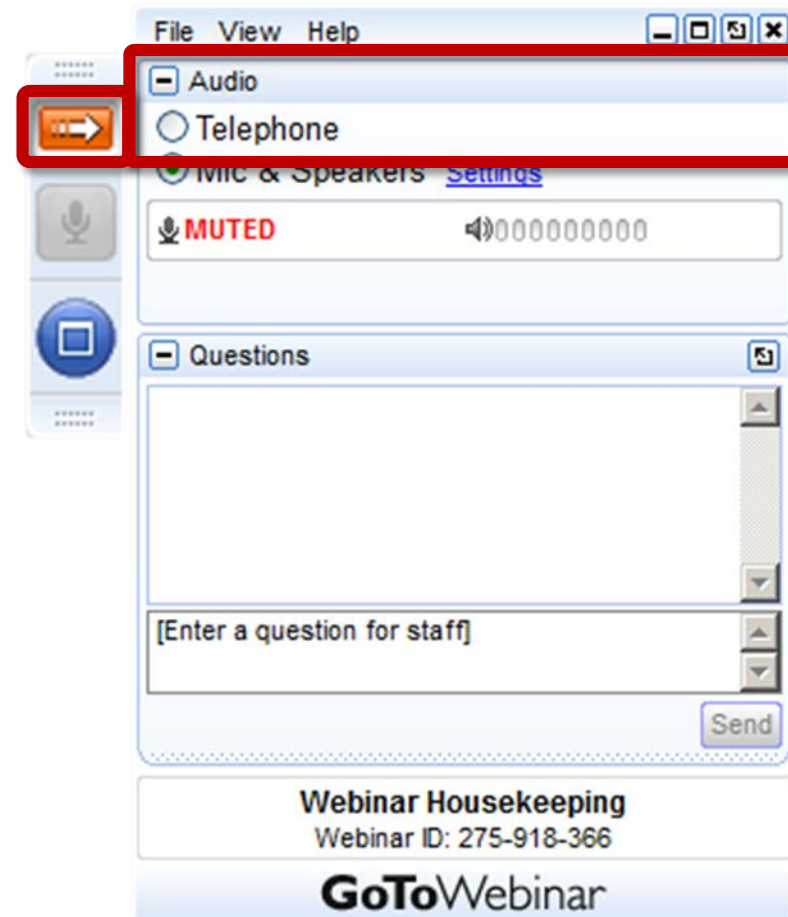


While we wait – dial in audio instructions

To ask questions during the Q&A, dial in by phone:

1. Select the *Audio* section of the GoToWebinar control panel.
2. Select *Telephone*.
3. Dial the phone number that appears.
4. Then enter the access code and audio PIN.

