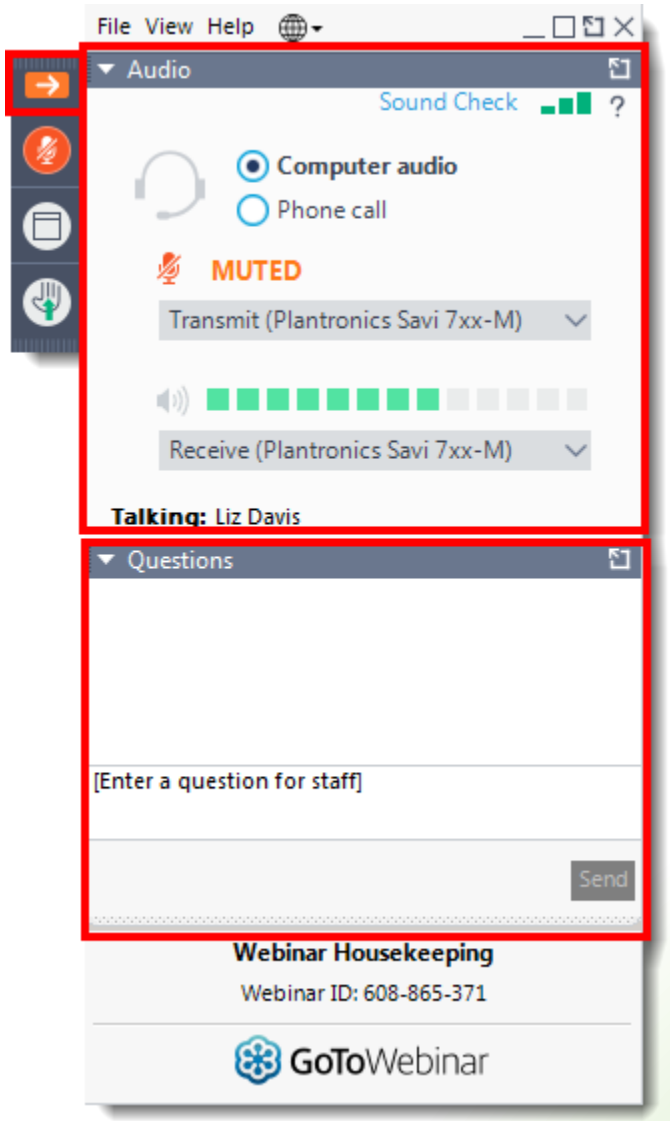
While we wait – audio instructions

1. Select the *Audio* section of the GoToWebinar control panel.
2. Select *Computer audio*
3. To submit a question or comment, type it in the Questions panel.



Land Acknowledgement

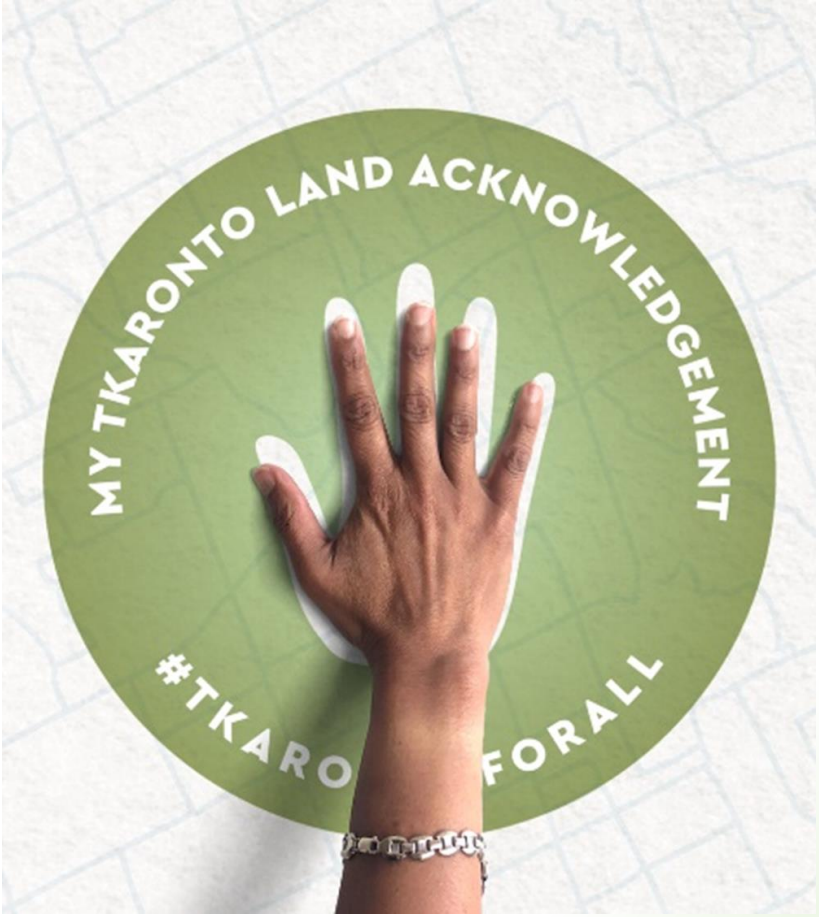
“We acknowledge that our office sits on the traditional territory of many nations, including the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples, and is now home to many diverse First Nations, Inuit, and Métis peoples. We also acknowledge that Toronto is covered by Treaty 13 with the Mississaugas of the Credit.”

