caat
PENSION PLAN

In-Year Reporting

For DBplus employers

April 4, 2024

Agenda

1. Retirement
2. Termination
3. Pre-Retirement Death
4. Disability Leave
5. Change of Employment

Retirement

When can members retire?

- In the CAAT Pension Plan, members can retire when the time is right for them
- Members can retire
  - as early as age 50
  - up to November 30th of the year they reach age 71

Retirement process

1. Employer reports retirement status by completing the *Pension Application* process via PAL
2. CAAT calculates the member's pension and mails the retirement package directly to the member
3. The member returns the completed *Retirement Option Document* with any supporting documentation to CAAT via My Pension or mail
4. CAAT sets up the member's monthly payment, and the member receives it for life

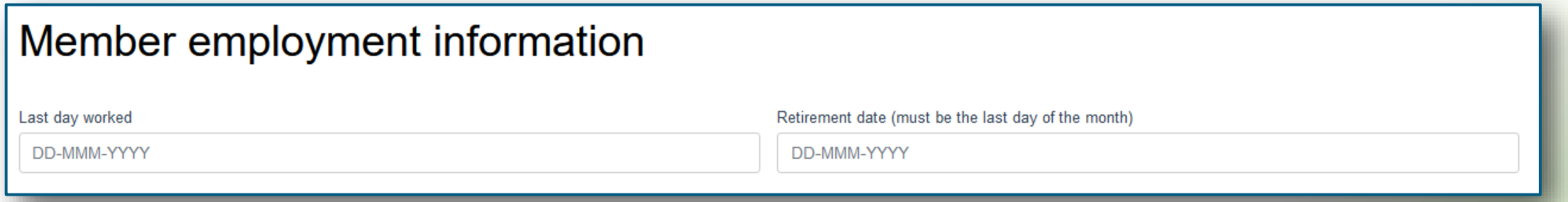
Retirement process guidelines

- Three months prior to the retirement date
  - Complete retirement process via PAL
  - No contributions or earnings projection is required
  - Adjustments will be made when final data is reported
- Refer to the payment schedule in the Employer Manual
  - Retirement > Pension processing dates
- Pension recalculation threshold
  - Must be more than **$140** in total combined member and employer contributions

