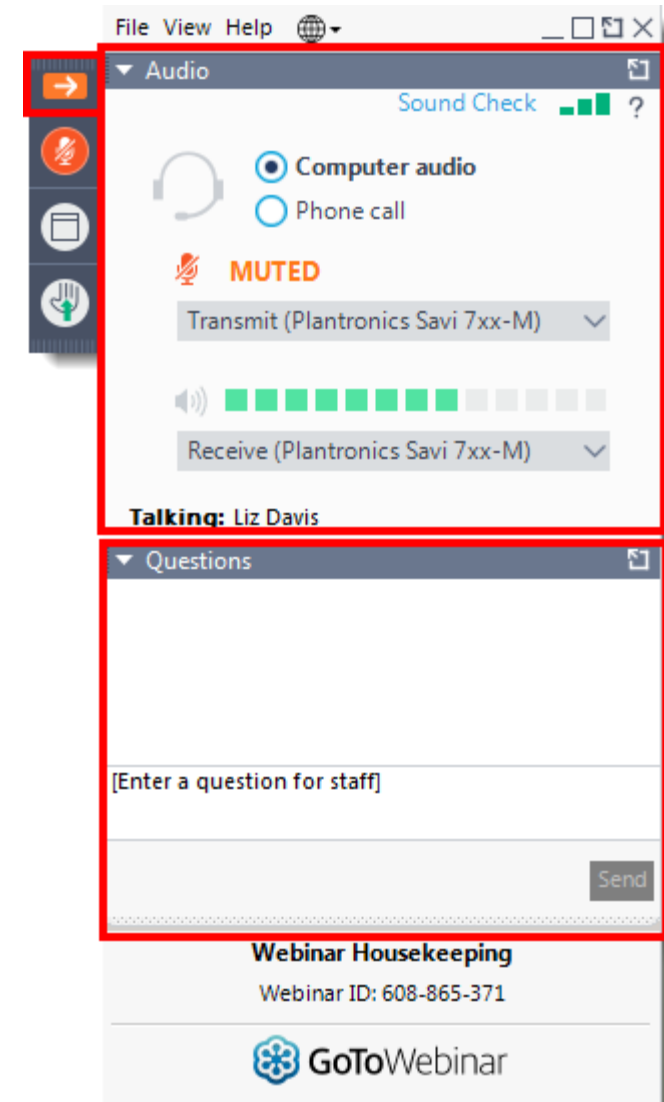


While we wait – audio instructions

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)





Contributions, Earnings, Service and Pension Adjustments

Employer Education Session

November 3, 2022





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 Current contributions
- Pregnancy/Parental contributions
- Purchases contributions remittance

Contribution Remittance - Monthly

Monthly contributions remittance

- Complete form No. 34-A: CAAT RPP & CAAT RCA Contribution Remittance Summary
- Email form to B1K@cibcmellon.com and Finance@caatpension.ca
- Effective November 1st, 2022 contributions are due by the 20th calendar day of the following month.

Late penalties subject to 1.5% per month, prorated for partial months

Where to find the Remittance forms

The screenshot displays the CAAT Employer Manual website. The top left features the CAAT Pension Plan logo. The top right has the 'EMPLOYER MANUAL' title and a subtitle 'A resource for CAAT Plan administrators'. A 'Contents' tab is active on the left sidebar, which lists various topics. The 'Forms' section is highlighted with a green box. The main content area shows a list of form categories: 'Leave, Purchase and Transfer forms', 'Benefit Application forms', 'Change of Information forms', 'Disability forms', 'Remittance forms' (highlighted with a green box), 'Pension Estimate Request form', and 'Direct Deposit form'. Under the 'Remittance forms' category, three specific forms are listed with their update dates: 'CAAT RPP and RCA Contribution Remittance Summary form - 034-A' (updated March 2021), 'RPP Contribution Remittance Summary - Purchased Service 014-C' (updated April 2021), and 'RCA Contribution Remittance Summary - Purchased Service 020-C' (updated March 2021). At the bottom, it states 'Revised: September 23, 2022' and 'Employer Manual v.EM-101'.

caat
PENSION PLAN

EMPLOYER MANUAL
A resource for CAAT Plan administrators

Contents

- Welcome
- Getting Started
- What's New
- Income Tax
- Enrolment
- Contributions, Service and Earnings
- Leaves and Pension Purchases
- Transfers
- Disability
- Marriage Breakdown
- Termination
- Working past age 65
- Retirement
- Death
- Member/Non-Member monthly data
- Payroll-Based Reporting (PBR)
- Forms**
- Calculators and spreadsheets
- Attraction & Retention

Remittance forms

- [CAAT RPP and RCA Contribution Remittance Summary form - 034-A](#) (updated March 2021)
- [RPP Contribution Remittance Summary - Purchased Service 014-C](#) (updated April 2021)
- [RCA Contribution Remittance Summary - Purchased Service 020-C](#) (updated March 2021)

Pension Estimate Request form

Direct Deposit form

Revised: September 23, 2022

Employer Manual v.EM-101

We ask you retrieve the relevant Remittance form each month to ensure the most up to date version is being used.

CAAT RPP and RCA Contribution Remittance Summary Form – 034-A



Current service contributions must be remitted monthly and received by the custodian no later than the **5th business day** of the month following the month for which the contributions were made.