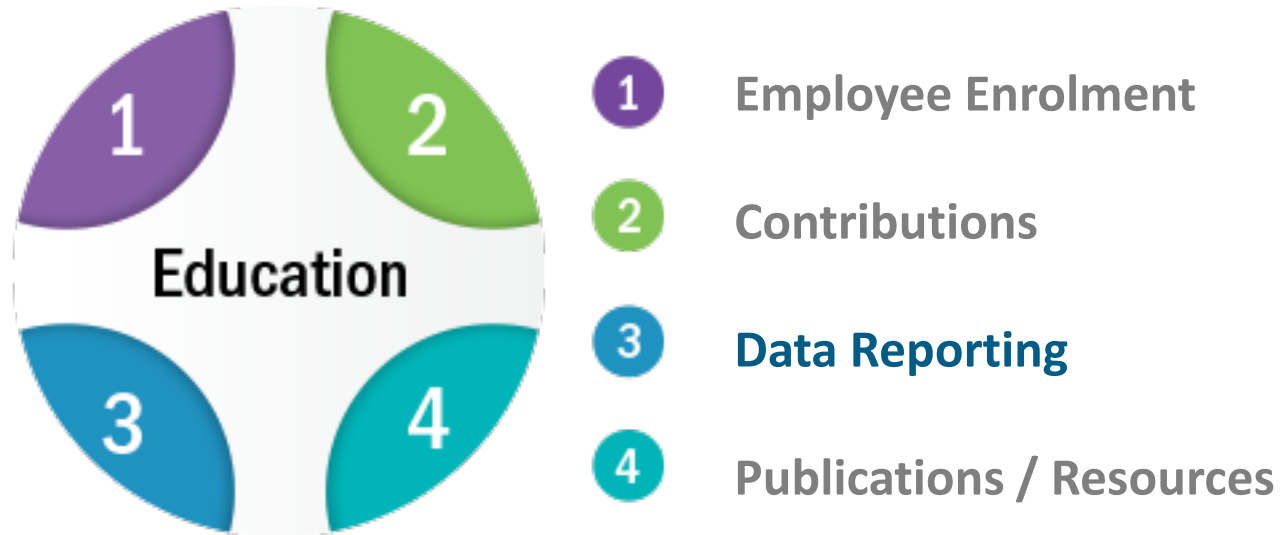




In-Year Reporting:
Retirement, Termination, Death notification, and
Change of Employment Form

February 21, 2019

Employer Education Sessions



Retirement - Estimates

Retirement – Estimates

- Pension estimates help members plan for retirement
 - www.caatpension.on.ca/tools/pension_estimator
- Form must be signed by member requesting the estimate

Retirement – Process

Retirement – Process

1. **Employer** completes a *Pension Application* form and submits it to the CAAT Plan
2. **The CAAT Plan** 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 the CAAT Plan.
4. **The CAAT Plan** sets up the member's monthly payment, and the member receives it for life.


Retirement – Process

- 3 months in advance of retirement date:
 - Send retirement applications to the Plan
- Refer to the [payment schedule](#) on our website
- Pension revisions:
 - Threshold of \$150 for earnings and 2 working days for service

Vacation Pay

- Vacation pay is given to a member for accrued vacation
- If requested by the member:
 - Vacation may be pensionable in the year of retirement or termination.

Retirement Smart Form

Pension Application Input			
Okay to Submit			
Please enter information in the blue dropdowns and yellow entry cells. The green cells are automatically calculated			
		Clear	Print
Member Employment			
Data has been revised – use for any data changes	No	Date of revision	
Employment Type	FT		
Employer Name	Algonquin College		
Date of enrollment/membership	January 1, 2014		
Date of Retirement	January 31, 2017		
Is Member going to work at another participating employer?	No	Is Member currently employed at another participating employer?	No
If Yes, indicate employer name		If Yes, indicate employer name	
Demographic Information			
First Name	B.		
Last Name	Baggins		
Initial			
Date Of Birth	January 1, 1950		
SIN	123-456-789		
Phone Number			
Email			
Street Address	123 Yonge Street		
City	Toronto		
Province	ON		
Postal Code	A1A 1A1		
Spouse Identification			
Spouse Definition: A person who is the legally married spouse or the qualifying common-law spouse of a member, former member or retired member, provided they are not living separate and apart.			
Marital Status	Single		
Spouse First Name			
Spouse Last Name			
Spouse Date Of Birth			
Spouse Sex	N/A		
Date of marriage/common-law			
Divorced/Separated/Widowed	N/A		
Date of death of spouse			
Earnings, Contributions & Service			



Quiz

Termination

Termination

Definition:

When a CAAT Plan member leaves their employment at an Ontario College, or related employer, before being eligible for an immediate pension.

Termination – Extension of Membership

- After terminating employment:
 - Members remain in the CAAT Plan for 24 months
- Must terminate employment at all employers before being eligible for pension
- Annual pension statements sent to members during the EOM period

Extension of Membership Options

- Options for members during the 24 month extension:
 - Start working at another CAAT employer
 - Transfer to another employer's pension plan
 - Start pension if become retirement eligible

Extension of Membership Options

- After the 24 month extension, member can choose:
 - Deferred pension
 - Commuted value transfer

Termination – Process

1. **Employer** completes a Termination Benefit Application and submits to CAAT Plan
2. **The CAAT Plan** mails letter to member explaining the 24 month extension
3. **The CAAT Plan** will mail 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 the CAAT Plan
5. **The CAAT Plan** processes the benefit payment

Vacation Pay – Reminder

The same rules apply for termination as they do for retirement

- Vacation pay is given to a member for accrued vacation
- If requested by the member:
 - Vacation may be pensionable in the year of retirement or termination.