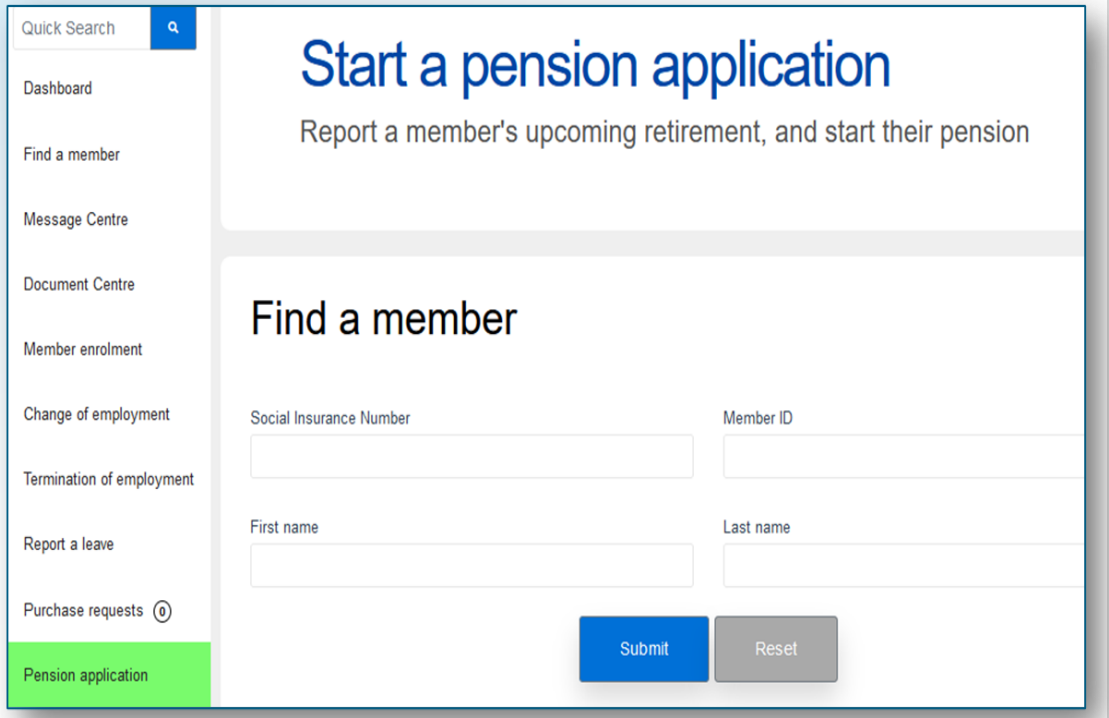
Last day worked and retirement date

Last day worked = last day for which a member is paid for their work with employer

Retirement date = last day of the month in which member last contributes to the Plan

