



SHEPP

SASKATCHEWAN HEALTHCARE
EMPLOYEES' PENSION PLAN

Participating Employer Newsletter



January 2014

New Year Checklist

SHEPP related jobs that are required to be completed by employers early in 2014:

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, start to calculate Pension Adjustments (PAs).

PAs must be calculated for every active, retired and terminated member who earned a SHEPP benefit while working for you in 2013. The deadline for calculating PAs is February 28, 2014, when members T4 slips are due. The *2013 SHEPP PA Guide* provides detailed instructions on calculating PAs and can be found on [SHEPPWeb](#) under the Publications menu.

3. If you don't subscribe to 3sHealth payroll, complete an Annual Data Verification (ADV).

The ADV is used to collect information that SHEPP requires to update its records and produce annual statements for members. Use Management Console to complete and file the return online. The deadline for submitting the return is February 28, 2014.

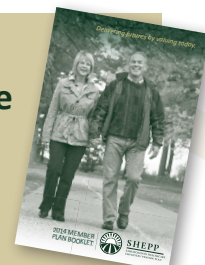
2014 Important Dates and Figures

SHEPP Figures		
Year's Maximum Pensionable Earnings (YMPE)		\$52,500.00
Maximum Contribution Limit		\$15,139.75
Maximum Pensionable Earnings		\$154,250.00
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 file their ADV.

2014 Member Plan Booklet now available

The updated 2014 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.

This handy reference outlines a variety of Plan details including information about:

- joining the Plan;
- designating a beneficiary;
- retirement benefits;
- forms of pension;
- termination and death benefits;
- portability options; and
- disability.

New to the booklet this year are two quick reference guides:

- **SHEPPWeb Guide** informs members of the many tools and resources available to them online and walks them through the login process; and
- **SHEPP Retirement Guide** provides members nearing retirement with step-by-step instructions on how to apply for and receive their SHEPP pension.

For more information, or to order print copies of the booklet please contact:

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Delivering futures by valuing today.



Book a Pension Information Session for your Employees in 2014

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:

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

Participants have told us they find the information very useful and 99% would recommend the presentation to other Plan members.

If you are interested in scheduling a presentation for your employees in 2014 please contact:

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Corporate Services Officer
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Phone: 306.751.8557

Contributions are NOT Payable for Members on SHEPP Approved Disability

Answers to questions you may be asking about disability...

With regard to disability, when are members and employers required to make contributions to SHEPP?

Members who become disabled make SHEPP contributions and earn credited service for as long as they receive pensionable earnings, such as sick pay, vacation pay or WCB net pay top-up benefits.

If they remain disabled after the earnings period, they must apply to have the period of disability approved under the Plan.

If the disability is approved, members will continue to earn credited service and be deemed to have pensionable earnings equal to their pre-disability earnings throughout the approved disability even though no contributions are payable.

What if an employee is engaged in a 3sHealth approved return to work program (integrated earnings)?

Integrated earnings paid to an active member during a period of approved disability are exempt from SHEPP contributions and no deductions should be made.

What if an employee requests and receives vacation pay from their SHEPP participating employer while on approved disability?

Vacation pay that is paid to an active member during

a period of approved disability is exempt from SHEPP contributions and no deduction should be made.

What if an employee receives retroactive earnings adjustments through a collective bargaining or other similar process?

Retroactive earnings paid to an active member during a period of approved disability are exempt from SHEPP contributions and no deductions should be made.

For more information regarding approved disability refer to the Disability section of the *Employer Administrative Manual*.

