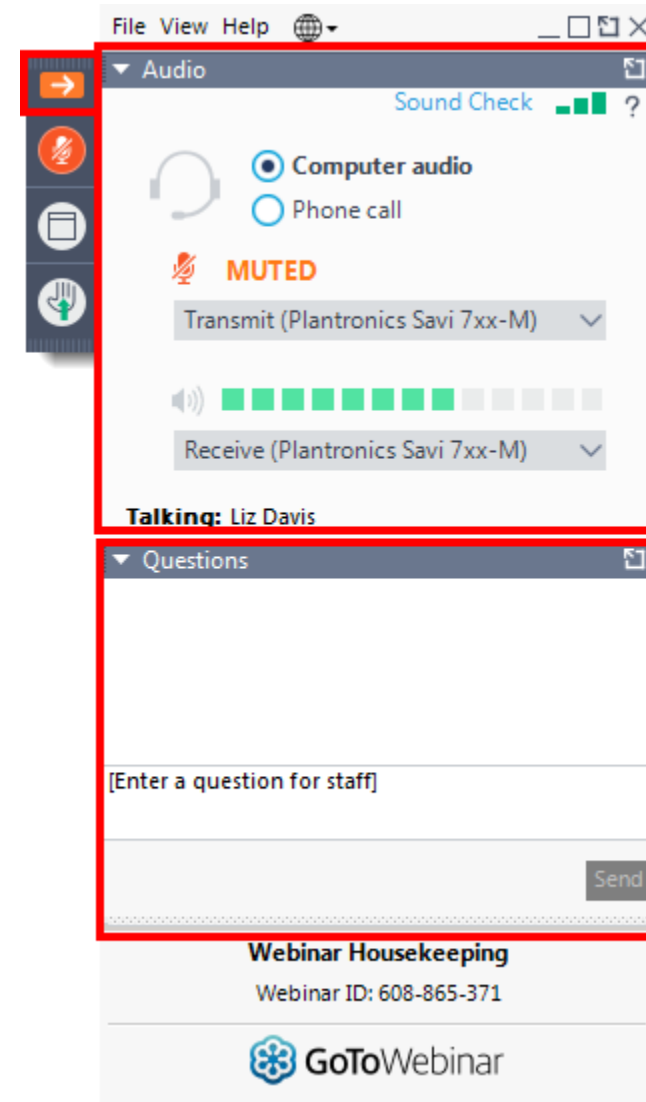


# While we wait – audio instructions

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.



# Transformative Territory Statement

“In keeping with Indigenous culture and to build respectful relationships between Indigenous and non-Indigenous peoples, we acknowledge that our office is located on the traditional unceded 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.

As settlers of this territory, we will listen, uplift and celebrate the Indigenous peoples of this land and, upon invitation to do so, support them in the pursuit of self-determination, sovereignty, and justice.

We acknowledge our settler privilege and understand the impact it has on the land and Indigenous peoples.”

## Pronunciation

Anishnabeg: (ah-nish-naw-bek)

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

Métis: (may-tee)





# Contributions, Earnings and Pension Adjustments

Employer Education Session

November 21, 2023







## Agenda

1. Contribution Remittance
2. Earnings and contributions
3. Pension Adjustments

# Contribution Remittance

# Contributions Remittance - Types

- Monthly contributions
- Pension Purchase contributions

# Contribution Remittance - Overview

- Essential responsibility of CAAT participating employers
- Accurate contribution data facilitates accurate pension calculations for members
- Remittance data identifies contribution amounts and reporting period

# Contribution Remittance - Overview

- Contributions must be received by CAAT by the 20<sup>th</sup> of each month in respect of the previous month
- Payments received after that date are subject to a late payment charge of 1.5% of the total contributions



# Contribution Remittance - Overview



A calendar for January 2024. The days of the week are listed at the top: Sun, Mon, Tue, Wed, Thu, Fri, Sat. The dates are arranged in a grid. The 19th of January is highlighted in yellow.