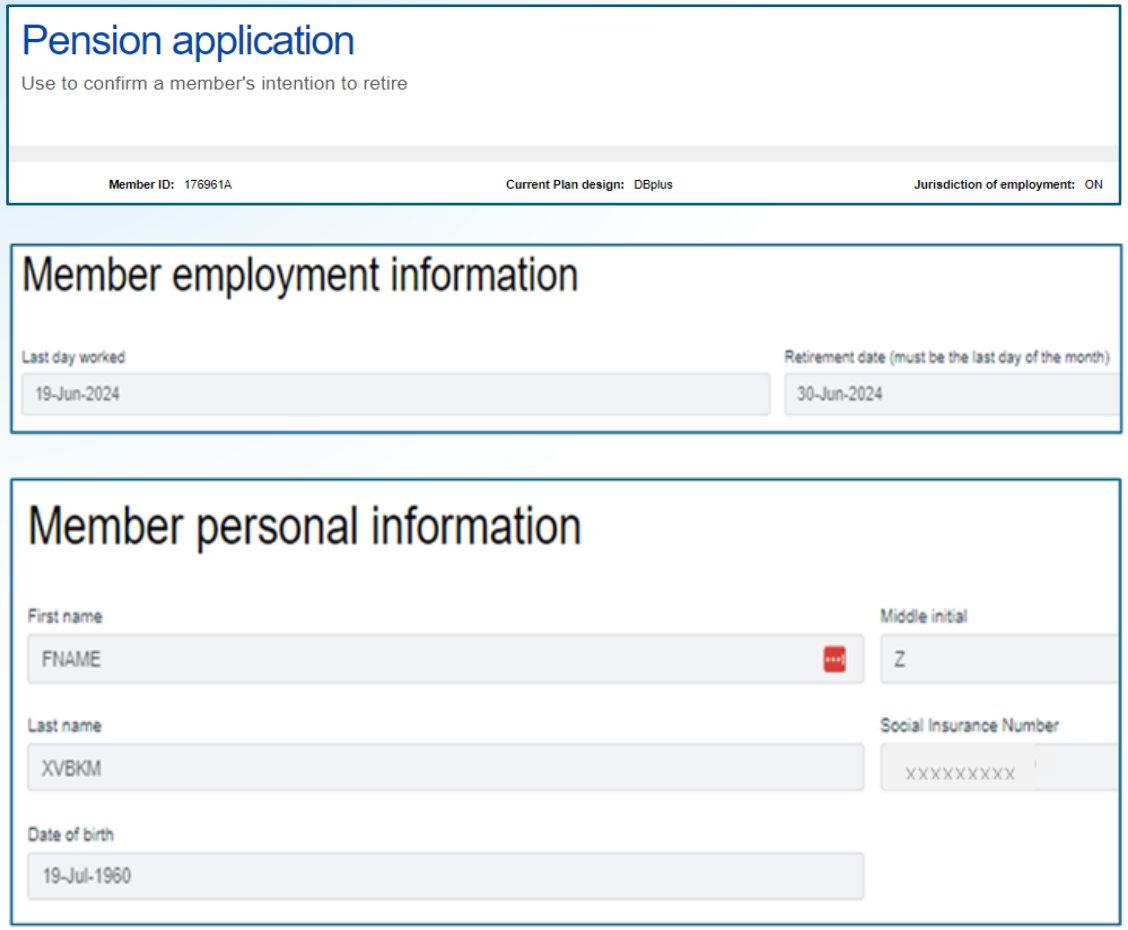


Pension application process in PAL



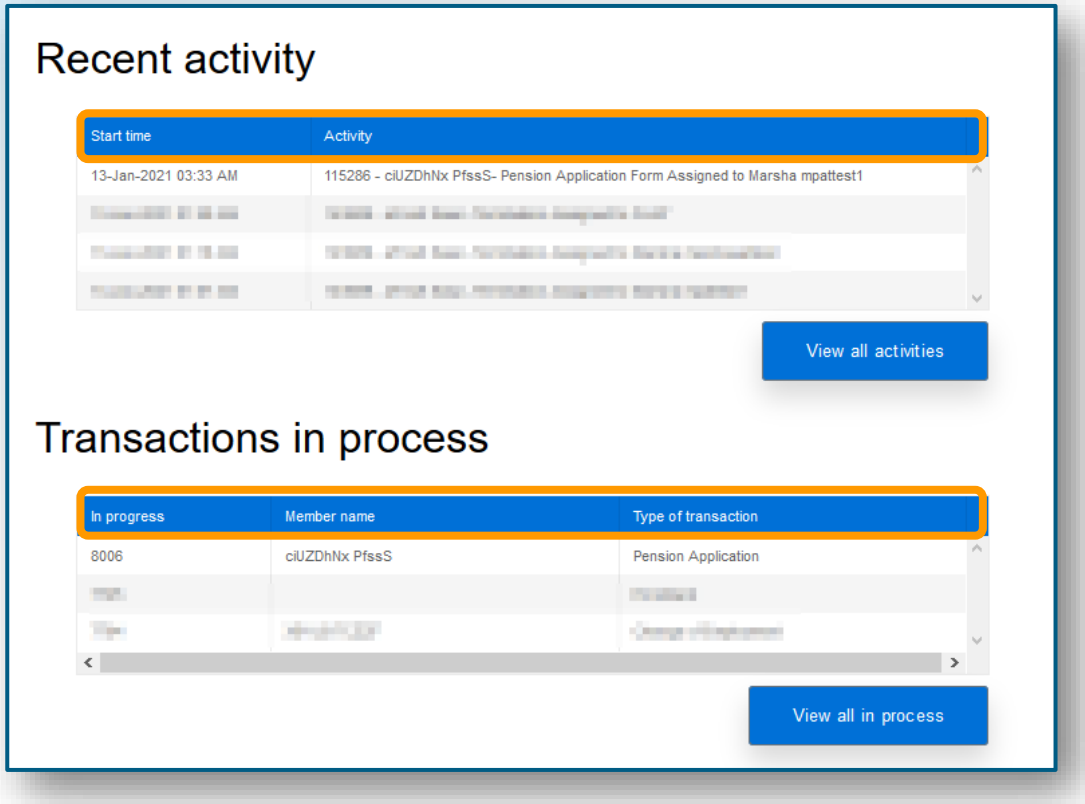
Navigate to *Pension application* and find a member

Pension application process in PAL



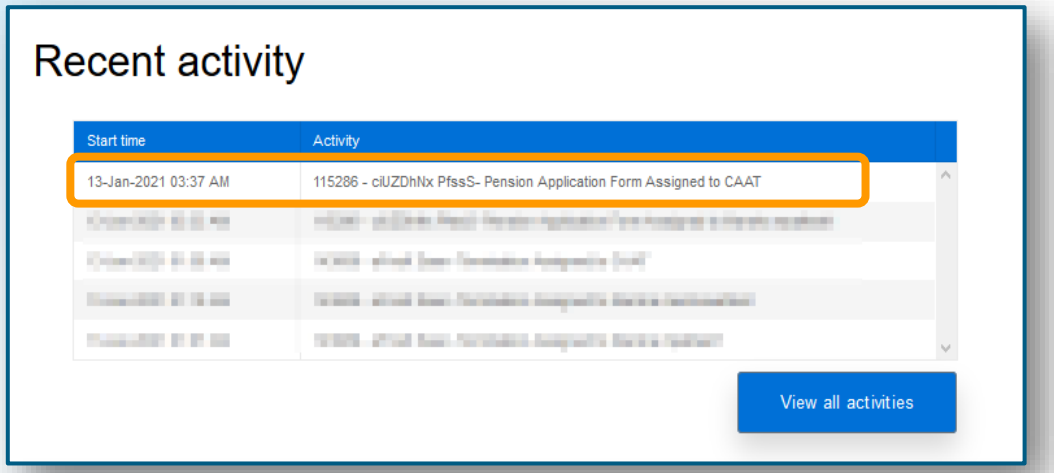
You will be directed to the *Pension application* page to complete the employment information and financial details for the member