Email this form To: RW@caatpension.ca
CC: Finance@caatpension.ca

Contributions Remittance Summary

1. Employer Identification

| | | | |
|---------------|----------------------|----------------------|----------------------------|
| Employer name | <input type="text"/> | | |
| Group number | <input type="text"/> | | |
| | Name | Email | Phone number and extension |
| Contact | <input type="text"/> | <input type="text"/> | <input type="text"/> |

2. Contributions

| | | |
|----------------------------|---|--|
| For the month/year: | <input type="text" value="Select month"/> | <input type="text" value="Select year"/> |
| Form of payment | <input type="text" value="Select form of payment"/> | |
| Payment Date (DD-MMM-YYYY) | <input type="text"/> | |

TOTAL PAYMENT AMOUNT \$

| Contributions Type | Amount - HRP (DBprime and DBplus) | Amount - RCA | Comments (limited to 50 characters) |
|-------------------------------|--------------------------------------|-----------------------------------|-------------------------------------|
| Current Service - Employee | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Current Service - Employer | <input type="text"/> | \$ <input type="text" value="-"/> | <input type="text"/> |
| Pregnancy/Parental - Employee | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Pregnancy/Parental - Employer | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| DBplus LTD/VCB - Employee | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| DBplus LTD/VCB - Employer | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| OCT Credits - Employee | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| OCT Credits - Employer | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| RCA Fee - annual | <input type="text"/> | <input type="text"/> | <input type="text"/> |

| | | |
|------------------|-----------------------------------|-----------------------------------|
| | Amount - RPP | Amount - RCA |
| PAYMENT SUBTOTAL | \$ <input type="text" value="-"/> | \$ <input type="text" value="-"/> |

The form must be sent with each payment

Importance of Remittance Forms to Support Payments

- Funds can only be deposited and allocated when remittance forms are received by CIBC Mellon
- CAAT needs to know the breakdown of the funds to aid in other finance activities, delays in receiving these forms do affect many aspects of the business
- Missing remittance forms could lead to late fees, or cheques being returned to the sender, and additional back and forth communication.
- **Remittance forms (34A or 14C) are required with every payment made.**

Contribution Remittance - Purchases

Purchases contributions remittance

- Lump sum pregnancy/parental leave, statutory leave of absence, transfer-in, etc.
- Form No. 14-C: CAAT RPP Remittance Summary-Purchases
- **You must email this form** when you send the payment with related election forms to Institutional Pension Accounting (IPA) team at CIBC Mellon

RPP Contribution Remittance Summary – Purchased Service 014-C



1. Employer Identification

Employer name

Group number

Contact

Phone number and extension

Name

Email

2. Contributions

Form of payment

Payment Date (DD-MMM-YYYY)

Total Payment Amount

Select payment option

\$

-

| Purchases | Amount | Comments (limited to 50 characters) |
|----------------------|--------|-------------------------------------|
| Please select option | | |
| Please select option | | |
| Please select option | | |
| Please select option | | |
| Please select option | | |
| Please select option | | |
| Please select option | | |
| Please select option | | |
| Please select option | | |
| Please select option | | |
| Please select option | | |

Additional Comments

Send this form with related election forms to IPA team at CIBC Mellon.
Login to 3-Doc first.
Use the following dropbox link to send all attachments to CIBC Mellon as: <https://doc.caatpension.ca/linkedtoplatformcard>.
If the above link is not working, please copy and paste the link into your browser to access.
Alternatively, submit with related election forms by postal mail to the IPA team at CIBC Mellon.
CAAT Pension Plan 250 Yonge Street, Suite 2000
P.O. Box 40, Toronto ON M5B 2L7 Tel 416-673-9000 / 1-866-350-2228
www.caatpension.ca

Form 014-C (02-21)

The form must be sent with each payment

Contribution Remittance – Where/How to submit

| Form Name | Where to Send | How to Send |
|--|-----------------------------|--|
| CAAT RPP & CAAT RCA Contribution Remittance Summary (34-A) | CIBC Mellon CAAT Finance | Send as an email attachment. Do not include any private member data such as SIN. |
| Purchased Service Remittance (014-C) | CIBC Mellon CAAT Finance | Send as an email attachment. Do not include any private member data such as SIN. |

Contribution Remittance

- The recommended method to remit funds is Electronic Funds Transfer (EFT)
- Please contact Finance for other forms of payment if you are unable to remit by EFT

Contribution Remittance - EFT

- CAAT's EFT instructions were provided in previous employer newsletters.
- 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
- Please ensure the Contributions Remittance form is emailed to both B1K@cibcmellon.com and finance@caatpension.ca

