



# SHEPPNews

WINTER 2017

## PARTICIPATING EMPLOYER NEWSLETTER

### New Year Checklist

A list of SHEPP-related tasks that must be completed early in 2017

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 new members. For eligibility rules and processes, 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 2016. The deadline for calculating PAs is February 28, 2017, when members T4 slips are due. The 2016 SHEPP PA Guide provides detailed instructions on calculating PAs and can be found on the Employer Guides page under the Resources section in [SHEPPWeb](#). Once calculated, enter PAs on your 2016 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 and notify SHEPP of any discrepancies by February 28, 2017. The 2016 ADV will be available to all employers by February 15, 2017.

### Important Figures and Dates For Employers in 2017

#### Important SHEPP Figures

YMPE	\$55,300
Max. Contribution Limit	\$15,929.58
Max. Pensionable Earnings	\$162,312.00
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

### Submitting Forms?

Submit online with  
**SHEPPWeb**



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

### INTRODUCING THE PLAN SUMMARY BROCHURE

In 2017, employers will no longer be required to send a Plan Booklet to new SHEPP enrolments or to Plan-eligible casual and temporary employees.



Instead, employers will now send a paper copy of the Plan Summary Brochure—an at-a-glance look at SHEPP's pension benefit and Plan provisions. Inside is a summarised explanation of membership eligibility, contribution rates, the benefit formula, retirement eligibility and more, all in a single brochure small enough to fit into a letter-sized envelope.

Plan Booklets are also still available. To order either brochures or booklets, please contact SHEPP by email at [sheppinfo@shepp.ca](mailto:sheppinfo@shepp.ca).

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**SHEPP**  
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EMPLOYEES' PENSION PLAN

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people. pensions. results.

## Reminder About New Enrolment Procedures

As 3sHealth's annual measurement results are released, SHEPP would like to remind employers of changes that have occurred to the enrolment process to ensure the influx of new SHEPP members goes smoothly.

### Plan Summary Brochure

No longer will you need to provide new or prospective SHEPP members with a Plan Booklet. Instead, SHEPP is now providing a Plan Summary Brochure, a paper copy of which is to be given out to all permanent employees and to casual and temporary employees who meet the Plan's eligibility requirements.

### Employee Signatures

SHEPP no longer requires a signature from new permanent employees because SHEPP considers the employees acceptance of a position to be acceptance of mandatory enrolment in the Plan. However, signatures are still required from casual or temporary employees who have met SHEPP's eligibility rules and have an option to join the Plan or not. See the *Employer Administration Manual* on [SHEPPWeb](#) for more information.

### Automation for 3sHealth Payroll Subscribers

In 2016, SHEPP updated its pension administration system to improve services to both employers and members. As a result, certain processes were automated for 3sHealth payroll subscribers, including enrolments. No longer do 3sHealth-subscribed employers need to enrol members online. For permanent employees, simply send a confirmation of enrolment letter and a Plan Summary Brochure to the new member, and enrol them in iHRIS. SHEPP will receive the enrolment through our nightly data feed and handle all communications with the member from there.

For casual or temporary employees, first provide the Plan-eligible employee with two copies of SHEPP's offer letter, an *Election* form (both of which should be obtained from iHRIS) and a paper copy of the Plan Summary Brochure. If the member chooses to join SHEPP, have them complete the *Election* form, return one copy to you and make the necessary updates in iHRIS. Again, SHEPP will receive the enrolment through our nightly data feed and handle all communications from there. See the *Employer Administration Manual* on [SHEPPWeb](#) for more information.

### Welcome Letters

Once the enrolment process is complete, SHEPP will conduct all communications with the member about their pension. This starts with a Welcome Letter that will be sent to the member within a week of enrolment. This letter includes their [SHEPPWeb](#) username and password and encourages the new member to log on to update personal information, spousal information and to designate Plan beneficiaries.

At SHEPP, we're always looking for ways to improve. We believe these process changes will improve workflow and will hopefully make your life easier. If you have any comments or suggestions on how we can better serve you please contact an Employer Services Officer.



## SHEPP MAPS OUT THE FUTURE

In late 2016, SHEPP established the 2017-2021 Strategic Plan which sets the priorities for the Plan over the next five years. Our three main strategic goals are to:

- Enhance the long-term viability of the Plan by executing innovative strategies that protect the interests of the Plan and its members;
- Strengthen the relationship with the Partner Committees by enhancing communications, striving to educate and inform while encouraging effectiveness that benefits all Plan members; and
- Maintain and enhance SHEPP's position as an industry leader by driving a culture of excellence and resilience.

With these goals as our priorities, we believe we can continue to meet our pension obligation and provide excellent service to both members and employers.

## 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:

Aaron Stuckel  
Communications Officer  
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Phone: 306.751.8346

