nshepp

NOVA SCOTIA HEALTH EMPLOYEES' PENSION PLAN

PENSION ADMINISTRATION BULLETIN

Reference No. 2013-05 **Date:** October 4, 2013

To: All Pension Administration Contact Persons at Contributing Member Organizations

RE: <u>2013 Year-End Reporting Timeline</u>

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 ***2013 Year-end Reporting Timeline***, (Appendix A) with the first key date being **December 1, 2013**. 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 1st. Submitting these forms on a timely basis will ensure the following:

- Members on the Data Processor will be coded with the correct status, eliminating the need for employers to validate unnecessary errors.
- New enrollments provided to NSHEPP by December 1, 2013 will be captured on the Data Processor, avoiding the need for employers to manually add missing members to the Data Processor and the Contribution Report.

<u>YEAR-END REPORTING UPDATES:</u>

1. Contribution Report

The format of the ***2013 Contribution Report*** will remain unchanged. A consistent format accommodates employers who have created a template to mirror the format of the NSHEPP Contribution Report. That being said, where there were no contribution rate changes in 2013, Employers will have the <u>**option** to report the breakdown of hours and earnings for each of Period #1 and #2</u> of 2013, but it will not be compulsory. Please refer to Appendix B for further details.

2. Retroactive Earnings to 2012

If pensionable retroactive earnings were paid in 2013 that were related to pensionable hours earned during the 2012 payroll year, it will be necessary to report the breakdown of this 2012 retro as it applies to each period in 2012.

- ❖ Retro to Period #1 of 2012
- ❖ Retro to Period #2 of 2012

NEW

3. Reporting Multi-ER Data

The *2013 Multi-ER Report* has been modified to mirror the format of the *2013 Contribution Report* and the new reporting process will be similar to the approach for the Contribution Report. The **completed *Multi-ER Report* must be imported into the Data Processor** (DP) and an email sent to cheryl.mallett-skelton@nshepp.ca to confirm that all errors/warnings on the DP for Multi-ER members have been validated. **<u>If the email confirmation has been received by 8:00am on Monday, Jan 6, 2014, the pension data will be included in the January Multi-ER calculations project.</u>** Please refer to Appendix C for more details. Unconfirmed data will be delayed until April and May 2014 which may result in other participating employers processing unnecessary T4 amendments. Therefore, we appreciate your cooperation in completing the Multi-ER data validation process on a timely basis. This new method will require employers to run tests on their Multi-ER data prior to the January 6th deadline, to enhance the accuracy of the data being submitted.

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

2013 Data Collection Process

Complete by December 1, 2013 - Ensure all outstanding Enrollment Forms, Notices of Termination, Retirement and Death have been forwarded to NSHEPP staff by December 1, 2013. The Data Processor runs various tests based on the Employee status on file at NSHEPP as at Dec 1, 2013.

NOTE: Enrollment forms received after December 1, 2013 will not be reflected on the Contribution Report or the Year-End Data Processor. If an employee made contributions in 2013 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, 2013 – The Data Processor will be closed and cleared (**Note: Any 2013 data entered before December 1 will not be retained so you must print validation reports before that date for reference).**

December 15, 2013 – The Data Processor will be open for facilities to access. A Year-End CD with instruction guides will be delivered to each facility via courier. The 2013 Contribution Report will be forwarded electronically via a secure method along with other reports that may be applicable to your facility (i.e. LTD Reports and/or a Multi-ER Report).

Complete by 8:00am, January 6, 2014 – Complete the data validation process on the Data Processor for all members identified on your *2013 Multi-ER Report*. When all Multi-ER members have been validated, send an email to cheryl.mallett-skelton@nshepp.ca to retrieve the Multi-ER pension data. Only data validated by this deadline will be accepted for the January Multi-ER calculations project.

Complete by February 1, 2014 – Complete and submit ***NSAHO LTD Report*** and/or ***3rd Party LTD Report*** via a secure method.