Contribution Remittance

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

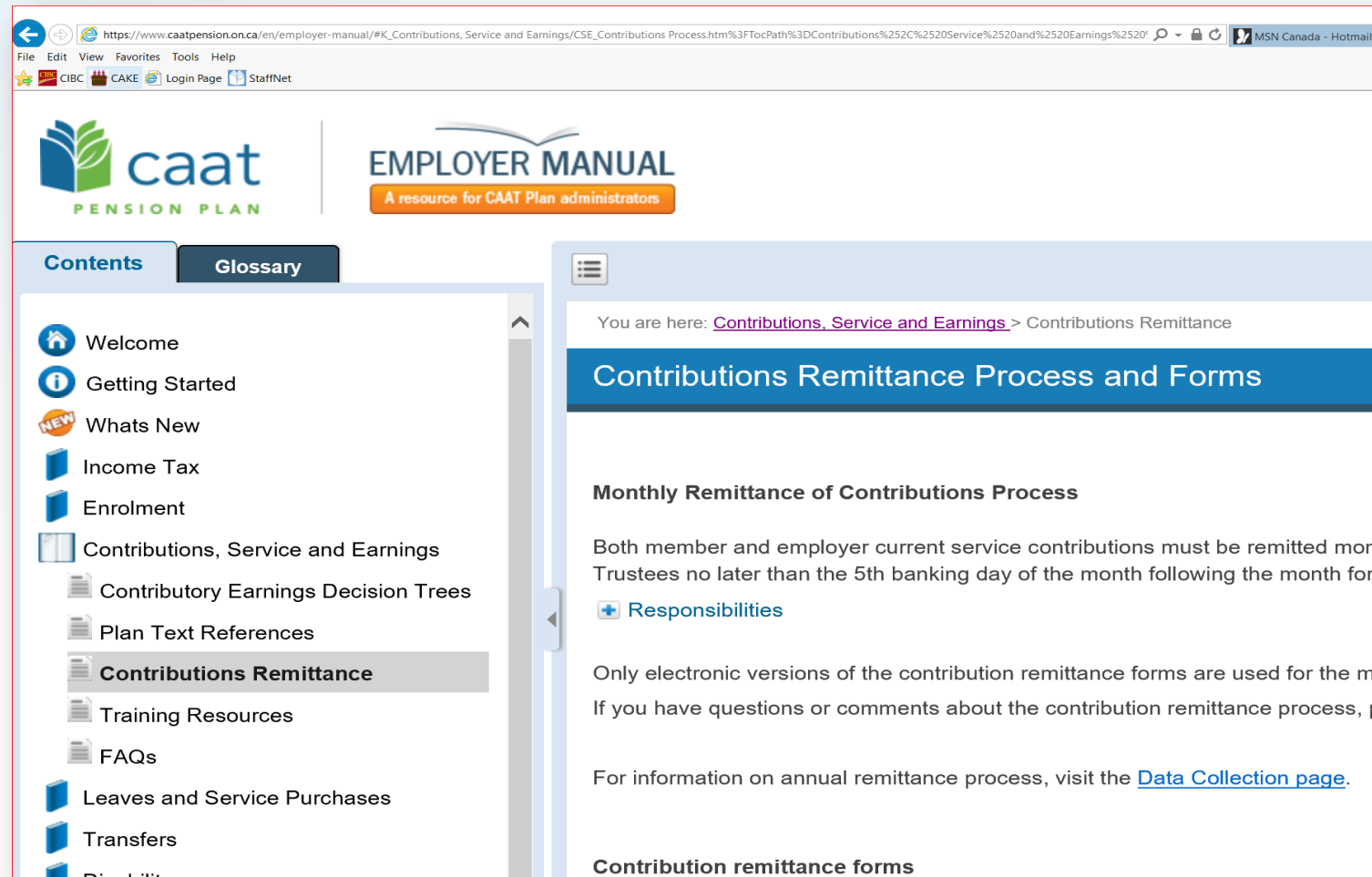
CIBC Mellon

1 York Street, Suite 900

Toronto, ON M5J 0B6

Attention: IPA Department 7th Floor

Contribution Remittance – Website



[Link to remittance forms](#)

Contributions – Additional Information

- Contribution remittance forms are required with every payment.
- 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
- “Crossing over” months for contributions on the form 34-A. If you found a mistake, you can simply remit less or more then next month at your discretion.

Need help with your remittances?
Contact the Finance team

Finance team general email address

finance@caatpension.ca



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
- Plan Text
- 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

- 2023 YMPE = \$66,600
- 2023 RCA earnings = \$198,643.50

PAL will calculate the contributions

Earnings, contributions, and pensionable service for DBprime

Last day worked: 14-Oct-2022 ✓

Date of termination of employment: 14-Oct-2022 ✓

Do you have any new earnings to report?

☒ YES ☐ NO

Start date of pay period for the first pay of the year: 29-Dec-2021 ✓

Do you have current year earnings to report?

☒ YES ☐ NO

Current year - 2022

Pay Frequency: Bi-weekly 26 pay

From: 01-Jan-2022 ✓ To: 14-Oct-2022 ✓

Pensionable service: 0.78846 ✓ Expected value: 0.78846

Regular contributory earnings: 56,000.00 ✓

Lump sum contributory earnings: 0.00 ✓

Vacation contributory earnings: 0.00 ✓

Retroactive pay: 0.00 ✓

Total earnings: 56,000.00

Basic contributions: 6,418.88 ✓ Expected value: 6418.88

CAAT RCA contributions: 0.00 ✓ Expected value: 0.00

Annual rate of salary: 0.00 ✓

Pension adjustment (PA): 6,383 ✓ Expected value: 6383

DBprime - Contribution Calculation

- Contribution spreadsheets on the CAAT website
 - [Employer Manual, Calculators and spreadsheets section](#)
 - Two full-time spreadsheets: biweekly, and semi-monthly/monthly
 - Instructions and examples also available
 - Spreadsheets to be updated later this month with updated 2023 amounts

Where to find Contribution Calculation spreadsheets

The screenshot displays the CAAT Employer Manual website. The header includes the CAAT Pension Plan logo and the title 'EMPLOYER MANUAL' with the subtitle 'A resource for CAAT Plan administrators'. A search bar is located in the top right corner. The left sidebar contains a 'Contents' menu with various categories, including 'Calculators and spreadsheets' at the bottom. The main content area is titled 'Full-time members under the DBprime plan design - service and contributions'. It lists several resources, with two highlighted by green boxes: 'Annualized Contributions Full-time biweekly spreadsheet (Excel) - November 2021' and 'Annualized Contributions FT semi-monthly/monthly (Excel) - November 2021'. Other resources include instructions for these spreadsheets, a pensionable service calculator, and member calculators for estimating pension and actuarial cost.

