



SHEPP

SASKATCHEWAN HEALTHCARE
EMPLOYEES' PENSION PLAN

Participating Employer Newsletter



January 2015

New Year Checklist

SHEPP related jobs that are required to be completed by employers early in 2015:

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 2014. The deadline for calculating PAs is February 28, 2015, when members T4 slips are due. The *2014 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 2014 Annual Data Verification (ADV) available by February 15, 2015.

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 28, 2015. The 2014 ADV will be available to all employers by February 15, 2015.

2015 Important Dates and Figures

SHEPP Figures		
Year's Maximum Pensionable Earnings (YMPE)	\$53,600.00	
Maximum Contribution Limit	\$15,408.02	
Maximum Pensionable Earnings	\$157,024.50	
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 28	Deadline for calculating PAs.
February 28	Deadline non-3sHealth payroll subscribers must report PAs through ADV tool.

2015 Member Plan Booklet now available

The updated 2015 Member Plan Booklet is now available in print and electronic versions.

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

The "New Member Homework" checklist on the inside cover will remind employees who have just enrolled in the Plan to designate their beneficiaries and consider portability and prior service purchase options.

This year the booklet has been organised much like [www.shepp.ca](#), with the following sections:

- About SHEPP;
- Joining the Plan;
- Building your pension;
- Getting ready to retire;
- Planning for life events; and
- Resources.

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



Annual Data Verification of Payroll Data

The Annual Data Verification (ADV) process is used to bring the 2014 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 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 is 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. In all of the 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 inaccurately 'exempted' from participation in the Plan resulting in prior year arrears.

When these situations occur, the proper pensionable earnings and hours must 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 2014 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, 2015 in order to be accurately reported on Members' Annual Statements.

SHEPPWeb Menu has Changed

SHEPPWeb was recently reorganised to better categorise the documents posted for employers. The Admin Manual menu has been renamed **Pension Admin** and a number of the documents previously found under publications have been moved to this menu. It has been organised as follows:

- Manuals & Guides
 - Employer Admin Manual
 - Management Console Manual
 - Pension Adjustment Guide (*moved from "Publications"*)
 - Quick Reference Guide – Pensionable Earnings
 - SHEPPWeb Login Troubleshooting Guide
- Pension Administration Policies
 - Earnings Policy
- Board Policies
 - Employer Withdrawal Policy
 - Privacy Policy
- Employer Directives (*moved from "Publications"*)
 - Maximum Pensionable Earnings
 - Pay At Risk
 - SUN Contract
 - Pensionable Earnings >1
 - Notice of Termination
 - Strike
 - Contribution Arrears

Book a Pension Information Session in 2015



SHEPP is committed to providing Plan members with information regarding their pension benefit needed to plan for retirement.

Every spring and fall we travel throughout the province making presentations to Plan members at employer sponsored seminars and union conferences. These information sessions provide a general overview of the Plan and more specific information regarding their pension benefit.

Participants have told us they find the information very useful and would

recommend the presentation to other Plan members.

If you are interested in scheduling a presentation for your employees in 2015 please contact:

Brittany Anderson
E-Mail: banderson@shepp.ca
Phone: 306.751.8562

If you don't believe you have enough participants to warrant a session in your workplace, consider participating via Telehealth. A calendar of scheduled presentations (including those that will be broadcast via Telehealth) can be found at www.shepp.ca.

