify those who require adjustments to their reported pension data by February 1, 2010, so Employers can report T4 information accurately on the original T4.

III. *2009 NSAHO LTD Rehab Hours Report*

DUE: Feb 1/10

Will only be forwarded if you had members who were in receipt of NSAHO LTD benefits in 2009.

IV. *2009 Non-NSAHO LTD Report*

DUE: Feb 1/10

Will only be forwarded if your LTD carrier is confirmed as one other than NSAHO.

V. *2009 Address Update Report*

DUE: May 1/10

Optional: Use only if statements are to be mailed directly to members.

The ***2009 Contribution Report*** is the key component to the year-end reporting process. For a detailed explanation on what is required in each column, please refer to the reference guide provided for the *2009 Contribution Report – Guide.* (See the CD folder titled *Year-end Reporting Guides*.)

As per the *2009 Year-end Time Line*, the 2009 "validated" data must be forwarded to the NSAHO Pension Plan via the Data Processor by **March 31, 2010**. Please refer to the updated version of the reference guide to the *Data Processor – 2009 Quick Reference Guide.* (See the CD folder titled *Year-end Reporting Guides*.)

The following is a summary of the steps required to complete this process by March 31, 2010 (see also Appendix C for further details):

- Report all pension related data on the *2009 Contribution Report;*
- Import the completed *2009 Contribution Report* to the Year-end Data Processor;
- Resolve all Import Errors identified by the Data Processor;
- Validate or fix all Data Errors and Warnings identified by the Data Processor;
- Approve the data on the Data Processor.

APPENDIX C
Summary of 2009 Data Collection Process

The 2009 Data Collection Process will work as follows:

STEP 1: If you received a *2009 Multi-ER Report*, provide the year-end data requested for the members identified on the report, and return to NSAHO PP via the Secure Communications Website by **January 6, 2010**. For more details, refer to the reference guide provided - *Multi-ER Report - Guide.*

STEP 2: If you received a *2009 NSAHO LTD Rehab Hours Report*, provide the year-end data requested for the members identified on the report and return to NSAHO PP via the Secure Communications Website by **February 1, 2010**. LTD Rehab Hours are defined as Employer-paid pensionable hours earned during a period when the member qualified for LTD. For more details, refer to the reference guide provided - *NSAHO LTD Rehab Hours Report - Guide.*

STEP 3: If you participate in an ER-sponsored LTD plan other than NSAHO, identify any members who qualified for LTD benefits during the 2009 payroll year. Provide the data requested for these members on the *Non-NSAHO LTD Report* and return this report to NSAHO PP via the Secure Communications Website, no later than **Feb 1, 2010.** The *Deemed Pensionable LTD Hours* and *Earnings* calculated by this report must be included when calculating the member's 2009 Pension Adjustment. For more details, refer to the reference guide provided - *Non-NSAHO LTD Report - Guide.*

STEP 4: Complete the *2009 Contribution Report.* For more details on each column, refer to the reference guide provided – *2009 Contribution Report – Guide.*
If you are unsure of any of our requirements, please contact Cheryl Mallett-Skelton (902-832-8500, ext. 246) for further clarification.

STEP 5: Once you have completed the *2009 Contribution Report*, import it directly to the Year-end Data Processor. For assistance, refer to the reference guide provided - *Data Processor – Quick Reference Guide*. The Data Processor will not accept anything other than this Excel file. To ensure all data has been imported from the *Contribution Report*, resolve all <u>import errors</u> identified on the Import Report.

STEP 6: Proceed to resolve/validate all preliminary <u>data errors/warnings</u> identified by the Data Processor. Once complete you will need to Approve your data which will release the data to the NSAHO Pension Plan where more refined tests will be run and additional questions may be necessary. <u>**To meet required deadlines, plan staff requires your 2009 pension data to be imported, validated and approved on the *Year-End Data Processor*, no later than March 31, 2010.**</u>

APPENDIX C (cont.)
Summary of 2009 Data Collection Process

STEP 7: If you elect to have the pension statements mailed directly to the members' home address, indicate this on the home page of the Data Processor. Then, by **May 1, 2010** complete the *Address Update Report* as provided on the Year-end CD and send to NSAHO PP via the Secure Communications Website. For further details, refer to the reference guide provided - *Address Update Report.*

STEP 8: **Your cooperation is required in resolving any follow-up data questions before June 1, 2010,** so that we can process the data and provide the annual member statements within the time frames required under pension law. The Nova Scotia Pension Benefits Act requires that pension statements be provided to plan members within 6 months of the end of the Plan year – the deadline for the NSAHO Pension Plan is June 30th of each year.

