



# SHEPPNews

SPRING 2018

## PARTICIPATING EMPLOYER NEWSLETTER

### A Closer Look at Two of SHEPP's Policies

Whether you're new to your role or need a bit of a policy refresher, we are highlighting two of SHEPP's Pension Administration Policies – the *Service Policy* and the *Earnings Policy*.

The purpose of these policies is to ensure all participating SHEPP employers are following the terms of the Plan text accurately and consistently. At the same time, it also ensures Plan members are accruing service appropriately, as well as having their earnings captured accurately. You can access these policies under 'Publications' at [SHEPPWeb for Employers](#).



#### Service Policy

At SHEPP, credited service is one of the factors used to determine a member's pension. The *Service Policy* lays out the rules and guidelines for determining a member's credited service under the terms of the Plan.

If you're unclear as to what is considered service, refer to SHEPP's *Service Policy*. It provides the definition of service, as well as specific guidelines regarding the accrual of credited service for the purpose of calculating a member's pension benefit.

#### Earnings Policy

SHEPP's *Earning Policy* lays out the rules and guidelines for ensuring pensionable earnings are accurately recorded. Keep in mind that any earnings that are "pensionable" are then used to determine the member's required contributions to the Plan. That's why it's important that *only* employee pay which meets the definition of earnings be used in this calculation. (For the most common pensionable earnings, read the article on page 2.)

From time to time, you may run into a new situation related to pensionable earnings. Be sure to consult the *Earnings Policy* first. It's a helpful document providing you with specific details on which earnings are pensionable and when, including those resulting from overtime, statutory holidays, vacation, sick leave, retroactive pay and disability leave.

Still have questions? Feel free to contact your Employer Services Officer today.

### IMPORTANT DATES FOR EMPLOYERS IN 2018

Previous month's contribution remittance deadline	15 <sup>th</sup> of each month
Previous month's payroll entry deadline (Non-3sHealth)	22 <sup>nd</sup> of each month
2017 Annual Data Verification (ADV) corrections and prior year adjustments (e.g., contributions while on disability and FTE>1)	April 30 <sup>th</sup>

### Submitting Forms?



Submit online with  
**SHEPPWeb**

Web Services forms are:  
**Automatically archived**  
**Easily retrievable**  
**Convenient to use**



## Confused About Pensionable Earnings?

While the lead article is a valuable reminder *why* it's important to follow SHEPP's policies around a member's service and earnings, it doesn't really address which earnings are pensionable versus non-pensionable. Yet, this is an important aspect of the *Earnings Policy* to highlight.

First of all, pensionable earnings refers to a member's basic salary or wage, but does not include overtime or premium pay. As noted on page one, the reason this is important is because any earnings that are "pensionable" are then used to determine the member's required contributions to the Plan.

For those of you who are part of 3sHealth payroll, this process is fairly simple since the payroll codes have already been programmed according to SHEPP's rules.

If you're not part of the 3sHealth payroll, this is definitely an area where you'll want to make sure the payroll codes are accurately entered for each SHEPP member.

If you still have questions about earnings, refer to the *Earnings Policy*. Its available on **SHEPPWeb for Employers**, which can be found by going to the 'Publications' tab and then 'Administrative Policies'. If you're still unsure, email or call or your Employer Services Officer for assistance.



### BOOK A PENSION INFORMATION SESSION TODAY

SHEPP is committed to providing our 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:

Marilyn Leier  
Administrative Officer  
Email: [mleier@shepp.ca](mailto:mleier@shepp.ca)  
Phone: 306.751.8564



Each year, SHEPP asks all employers to participate in the Annual Data Verification (ADV) process and 2017 was no different. Despite a busy year for many, each and everyone of you took the time to participate and for that, we are grateful for your cooperation. Because of your continued vigilance in this area, SHEPP continues to see year-over-year improvements in variances.

### ARE YOUR SHEPPWeb EMPLOYER ACCOUNTS CURRENT?

With warmer weather on the way, we have a spring cleaning task for all SHEPP employers. In late April, SHEPP will be sending a letter reminding you to make sure all of your **SHEPPWeb** user accounts are up-to-date and reflect current staff.

To make any changes to your user accounts, complete the **SHEPPWeb Employer Access Agreement** and submit electronically.

## Annual Pension Statements Have Been Mailed



SHEPP provides all active Plan members with an Annual Pension Statement. This statement summarises the benefit entitlements earned as of December 31 of the preceding year. It also includes the beneficiary name(s) on record, as well as pension projections at milestone dates. Please encourage members to contact SHEPP if any of the information on their statement is incorrect.