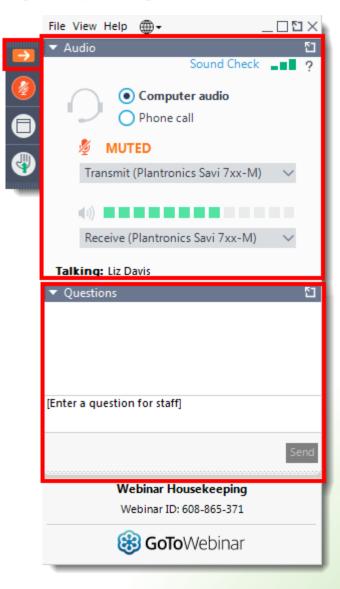
While we wait – audio instructions

- 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, Service and Pension Adjustments

Employer Education Session





Agenda

1. Contribution Remittance

2. DBprime

- Contributory Earnings
- Contribution Calculations
- Pensionable Service
- Pension Adjustments

3. DBplus

- Earnings and contributions
- Pension Adjustments

Contribution Remittance

Contribution Remittance - Types

- Monthly contributions & Pregnancy/Parental 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

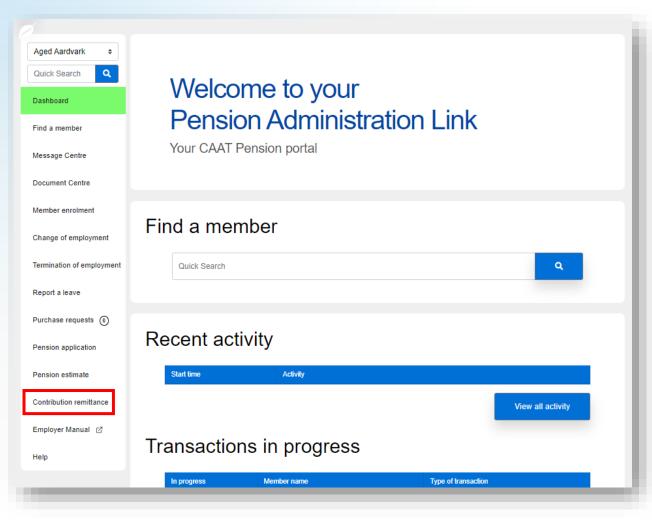
- Contributions must be received by CAAT by the 20th of each month in respect of the previous month
- Payments received after that date are subject to a late payment charge of 1.5% of the total contributions

Contribution Remittance - Overview



Closest previous business day applies if the 20th of the month falls on a weekend or holiday

Contribution Remittance - Log in



- 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

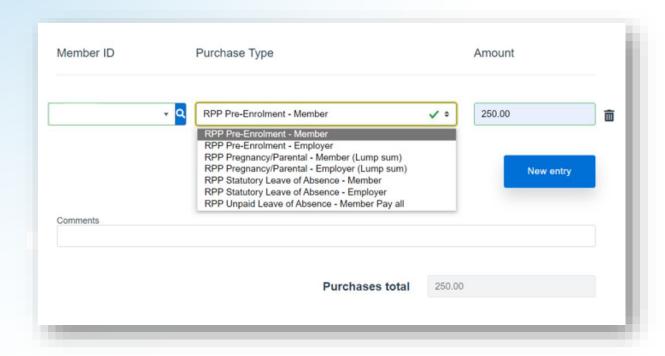
- Funds can only be deposited and allocated when the Contribution Remittance Summary is submitted via PAL.
- CAAT needs to know the breakdown of the funds to aid in other finance activities. Delays in receiving Contribution Remittance Summaries affect many aspects of the business.
- Missing Remittance 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



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

Contribution Remittance

- Cheques should be payable to CAAT Pension Plan
- Mailed/couriered to our trustee at the address below:

CIBC Mellon

1 York Street, Suite 900

Toronto, ON M5J 0B6

Attention: IPA Department 7th Floor

Contributions - Additional Information

- Do not send personal E-Transfers to CAAT's email, this is not an option for remittance
- CIBC Mellon does not accept post-dated cheques, and therefore, all post-dated cheques will be returned
- 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?