Jan 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**Closest previous business day applies if the 20<sup>th</sup> of the month falls on a weekend or holiday**

# Contribution Remittance - Log in

Complex Sky

Quick Search

Dashboard

Find a member

Message Centre

Document Centre

Member enrolment

Termination of employment

Report a leave

Purchase requests 0

Pension application

Pension estimate

Payroll

File summary

Reports

**Contribution remittance**

Employer Manual

Help

Welcome to your  
Pension Administration Link  
Your CAAT Pension portal

Find a member

Quick Search

Recent activity

Start time Activity

View all activity

Transactions in progress

In progress	Member name	Type of transaction
7985	SMPZTCM WAPXM	Leave Start
10601	TestA Shelly	Enrolment

- Log in to PAL
- Select **Contribution remittance** from left navigation
- A recording of our May 2023 session is available here:

[Contribution Remittances using PAL - YouTube](#)

# Importance of Contribution Remittance Summaries

- Funds can only be deposited and allocated when the Contribution Remittance Summary is submitted via PAL.
- CAAT needs to know the breakdown of the funds to aid in other finance activities. Delays in receiving Contribution Remittance Summaries affect many aspects of the business.
- Missing Remittance Summaries could lead to late fees and additional back and forth communication.
- Contribution Remittance Summaries are required with every payment made. **Please ensure the payment date and the amount of the remittance match what was sent to CIBC Mellon.**

# Contribution Remittance - Purchases

## **Purchases contributions remittance**

- Lump sum pregnancy/parental leave, statutory leave of absence, transfer-in, etc.

# Contribution Remittance

The screenshot shows a web form for 'Contribution Remittance'. It has three main input fields at the top: 'Member ID' (a text box with a search icon), 'Purchase Type' (a dropdown menu with a green checkmark and a plus-minus icon), and 'Amount' (a text box containing '250.00'). Below the 'Purchase Type' dropdown is a list of options: 'RPP Pre-Enrolment - Member', 'RPP Pre-Enrolment - Employer', 'RPP Pregnancy/Parental - Member (Lump sum)', 'RPP Pregnancy/Parental - Employer (Lump sum)', 'RPP Statutory Leave of Absence - Member', 'RPP Statutory Leave of Absence - Employer', and 'RPP Unpaid Leave of Absence - Member Pay all'. To the right of the dropdown is a blue button labeled 'New entry'. Below these fields is a 'Comments' text area. At the bottom right, there is a 'Purchases total' label and a grey box containing '250.00'.

If you are submitting contributions for a pension purchase:

- Search for the **Member ID**
- Select the **Purchase Type**
- Include the **Amount**
- Add **Comments** if you wish

# Contribution Remittance

- Electronic Funds Transfer (EFT) is CAAT's preferred method for Employers to remit funds
- Please contact your Employer Pension Analyst for other forms of payment if you are unable to remit by EFT



# Contribution Remittance - EFT

- CAAT's EFT instructions can be provided by your Employer Pension Analyst.
- Upon receipt, our custodian, CIBC Mellon will transfer the funds to CAAT's custody account.
- The payment advice should be emailed to [finance@caatpension.ca](mailto:finance@caatpension.ca)

# Contributions - Additional Information

- Do not send personal E-Transfers to CAAT's email, **this is not an option for remittance**
- If you find an error on your Remittance Summary after it has been submitted, you can edit and resubmit if the Payment Status is still Pending
- If you find an error in the amount of funds sent, you can remit more or less on the next month's remittance

# Need help with your Remittances?

Contact your Pension Analyst



Questions?

# Earnings and Contributions

# Earnings types for Contribution calculation

## Eligible

- Regular Salaries
- Overtime Pay
- Statutory Holiday Pay
- Bonuses
- Vacation Pay

## Non-Eligible

- Gratuities
- Membership Fees
- Mileage/Retirement Allowances
- Taxable Benefits
- Life Insurance (taxable benefits)



# DBplus Contribution Maximum

- The combined total of member and employer contributions cannot exceed the year's Money Purchase Limit
  - **2024 – \$32,490**
- Once total contributions for a member have reached the annual limit, no further contributions should be made for the rest of the year
- Similar to method used for Canada Pension Plan contributions
- Aligns with the Plan Text and any applicable Participation Agreements

# DBplus Contribution Calculation

- Contribution rate:
  - Set out in the Exhibits of your Participation Agreement
  - % of eligible earnings



- Contribution maximums based on Canada Revenue Agency Money Purchase maximums
  - 2024 Maximum DBplus contributions: **\$32,490**

# PAL will calculate the Contributions

## Earnings and contributions for DBplus

Last day worked

21-Nov-2023



Date of termination of employment

21-Nov-2023



Do you have any new earnings to report?