February 1, 2014 – NSHEPP will return the ***Final Multi-ER Report*** via a secure method. Facilities are to process the required adjustments as identified and report the contribution adjustments on the next remittance as "**Adjustments – 2013; *per Multi-ER Report*".**

Complete by March 31, 2014 – DATA PROCESSOR APPROVAL

Complete by May 1, 2014 – If you choose to have the statements mailed directly to the employees, send in the completed ***Address Import Report*** provided.

Complete by June 1, 2014 – All data questions must be resolved.

APPENDIX B

New Data Fields on *2013 Contribution Report* & Data Processor

Sample of Pensionable Hours Columns:

Total Pensionable Hours	Pension Hours - Period #1 (Optional for 2013)	Pension Hours - Period #2
1600	0	1600
Y = Z + AA	Z	AA

Sample of Pensionable Earnings Columns:

TOTAL Current Yr Pen Earnings incl LSP and ALL Retro	Current Yr Pen Earnings - Period #1 *excl LSP and retro to prior yrs (Optional for 2013)	Current Yr Pen Earnings - Period #2 *excl LSP and retro to prior yrs	Pension Lump Sum - Period #1 *excl retro (Optional for 2013)	Pension Lump Sum - Period #2 *excl retro	Retro Earn's to Per#1 of 2012	Retro Earn's to Per#2 of 2012	Retro Earn's to 2011, if appl.	Retro Earn's to 2010, if appl.	Retro Earn's to 2009, if appl.	Retro Earn's to 2008, if appl.
$35,100	$0	$30,000	$0	$0	$1100	$1000	$900	$800	$700	$600
AD = Sum (AE to AN)	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN

- With no change in the NSHEPP Contribution rates in 2013, it is not necessary to report the breakdown of Pensionable Hours and Earnings for each of Period #1 and Period #2 of 2013. But note the additional data fields and columns that were applicable in 2012 will still appear on the Contribution Report and Data Processor for all future reporting years. **For 2013, Employers will have the option to report the breakdown of Period #1 and #2 Pensionable Hours, Earnings and Lump Sum Payments, as was required in 2012. This is optional for 2013.**

- To avoid confusion, the following columns not required for 2013 will be "hidden" on the Contribution Report. If you opt to report the breakdown of data for Period #1 and Period #2, these hidden columns can be viewed by unprotecting the spreadsheet using the password "**ahoyearend**".
  - Column Z (*Current PH – Period* #1)
  - Column AE (*Current PE - Period #1*)
  - Column AG (*Current LSP – Period #1*)

- If you are not reporting the breakdown of pensionable hours then the figure you report in ***Total Pensionable Hours*** (Column Y) and ***Pensionable Hours*** *– Per#2* (Column AA) will be the same. Yes, you will need to report the Total Pensionable Hours figure in both columns.

- The tests run by the Data Processor will be based on the Annual Totals, even if the breakdown for each Period has been reported.

- If pensionable retroactive earnings are paid in 2013 that are related to pensionable hours earned prior to the 2013 payroll year, you will need to report the breakdown of allocations to the following years/periods in Columns AI to AN:
  - Retro to Period #1 of 2012
  - Retro to Period #2 of 2012
  - Retro to 2011
  - Retro to 2010
  - Retro to 2009
  - Retro to 2008

<u>APPENDIX C</u>

<u>Annual Reporting of Multi-ER Pension Data</u>

Due Date: 8:00am, Monday, January 6, 2014

<u>Step 1:</u> Complete the *2013 Multi-ER Report*

The format of the ***2013 Multi-ER Report*** has been revised to mirror the *2013 Contribution Report* but will only include members who are expected to have pension data reported through more than one facility. Therefore, when reporting the pension data for the Multi-ER members, the following additional data will be required that was not requested in prior years:

- **LOA Start and End Dates**
- **Hourly Rate details with corresponding Effective Dates**

<u>NOTE: The Pension Adjustment (PA) data is optional on the Multi-ER Report.</u>

<u>Step 2:</u> Import the *2013 Multi-ER Report* into the Data Processor (DP).