DBprime - Contributory Earnings

DBprime - Contributory Earnings

What are contributory earnings vs non-contributory earnings?

General principles:

- Include regular, predictable, re-earnable pay
- Exclude one-off payments such as overtime

DBprime - Contributory Earnings

- Contributory earnings defined by Plan Text
- Section 2.11 of the Plan Text contains the detailed information

Resources:

- Plan Text
- Contributory Earnings Summary chart with examples
- Contributory Earnings decision trees

DBprime - Contribution Calculations

Contribution rates



11.2% below YMPE

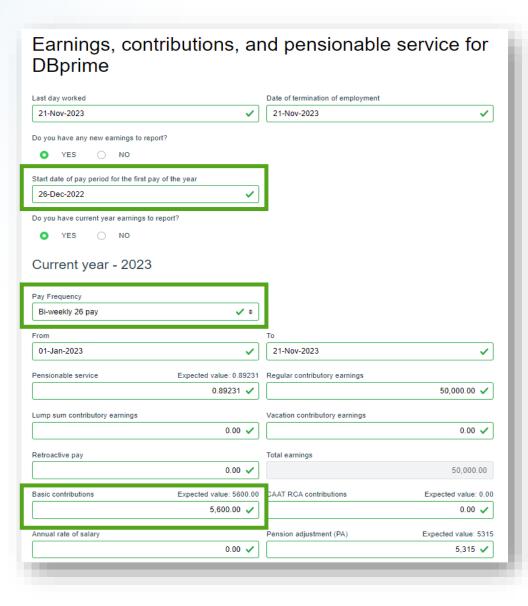
14.8% above YMPE

of annualized pensionable earnings

Contributions are 100% matched by the employer

- 2024 YMPE = \$68,500
- 2024 RCA earnings = \$204,475.00

PAL will calculate the contributions



DBprime - Contribution Calculation

- Contribution spreadsheets in the Employer Manual
 - Employer Manual, Calculators and tools section
 - Two full-time spreadsheets: biweekly, and semi-monthly/monthly
 - Instructions and examples also available
 - Spreadsheets to be updated later this month with 2024 amounts

Where to find Contribution Calculation spreadsheets



Full-time members under the DBprime plan design — service and contributions

<u>DBprime Contribution Calculation Worksheet - FT - Biweekly Pay Spreadsheet</u> (Excel) - updated January 2023

Instructions - Annualization Methodology FT Members Paid Biweekly (PDF)

<u>DBprime Contribution Calculation Worksheet - FT - Biweekly Pay Spreadsheet - 3,000 rows</u> (Excel) - updated January 2023

<u>DBprime Contribution Calculation Worksheet - FT Members Paid Semi-monthly or Monthly</u> (Excel) updated January 2023

. Instructions - Annualized Methodology FT Members Paid Semi-monthly or Monthly (PDF)

Pensionable Service Calculation for Full-time Member (Excel) - updated November 2020

Instructions - Pensionable Service Calculation - FT (PDF)

DBprime - Contribution Calculation spreadsheets

Important things to know:

- Only the bi-weekly sheet can be used for year-to-date contribution calculations
 - If you are using the monthly or semi-monthly calculation sheet, you must use the multiple calculations tab in the spreadsheet to calculate total contributions up to the event date
- You can show or hide the contributions calculation details by clicking on the Show/Hide Details button on the top right corner of the sheet

DBprime - Contribution Calculation Detail Steps

- 1. Calculate the Pay Period Percentage
- 2. Bring YMPE and RCA Threshold down to pay period
- 3. Split regular earnings up to/above YMPE and above RCA
- 4. Calculate contributions on regular earnings (low/high contribution rates)
- 5. Split lump sum in pay period, if applicable, into portions up to/above YMPE and above RCA
- 6. Calculate contributions on lump sum
- 7. Total contributions in pay period (RPP/RCA/Total)