Termination Smartform

Termination Application Input

Okay to Submit

Warning: If the member is above age 55 at Last Day Worked - Use Pension Application Form. Note that if the member satisfies the age 50 and 20 years service criteria, a Pension Application Form should be used as well.



Please enter information in the blue dropdowns and yellow entry cells. The green cells are automatically calculated

Member Employment

Current Design	DBplus
Data has been revised – use for any data changes	No
Employer Name	CCAA
Date of enrollment/membership	January 1, 2014
Is Member going to work at another participating employer?	No
Is Member currently employed at another participating employer?	No
If Yes, indicate employer name	
If Yes, indicate employer name	

Demographic Information

First Name	123
Last Name	123
Initial	6450
Date Of Birth	December 26, 1900
SIN	123-456-789
Phone Number	
Email	
Street Address	250 Yonge St
City	Toronto
Province	ON
Postal Code	M5B 2L7

Earnings, Contributions & Service for DBprime

Start date of pay period for first pay of the year	July 1, 2019
Last day worked	December 31, 2019
Termination of employment date	December 31, 2019
Reason for difference	
Pay Frequency/Payroll Year	Bi-weekly (26-pay year)

DBplus selected. Values under this section will not be displayed on the Output page. Please proceed to the Earnings and Contributions for DBplus section below

	Current Year	Previous Year (If DCT has not submitted)
Regular contributory earnings	\$50,000.00	
Lump sum contributory earnings		
Vacation contributory earnings		
Retroactive Pay		
Total Earnings		
Basic Contributions		
RCA Contributions		
Annual rate of salary		
Pension Adjustments (PA)		
Pensionable Service		0.00000

DBplus selected. Earnings, service, contributions and PA values under this section will not be displayed on the Output page. Please proceed to the Earnings and Contributions for DBplus section below

Earnings and Contributions for DBplus


Last day worked	December 31, 2019
Termination of employment date	December 31, 2019
T4 earnings	\$10,000,000.00
Contributions	\$13,615.00
Pension Adjustment (PA)	\$20,531.00

Leaves & Purchases

Report any leaves of absence/strike and/or purchases for the current year (and the previous year if the DCT has not been submitted). Indicate the leave type. Ensure the applicable service purchase form and the payment is submitted for all leaves included below, including those currently in the process of being purchased.

Purchase currently in process	No
LOA/Strike or Pregnancy/Parental Leave Purchased #1?	No
Leave Type	N/A
Start Date	
End Date	
Deemed Earnings during Leave #1	
LOA/Strike or Pregnancy/Parental Leave Purchased #2?	No
Leave Type	N/A
Start Date	
End Date	
Deemed Earnings during Leave #2	

Output



Termination Benefit Application

If member is eligible for retirement complete a Pension Application. Note: Date format is dd-mmm-yyyy for all date fields

Complete section B, or C as applicable, depending on your Plan design. All other sections of this form must be completed.

Current Design ☐ DBprime ☐ DBplus

☐ Data has been revised – use for any data changes

Date of Revision: Employer Representative initials: Employer Name

A Member Information

Last Name First Name Initial Social Insurance Number

Date of Birth Phone Number Email

Mailing address

B Earnings, Contributions, and Pensionable Service for DBprime

Start date of pay period for the first pay of the year Last day worked Termination of employment date (complete if different from last day worked)

Reason for difference:

Submit your contribution calculation worksheet along with this application.