Pronunciation

Anishnabeg: (ah-nish-naw-bek)

Haudenosaunee: (hoodt-en-oh-show-nee)

Métis: (may-tee)



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PENSION PLAN

Year End Updates for Payroll Based Reporting

Employer Education Session

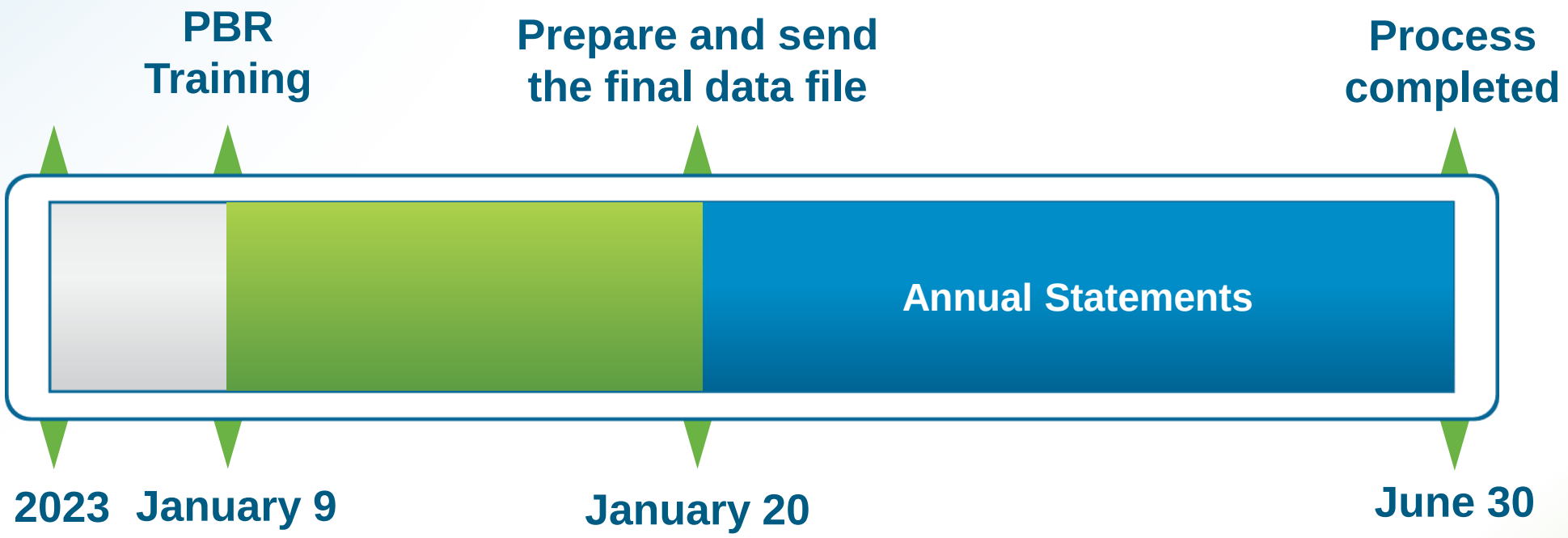
January 9, 2023

Agenda

1. Deadline for reporting 2022 data
2. Leave Status Reporting
3. Pension Adjustments
4. Contribution Reconciliation

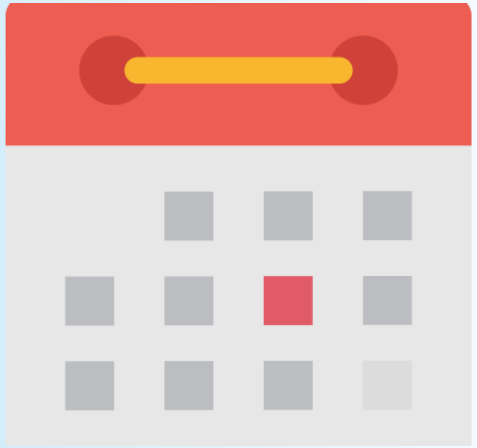
Deadline for Reporting 2022 Data

Payroll Based Reporting (PBR) Data Collection Schedule



Deadline for Reporting 2022 Data

- December 2022 payroll data must be submitted no later than January 20, 2023
- Delays in reporting your 2022 data may result in delays in the Annual Statement process



Data Collection Reminder

Payroll files must be submitted at the same time you make your remittance payments