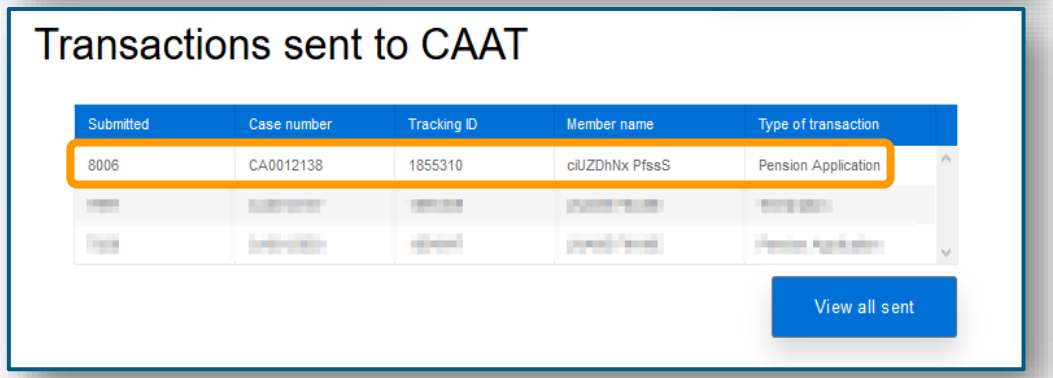
Pension application process in PAL



- Once the transaction is successfully saved, you will be redirected to the dashboard
- In the dashboard, you can view the transaction in both the *Recent activity* and *Transactions in process* sections
- Saved transactions in process are purged after 45 days

Pension application process in PAL





Once the transaction is submitted, you can view this submission on the dashboard under the *Recent activity* and *Transactions sent to CAAT* sections.

Pension application process – Revision

- If a revision is needed, open the original application sent to CAAT
- Under the *Revise information* section, check the box “Are you reporting a data change?” and update the applicable information
- Revisions through PAL can be made up to May 31 of the year following the date of retirement

Retirement process – New in 2024

1. New portal option to launch
2. Members will be able to manage their retirement options and related documents through My Pension
3. Employer will be able to track and receive status updates via PAL

Termination

What is a termination?

- When a CAAT member leaves their employment at a CAAT employer, before being eligible for an immediate pension
- Member’s age is less than 50 at the termination date

Extension of Membership (EOM)

- After terminating employment:
  - Members remain in the CAAT Plan for 24 months
  - Referred to as Extension of Membership
- Must terminate employment at all CAAT participating employers before being eligible for a benefit
- Annual pension statements sent to members during the EOM period

Extension of Membership options

Options for members during the 24-month EOM period:

1. Start working at another CAAT employer
2. Transfer to another employer’s pension plan
   (if the other plan accepts the transfer)
3. Start pension if they become retirement eligible

Extension of Membership options

Options for members after the 24-month EOM period:

1. Deferred pension
2. Commuted value transfer
   - To a personal locked-in retirement savings vehicle
   - To another employer's pension plan (if that plan accepts the transfer)

Termination process

1. Employer reports termination status in the Payroll-Based Reporting file or completes *Termination of Employment* process through PAL
2. CAAT mails a letter to the member explaining the 24-month Extension of Membership period
3. CAAT mails an Option Document directly to the member at the end of the 24-month EOM period
4. Member completes the Option Document and forwards it, along with applicable documentation, to CAAT via My Pension or by mail
5. CAAT processes the elected option

Termination of employment process – Payroll-Based Reporting (PBR) file

- Report termination status by filling in the appropriate columns
- Demographic record = DR tab
  - ESTATUS = Employment status
  - ESTATUS_EDATE = Employment status effective date
  - D2PA = Pension adjustment
  - D2PAYEAR = Pension adjustment year

