



SHEPP

SASKATCHEWAN HEALTHCARE
EMPLOYEES' PENSION PLAN

Participating Employer Newsletter



January 2016

New Year Checklist

SHEPP-related jobs that are required to be completed by employers early in 2016:

1. Offer membership in SHEPP to casual and temporary employees who have met the eligibility requirement.

The annual measurement results are now available. Please ensure membership is offered to casual and temporary employees who have met the eligibility requirements. For eligibility rules, refer to the Employer Administrative Manual available on [SHEPPWeb](#).

2. If you don't subscribe to 3sHealth payroll, calculate and report Pension Adjustments (PAs).

PAs must be calculated for every active, retired and terminated member who earned a SHEPP benefit while working for you in 2015. The deadline for calculating PAs is February 29, 2016, when members T4 slips are due. The *2015 SHEPP PA Guide* provides detailed instructions on calculating PAs and can be found on [SHEPPWeb](#) under the Pension Admin menu. Once calculated, enter PAs on your 2015 Annual Data Verification (ADV) available by February 15, 2016.

3. Review Payroll Data.

The ADV displays members' payroll information that will be used to produce annual statements and calculate members' benefits. Please review and notify SHEPP of any discrepancies by February 29, 2016. The 2015 ADV will be available to all employers by February 15, 2016.

2016 Important Dates and Figures

SHEPP Figures		
Year's Maximum Pensionable Earnings (YMPE)	\$54,900.00	
Maximum Contribution Limit	\$15,796.39	
Maximum Pensionable Earnings	\$160,970.00	
Contribution Rates	Member Contribution on Pensionable Earnings up to the YMPE	Member Contribution on Pensionable Earnings above the YMPE
	8.1%	10.7%
Employers contribute 112% of what members contribute.		

SHEPP Dates	
15 th of each month	Deadline for remitting contributions for the previous month.
22 nd of each month	Deadline non-3sHealth payroll subscribers must enter payroll for the previous month.
February 29	Deadline for calculating PAs.
February 29	Deadline non-3sHealth payroll subscribers must report PAs through ADV tool.

2016 Plan Booklet now available

The updated 2016 Plan Booklet is now available in print and electronic versions.

SHEPP's Plan Booklet provides helpful and detailed information about the main features of the Plan, and is updated and published annually.

The Pension Benefits Act, 1992, requires every new Plan member be provided with a copy of this booklet when they join the Plan.

For more information or to order print copies of the booklet, please contact:

Gary Davidson
Employer Services Officer
E-mail: [gdavidson@shepp.ca](mailto:g davidson@shepp.ca)
Phone: 306.751.8334

Book a Pension Information Session Today

SHEPP is committed to providing Plan members with the pension information needed to plan for retirement, and does so through pension presentations across the province. These information sessions provide a general overview of the Plan and more specific information regarding members' pension benefits.

If you are interested in scheduling a presentation please contact:

Aaron Stuckel
Communications Officer
E-Mail: astuckel@shepp.ca
Phone: 306.751.8346



Annual Data Verification of Payroll Data

The Annual Data Verification (ADV) process is used to bring the 2015 year-end to a close. SHEPP will be working to complete this process for every organisation over the next month.

The year-end is closed once the contributions, earnings, pensionable hours and pension adjustments (which can be calculated using the PA calculator on [SHEPPWeb](#)) for each member in the previous year are reconciled, and each employer verifies that the data for the year is true and complete.

One of the components of the ADV process is your independent review of your employees' pensionable hours and pensionable earnings that have been reported to SHEPP throughout the year. SHEPP captures all payroll information directly from 3sHealth for 3sHealth payroll subscribers, and through the MDR/ADV tool for non-3sHealth payroll subscribers. If all pay is coded and reported in the appropriate pay period, all members enrolled according to Plan rules, and all pension deductions commenced on time, your employees will receive the pension benefit to which they are entitled with no further effort required on your part. However, pay is not always coded and reported in the applicable pay period, members are not always enrolled in the Plan on time and pension deductions sometimes commence later than required.

Changes to SHEPPWeb for Employers This Fall

There are some big changes coming to SHEPP in 2016 as we look to modernise our processes to better serve both members and employers.

For 3sHealth subscribers, many pension administration processes will become automated through the payroll system.

Non-3sHealth subscribers will continue to administer benefits online through a redeveloped employer portal on [SHEPPWeb](#).

In all of these cases, it is imperative that you report adjustments to SHEPP so that your employees' pension data is accurate and therefore the benefit paid is what they are entitled to receive.

Common errors SHEPP encounters are:

- WCB retro pay all reported in the month the claim was approved;
- Pension deductions not commencing upon enrolment;
- Members' contributions not commencing after a period of approved disability; and
- Members being incorrectly 'exempted' from participation in the Plan resulting in prior year arrears.

When these situations occur, the proper pensionable earnings and hours must be reported to SHEPP on a *Current/Prior Year Arrears Notice* or a *Payroll Contribution Adjustment Notice* so that we may manually adjust what has been reported through payroll.

You can view the 2015 payroll data that has been posted to SHEPP's system for all employees in the *Monthly Payroll Data Posted* report available under the Reports menu on [SHEPPWeb](#). For your convenience SHEPP will also provide a copy of this report with your Annual Data Verification letter. All adjustments must be reported to SHEPP by February 29, 2016 in order to be accurately reported on members' Annual Pension Statements.

All employers will have access to exciting new features including a Secure Mailbox for the communication of pension information between employers and SHEPP, and tools to generate reports and pre-populated forms.

In the coming months SHEPP will provide participating employers with training and more information regarding the requirements of the new system.

Introducing...

James Munro, Manager of Data Services

With a Masters in Business Administration and a degree in Computer Science, James comes to SHEPP with 16 years of experience in the IT field, including nearly nine years working with 3sHealth in data-centred roles. James also holds certificates in Business Administration and Organisational Leadership, and is looking forward to using his experience and education to help serve members and employers.

James is taking over the role from Penny Kirkpatrick who retired from SHEPP in December after nine years of service.

Aram Kevorkian, Employer Services Officer

SHEPP recently created a second Employer Services Officer (ESO) position to better serve employers. Aram Kevorkian, who has been performing some of the ESO duties over the past year, was permanently appointed to this new position effective January 1. Aram has a Masters in Business Administration and has been employed with SHEPP since May, 2014 as a Data Technician.

How-To Videos Now Online

SHEPP has produced a number of video tutorials to help members better understand how to use [SHEPPWeb](#) and to explain important aspects of the Plan.

To view these videos, visit www.shepp.ca, and look in the Resources section.