Bi-weekly - Year-to-date example

DBprime Contribution Calculation Worksheet - FT - Bi-weekly Pay ver: 1 2023 Please note that this spreadsheet can be used for DBprime full-time members who: > are paid bi-weekly; and > are active for the entire pay period; or > have less or more than full service in a pay period due to a leave entry/exit during the pay period, or being paid for time in a prior period; or > had deemed earnings in the pay period due to paid leaves or a "pay as you go" pregnancy leave; or Print Clear > have received a lump sum payment in addition to regular pay period earnings. Show/Hide Details Please enter information in blue dropdowns and yellow data entry cells Contributions for the pay period will appear in the bright green cells at the bottom of the worksheet Member Name = First Last (optional) Member ID/SIN (optional) Year 2023 YMPE \$66,600.00 \$198.643.50 RCA Earnings Threshold Contribution Rate (% up to YMPE and % above YMPE) 11.2% and 14.8% Pay Period (Pay Frequency) Bi-weekly 26 Pay Periods in Year Employee Group Administration \rightarrow Payroll Type Workdavs Regular Work Days in Pay Period 10 Total Paid Workdays in Year = 260 Employer Manual - Contributions, Earnings, and Service Guidelines Actual Workdays Paid in Pay Period Actual/Deemed Pensionable Earnings in period - Regular/Non-Lump Sum \$78,300.00 Schedule 1 - include taxable benefits) One-time Lump Sum Pensionable Earnings paid in this Pay Period \$1,500.00 E.g. Pensionable bonus, Retroactive payment) Previous Pensionable Lump Sums paid in 2023 \$0.00 Contributions **ARE NOT** calculated on this field – only used to annualize earnings before current lump sum) Step 7: Total Contributions for Pay Period (Non-Lump Sum and Lump Sum Earnings) Total RPP Contributions (H) \$222.00 \$9,458.90 (S) \$7,315,75 \$1,921.15 \$0.00 Total RCA Contributions (l) (R) \$0.00 \$0.00 \$0.00 (T) Total RPP and RCA Contributions (S) (T) \$9,458,90) + (\$0.00 \$9,458.90

Bi-weekly - Payroll period example

ver: 1 2023

DBprime Contribution Calculation Worksheet - FT - Bi-weekly Pay

Please note that this spreadsheet can be used for DBprime full-time members who:

- > are paid bi-weekly; and
- > are active for the entire pay period; or
- > have less or more than full service in a pay period due to a leave entry/exit during the pay period, or being paid for time in a prior period; or
- > had deemed earnings in the pay period due to paid leaves or a "pay as you go" pregnancy leave; or
- > have received a lump sum payment in addition to regular pay period earnings.



Please enter information in blue dropdowns and yellow data entry cells Contributions for the pay period will appear in the bright green cells at the bottom of the worksheet

Member Name = First Last (optional) Member ID/SIN (optional) Year 2023 YMPE \$66,600,00 RCA Earnings Threshold \$198,643.50 Contribution Rate (% up to YMPE and % above YMPE) 11.2% and 14.8% Pay Period (Pay Frequency) = Bi-weekly Pay Periods in Year Employee Group Administration Payroll Type = Workdays Regular Work Days in Pay Period 10 Total Paid Workdays in Year 260 **Employer Manual - Contributions, Earnings, and Service Guidelines** Actual Workdays Paid in Pay Period Actual/Deemed Pensionable Earnings in period - Regular/Non-Lump Sum \$4,200,00 Schedule 1 - include taxable benefits) One-time Lump Sum Pensionable Earnings paid in this Pay Period E.g. Pensionable bonus, Retroactive payment) Previous Pensionable Lump Sums paid in 2023 Contributions ARE NOT calculated on this field – only used to annualize earnings before current lump sum)

Step 7:

7: Total Contributions for Pay Period (Non-Lump Sum and Lump Sum Earnings)										
Total RPP Contributions	=		(G)	+	(H)	+	(P)	+	(Q)	
		(\$286.89) +(\$242.49) +(\$0.00) +(\$0.00)
Total RCA Contributions	=		(I)	+	(R)					
		(\$0.00) +(\$0.00)				
Total RPP and RCA Contributions	=		(S)	+	(T)					
		(\$529.38) +(\$0.00)				