caat
PENSION PLAN

EMPLOYER MANUAL
A resource for CAAT Plan administrators

Search

Contents

- Enrolment
- Contributions, Service and Earnings
 - Contributory Earnings Decision Trees
 - Contributions Remittance
 - Training Resources
 - FAQs
- Leaves and Pension Purchases
- Transfers
- Disability
- Marriage Breakdown
- Termination
- Working past age 65
- Retirement
- Death
- Member/Non-Member monthly data
- Payroll-Based Reporting (PBR)
- Forms
- Calculators and spreadsheets**

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

- [Annualized Contributions Full-time biweekly spreadsheet \(Excel\) - November 2021](#)
- [Instructions - Annualization contributions FT biweekly \(PDF\)](#)
- [Annualized Contributions Full-time biweekly spreadsheet - 3,000 rows \(Excel\) - November 2021](#)
- [Annualized Contributions FT semi-monthly/monthly \(Excel\) - November 2021](#)
- [Instructions - FT semi-monthly/monthly \(PDF\)](#)
- [Pensionable Service calculator Full-time \(Excel\) - November 2020](#)
- [Instructions - Pensionable Service calculator \(PDF\)](#)

Member calculators

- [Estimate your pension](#)

The easy way for members to quickly model different pension scenarios using a minimum of information. The 3-Step Pension Estimator is for all members of the Plan to get an estimate at key retirement dates, while the DBplus Estimator is for OTRFT employees who want an estimate of their pension from DBplus.

[Actuarial Cost Estimator](#)

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

ver: 1_2022

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.

Clear

Print

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 | = | John Doe | (optional) |
| Member ID/SIN | = | | (optional) |
| Year | = | 2022 | |
| YMPE | = | \$64,900.00 | |
| RCA Earnings Threshold | = | \$193,715.00 | |
| Contribution Rate (% up to YMPE and % above YMPE) | = | 11.2% and 14.8% | |
| Pay Period (Pay Frequency) | = | Bi-weekly | |
| Pay Periods in Year | = | 26 | |
| 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 | = | 255 | |
| Actual/Deemed Pensionable Earnings in period - Regular/Non-Lump Sum | = | \$75,250.00 | (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 2022 | = | \$0.00 | (Contributions ARE NOT calculated on this field – only used to annualize earnings before current lump sum) |

Pay Period Contribution Calculation


Total Contributions for Pay Period (Non-Lump Sum and Lump Sum Earnings)

| | | | | | | | | | | |
|---------------------------------|---|----------------|---|----------------|---|------------|---|--------------|---|----------------|
| Total RPP Contributions | = | (G) | + | (H) | + | (P) | + | (Q) | = | \$9,067.54 (S) |
| | | (\$7,129.02) | + | (\$1,716.52) | + | (\$0.00) | + | (\$222.00) | | |
| Total RCA Contributions | = | (I) | + | (R) | | | | | = | \$0.00 (T) |
| | | (\$0.00) | + | (\$0.00) | | | | | | |
| Total RPP and RCA Contributions | = | (S) | + | (T) | | | | | = | \$9,067.54 (U) |
| | | (\$9,067.54) | + | (\$0.00) | | | | | | |

Bi-weekly – Payroll period example

ver: 1_2022

DBprime Contribution Calculation Worksheet - FT - Bi-weekly Pay



Clear

Print

Show/Hide Details

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 | = | John Doe | (optional) |
| Member ID/SIN | = | | (optional) |
| Year | = | 2022 | |
| YMPE | = | \$64,900.00 | |
| RCA Earnings Threshold | = | \$193,715.00 | |
| Contribution Rate (% up to YMPE and % above YMPE) | = | 11.2% and 14.8% | |
| Pay Period (Pay Frequency) | = | Bi-weekly | |
| Pay Periods in Year | = | 26 | |
| 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 | = | 10 | |
| Actual/Deemed Pensionable Earnings in period - Regular/Non-Lump Sum | = | \$3,900.00 | <i>Schedule 1 - include taxable benefits)</i> |
| One-time Lump Sum Pensionable Earnings paid in this Pay Period | = | \$0.00 | <i>(E.g. Pensionable bonus, Retroactive payment)</i> |
| Previous Pensionable Lump Sums paid in 2022 | = | \$0.00 | <i>Contributions ARE NOT calculated on this field – only used to annualize earnings before current lump sum)</i> |

Pay Period Contribution Calculation

Total Contributions for Pay Period (Non-Lump Sum and Lump Sum Earnings)

| | | | | | | | | | | |
|---------------------------------|---|--------------|---|--------------|---|------------|---|------------|---|--------------|
| Total RPP Contributions | = | (G) | + | (H) | + | (P) | + | (Q) | = | \$487.34 (S) |
| | | (\$279.57) | + | (\$207.77) | + | (\$0.00) | + | (\$0.00) | | |
| Total RCA Contributions | = | (I) | + | (R) | | | | | = | \$0.00 (T) |
| | | (\$0.00) | + | (\$0.00) | | | | | | |
| Total RPP and RCA Contributions | = | (S) | + | (T) | | | | | = | \$487.34 (U) |
| | | (\$487.34) | + | (\$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

Earnings, contributions, and pensionable service for DBprime

Last day worked

14-Oct-2022 ✓

Date of termination of employment

14-Oct-2022 ✓

Do you have any new earnings to report?

☒ YES ☐ NO

Start date of pay period for the first pay of the year

29-Dec-2021 ✓

Do you have current year earnings to report?