EMPNO	SIN	ESTATUS	ESTATUS_EDATE	D2PA	D2PAYEAR
xxxxxx	xxxxxxxxx	TER	12/15/2024	6047	12/31/2024

Termination of employment process – Payroll-Based Reporting (PBR) file

- Payroll record = PR tab
  - FDATE = Period start date
  - TDATE = Period end date must align with termination date in the demographic record
  - PENEARN = Eligible earnings for the reporting pay period
  - D2_EECONTRIB = member contributions
  - D2_ERCONTRIB = employer contributions

EMPNO	FDATE	TDATE	PENEARN	D2_EECONTRIB	D2_ERCONTRIB
xxxxxx	12/1/2024	12/15/2024	5000	200	250

Questions?

Pre-Retirement Death

Pre-retirement death

- CAAT provides a pre-retirement death benefit in the event of a member's passing before retirement
- Employers are responsible for reporting the death of active members or members on leave, including disability leave
- Pre-retirement death benefits also apply to terminated members on an Extension of Membership or members with a deferred pension with the Plan

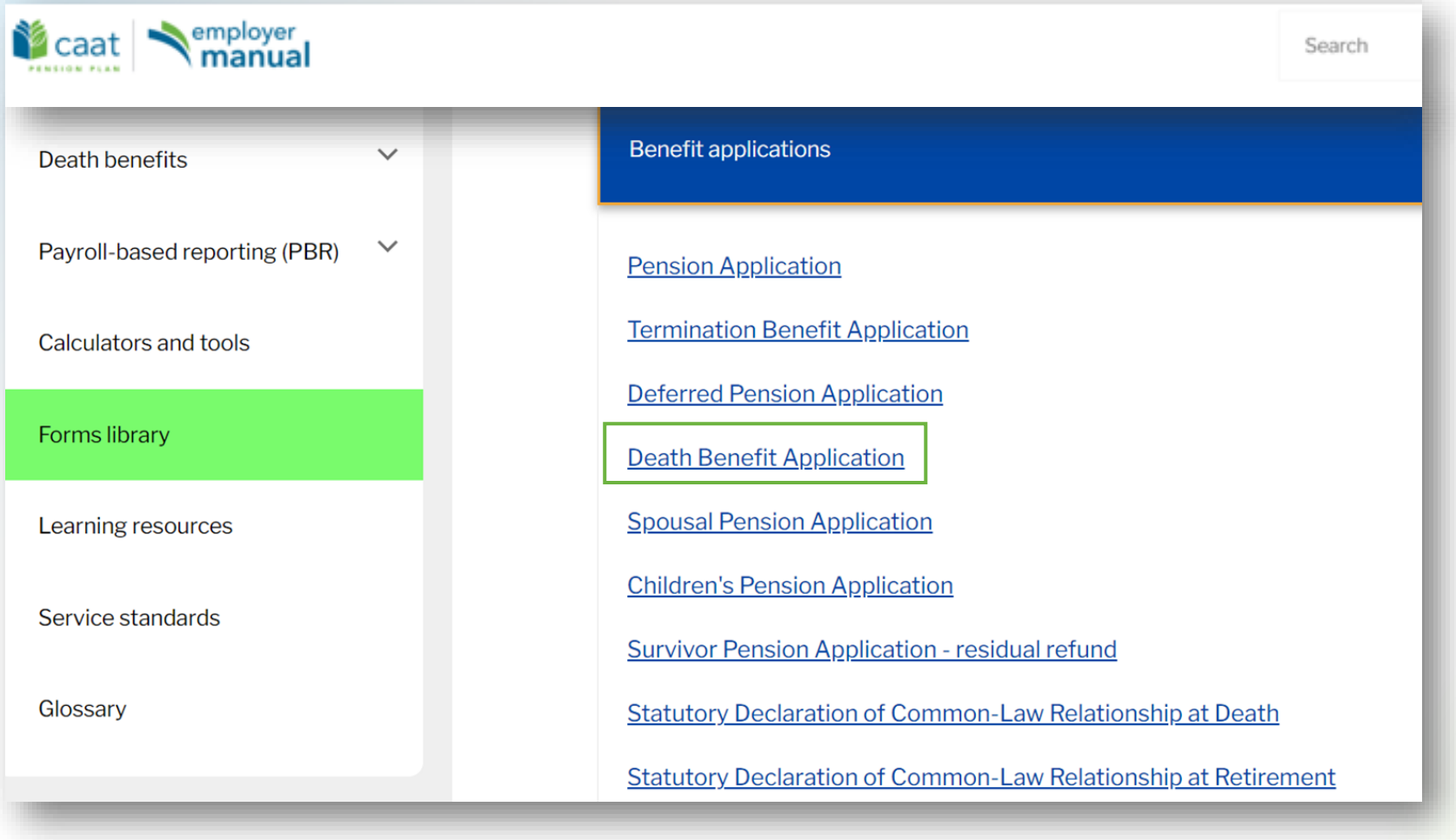
Pre-retirement death – Survivor benefits