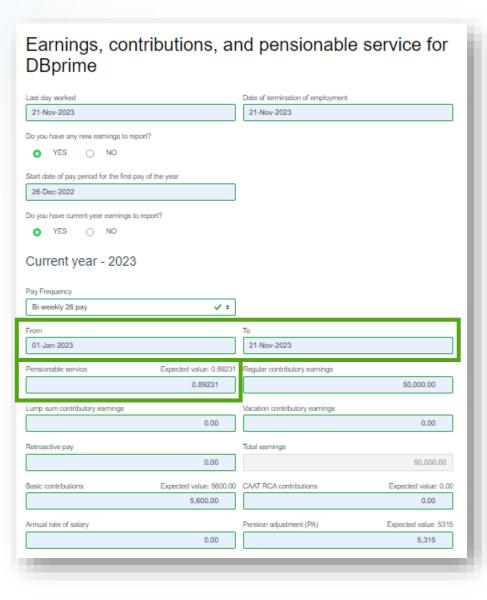
Questions?

DBprime Pensionable Service

DBprime - Pensionable Service Full-Time Members

- Calculate full service
 - 1 year or less if member enrolled or terminated during the year
- Offset with carve-outs
 - Unpaid leaves

PAL will calculate the service

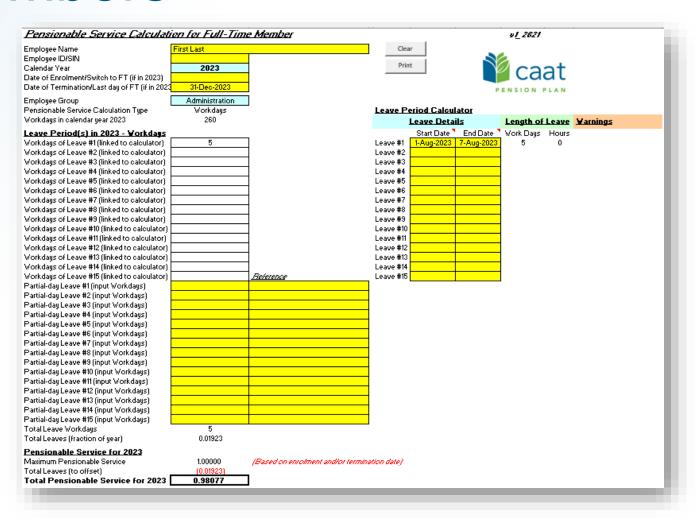


DBprime - Pensionable Service

- Spreadsheets available on the CAAT website
 - Employer Manual, Calculators and tools section
 - FT Spreadsheets

- 2023 was based on 260 workdays in the year
- 2024 is based on 262 workdays in the year

