



SHEPP

SASKATCHEWAN HEALTHCARE
EMPLOYEES' PENSION PLAN

Participating Employer Newsletter



October 2015

Using the *Payroll Contributions Adjustment Notice* for Worker's Compensation Board (WCB) Top-Up Earnings

WCB claims are often approved on a retroactive basis. When this occurs, the top-up earnings, contributions and hours are all reported in the current month, rather than the previous month or year to which they relate.

This error can impact the member's earnings and service record and may result in an incorrect pension calculation. Leaving WCB top-up earnings in the wrong month will cause that month's earnings and hours to be overstated, while the month that they should be in will be understated.

In order to remedy this, SHEPP has developed the *Payroll Contribution Adjustment Notice*, which is available on SHEPPWeb under Forms. The purpose of this notice is to report non-arrears adjustments related to members, the most common example of which is WCB top-up earnings.

What steps should be taken to report WCB top-up earnings?

1. Open the *Payroll Contribution Adjustment Notice* found under Forms on SHEPPWeb.
2. Specify the Adjustment Period using the period in which the WCB top-up earnings should be allocated.
3. For each month of that period, identify the hours, earnings and contributions that reflect the correct post-adjustment amounts.
4. Once complete, submit the form to SHEPP.

Reporting Current Year Contribution Arrears vs. Prior Year Contribution Arrears

What's the difference?

Current year contributions arrears must be calculated by the employer based upon the member's actual pensionable earnings and the member contribution rates in effect during the arrears period. The full current year contribution arrears must be collected and remitted to SHEPP through **regular current year payroll**, prior to the end of the current payroll year in which the arrears arise. An accompanying **Current Year(s) Contribution Notice** should be submitted to SHEPP so that members' earnings and service can be allocated to the appropriate prior months.

On the other hand, when a Plan member falls into *prior* year arrears, the employer must notify SHEPP by completing a **Prior Year(s) Contribution Arrears Notice**.

SHEPP will calculate the contribution arrears due to the Plan and notify the employer. The arrears must be collected and remitted outside current year payroll processing as there are special tax reporting and accounting procedures for prior year arrears.

New How-To Videos Coming Soon

SHEPP is developing a series of short videos to guide active Plan members through the online tools available on SHEPPWeb.



These videos will provide members with a virtual tour of SHEPPWeb and will not only take them through the login process, but will show how to update personal information, perform a pension estimate, and use the service purchase calculator.

Watch for the new videos coming soon to www.shepp.ca.

Important Deadlines

Contributions Due the 15th

Contributions are always due by the 15th of the following month. For example, October's contributions must be remitted by November 15.



Non-3sHealth Payroll Entry Due the 22nd

All non-3sHealth payroll should be entered by the 22nd of the following month. For example, October's payroll must be entered by November 22.



Another Successful Year of Pension Information Sessions

25 Presentations in 11 Locations Throughout 10 Health Regions in 2015

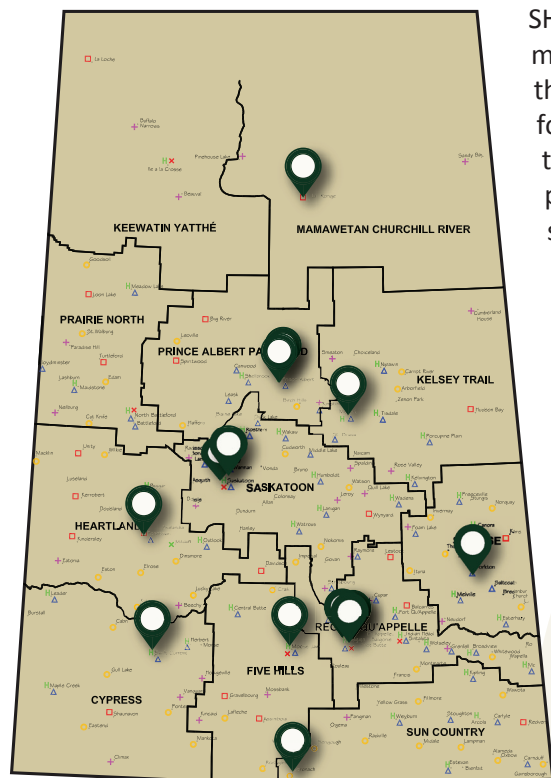


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SHEPP is committed to providing Plan members with the information regarding their pension benefit needed to plan for retirement. Every spring and fall we travel throughout the province making presentations to Plan members at employer sponsored seminars and union conferences. These information sessions provide a general overview of Plan design, funded status, and contribution rates, as well as a detailed look at the Plan benefits. Members are provided with information regarding:

- normal retirement and early retirement eligibility
- the pension formula and how to calculate a pension benefit
- normal and optional forms of pension; and
- termination options and other pre-retirement benefits.

SHEPP would like to thank participating employers who scheduled a Pension Information Session for their employees in 2015. A total of 25 presentations were made in 11 different locations throughout 10 health regions.

These presentations have been well reviewed—over 99% of members who attended these sessions said they would recommend it to a co-worker.

Book a Pension Information Session

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

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

Answers to questions we've recently received from employers

You asked...

What is the benefit of using an electronic funds transfer to remit contributions?

Participating employers are required to remit member and employer contributions to SHEPP once a month. Many participating employers continue to remit contributions by cheque. Because of the frequency of these transactions, SHEPP encourages all employers to take advantage of the ease and convenience of electronic funds transfer (EFT).

Roughly 60% of SHEPP employers are already using EFT. This simple method of submitting your contributions is now available at all banks and credit unions. It eliminates cheque handling and the delays frequently encountered when submitting payments by mail. Because it's done online, much of the information needed to complete the transaction can be self-populated, which saves you time.

Why should I submit *Monthly Contribution Reports* online instead of manually?

Monthly Contribution Reports are submitted once a month along with member and employer contributions. While these reports have typically been completed manually in the past, there are many benefits to completing them online. The process is simpler, with many sections on the form auto-filled for you. All it takes is a few clicks, and the report is saved and submitted to SHEPP.



Completing it online also provides you with access to previous months' reporting. Monthly, quarterly and yearly reports detailing employer contributions and adjustments are all available.

Have more questions?

Please contact:

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