



# Employer responsibilities

DBplus minimizes administrative work for participating employers. This fact sheet outlines the responsibilities that are carried out by employers, while having the support of CAAT's expert team to provide guidance throughout the process.

*If you decide to merge a defined benefit plan with CAAT/DBplus, employer responsibilities may differ from this list. CAAT will work with your team and administration partners to make the transition smooth and seamless.*

## Enrol eligible employees

All employees meeting the eligibility criteria in the employer's Participation Agreement must be enrolled, or given the option to enrol, with their contributions starting as of the date their Plan membership begins. For the initial batch enrolment, employers will be supported to enrol eligible employees electronically. Subsequent new hires can be enrolled online.

## Deduct and remit contributions

Employers deduct employee contributions from pensionable earnings<sup>1</sup> at the selected rate, add their contributions and remit to CAAT using electronic funds transfer. Contributions are due on the 20<sup>th</sup> calendar day of the month following deduction to avoid late payment penalties. If the 20<sup>th</sup> day of the month falls on a weekend or holiday, the due date will be the business day before the 20<sup>th</sup>.

Employers that join DBplus with Contribution Choice are responsible for ensuring members are notified of their contribution rate options and deadlines for choosing and changing their rates. Employers must capture members' contribution rate choices prior to enrolment and ensure the correct contribution rates are deducted and remitted to CAAT together with the corresponding employer contribution.

## Report employee data

Employers report employee enrolments, employment changes, and other member events through CAAT's employer portal or CAAT's secure data sharing tool, either individually or via regular payroll files. Employers that offer DBplus with Contribution Choice are also responsible for reporting member contribution rates.

Periodically, employers also send CAAT a file with the work email addresses of employees enrolled in the Plan, so that CAAT may send the member newsletter directly to them.

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<sup>1</sup>Under CAAT's standard terms, DBplus pensionable earnings are T4 earnings, excluding benefits, perquisites or allowances, whether or not such benefits are taxable. Other definitions of earnings are possible, for example to align with an existing plan definition or a collective bargaining agreement.

## Calculate Pension Adjustments for T4 slips

Under tax law, members of registered pension plans (RPPs) receive a Pension Adjustment (PA), reported on their T4 slip, that reduces their Registered Retirement Savings Plan (RRSP) room.

Using a spreadsheet supplied by CAAT or their own tool, the employer calculates the Pension Adjustment for each member of DBplus and reports it on the member's T4.

## Assist members with their purchase and transfer options

When applicable, employers may need to provide necessary information such as earnings data and prior plan information to support the transfer of a member's prior retirement savings into the Plan. CAAT shoulders most of the administration surrounding these transactions, including delivering group presentations, a booklet and online estimator, that explain purchases and transfers.

On an ongoing basis, members have the right to purchase employer approved unpaid leaves of absence. The cost is 100% paid by the member. Also, where prescribed by legislation, members can continue to participate in the Plan and make pension contributions for statutory leaves. If a member purchases a statutory leave within six months of their return to work, the employer also contributes. Following the six-month period, the cost is 100% paid by the member.

## Participate in employer training sessions

As part of CAAT's onboarding process, an employer's payroll and human resources staff will participate in training related to these responsibilities. Following onboarding, CAAT delivers refreshers and updates on any new processes via webinars that can be watched live or on demand. The online employer manual is another resource for processes and related forms.

## Host presentations for employees

Invite CAAT's pension experts to deliver an educational presentation to your employees at least once per year. Feedback from these sessions shows they are highly effective at helping members understand the value of their pension benefit.

## Help is only a phone call or email away

CAAT's Employer Services team is here to help. Once your organization becomes a CAAT participating employer, as part of the onboarding process your organization will be assigned a Pension Analyst who is ready to answer your questions about administration and connect you to CAAT's other experts as needed.

*Information is subject to change without notice as Plan provisions evolve. You can find a legal description of current provisions in the CAAT Plan Text, which is available on our website. If information differs from the Plan Text, the Plan Text will govern.*