☒ YES ☐ NO

Current year - 2022

Pay Frequency

Bi-weekly 26 pay ⇅

From

01-Jan-2022 ✓

To

14-Oct-2022 ✓

Pensionable service

Expected value: 0.78846

0.78846 ✓

Regular contributory earnings

56,000.00 ✓

Lump sum contributory earnings

0.00 ✓

Vacation contributory earnings

0.00 ✓

Retroactive pay

0.00 ✓

Total earnings

56,000.00

Basic contributions

Expected value: 6418.88

6,418.88 ✓

CAAT RCA contributions

Expected value: 0.00

0.00 ✓

Annual rate of salary

0.00 ✓

Pension adjustment (PA)

Expected value: 6383

6,383 ✓

DBprime - Pensionable Service

- Spreadsheets available on the CAAT website
 - [Employer Manual, Calculators and spreadsheets section](#)
 - FT Spreadsheets
- 2022 was based on 260 workdays in the year
- 2023 is based on 260 workdays in the year

Pensionable Service Calculation for Full-Time Members

Pensionable Service Calculation for Full-Time Member

v1_2021

Employee Name: John Doe

Employee ID/SIN:

Calendar Year: 2022

Date of Enrolment/Switch to FT (if in 2022):

Date of Termination/Last day of FT (if in 2022): 31-Dec-2022

Employee Group: Administration

Pensionable Service Calculation Type: Workdays

Workdays in calendar year 2022: 260

Clear

Print



Leave Period(s) in 2022 - Workdays

| | |
|--|---------|
| Workdays of Leave #1 (linked to calculator) | 5 |
| Workdays of Leave #2 (linked to calculator) | |
| Workdays of Leave #3 (linked to calculator) | |
| Workdays of Leave #4 (linked to calculator) | |
| Workdays of Leave #5 (linked to calculator) | |
| Workdays of Leave #6 (linked to calculator) | |
| Workdays of Leave #7 (linked to calculator) | |
| Workdays of Leave #8 (linked to calculator) | |
| Workdays of Leave #9 (linked to calculator) | |
| Workdays of Leave #10 (linked to calculator) | |
| Workdays of Leave #11 (linked to calculator) | |
| Workdays of Leave #12 (linked to calculator) | |
| Workdays of Leave #13 (linked to calculator) | |
| Workdays of Leave #14 (linked to calculator) | |
| Workdays of Leave #15 (linked to calculator) | |
| Partial-day Leave #1 (input Workdays) | |
| Partial-day Leave #2 (input Workdays) | |
| Partial-day Leave #3 (input Workdays) | |
| Partial-day Leave #4 (input Workdays) | |
| Partial-day Leave #5 (input Workdays) | |
| Partial-day Leave #6 (input Workdays) | |
| Partial-day Leave #7 (input Workdays) | |
| Partial-day Leave #8 (input Workdays) | |
| Partial-day Leave #9 (input Workdays) | |
| Partial-day Leave #10 (input Workdays) | |
| Partial-day Leave #11 (input Workdays) | |
| Partial-day Leave #12 (input Workdays) | |
| Partial-day Leave #13 (input Workdays) | |
| Partial-day Leave #14 (input Workdays) | |
| Partial-day Leave #15 (input Workdays) | |
| Total Leave Workdays | 5 |
| Total Leaves (fraction of year) | 0.01923 |

Pensionable Service for 2022

| | | |
|------------------------------------|-----------|--|
| Maximum Pensionable Service | 1.00000 | (Based on enrolment and/or termination date) |
| Total Leaves (to offset) | (0.01923) | |
| Total Pensionable Service for 2022 | 0.98077 | |

Leave Period Calculator

| | Leave Details | | Length of Leave | | Warnings |
|-----------|---------------|------------|-----------------|-------|----------|
| | Start Date | End Date | Work Days | Hours | |
| Leave #1 | 1-Aug-2022 | 7-Aug-2022 | 5 | 0 | |
| Leave #2 | | | | | |
| Leave #3 | | | | | |
| Leave #4 | | | | | |
| Leave #5 | | | | | |
| Leave #6 | | | | | |
| Leave #7 | | | | | |
| Leave #8 | | | | | |
| Leave #9 | | | | | |
| Leave #10 | | | | | |
| Leave #11 | | | | | |
| Leave #12 | | | | | |
| Leave #13 | | | | | |
| Leave #14 | | | | | |
| Leave #15 | | | | | |

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

Earnings, contributions, and pensionable service for DBprime

Last day worked ✓

Date of termination of employment ✓

Do you have any new earnings to report?

☒ YES ☐ NO

Start date of pay period for the first pay of the year ✓

Do you have current year earnings to report?

☒ YES ☐ NO

Current year - 2022

Pay Frequency

From ✓ To ✓

| | | | |
|--|-------------------------|--|--|
| Pensionable service | Expected value: 0.78846 | Regular contributory earnings | |
| <input type="text" value="0.78846"/> ✓ | | <input type="text" value="56,000.00"/> ✓ | |
| Lump sum contributory earnings | | Vacation contributory earnings | |
| <input type="text" value="0.00"/> ✓ | | <input type="text" value="0.00"/> ✓ | |
| Retroactive pay | | Total earnings | |
| <input type="text" value="0.00"/> ✓ | | <input type="text" value="56,000.00"/> | |

| | | | |
|---|-------------------------|--------------------------------------|----------------------|
| Basic contributions | Expected value: 6418.88 | CAAT RCA contributions | Expected value: 0.00 |
| <input type="text" value="6,418.88"/> ✓ | | <input type="text" value="0.00"/> ✓ | |
| Annual rate of salary | | Pension adjustment (PA) | Expected value: 6383 |
| <input type="text" value="0.00"/> ✓ | | <input type="text" value="6,383"/> ✓ | |

DBprime - Pension Adjustment Calculator

PA calculator

Are you calculating a PA for an OTRFT member?