- No later than the 20th calendar day of the following month

Leave Status Reporting

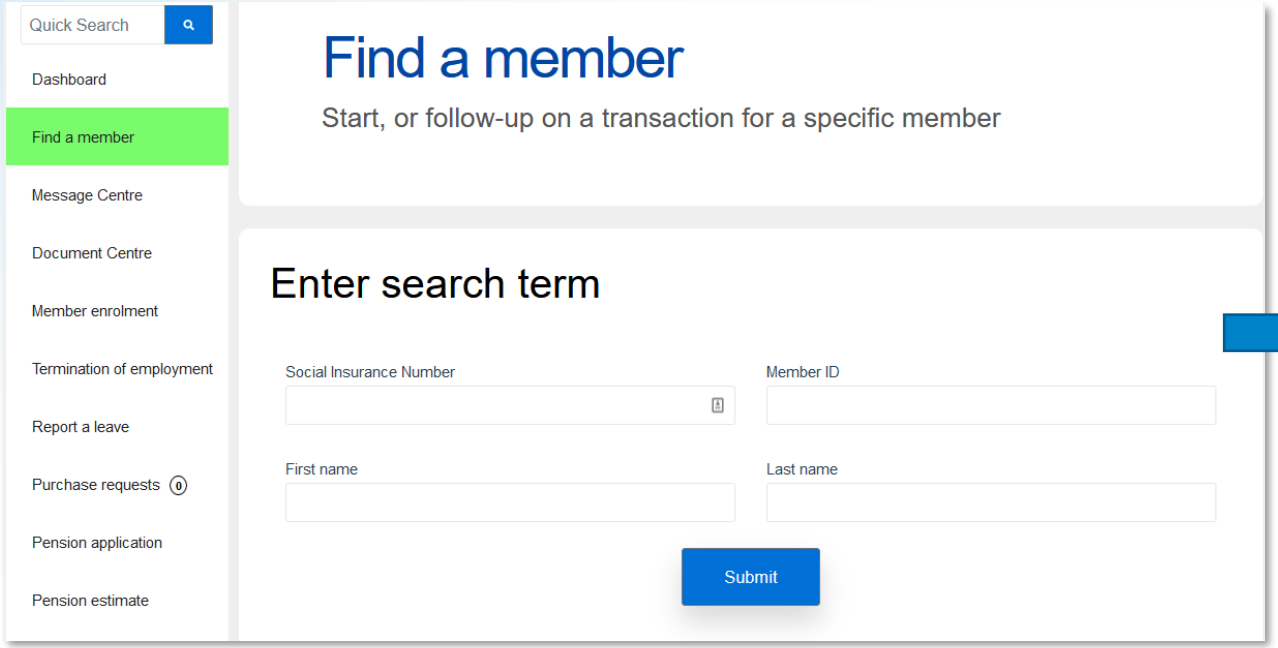
Leave Reporting

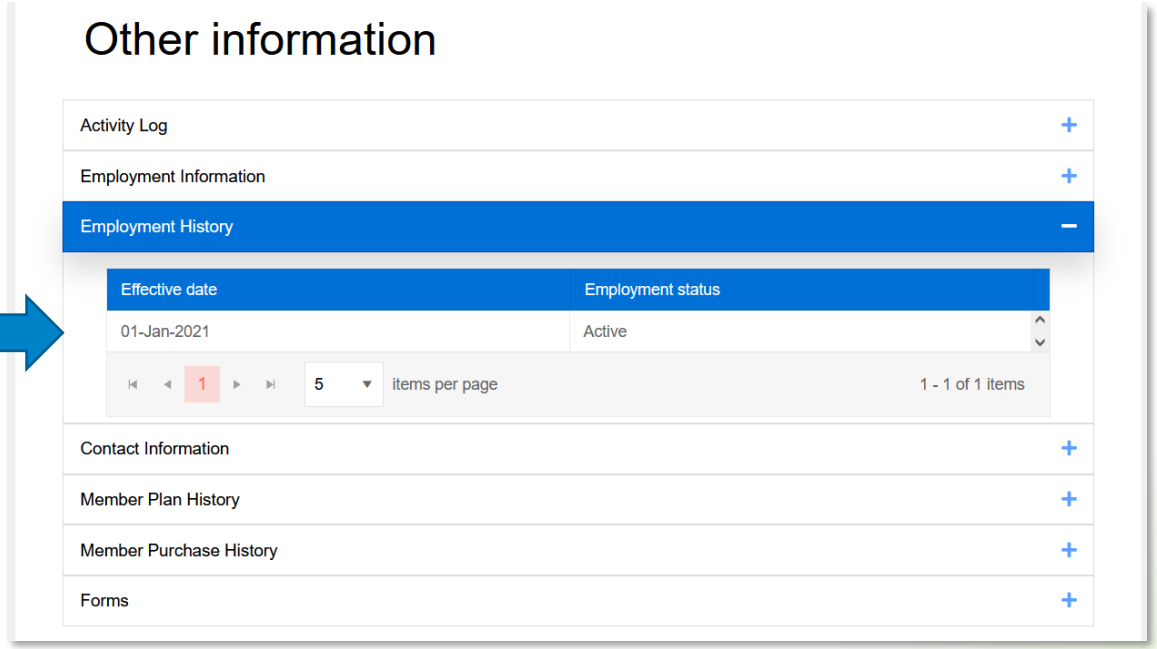
- The reporting of leave statuses have been completed through the Payroll Based Reporting (PBR) files throughout the year
- Reasons to report Leaves to CAAT:
  - Member records are up to date and align with contribution information
  - Members can utilize “Purchase your Leave” feature on member portal
  - Reporting electronically is easier than a Leave Notification form

Leave Reporting – PBR Data File

- Any leaves not reported throughout the year can be reported on your last 2022 PBR data file
- A separate PBR data file can also be submitted – Only ***DR*** and ***Parameters*** tab required
- PBR files can accept up to 4 statuses changes per member
  - Use the **ESTATUS**, **ESTATUS2**, **ESTATUS3**, and **ESTATUS4** columns
  - Report the appropriate effective dates with each status
- Contact your Employer Pension Analyst if you have additional statuses to report

Leave Reporting – Employment History





Leave Reporting – PBR Data File

ESTATUS Code to use	Leave Type
PRG	Maternity/Parental/Adoption Leave – continued contributions
PRN	Maternity/Parental/Adoption Leave – no contributions
STL	Unpaid Approved Statutory Leave – no contributions
LOA	Unpaid Leave of Absence
LAY	Layoff
GRV	Grievance
ACT	Active status, when returning from Leave