	Current Year	Previous Year (if DCT has not been submitted)
Regular contributory earnings <small>Does not include earnings for purchased leaves, lump sum, vacation pay or retroactive pay. Report the last three amounts separately below</small>	\$	\$
Lump sum contributory earnings	\$	\$
Vacation contributory earnings <small>Include only current entitlement year</small>	\$	\$
Retroactive Pay <small>Prior to reporting year. Attach Retro Pay Allocation form from the CAAT Plan website</small>	\$	\$
Total Earnings <small>Combined total of all four rows above</small>	\$	\$
Basic Contributions <small>Does not include purchased leaves</small>	\$	\$
RCA contributions	\$	\$
Annual rate of salary	\$	\$
Pension Adjustments (PA) <small>Include current year purchased leaves</small>	\$	\$
Pensionable Service <small>Total service, excluding purchased service, used for PA calculation (5 decimals)</small>	\$	\$

C Earnings and Contributions for DBplus

Last day worked Termination of Employment Date Current year T4 Earnings

Contributions
Does not include purchased leaves

Pension Adjustments (PA)
Include current year purchased leaves

CAAT Pension Plan 250 Yonge Street, Suite 2900, Toronto ON M5B 2L7 Tel: 416.673.9000 Toll Free: 1.866.350.2228 Fax: 416.673.9028 www.caatpension.on.ca

Termination Benefit Application TRD-110-01.13-E Employer: Please send a copy of this form to the CAAT Plan via S-DOC

Member last name Member first name SIN

D Leaves/Purchase

Report any leaves of absence and/or purchases for the current year (and the previous year if the DCT has not been submitted). Indicate the leave type. Ensure the applicable service purchase form and the payment is submitted for all leaves included below, including those currently in the process of being purchased.

☐ Purchase currently in process

Leave of Absence or Pregnancy / Parental Leave Purchased?	Start Date	End Date	Leave Type
<input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Yes <input type="checkbox"/> No			

E Termination details

Is Member going to work at another participating employer? If Yes, indicate employer name:

☐ Yes ☐ No

Is Member currently employed at another participating employer? If Yes, indicate employer name:

☐ Yes ☐ No

F Employer Representative Authorization

Employer representative name Employer representative signature Date



Quiz

Pre-Retirement Death

Pre-Retirement Death

- All members are entitled to some form of survivor benefit
- Pre-retirement death:
 - Actively contributing members
 - Leaves and Disability
 - Terminated and on an EOM with Plan
 - Deferred members

Death – Survivor Benefits

- Paid according to a specific order of eligibility:
 - Eligible Spouse
 - Eligible Children (children under age 18)
 - Designated Beneficiary
 - Estate

Death – Process

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

Vacation Pay & Pension Adjustment

- Vacation pay is not pensionable in the event of a member's death
- Pension Adjustment is not required in the member's year of death



Quiz

Other reminders

- Notify the Plan:
 - When a member has a change in marital status
 - If there are any changes to a member's designated beneficiaries
- Service Purchases
 - Ensure they are complete before retirement/termination

Factors that may delay processes

- Marriage Breakdown
 - #1 reason for delay
- Termination vs. Retirement
- Delay in submitting proof of age

Change of Employment Form

Change of Employment form



Change of Employment

Please complete all applicable sections of this form

Note: Date format is dd-mmm-yyyy for all date fields

Current Design ☐ DBprime ☐ DBplus

Employer Name

A Member Information

Last Name First Name Initial Social Insurance Number Date of Birth

B Change of plan design

Member's plan design has changed

New plan design: End date of previous type Start date of new type
☐ DBprime ☐ DBplus

C Change of employment information

Member's employment type has changed

New employment type: End date of previous type Start date of new type
☐ Full-time ☐ OTRFT

Member's employee group has changed (For OTRFT only)

Change of employee group Date of change
☐ Administration ☐ Faculty ☐ Support

Corrections to Members' date of hire or enrolment date

Hire Date on File Revised Hire Date Enrolment Date on File Revised Enrolment Date Date of Change

D Earnings, Contributions and Service

Complete if there has been any change to employment information.
Provide the basic contributions and earnings information below for the period from January 1st to the workday before the employment change.
If you are reporting a change in pensionable earnings for DBprime members, report basic pensionable earnings, excluding any lump sum payments. For DBplus members, report T4 earnings. Refer to the Employer Manual for additional information regarding pensionable earnings.

Pensionable earnings	\$	Lump Sum (report only for DBprime plan design)	\$	Annual Salary Rate (immediately prior to change. Report only for DBprime plan design)	\$
Basic Contributions	\$	RCA contributions (report only for DBprime plan design)	\$	Pensionable Service (report only for DBprime plan design)	
Pension Adjustment	\$				

E Employer Authorization

Employer HR Representative Name Employer HR Representative Signature Date


Change of Employment form

Top section of the form

Current Design: Member's design *prior to* the employment change being reported.