If the PA is for 2018 or earlier, you can use this tool. If you are completing a calculation for an OTRFT member in respect of 2019, you must use the spreadsheet, available in [the Employer Manual](#).

If a member switches from DBplus to DBprime, or vice-versa during the year, you will have to calculate two PAs and report the total.

Start Your Calculation

Year:

2022



Earnings:

Actual, not annualized

56000



example: 35050.22

Service:

1

example: 0.08493

Calculate

Clear

Pension Adjustment:

5952

DBprime - Pension Adjustment Tools for Employers

The screenshot displays the 'EMPLOYER MANUAL' website for the CAAT Pension Plan. The left sidebar contains a 'Contents' menu with various topics. The main content area is titled 'Calculators and spreadsheets' and provides information about the tools available, including a disclaimer that results are based on user input and not verified by the plan. A green box highlights the 'Employer calculators' section, which lists several tools and spreadsheets with their respective update dates.

caat
PENSION PLAN

EMPLOYER MANUAL
A resource for CAAT Plan administrators

Contents

- Training Resources
- FAQs
- Leaves and Pension Purchases
- Transfers
- Disability
- Process
- Forms and Tools
- Service levels
- FAQs
- Marriage Breakdown
- Termination
- Working past age 65
- Retirement
- Death
- Member/Non-Member monthly data
- Payroll-Based Reporting (PBR)
- Forms
- Calculators and spreadsheets**
- Attraction & Retention

You are here: Calculators and spreadsheets

Calculators and spreadsheets

This page contains information and links to all employer and member calculators and worksheets.

Results are based on information provided by the user, and are not reviewed or verified by the CAAT Pension Plan.

Employer calculators

- [PA calculator](#) (for DBprime PA calculations, and for OTRFT PA calculations from 2018 and before) - November 2021 update
- [DBprime PA Batch calculation spreadsheet](#) (Excel) - November 2021
- [DBplus PA Batch calculation spreadsheet](#) (Excel) - November 2021
- [DBplus PA Batch calculation spreadsheet for Employers that participate in DBplus only](#) (Excel) - November 2021
- [3-Step Pension Estimator and DBplus Estimator](#)

OTRFT service and contributions (up to December 31, 2018)

- [OTRFT Pensionable Service spreadsheet](#) (Excel) - February 24, 2017
- [OTRFT Pensionable Service spreadsheet - expanded rows](#) (Excel) - February 24, 2017

DBprime – Batch Pension Adjustment Calculation Spreadsheet

CAAT Pension Plan

ver: 1_2022

DBprime Batch PA Calculation Spreadsheet

Year: 2022

YMPE: \$64,900

Maximum PA: \$30,180

Clear



This spreadsheet is intended to be used for calculating PAs for active members in the DBprime design (FT members at non-growth employers only starting in 2019). 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) | Pensionable Service | Annualized Earnings (for PA purposes) | Pension Adjustment |
|----------------------|-----------|-------------------------------|---------------------|---------------------------------------|--------------------|
| | Example 1 | \$70,000.00 | 1.00000 | \$70,000.00 | \$7,911 |
| | Example 2 | \$50,000.00 | 0.67433 | \$74,147.67 | \$5,838 |
| | Example 3 | \$50,000.00 | 0.75000 | \$66,666.67 | \$5,483 |
| | Example 4 | \$50,000.00 | 0.53946 | \$92,685.28 | \$6,471 |

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 included as earnings on T4 (professional dues, fitness memberships, tuition subsidy, etc.)
- Refer to Schedule 3 of earnings in the Employer Manual

DBplus – Schedule 3 - effective January 1, 2019

The screenshot displays the CAAT Employer Manual website. The header includes the CAAT Pension Plan logo, the title 'EMPLOYER MANUAL', and a subtitle 'A resource for CAAT Plan administrators'. A search bar is located in the top right corner. A left-hand navigation menu lists various topics, with 'Contributions, Service and Earnings' currently selected and highlighted. The main content area shows a breadcrumb trail 'You are here: Contributions, Service and Earnings' followed by a blue header for 'Contributions, Earnings, and Service Guidelines'. Below this, a paragraph states that the page contains important information on topics related to Contributions, Earnings and Service, and that users should select items from the list to view the applicable section. A list of links is provided, with 'Contributory Earnings Categories' highlighted by a green rectangular box.

caat
PENSION PLAN

EMPLOYER MANUAL
A resource for CAAT Plan administrators

Search

Contents

- Welcome
- Getting Started
- NEW** What's New
- Income Tax
- Enrolment
- Contributions, Service and Earnings**
 - Contributory Earnings Decision Trees
 - Contributions Remittance
 - Training Resources
 - FAQs
- Leaves and Pension Purchases
- Transfers
- Disability
- Marriage Breakdown
- Termination
- Working past age 65

You are here: Contributions, Service and Earnings

Contributions, Earnings, and Service Guidelines

This page contains important information on a number of topics related to Contributions, Earnings and Service. Select the items in the list to view the applicable section.