Paid according to a specific order of eligibility		
Ontario/Nova Scotia		Other jurisdictions
1	Eligible spouse	Eligible spouse
2	Eligible children	Designated beneficiary
3	Designated beneficiary	Estate
4	Estate	----

Pre-retirement death process

1. Employer completes *Death Benefit Application* and submits it to CAAT via Message Centre in PAL
2. Employer submits proof of death, if available
3. CAAT calculates survivor benefits
4. CAAT mails the pre-retirement death option package to the member's eligible survivor
5. The eligible survivor forwards completed, signed Option Document and supporting documentation to CAAT
6. CAAT will process payments

Where to find *Death Benefit Application*



Disability Leave

Disability leave

- A member on a disability leave has a choice whether to contribute*****
- Contributions are based on actual disability income received:
  - If the member chooses to contribute, the employer must also contribute at the applicable rate
  - If the member chooses **not** to contribute, they **cannot** elect to contribute at a later date
  - The member may choose to stop contributing at any time

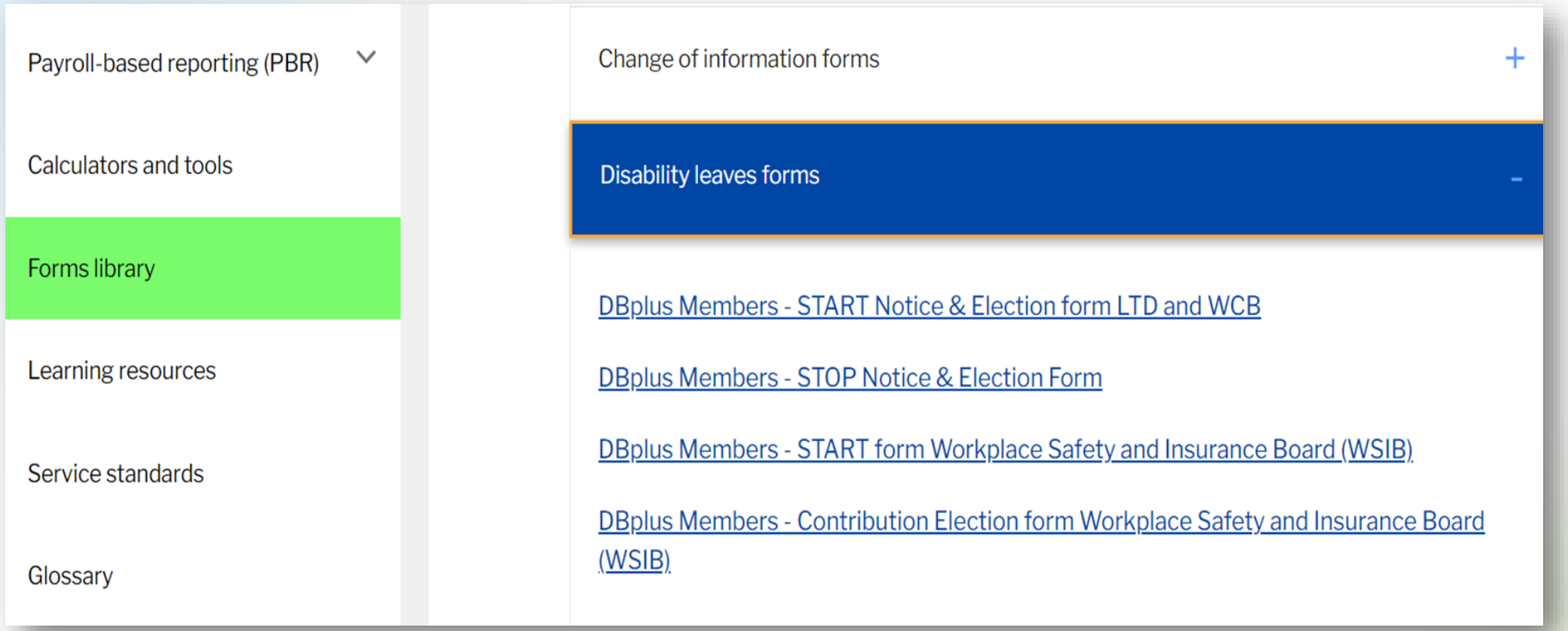
***** Members receiving benefits under Ontario's *Workplace Safety and Insurance Act* do not contribute to DBplus during the first 12 months and will continue to earn a pension during this period