Ex: if the member is moving from DBprime to DBplus, select the "DBprime" box.

This is the Design currently on file at the CAAT Pension Plan.

	<h2>Change of Employment</h2>
<p>Please complete all applicable sections of this form</p>	
Current Design	<input type="checkbox"/> DBprime <input type="checkbox"/> DBplus
Employer Name	<input type="text"/>
<p>Note: Date format is dd-mmm-yyyy for all date fields</p>	

Section A – Member Information

A Member Information				
Last Name	First Name	Initial	Social Insurance Number	Date of Birth
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Change of Employment form

Section B – Change of plan design

New plan design: Indicate the new design the member is in (based on employment type – Full-time or OTRFT).

Ex: if the member is moving from DBprime (FT) to DBplus (OTRFT), select the “DBplus” box.

B Change of plan design			
Member's plan design has changed			
New plan design:		End date of previous type	Start date of new type
<input type="checkbox"/> DBprime	<input type="checkbox"/> DBplus		

Section C – Change of employment information

C Change of employment information			
Member's employment type has changed			
New employment type:		End date of previous type	Start date of new type
<input type="checkbox"/> Full-time	<input type="checkbox"/> OTRFT		

Change of Employment form

Section C – Change of employment information (*continued*)

Member's employee group has changed (For OTRFT only)

- **Change of employee group:** Indicate the employee group (Administration, Faculty or Support). It is assumed that the employee group remains the same if no box is selected.
- **Date of change:** First day worked in the new employee group

Member's employee group has changed (For OTRFT only)			
Change of employee group			Date of change
<input type="checkbox"/> Administration	<input type="checkbox"/> Faculty	<input type="checkbox"/> Support	

Change of Employment form

Section D – Earnings, Contributions and Service

Applicable fields for DBprime and DBplus:

- Pensionable earnings
- Basic Contributions
- Pension Adjustment

Complete only if prior design was in DBprime:

- Lump Sum
- RCA Contributions
- Annual Salary Rate
- Pensionable Service

The “Employer Manual” (www.caatpension.on.ca/en/employer-manual) provides further details on how to complete the information found in this section.

D Earnings, Contributions and Service					
Complete if there has been any change to employment information. Provide the basic contributions and earnings information below for the period from January 1st to the workday before the employment change. If you are reporting a change in pensionable earnings for DBprime members, report basic pensionable earnings, excluding any lump sum payments. For DBplus members, report T4 earnings. Refer to the Employer Manual for additional information regarding pensionable earnings.					
Pensionable earnings	\$		Lump Sum (report only for DBprime plan design)	\$	
Basic Contributions	\$		RCA contributions (report only for DBprime plan design)	\$	
Pension Adjustment	\$			Annual Salary Rate (immediately prior to change. Report only for DBprime plan design)	\$
				Pensionable Service (report only for DBprime plan design)	

Change of Employment form

Section D – Earnings, Contributions and Service *(continued)*

Note: The change of employment cannot be processed until we receive complete information for all applicable fields.

D Earnings, Contributions and Service					
Complete if there has been any change to employment information. Provide the basic contributions and earnings information below for the period from January 1st to the workday before the employment change. If you are reporting a change in pensionable earnings for DBprime members, report basic pensionable earnings, excluding any lump sum payments. For DBplus members, report T4 earnings. Refer to the Employer Manual for additional information regarding pensionable earnings.					
Pensionable earnings	\$		Lump Sum (report only for DBprime plan design)	\$	
Basic Contributions	\$		RCA contributions (report only for DBprime plan design)	\$	
Pension Adjustment	\$			Annual Salary Rate (immediately prior to change. Report only for DBprime plan design)	\$
				Pensionable Service (report only for DBprime plan design)	

Change of Employment form

Section E – Employer Authorization

- Employer HR Representative Name
- Employer HR Representative Signature
- Date

E Employer Authorization		
Employer HR Representative Name	Employer HR Representative Signature	Date