Pensionable Service Calculation for Full-Time Members

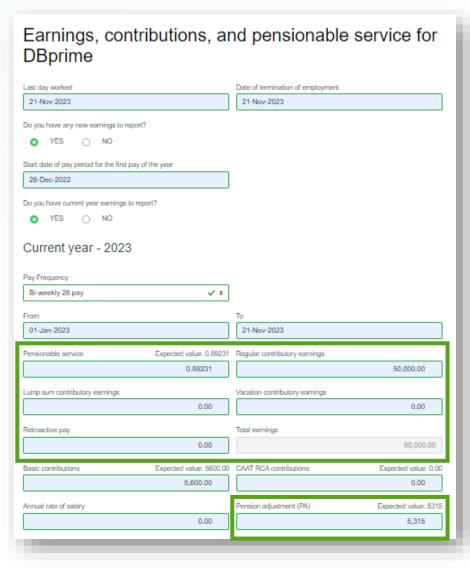


DBprime Pension Adjustments

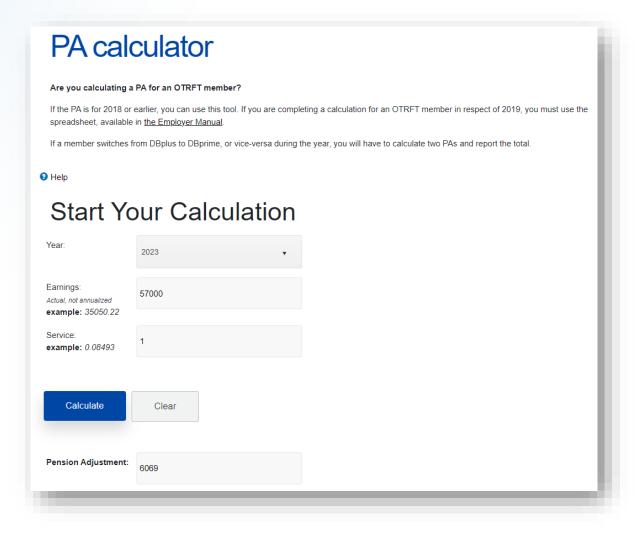
DBprime - Pension Adjustment for Employee Type Changes

- DBprime Pension Adjustment calculation is the same as last year
- 2 Pension Adjustments (PAs) for members who move between DBprime & DBplus in a calendar year
 - DBprime PA
 - DBplus PA

PAL will calculate the Pension Adjustment



DBprime - Pension Adjustment Calculator



DBprime - Pension Adjustment Tools



Employer calculators and spreadsheets

PA calculator (for DBprime PA calculations, and for OTRFT PA calculations from 2018 and before) updated November 2021

Estimate a DBplus pension.

Spreadsheets for PA calculations for 2023 onward

DBplus Batch PA Calculation Spreadsheet (Excel) - updated 2023

DBprime and DBplus Batch PA Calculation Spreadsheet (Excel) - updated 2023

Full-time members under the DBprime plan design — service and contributions

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Pensionable Service Calculation for Full-time Member (Excel) - updated November 2020

Instructions - Pensionable Service Calculation - FT (PDF)

DBprime - Batch Pension Adjustment Calculation Spreadsheet

CAAT Pension Plan

DBprime and DBplus Batch PA Calculation Spreadsheet

Year: 2023	Annual Pension Factor: 8.5%				
	Maximum Mbr/ER Conts: \$15,780				
	YMPE \$66,600				
	Maximum PA: \$30,960				



This spreadsheet is intended to be used for calculating PAs for active members at non-growth employers. This spreadsheet should not be used for members at growth employers. The CAAT Pension Plan will calculate PAs related to any 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.

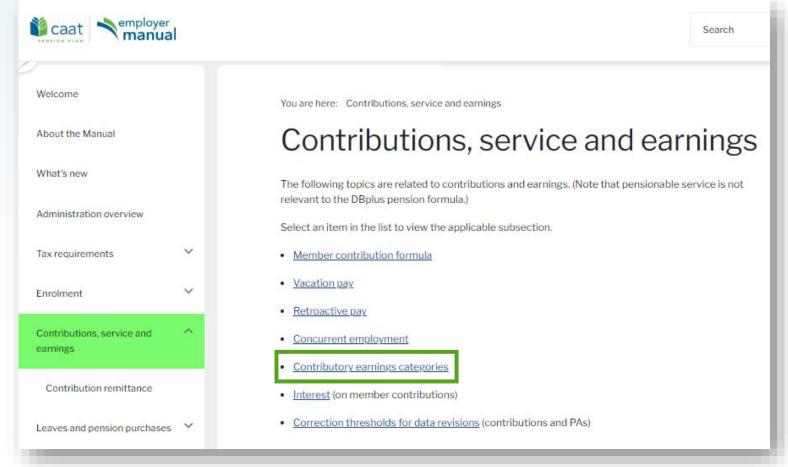
		DBPrime	DBPlus	DBPrime	DBPrime	DBPlus			
Member		Pensionable	Pensionable	Pensionable	Annualized	Employee	DBPlus Employer	Total DBplus	Pension
SIN/ID/EE No.	Name	Earnings (actual)	Earnings (Actual)	Service	Earnings	Contributions	Contributions	Contributions	Adjustment
	Example 1	\$70,000.00		1.00000	\$70,000.00				\$7,804
	Example 2	\$50,000.00		0.67433	\$74,147.67				\$5,766
	Example 3	\$50,000.00		0.75000	\$66,666.67				\$5,403
	Example 4	\$50,000.00		0.53946	\$92,685.28				\$6,413

DBplus Earnings and Contributions

DBplus - Eligible earnings

- DBplus earnings include earnings reported on members T4:
 - Salary and wages including overtime
 - Retroactive payments
 - Vacation pay (pay in lieu or included in hourly rate)
 - Paid Leave of Absences (STD/sick or Maternity and Parental leave)
- DO NOT include taxable benefits as earnings on T4 (professional dues, fitness memberships, tuition subsidy, etc.)

