

# PENSION ADMINISTRATION

## ***BULLETIN***

**Reference No.** 2012-09

**Date:** November 13, 2012

To: All Pension Administration Contact Persons at Contributing Member Organizations

**RE: 2012 Year-End Reporting Timeline**



Time Sensitive  
Action Required

Once again we are approaching the end of another payroll year and our thoughts turn to the year-end data collection process for members of the Nova Scotia Health Employees' Pension Plan (NSHEPP).

Enclosed is a copy of the *2012 Year-end Reporting Timeline*, (Appendix A) with the first key date being **December 1, 2012**. 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 NSHEPP staff no later than December 1<sup>st</sup>. 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 enrollments provided to NSHEPP by December 1, 2012, will be captured on the Data Processor, avoiding the need for employers to manually input enrollment information onto the Data Processor and the Contribution Report.

### **YEAR-END REPORTING CHANGES:**

As per Memos 2011-08 and 2012-03, due to the contribution rate increase in April 2012 there are changes to the reporting of Pensionable Hours and Pensionable Earnings required on the *2012 Contribution Report* and Data Processor. Please refer to Appendix B for a sample of these reporting requirements. For clarification, these two periods in 2012 will be identified as follows:

**PERIOD 1** – pensionable service earned before the April/12 NSHEPP contribution rate change.

**PERIOD 2** – pensionable service earned after the April/12 NSHEPP contribution rate change.

The timeline for the 2012 year-end reporting process remains unchanged from last year but the due date of Jan 6, 2013 for the Multi-ER Reports will be strictly adhered to. **Any 2012 Multi-ER Reports received after 8:00am on Monday, Jan 7, 2013 will not be accepted** and will not be included in the Multi-ER calculations project to be completed in January 2013. These Multi-ER calculations will then be delayed and completed in April and May 2013 which may result in employers processing unnecessary T4 amendments. As this may also impact other participating employers, we appreciate your cooperation in submitting these reports on a timely basis and ensuring the data is reviewed and accurately reported on the Multi-ER report.

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

NOVA SCOTIA HEALTH EMPLOYEES' PENSION PLAN

**APPENDIX A**  
**Employer Year-End Reporting Timeline**  
***2012 Data Collection Process***

**Complete by December 1, 2012** - Ensure all outstanding Enrollment Forms, Notices of Termination, Retirement and Death have been forwarded to NSHEPP staff by December 1, 2012. The Data Processor runs various tests based on the Employee status on file at NSHEPP as at Dec 1, 2012.

*NOTE: Enrollment forms received after December 1, 2012 will not be reflected on the Contribution Report or the Year-End Data Processor. If an employee made contributions in 2012 and the member does not appear on the Contribution Report, you will need to manually add the member 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, 2012** – The Data Processor will be closed and cleared (**Note: Any 2012 data entered before December 1 will not be retained so you must print validation reports before that date for reference**).

**December 15, 2012** – 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 2012 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, 2013** – Complete and submit **Multi-ER Report** via the Secure Communications website. NEW: LATE REPORTS WILL NOT BE ACCEPTED & THESE MEMBERS WILL BE CALCULATED IN APRIL and MAY 2013.

**Complete by February 1, 2013** – Complete and submit **NSAHO LTD Report** and/or **3<sup>rd</sup> Party LTD Report** via the Secure Communications website.

**February 1, 2013** – Download **Final Multi-ER Report** from the Secure Communications website and process required adjustments as identified. Report the contribution adjustments on your next remittance as “**Adjustments – 2012; per Multi-ER Report**”.

**Complete by March 31, 2013** – **DATA PROCESSOR APPROVAL**

**Complete by May 1, 2013** – If you choose to have the statements mailed directly to the employees, send in the completed **Address Import Report** provided.