Steve

Example: Reporting Multiple Leaves

- Parental Leave (with contributions) – March 1, 2022
- Return from Leave – May 15, 2022
- Unpaid LOA– May 31, 2022
- Return from LOA – November 7, 2022

Reporting on PBR Data File:

AF	AG	AH	AI	AJ	AK	AL	AM
ESTATUS	ESTATUS_EDATE	ESTATUS2	ESTATUS_EDATE2	ESTATUS3	ESTATUS_EDATE3	ESTATUS4	ESTATUS_EDATE4
PRG	3/1/2022	ACT	5/15/2022	LOA	5/31/2022	ACT	11/7/2022

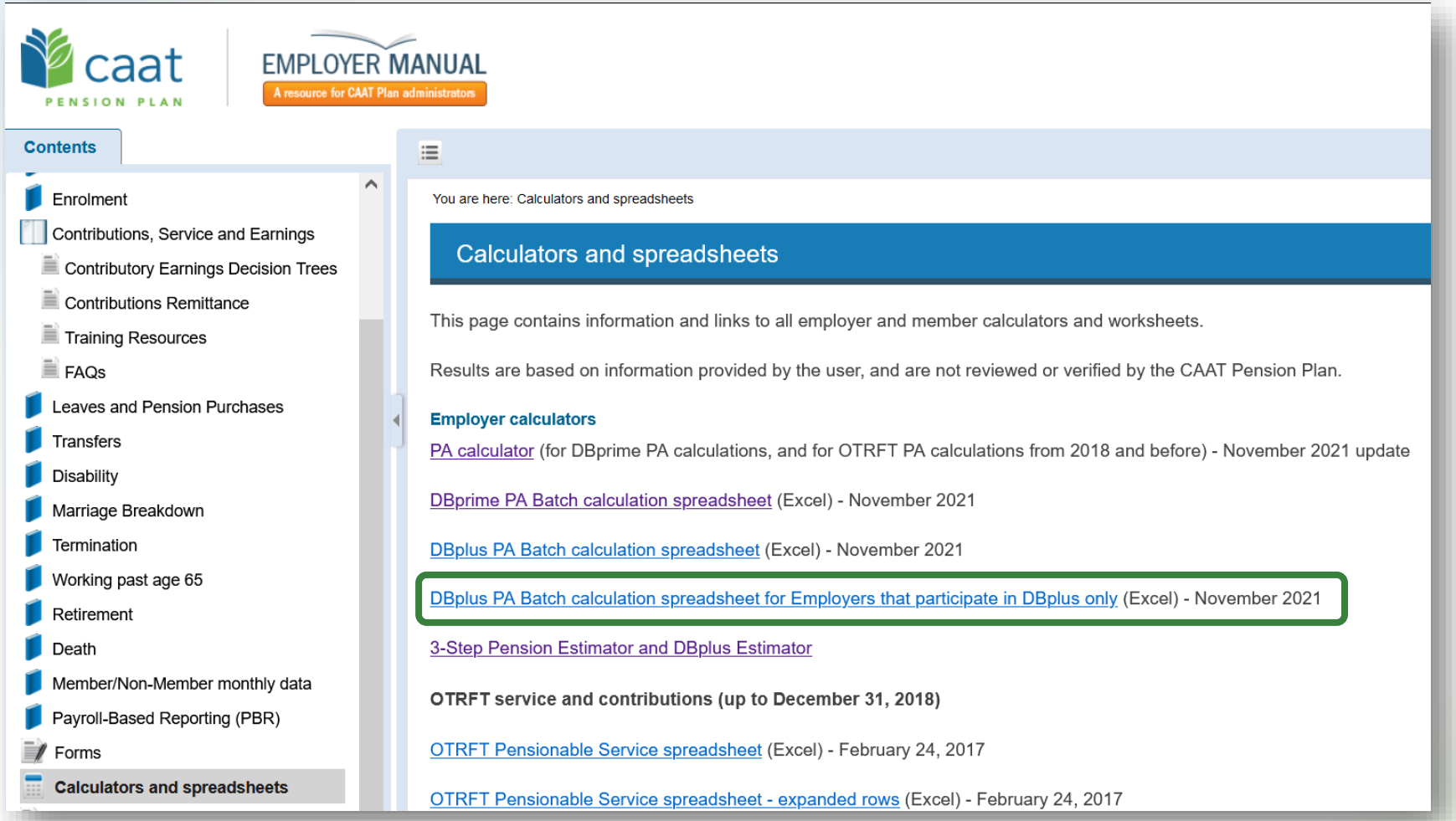
Pension Adjustment (PA)