DBplus - Schedule 3 - effective January 1, 2019



Contributory Earnings Summary chart with examples

DBplus - Contributions

- Contributions based on eligible earnings
- Maximum contributions based on money purchase maximums
 - **2**023 = \$31,560
 - \$15,780 member
 - \$15,780 employer
 - **2024 = \$32,490**
 - \$16,245 member
 - \$16,245 employer

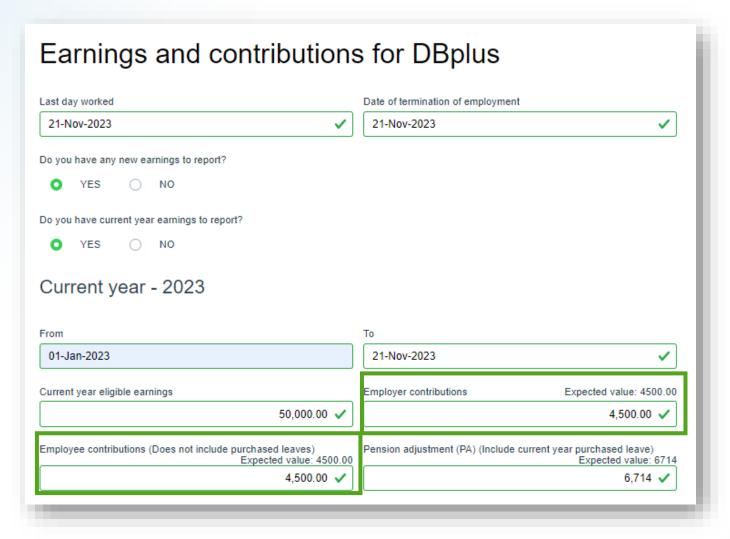
Contribution rates



9% of all eligible earnings

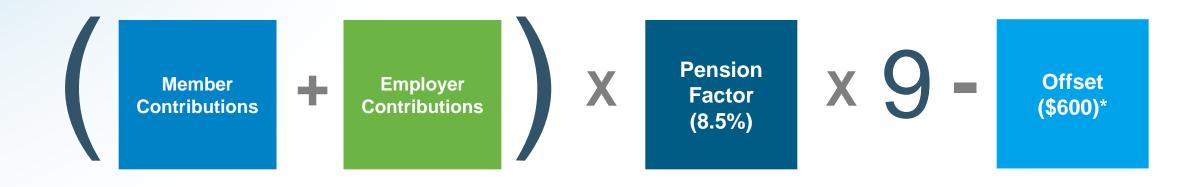
- Contributions are 100% matched by the employer
- CRA money purchase maximums apply

PAL will calculate the Contributions



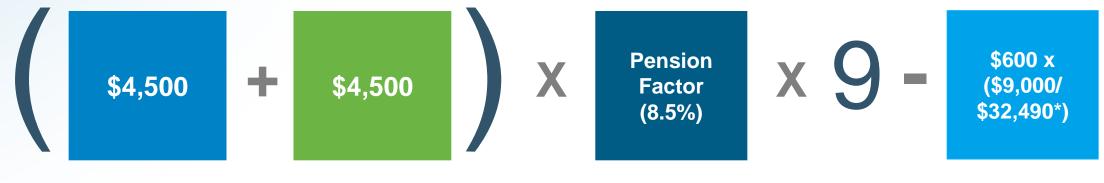
DBplus - Pension Adjustment

DBplus - Pension Adjustment calculation



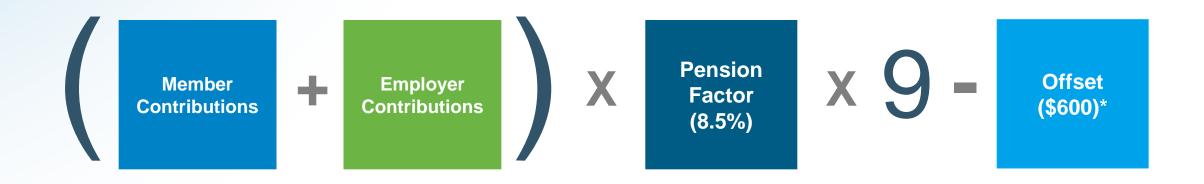
*prorated based on: (Member + Employer Contributions) + Money Purchase Limit