- [Member Contribution Formula](#)
- [Annualization](#)
- [Vacation Pay](#)
- [Retroactive Pay](#)
- [Concurrent Employment](#) (includes information on Reduced Work and Concurrent Employment)
- [Pensionable Service Guidelines](#) (applicable for employers that participate in both the DBprime and DBplus Plan design)
- [Contributory Earnings Categories](#)**
- [Interest](#) (on member contributions)
- [Service, Earnings and Pension Adjustment Correction thresholds for data revisions](#)

DBplus - Contributions

- Contributions based on eligible earnings
- Maximum contributions based on money purchase maximums
 - 2022 = \$30,780
 - \$15,390 member
 - \$15,390 employer
 - **2023 = \$31,560**
 - **\$15,780 member**
 - **\$15,780 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

Earnings and contributions for DBplus

Do you have any new earnings to report?

☒ YES ☐ NO

Do you have current year earnings to report?

☒ YES ☐ NO

Current year - 2022

From

01-Jan-2022 ✓

To

30-Nov-2022

Current year eligible earnings

12,000.00 ✓

Employer contributions

Expected value: 1080.00

1,080.00 ✓

Employee contributions (Does not include purchased leaves)
Expected value: 1080.00

1,080.00 ✓

Pension adjustment (PA) (Include current year purchased leave)
Expected value: 1352

1,352 ✓

Has the financial information for previous year been submitted?

☒ YES ☐ NO

DBplus - Pension Adjustment

DBplus – 2022 Pension Adjustment calculation

$$\left(\begin{array}{c} \text{Member} \\ \text{Contributions} \end{array} + \begin{array}{c} \text{Employer} \\ \text{Contributions} \end{array} \right) \times \begin{array}{c} \text{Pension Factor} \\ (8.5\%) \end{array} \times 9 - \begin{array}{c} \text{Offset} \\ (\$300) \end{array}$$

DBplus – 2022 Pension Adjustment example

$$\left(\begin{array}{|c|} \hline \$4,680 \\ \hline \end{array} + \begin{array}{|c|} \hline \$4,680 \\ \hline \end{array} \right) \times \begin{array}{|c|} \hline \text{Pension Factor} \\ \hline \text{(8.5\%)} \\ \hline \end{array} \times 9 - \begin{array}{|c|} \hline \text{Offset} \\ \hline \text{(\$300)} \\ \hline \end{array}$$

$$= \$6,860 \quad \text{Pension adjustment}$$

DBplus – 2023 Pension Adjustment calculation

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

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

DBplus – 2023 Pension Adjustment example

$$\left(\$4,500 + \$4,500 \right) \times \text{Pension Factor (8.5\%)} \times 9 - \$600 \times (\$9,000 / \$31,560^*)$$

* 2023 Money Purchase Limit

$$= \$6,714 \text{ Pension adjustment}$$

DBplus – 2023 Inter-design Pension Adjustment calculation

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

*prorated based on the lesser of:

- (Member + Employer Contributions) ÷ Money Purchase Limit of that year
- 1 – DBprime Pensionable Service in the year

DBplus – 2023 Inter-design Pension Adjustment example

$$\left(\$4,500 + \$4,500 \right) \times \text{Pension Factor (8.5\%)} \times 9 - \$600 \times 0.28517$$

= \$6,714 Pension adjustment

*prorated based on the lesser of:

- (Member + Employer Contributions) ÷ Money Purchase Limit of that year: $\$9,000/\$31,560 = 0.28517$
- 1 – DBprime Pensionable Service in the year = $1 - 0.33077 = 0.66923$

PAL will calculate DBplus PA

Earnings and contributions for DBplus

Do you have any new earnings to report?

☒ YES ☐ NO

Do you have current year earnings to report?