Pension Adjustment Formula - 2022

9 x Benefit Entitlement – $600

- **Benefit Entitlement** = (Total Contributions) x 8.5%
- This formula is only applicable when calculating 2022 Pension Adjustments (PA)

Pension Adjustment Tool for Employers



DBplus Batch PA Calculation Spreadsheet

- Use this tool to calculate a batch of pension adjustments

CAAT Pension Plan

DB*plus* Batch PA Calculation for Future Accrual Only (FAO) Employers

Clear

ver: 1_2022

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Year: 2022
PA Offset:**

Annual Pension Factor: 8.5%
Maximum Contributuions (Money Purchase Limit): $30,780
Maximum PA: $30,180

*** PA Offset defaults to $600 if not entered, and should be $600 in most cases, except possibly in the first year of the employer joining DBplus if there is a previous plan. Please contact CAAT Pension Plan if you need help determining your PA Offset.*

This spreadsheet is intended to be used for calculating PAs for active members in the DBplus design. It does not take into consideration current year contributions made to a DB or DC pension plan prior to the enrolment date, in determining maximum contributions. For FAO employers in the first year of PA reporting, we use a $600 offset and this will be split and prorated between the prior plan and DBplus.

The CAAT Pension Plan will calculate PAs related to any long-term disability periods.

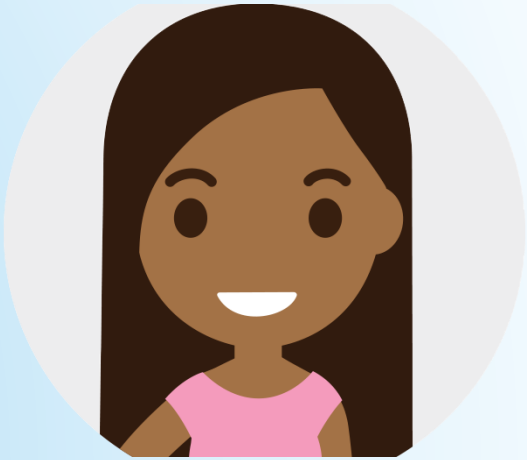
Results are based on information provided by the user, and are neither reviewed nor verified by the CAAT Pension Plan. Please check the CAAT Pension Plan website to ensure you are using the current version of this spreadsheet.

	Member SIN/ID/EE No.	Name	Member Contributions (Actual + Deemed)	Employer Contributions (Actual + Deemed)	Total Contributions	Benefit Accrual	Pension Adjustment	Warnings
1			$2,000.00	$2,000.00	$4,000.00	$340.00	**$2,460**	
2			$1,200.00	$1,200.00	$2,400.00	$204.00	**$1,236**	
3			$6,605.00	$6,603.00	$13,208.00	$1,122.68	**$9,504**	*Member and Employer contributions differ by more than $1 - may be OK if member and employer have different rates.*
4			$15,400.00	$15,400.00	$30,800.00	$2,616.30	**$22,947**	*Total contributions exceed maximum allowable. Benefit Accrual has been capped based on maximum contributions.*
5					$0.00	$0.00	**$0**	
6					$0.00	$0.00	**$0**	
7					$0.00	$0.00	**$0**	
8					$0.00	$0.00	**$0**	

Pension Adjustment – Reporting to CAAT

- Enter the Pension Adjustment (PA) information on your last 2022 PBR data file using the following columns:
  - **D2PA** – Enter the calculated PA amount in this column, rounded to the nearest dollar
  - **D2PAYEAR** – Enter “12/31/2022”