Resolve any import errors identified for the Multi-ER members only. Follow the same steps as are required for the importing of the Contribution Report.

<u>Step 3:</u> On the Data Validation page of the DP, check the boxes titled:

- ***"Only show Multi-ER"*;** and
- ***"Hide members with reasons entered"*.**

***<u>IMPORTANT NOTE</u>*<u>:</u>** To later review the errors/warnings for non-Multi members you will need to uncheck the box titled "*Only show Multi-ER*".

<u>Step 4:</u> Click on "*Run Validations*".

- Review all data errors/warnings for the Multi-ER members listed**;**
- Fix the errors or validate the warnings with an acceptable reason.

<u>Step 5:</u> When the list on the data validation screen is empty (i.e. DP errors/warnings for all Multi-ER members have been fixed or validated with a reason) then send an email to cheryl.mallett-skelton@nshepp.ca to confirm your 2013 Multi-ER data is ready for export. If the email confirmation has been received **<u>by 8:00am, Monday, January 6, 2014</u>**, then the pension data will be included in the January Multi-ER calculations project. Unconfirmed data will be delayed until April and May 2014 which may result in other participating employers processing unnecessary T4 amendments. Therefore, we appreciate your cooperation in completing the Multi-ER data validation process on a timely basis.

<u>Step 6:</u> By February 1st NSHEPP will return the ***Final Multi-ER Report*** via a secure method. Facilities are to process the required adjustments as identified on the ***Final Multi-ER Report*** and update the final data on the Data Processor accordingly. Any contribution adjustments should be reported on the next remittance form identifying them as "**Adjustments – <u>2013</u>; *per Final Multi-ER Report*".**

NOVA SCOTIA HEALTH EMPLOYEES' PENSION PLAN

ANNUAL REPORTING PROCESS

2013 YEAR-END TIMELINE

Aug – Nov/13 - Data Processor **(DP)** open for preliminary data validation testing.
Dec 1/13 – DP closed & cleared. Reasons entered will not be retained. Print Validation Report to refer to during official year-end reporting process.

NOV/13 – Forward outstanding forms & notices to NSHEPP **before Dec 1/13**.

DEC 15/13 - Data Processor re-opens for official year-end reporting process.

DEC 15/13 – Delivery of 2013 Year-end CD's to facilities. **ALL year-end reports will be forwarded via a secure method. (i.e. *LTD, Multi-ER; Contribution Reports*)**

JAN 6/14 – ***NEW*** Complete ***Multi-ER Report*** and import to the Data Processor;
For **Multi-ER members only**:
- resolve import errors;
- "Run Validations" to identify potential data errors;
- fix data or validate warnings with a reason;
- when complete, send email to cheryl.mallett-skelton@nshepp.ca to retrieve the Multi-ER data;
- Only Multi-ER data validated by 8:00am on Jan 6/14 will be accepted for the January Multi-ER calculation project.

FEB 1/14 – NSHEPP will return the ***Final Multi-ER Report*** via a secure method. Facilities then
- process the required data adjustments;
- report contribution adjustments on the next remittance form as ***Adjustments– 2013***;
- report the revised pension data on the *2013 Contribution Report* and Data Processor;
- update the member's 2013 T4, if applicable.

FEB1/14 – Deadline for facilities to complete ***NSAHO LTD Report*** AND/OR ***3rd Party LTD Report*** and return to NSHEPP via a secure method.

JAN to FEB/14 – 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 2013 T4's.

MARCH 31/14 – ***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 1/14 – Deadline to forward the completed ***Address Update Report,*** if applicable.

JUNE 1/14 – **DEADLINE FOR FACILITIES TO RESOLVE FOLLOW-UP DATA QUESTIONS.**