YES



NO

Do you have current year earnings to report?



YES



NO

### Current year - 2023

From

01-Jan-2023



To

21-Nov-2023



Current year eligible earnings

50,000.00



Employer contributions

Expected value: 2500.00

2,500.00



Employee contributions (Does not include purchased leaves)

Expected value: 2500.00

2,500.00



Pension adjustment (PA) (Include current year purchased leave)

Expected value: 3730

3,730



# Pension Adjustment (PA)

# DBplus - Pension Adjustment calculation

$$\left( \begin{array}{c} \text{Member} \\ \text{Contributions} \end{array} + \begin{array}{c} \text{Employer} \\ \text{Contributions} \end{array} \right) \times \begin{array}{c} \text{Pension} \\ \text{Factor} \\ (8.5\%) \end{array} \times 9 - \begin{array}{c} \text{Offset} \\ (\$600)^* \end{array}$$

\*prorated based on: (Member + Employer Contributions) ÷ Money Purchase Limit

# DBplus - Pension Adjustment example

$$\left( \$4,500 + \$4,500 \right) \times \text{Pension Factor (8.5\%)} \times 9 - \$600 \times \left( \$9,000 / \$32,490^* \right)$$

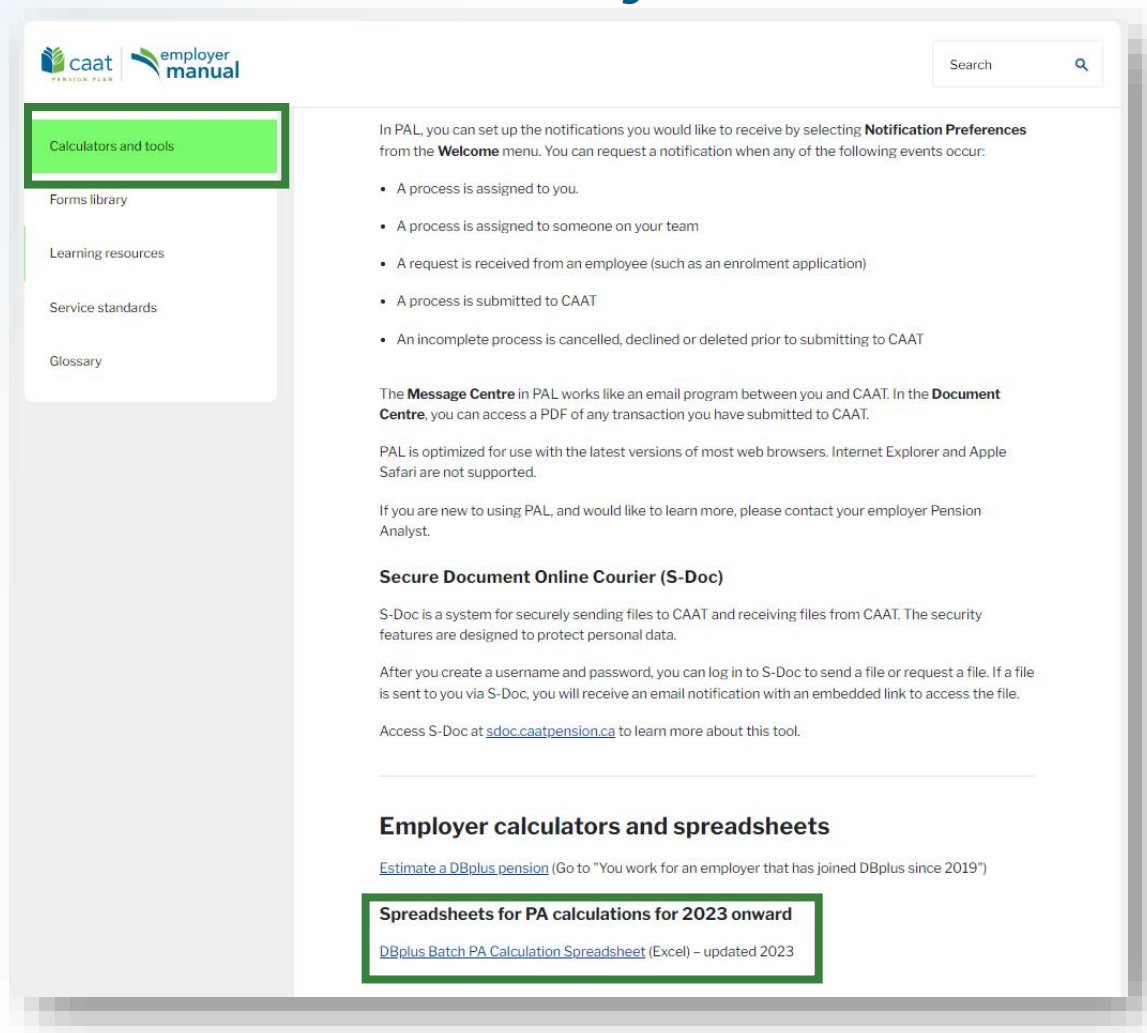
\* 2024 Money Purchase Limit

---

$$= \$6,719 \quad \text{Pension Adjustment}$$



# DBplus Pension Adjustment Tools



The screenshot shows the CAAT Employer Manual website. The left sidebar contains a menu with the following items: **Calculators and tools** (highlighted with a green box), Forms library, Learning resources, Service standards, and Glossary. The main content area has a search bar at the top right. The text in the main area includes:

In PAL, you can set up the notifications you would like to receive by selecting **Notification Preferences** from the **Welcome** menu. You can request a notification when any of the following events occur:

- A process is assigned to you.
- A process is assigned to someone on your team
- A request is received from an employee (such as an enrolment application)
- A process is submitted to CAAT
- An incomplete process is cancelled, declined or deleted prior to submitting to CAAT