- A separate PBR file only containing a ***DR*** and ***Parameters*** to report only PA amounts is also acceptable



Jill

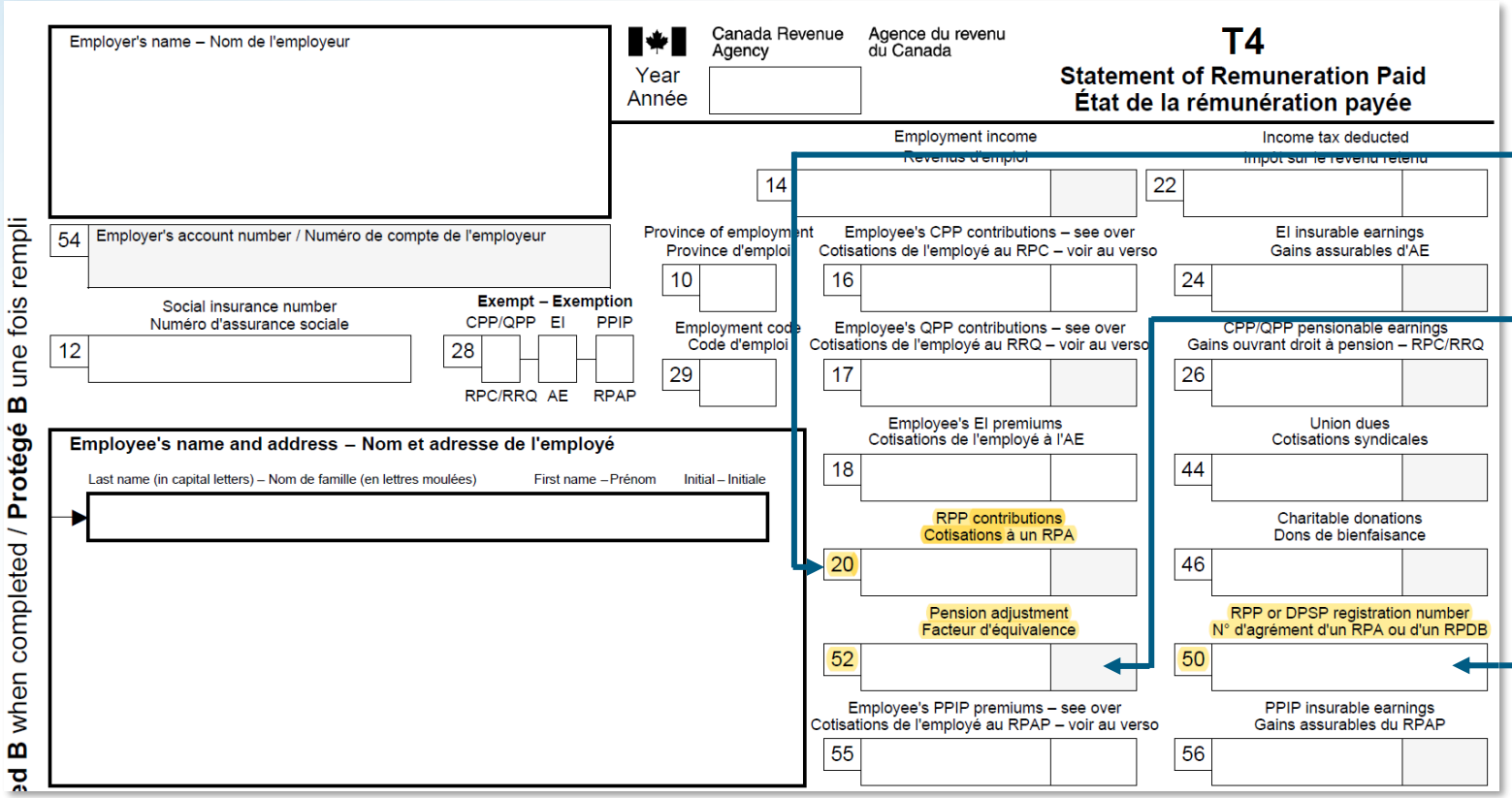
Reporting on PBR Data File:

AV	AW
D2PA	D2PAYEAR
7050	12/31/2022

Example: 2022 Pension Adjustment

- 2022 earnings = $100,000
- 5% contribution rate for both member and employer
- Total Member contributions = $5,000
- Total Employer contribution = $5,000
- Total 2022 DBplus contributions = $10,000,
- Calculated 2022 Pension Adjustment:
  - [9 x (10,000 x 0.085)] – 600 = **$7,050**

Pension Adjustment – Reporting on T4



Box 20: Total annual Member contribution

Box 52: Calculated Pension Adjustment

Box 50: 0589895 CAAT's Registration Number

Contribution Reconciliation

Contribution Reconciliation

- CAAT processes the 2022 Contribution Reconciliation in conjunction with the Annual Statements

- Employers will receive:
  - CAAT Summary of 2022 Contributions
  - Contribution Reconciliation Letter

Contribution Reconciliation

- CAAT Summary of 2022 Contributions file contains two tabs:
  - **Account Summary** – Details the monthly contributions received by CAAT
  - **Member Summary** – Details the total 2022 employee and employer contributions reported for each employee

- Contribution Reconciliation Letter
  - Will summarize any over/under contribution amounts owed

Contribution Reconciliation – Sample

- Account Summary

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Description	GL	Source Class	January	February	March	April	May	June	July	August	September	October	November	December	Total
2	Basic	ABCDE-000-XYZ-1	Member	15617.73	28162.12	20567.62	21626.06	26212.11	22671.29	21281.58	21676.88	21676.88	21676.88	21676.88	21676.88	264522.9
3	Employer Basic	ABCDE-000-XYZ-2	Employer	15617.73	28162.12	20567.62	21626.06	26212.11	22671.29	21281.58	21676.88	21676.88	21676.88	21676.88	21676.88	264522.9
4	Pregnancy	ABCDE-000-SRT-1	Member	0	0	0	0	0	0	0	0	0	0	0	0	0
5	Employer Pregnancy	ABCDE-000-SRT-2	Employer	0	0	0	0	0	0	0	0	0	0	0	0	0
6	DBplus LTD/WCB Employee	ABCDE-000-FGH-1	Member	0	0	0	0	0	0	0	0	0	0	0	0	0
7	DBplus LTD/WCB Employer	ABCDE-000-FGH-2	Employer	0	0	0	0	0	0	0	0	0	0	0	0	0
8	Total			31235.45	56324.23	41135.23	43252.11	52424.22	45342.57	42563.15	43353.75	43353.75	43353.75	43353.75	43353.75	529045.7
9																
10																
11																

Account Summary | Member Summary

- Member Summary

	A	B	C	D	E	F	G
1	MKEY	SIN	NAME	EMPLOYEE_ID	TOTAL_EE	TOTAL_ER	COMBINED_TOTAL
2	18AA01	111xxxxxx	KJBOLKAJE LKJBOIJA	AA11	2342.25	2342.25	4684.5
3	18AA02	222xxxxxx	AJGKLJALK KLAJLKJLAKJ	AA22	2624.56	2624.56	5249.12
4	18AA03	333xxxxxx	EEEJJJLS LLLLIIQ	AA33	7843.45	7843.45	15686.9
5	18AA04	444xxxxxx	BNSE JHJKWEH	AA44	7334.66	7334.66	14669.32
6	18AA05	555xxxxxx	AKLDBNJ IOJHO	AA55	2434.45	2434.45	4868.9
7	18AA06	667xxxxxx	KLAJLKJ OAGJ	AA66	3243.22	3243.22	6486.44
8	18AA07	777xxxxxx	ALKSJGE WEWEGWIE	AA77	5343	5343	10686
9	18AA08	888xxxxxx	IIIIAA AIGISI	AA88	2346.6	2346.6	4693.2
10	18AA09	999xxxxxx	GJWIEJGO JOG	AA99	6345.6	6345.6	12691.2
11	18AA10	475690533	IWOONBIW WIOI	AA110	3456.33	3456.33	6912.66

Account Summary | Member Summary

Questions?

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