STEP 9: Upon completion of your 2009 annual pension statements, we will provide you with a letter and enclose an Employer Summary Report. The Employer Summary Report will be for your reference and will summarize each employee's pension statement information.

STEP 10: If changes were required to original pension data, to determine other recalculation or reporting requirements please refer to the reference guide provided in the Pension 101 Resource Centre – see *Data Adjustments* in the folder titled *Year End Reporting Guides*.

We have received positive comments from users of the Data Processor and have implemented further improvements based on your feedback. We continue to welcome your comments and request that you email Cheryl Mallett-Skelton with any suggestions for improvement (cskelton@nsaho.ns.ca).

APPENDIX D
IMPORTANT REMINDERS

Payroll Start and Stop Dates:
When running data tests, the Data Processor recognizes the *Payroll Start* and *End Dates* reported on the Data Processor Home page. Therefore it is critical to report these two payroll dates accurately when you first log in to the Data Processor.

Leaves of Absence (Unpaid):
If you have any employees who elected to pay EmployEE and EmployER contributions during a 2009 ER-approved unpaid leave of absence, report the portion of required ***EmployER Contributions paid by EmployEE*** in the column designated on the *2009 Contribution Report.*

When reporting **LOA Start** and **End Dates** report the actual LOA dates. As per above, the Data Processor will recognize the 2009 LOA period(s) as the portion of the LOA period(s) within the 2009 *Payroll Start* and *End Dates* as entered on the Home page.

NOTE

For periods when **members were eligible to receive LTD** benefits through an Employer-Sponsored LTD carrier, report this period as an LOA period on the Data Processor.

Addresses:
When completing the *Address Update Report*, only include addresses for employees who are currently Active members of the NSAHO Pension Plan through your facility.

Incorrect Contributions:
Any “under” contributions or “over” contributions identified by the Data Processor that are not validated on the Data Processor (i.e. *Earnings Data from Multiple Employers*), must be rectified by the Employer. These “over” contributions identified are to be refunded to the Employee by the Employer and any “under” contributions identified are to be collected from the Employee by the Employer. Report any EmployEE and EmployER contribution adjustments separately on your next remittance as a *2009 Adjustment*.

Reconciliations:
When all 2009 year-end data questions are resolved and the data is finalized, we will prepare an annual reconciliation. Based on the pensionable earnings from the *Contribution Report* (with any subsequent adjustments), we will determine the final required EmployEE and EmployER contributions and compare these contributions to the total of the monthly amounts you remitted to RBC. Any remaining "under" contributions or "over" contributions (by either employees or employers) will be determined. We will then provide a letter and reconciliation report for your review. Employers are required to make any adjustments (either the payment of additional contributions or a credit for an overpayment) on the next RBC remittance, being sure to identify such adjustments separately as 2009 year-end adjustments.

To avoid T4 Amendments:
We are forwarding the year-end package as early as possible to allow you sufficient time to use the Data Processor to identify and resolve data errors prior to printing your 2009 T4 slips. This will reduce the potential for required T4 amendments due to revised Pension Adjustments (PA) and contributions. **As per the *T4 Reporting Guide,* PA calculations are tied to pensionable earnings and pensionable hours, therefore, any changes to pensionable earnings or pensionable hours require a recalculation of the PA.**

APPENDIX E
USERNAMES & PASSWORDS

Three (3) sets of usernames and passwords have been assigned:

1. To download files from the **Secure Communications Website**
   (Hint: username = abbreviation of your facility name);

2. To upload files to the **Secure Communications Website**
   (Hint: username = ***upload***); and

3. To log in to the **Year-end Data Processor**
   (Hint: username starts with ***Fac).***

Usernames and passwords previously assigned continue to be active. If it is necessary to change a password due to a staff change or other security reason, please contact Cheryl Mallett-Skelton at 832-8500 ext. 246.

<u>**APPENDIX F**</u>

PENSION ADMINISTRATION
YEAR-END TIMELINE

<u>2009 YEAR-END TIMELINE</u>

<u>AUG-NOV/09</u> – 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.

<u>DEC 1/09</u> – 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.

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

NEW

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

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

<u>JAN 22/10</u> – 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 <u>reported as a separate LOA PERIOD(S) on the Contribution Report & Data Processor.</u>

<u>FEB 1/10</u> – 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 & <u>report the revised data on the Data Processor</u>.

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

<u>JAN to FEB/10</u> – 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.

<u>MARCH 31/10</u> – ***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.***

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

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