DBplus - Pension Adjustment example



* 2024 Money Purchase Limit

DBplus - Inter-design Pension Adjustment calculation



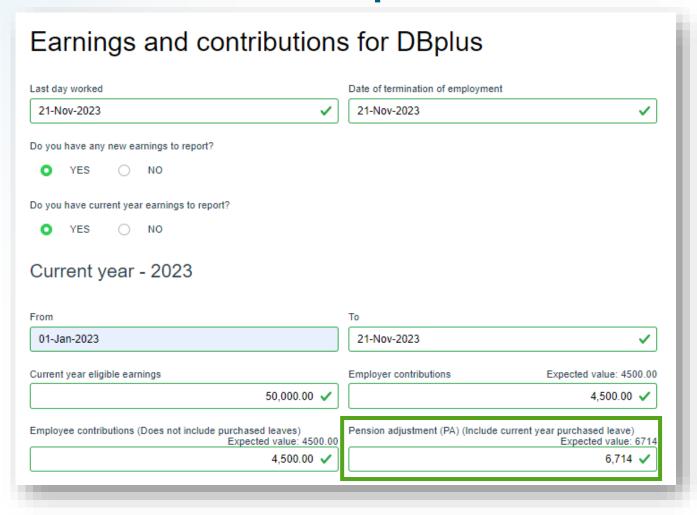
- *prorated based on the lesser of:
 - (Member + Employer Contributions) ÷ Money Purchase Limit of that year
 - 1 DBprime Pensionable Service in the year

DBplus - Inter-design Pension Adjustment example

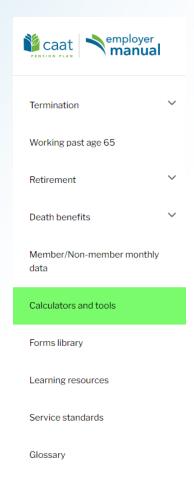
*prorated based on the lesser of:

- (Member + Employer Contributions) ÷ Money Purchase Limit of that year: \$9,000/\$32,490 = 0.27701
- 1 DBprime Pensionable Service in the year = 1 0.33077 = 0.66923

PAL will calculate DBplus PA



DBplus - Pension Adjustment Tools



Employer calculators and spreadsheets

PA calculator (for DBprime PA calculations, and for OTRFT PA calculations from 2018 and before) updated November 2021

Estimate a DBplus pension.

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Pensionable Service Calculation for Full-time Member (Excel) - updated November 2020

Instructions - Pensionable Service Calculation - FT (PDF)

DBplus - Batch PA Calculation Spreadsheet

Use this tool to calculate a batch of pension adjustments

CAAT Pension Plan DBplus Batch PA Calculation Spreadsheet

Year: 2023 Annual Pension Factor: 8.5%
Maximum Mbr/ER Conts: \$15,780
Maximum PA: \$30,960

Clear



ver: 1 2023 (expanded)

This spreadsheet is intended to be used for calculating PAs for active members at non-growth employers in the DBplus design contributing at 9%. **This** spreadsheet should not be used for members at growth employers. The CAAT Pension Plan will calculate PAs related to any 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	Pensionable Earnings (actual)	Member Contributions	Employer Contributions	Total Contributions	Pension Accrual	Pension Adjustment
		\$42,000.00	\$3,780.00	\$3,780.00	\$7,560.00	\$642.60	\$5,640
		\$63,000.00	\$5,670.00	\$5,670.00	\$11,340.00	\$963.90	\$8,460
		\$28,000.00	\$2,520.00	\$2,520.00	\$5,040.00	\$428.40	\$3,760



Questions?