The **Message Centre** in PAL works like an email program between you and CAAT. In the **Document Centre**, you can access a PDF of any transaction you have submitted to CAAT.

PAL is optimized for use with the latest versions of most web browsers. Internet Explorer and Apple Safari are not supported.

If you are new to using PAL, and would like to learn more, please contact your employer Pension Analyst.

**Secure Document Online Courier (S-Doc)**

S-Doc is a system for securely sending files to CAAT and receiving files from CAAT. The security features are designed to protect personal data.

After you create a username and password, you can log in to S-Doc to send a file or request a file. If a file is sent to you via S-Doc, you will receive an email notification with an embedded link to access the file.

Access S-Doc at [sdoc.caatpension.ca](https://sdoc.caatpension.ca) to learn more about this tool.

**Employer calculators and spreadsheets**

[Estimate a DBplus pension](#) (Go to "You work for an employer that has joined DBplus since 2019")

**Spreadsheets for PA calculations for 2023 onward**

[DBplus Batch PA Calculation Spreadsheet](#) (Excel) – updated 2023

# DBplus Batch Pension Adjustment Calculation Spreadsheet

## CAAT Pension Plan

### DBplus Batch PA Calculation for Future Accrual Only (FAO) Employers

[Clear](#)

ver: 1\_2023



Year: 2023

Annual Pension Factor: 8.5%

Maximum Contributions (Money Purchase Limit): \$31,560

Maximum PA: \$30,960

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 prorated between the prior plan and DBplus. Contact your Employer Pension Analyst for more details.

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	Example 1	\$2,000.00	\$2,000.00	\$4,000.00	\$340.00	\$2,984	
2	Example 2	\$1,200.00	\$1,200.00	\$2,400.00	\$204.00	\$1,790	
3	Example 3	\$6,605.00	\$6,603.00	\$13,208.00	\$1,122.68	\$9,853	Member contributions cannot exceed employer contributions. Please review.
4	Example 4	\$15,800.00	\$15,800.00	\$31,600.00	\$2,682.60	\$23,543	Total contributions exceed maximum allowable. Benefit Accrual has been capped based on maximum contributions.



# Questions?

