



# SHEPPNews

SPRING 2016

PARTICIPATING EMPLOYER NEWSLETTER

## Informing Members About Leave of Absence (LOA) Purchasing Options

When a SHEPP member goes on an unpaid LOA that lasts longer than one month, they will not receive credited service from the Plan because they will not make any contributions. Because of this break in credited service, the member would not be increasing their pension benefit and their early unreduced retirement (Rule of 80) date would move further into the future.

However, members have the option of purchasing their LOA on a current service basis to make sure their pension amount continues to grow and their Rule of 80 date remains unchanged. To purchase current service, members remit both their share and their employer's share of required contributions to SHEPP through pre-authorized debit payments payable each month during their LOA. This way, credited service continues to accrue as if the member was at work.

It is important that employers remember to inform members going on an LOA of their option to purchase service. Once an employer approves a member's unpaid leave of absence, they must provide the member with a copy of the *Purchasing a Leave of Absence on a Current Service Basis* Information Sheet, along with a copy of the *Leave of Absence Purchase Member Notification* form with sections 1 and 2 completed, both of which are available on [SHEPPWeb](#). This process is detailed on pages 34-37 of the *Employer Administration Manual*.

## ANNUAL PENSION STATEMENTS HAVE BEEN SENT

Each year, SHEPP provides all active Plan members with an Annual Pension Statement. This statement summarises the benefit entitlements earned by the member up to December 31 of the preceding year. It also includes the primary beneficiary name(s) on record, as well as pension projections at milestone dates. Members will find a guide to understanding the information on the back of the statement and in the Mid-Career Members section at [www.shepp.ca](#).



## THANKS FOR MAKING ADV RUN SMOOTHLY

The 2015 Annual Data Verification (ADV) process is complete, and once again SHEPP saw a significant decrease in unresolved variances. We've seen continuous improvement in this area over the last numbers of years as employers continue to proactively address the errors that typically occur while processing payroll for over 36,000 members. Again, we've had one of our best years ever, and we owe it all to your diligence. Thank you!



## 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  
Email: [astuckel@shepp.ca](mailto:astuckel@shepp.ca)

## Learn to use SHEPPWeb

Watch our video tutorials at [www.shepp.ca](#)



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**SHEPP**  
SASKATCHEWAN HEALTHCARE  
EMPLOYEES' PENSION PLAN

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people. pensions. results.

## Employer Administration Workshops Coming Soon!

Watch for an invite in your inbox

As our modernisation project draws closer to launch, SHEPP is planning workshops throughout the province that will highlight what's in store for employers as we upgrade our pension administration system and switch to a new and improved SHEPPWeb.

For 3sHealth subscribers, these presentations will show you the significant changes to the termination, enrolment and leave of absence processes that will soon be automated through the payroll system.

Non-3sHealth subscribers will continue to administer benefits through SHEPPWeb. The workshops will walk you through the changes to the SHEPPWeb layout.

We'll also show you a number of new features available to all employers, including a new Secure Mailbox, new and updated reporting tools and pre-populated forms.

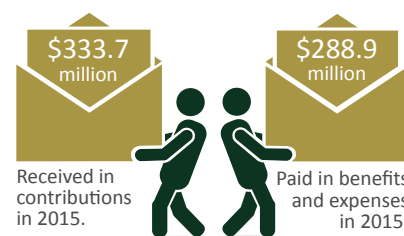
Not only will these upgrades help us better serve our members, but they will make our communications with employers much more efficient.

In the coming weeks, you will receive an email from SHEPP inviting you to attend an Employer Administration Workshop in your area. We hope that these presentations will help make the transition to the new system easier for you going forward. See you there!



- Active Members (36,956)
- Retired Members (15,760)
- Deferred Members (1,804)

\*As of March 31, 2016



## Answers to Questions We've Received From You

You asked...

Is there more than one type of "return-to-work" program? Are they all considered non-pensionable earnings?

There are two main types of "return-to-work" programs: a 3sHealth Disability program and an employer-sponsored program.

Under a 3sHealth Disability return-to-work program, the member remains on unpaid leave while still approved for 3sHealth Disability benefits. They continue to accrue credited service and receive "deemed earnings" from SHEPP, even though no contributions are made by the employee or employer until their Disability benefit is terminated.

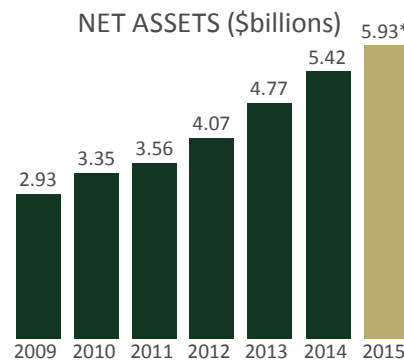
Under an employer-sponsored return-to-work program, the unpaid leave has ended and the member has returned to active payroll status. If they meet SHEPP eligibility requirements, their earnings would be considered pensionable and contributions would be made by the member and employer.

What's the difference between Current Year Arrears, Prior Year Arrears and Payroll Adjustments?

Current Year Arrears are contributions due based on pensionable earnings paid to the member in the current year. Employers should report them using a *Current Year Contribution Arrears Notice*, and remit contributions within the current payroll system.

Prior Year Arrears are contributions that are due based on pensionable earnings paid to the member in a prior payroll year. These should be reported using a *Prior Year Contribution Arrears Notice*. Employee and employer contributions are made outside the current payroll year and include any interest to be paid.

Payroll Adjustments are all other forms of adjustment, and should be reported on the Payroll Contribution Adjustment Notice. These occur frequently in WCB payments moved from the current year to a past year, contributions while on approved disability and ADV year-end adjustments.



\*Unaudited preliminary financial results

