



# SHEPPNews

WINTER 2018

## PARTICIPATING EMPLOYER NEWSLETTER

### New Year Checklist

A list of SHEPP-related tasks that must be completed early in 2018

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

The annual measurement results will soon be available to employers. Please ensure membership is offered to casual and temporary employees who have met the eligibility requirements. Please keep in mind that enrolment processes have changed, including a new *Plan Summary* brochure that will replace the need to distribute Plan Booklets to eligible and new members. For eligibility rules and procedures, please view the *Employer Administration Manual* 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 2017. The deadline for calculating PAs is February 28, 2018, when members T4 slips are due. Access SHEPP's PA Calculator under the Tools menu in [SHEPPWeb](#). The 2017 SHEPP PA Guide provides detailed instructions on calculating PAs and can be found on the Employer Guides page under the Resources menu in [SHEPPWeb](#). Once calculated, enter PAs on your 2017 Annual Data Verification (ADV).

3. Review Payroll Data.

The ADV displays members' payroll information that will be used to produce annual statements and calculate members' benefits. Please review the Monthly Payroll Data Posted Report and notify SHEPP of any discrepancies by February 28, 2018. The 2017 ADV will be available to all employers by February 15, 2018.

### ORDER YOUR PLAN SUMMARY BROCHURES TODAY

Participating employers are required to provide a *Plan Summary* brochure to every SHEPP-eligible employee at the annual measurement and to each new employee upon enrolment in the Plan. The Plan Summary brochure provides an overview of the pension plan provisions including membership eligibility rules, contribution rates, the benefit formula, retirement milestones and more.

The *Plan Summary* brochure is intended to replace the Plan Booklet in fulfilling the employer's obligation to provide a summary of the Plan to employees upon eligibility and enrolment.

This tri-fold brochure, which neatly fits in a letter-sized envelope, also helps reduce printing and mailing costs for both employers and SHEPP.

To order your *Plan Summary* brochures please contact SHEPP by email at [sheppinfo@shepp.ca](mailto:sheppinfo@shepp.ca), indicating your mailing address and the quantity you require.



### Important Figures and Dates for Employers in 2018

#### Important SHEPP Figures

YMPE	\$55,900
Max. Contribution Limit	\$16,093.74
Max. Pensionable Earnings	\$163,992.00
Member Contribution Rates	8.1% up to YMPE 10.7% above YMPE
Employer Contribution Rates	112% of member contributions

#### Important SHEPP Dates

Previous month's contribution remittance deadline (3sHealth)	15th of each month
Previous month's payroll entry deadline (Non-3sHealth)	22nd of each month
PA calculation deadline	Feb. 28th
PA report deadline (Non 3sHealth; done through ADV tool)	Feb. 28th



**SHEPP**  
SASKATCHEWAN HEALTHCARE  
EMPLOYEES' PENSION PLAN

201 - 4581 PARLIAMENT AVE, REGINA, SK S4W 0G3  
TEL 306.751.8300 | TOLL FREE 1.866.394.4440 | FAX 306.751.8301  
[SHEPPINFO@SHEPP.CA](mailto:SHEPPINFO@SHEPP.CA) | [WWW.SHEPP.CA](http://WWW.SHEPP.CA)

people. pensions. results.

## Thanks for helping us reach almost 1,000 members in person last year!

### Book a Pension Information Session for your Employees in 2018

At SHEPP, we communicate with our members in a number of different ways — one of the most valuable being in person. Thanks to our participating employers and unions, we were able to communicate face-to-face with almost 1,000 SHEPP members through Pension Information Sessions in 2017.

During a Pension Information Session, an overview of the pension plan is provided which covers the following topics:

- general information about SHEPP;
- required contributions and eligible earnings;
- the significance of credited service and buyback options;
- life/career events which may impact pension and options;
- the retirement process including milestones and forms of pension; and
- tools and resources to help plan for retirement.

Most importantly, participants have an opportunity to ask questions of a knowledgeable SHEPP representative.

A typical member presentation is approximately one and a half to two hours in duration, depending on how many questions are asked by participants.

To schedule a presentation for your employees, contact Marilyn Leier, Administrative Officer by email at [mleier@shepp.ca](mailto:mleier@shepp.ca).



## Answers to Questions We've Received From You Regarding FTE > 1

As part of SHEPP's regular Plan member audits, employees exceeding a single FTE are identified at year-end. Employers who subscribe to 3sHealth payroll are provided a preliminary audit following week 50 of payroll processing. All employers will receive a final FTE > 1 audit after December payroll has been received. For non-3sHealth employers, you can expect this audit in early February. Following are some common questions and answers regarding FTE > 1.

**Some of my organisation's employees exceeded the FTE threshold (annual hours + 40) at week 50 of payroll processing and were refunded excess contributions through week 51/52 of payroll processing. What information do I need to provide to SHEPP?**

Please let Katherine know how many payroll hours were refunded through December payroll so they can be manually

adjusted. iHRIS allows you to adjust earnings and contributions, but not hours.

**Some of my organisation's employees exceeded annual hours, but not the FTE threshold (annual hours + 40), at week 50 of payroll processing and I set a pension waiver in iHRIS. Do I need to provide anything to SHEPP?**

Please let Katherine know how many payroll hours were pension exempted in week 51/52 of payroll processing so they can be manually adjusted.

**Following week 52 of payroll processing, some of my organisation's employees exceeded the FTE threshold (annual hours + 40). How do I correctly report FTE > 1 credits that will be processed in 2018?**

These credits belong to 2017 and must be taken outside payroll using the Adjustment Details section of your next *Monthly Contribution Report*. Please

use the comments section to note that the credit is for 2017 FTE > 1.

**The week 52 FTE > 1 audit provided by SHEPP lists employees that were also on the week 50 audit. I have submitted a list of refunded and/or pension exempted hours to Katherine already. Is further action required?**

Audit data comes from iHRIS and captures earnings and contributions adjusted in weeks 51/52, but not hours. If additional action is required after Katherine adjusts hours, you will be notified.

**What do I need to submit to SHEPP if an employee exceeds a single FTE in 2017 because 40+ hours belong to a prior year?**

Please submit a *Payroll Contribution Adjustment* notice via [SHEPPWeb](http://SHEPPWeb).

If you have questions regarding FTE > 1, contact Katherine by phone at 306.751.8318 or email [kkrause@shepp.ca](mailto:kkrause@shepp.ca).