☒ YES ☐ NO

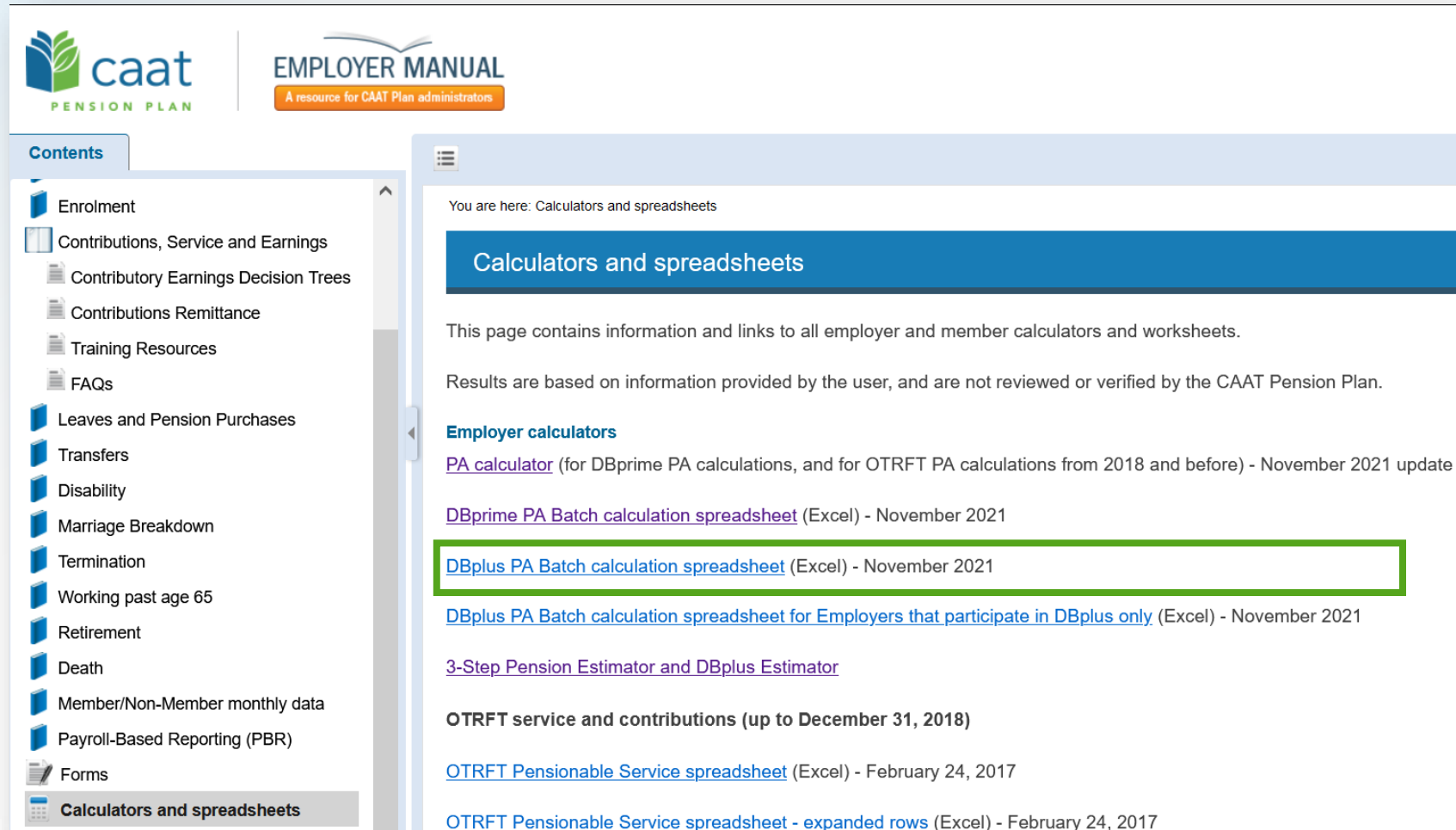
Current year - 2022

| | |
|--|---|
| From | To |
| <input type="text" value="01-Jan-2022"/> ✓ | <input type="text" value="30-Nov-2022"/> |
| Current year eligible earnings | Employer contributions Expected value: 1080.00 |
| <input type="text" value="12,000.00"/> ✓ | <input type="text" value="1,080.00"/> ✓ |
| Employee contributions (Does not include purchased leaves) Expected value: 1080.00 | Pension adjustment (PA) (Include current year purchased leave) Expected value: 1352 |
| <input type="text" value="1,080.00"/> ✓ | <input type="text" value="1,352"/> ✓ |

Has the financial information for previous year been submitted?

☒ YES ☐ NO

DBplus - Pension Adjustment Tools for Employers



The screenshot displays the CAAT Pension Plan Employer Manual website. The left sidebar contains a 'Contents' menu with various topics. The main content area is titled 'Calculators and spreadsheets' and provides information about employer and member calculators and worksheets. It includes a list of links to various calculators and spreadsheets, with the 'DBplus PA Batch calculation spreadsheet' link highlighted by a green box.

caat
PENSION PLAN

EMPLOYER MANUAL
A resource for CAAT Plan administrators

Contents

- Enrolment
- Contributions, Service and Earnings
 - Contributory Earnings Decision Trees
 - Contributions Remittance
 - Training Resources
 - FAQs
- Leaves and Pension Purchases
- Transfers
- Disability
- Marriage Breakdown
- Termination
- Working past age 65
- Retirement
- Death
- Member/Non-Member monthly data
- Payroll-Based Reporting (PBR)
- Forms
- Calculators and spreadsheets**

You are here: Calculators and spreadsheets

Calculators and spreadsheets

This page contains information and links to all employer and member calculators and worksheets.

Results are based on information provided by the user, and are not reviewed or verified by the CAAT Pension Plan.

Employer calculators

- [PA calculator](#) (for DBprime PA calculations, and for OTRFT PA calculations from 2018 and before) - November 2021 update
- [DBprime PA Batch calculation spreadsheet](#) (Excel) - November 2021
- [DBplus PA Batch calculation spreadsheet](#) (Excel) - November 2021
- [DBplus PA Batch calculation spreadsheet for Employers that participate in DBplus only](#) (Excel) - November 2021
- [3-Step Pension Estimator and DBplus Estimator](#)

OTRFT service and contributions (up to December 31, 2018)

- [OTRFT Pensionable Service spreadsheet](#) (Excel) - February 24, 2017
- [OTRFT Pensionable Service spreadsheet - expanded rows](#) (Excel) - February 24, 2017

DBplus – Batch Pension Adjustment Calculation Spreadsheet

- Use this tool to calculate a batch of pension adjustments

CAAT Pension Plan


DBplus Batch PA Calculation Spreadsheet

ver: 1_2022

Year: 2022

Annual Pension Factor: 8.5%
Maximum Mbr/ER Conts: \$15,390
Maximum PA: \$30,180

Clear



*This spreadsheet is intended to be used for calculating PAs for active members at non-growth employers in the DBplus design contributing at 9% (OTRFT members, starting in 2019). **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 |
|----------------------|------|-------------------------------|----------------------|------------------------|---------------------|-----------------|--------------------|
| | | \$37,000.00 | \$3,330.00 | \$3,330.00 | \$6,660.00 | \$566.10 | \$4,795 |
| | | \$56,000.00 | \$5,040.00 | \$5,040.00 | \$10,080.00 | \$856.80 | \$7,411 |
| | | \$22,000.00 | \$1,980.00 | \$1,980.00 | \$3,960.00 | \$336.60 | \$2,729 |



QUESTIONS