**Complete by June 1, 2013** – All data questions must be resolved.

**APPENDIX B**  
**New Data Fields on 2012 Contribution Report & Data Processor**

Sample of Pensionable Hours Columns:

| <u>Total Pensionable Hours</u> | <u>Pension Hours - Period #1</u> | <u>Pension Hours - Period #2</u> |
|--------------------------------|----------------------------------|----------------------------------|
| 1600                           | 400                              | 1200                             |
| A = B + C                      | B                                | C                                |

Sample of Pensionable Earnings Columns:

| <u>TOTAL<br/>Current Yr<br/>Pen<br/>Earnings<br/>incl LSP and<br/>ALL Retro</u> | <u>Current<br/>Yr Pen<br/>Earnings<br/>- Period<br/>#1 *excl<br/>LSP and<br/>retro to<br/>prior yrs</u> | <u>Current<br/>Yr Pen<br/>Earnings<br/>- Period<br/>#2 *excl<br/>LSP and<br/>retro to<br/>prior yrs</u> | <u>Pension<br/>Lump<br/>Sum -<br/>Period<br/>#1 *excl<br/>retro</u> | <u>Pension<br/>Lump<br/>Sum -<br/>Period<br/>#2 *excl<br/>retro</u> | <u>Retro<br/>Earn's<br/>to<br/>2011, if<br/>appl.</u> | <u>Retro<br/>Earn's<br/>to<br/>2010, if<br/>appl.</u> | <u>Retro<br/>Earn's<br/>to<br/>2009, if<br/>appl.</u> | <u>Retro<br/>Earn's<br/>to<br/>2008, if<br/>appl.</u> | <u>Retro<br/>Earn's<br/>to<br/>2007, if<br/>appl.</u> | <u>Retro<br/>Earn's<br/>to<br/>2006, if<br/>appl.</u> |
|---|---|---|---|---|---|---|---|---|---|---|
| \$45,100  | \$10,000  | \$30,000  | \$0   | \$0   | \$1100  | \$1000  | \$900   | \$800   | \$700   | \$600   |
| A = Sum of<br>B to K  | B   | C   | D   | E   | F   | G   | H   | I   | J   | K   |

The Data Processor will calculate the Total Employee required contributions due and provide the breakdown of expected contributions on each retro earnings entry being reported to a prior year (F to K) along with the required contributions due for each of Period #1 (B & D) and Period #2 (C & E) of 2012.

# NSHEPP PENSION ADMINISTRATION

## *YEAR-END REPORTING*

### **2012 YEAR-END TIMELINE**

**Aug – Nov/12** - Data Processor (DP) open for preliminary data validation testing.

**Dec 1/12** – DP closed & cleared. Reasons entered will not be retained. Print Validation Report to refer to during official year-end reporting process.

**NOV/12** – Forward outstanding forms & notices to NSAHO PP **before Dec 1/12**.

**DEC 15/12** - Data Processor re-opens for official year-end reporting process.

**DEC 15/12** – Delivery of 2012 Year-end packages to facilities. **ALL year-end reports will be forwarded via the Secure Communications Website. (LTD, Multi-ER; Contribution Reports)**

**JAN 6/13** – Deadline for facilities to complete pension data for employees identified on the **Multi-ER Report** and return to NSHEPP via Secure Communications Website.

**FEB 1/13** – Facilities to download the **Final Multi-ER Report** from the Secure Website;

- process the required data adjustments;
- report contribution adjustments on your next remittance form as **Adjustments– 2012**;
- report the revised pension data on the 2012 Contribution Report and Data Processor;
- update the member's 2012 T4, if applicable.

**FEB1/13** – Deadline for facilities to complete **NSAHO LTD Report AND/OR 3<sup>rd</sup> Party LTD Report** and return to NSHEPP via Secure Communications Website.

**JAN to FEB/13** – Complete **Contribution Report** and import to the Data Processor;

- resolve all Import Errors;
- "Run Validations" to identify potential data errors;
- fix data or validate warnings with a reason;
- to avoid T4 amendments complete validation process & adjustments before printing 2012 T4's.

**MARCH 31/13** – **DATA PROCESSOR APPROVAL DAY** – Deadline for facilities to have validated or fixed all data errors identified by the Data Processor.  
**Deadline for facilities to complete the "APPROVE" step on the Data Processor.**

**MAY 1/13** – Deadline for facilities to forward the completed **Address Update Report** via Secure Communications Website, if applicable.

**JUNE 1/13** – **DEADLINE FOR FACILITIES TO RESOLVE ALL FOLLOW-UP DATA QUESTIONS.**