This represents our standard disability provisions.

Disability leave process

1. Report disability status in the PBR file, complete applicable *START Notice & Election* and submit it via Message Centre (include member's election)
2. CAAT updates the member's record
3. If the member elects to contribute, collect the member's contributions and submit the member's and employer's contributions to CAAT
4. On return from leave, or if member elects to stop contributing, update status in the PBR file. If member elects to stop contributing, but is still on disability leave, complete a *STOP Notice & Election* form and submit it via Message Centre (include member's election)
5. CAAT updates the member's record

Where to find Disability forms

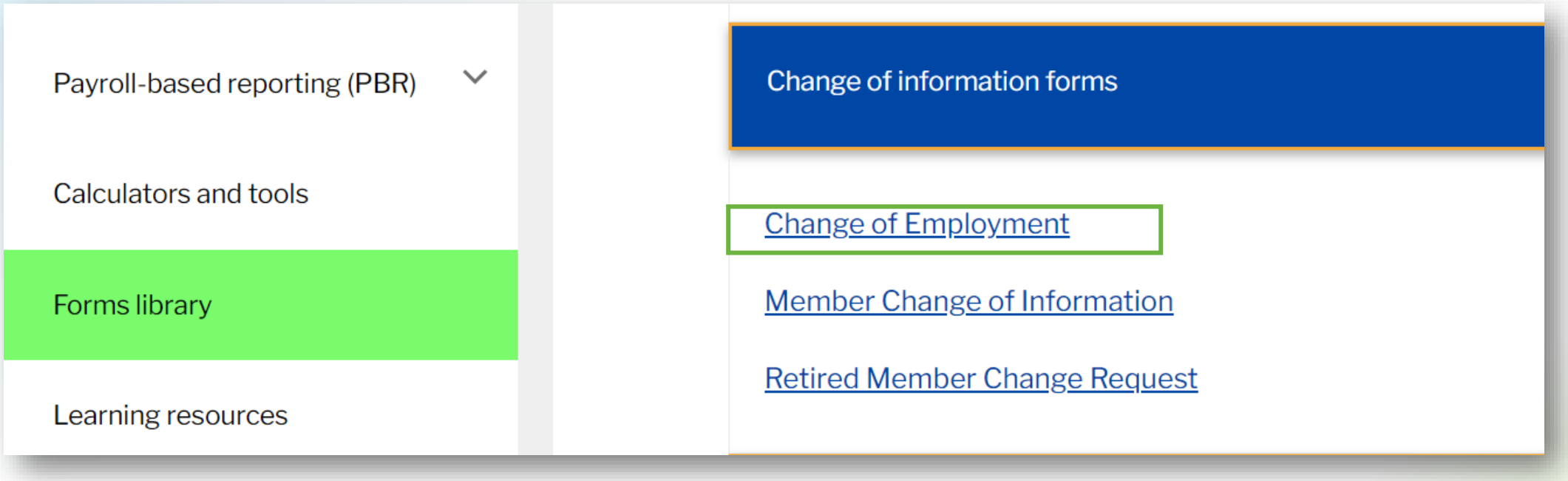


Change of Employment

Change of Employment

- To change hire or enrolment date, complete a *Change of Employment form* found in the Employer Manual and submit it via Message Centre
- Changes will be updated in CAAT's administration system and immediately accessible to your members in My Pension

Where to find *Change of Employment form*



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