

Eligibility and Enrolment of Plan Members

Employer Education Session for DBplus employers





Agenda

- 1. Eligibility rules
- 2. Enrolment process

Eligibility rules



If an employee enrols

New members:

- Build a secure, lifetime pension
- Contribute with every pay
- Cannot opt out once enrolled





Enrolment eligibility

Standard DBplus provisions

Full-time employees

 Mandatory enrolment upon later of effective date and date of hire

Other than regular full-time (OTRFT) employees

- Option to enrol upon later of effective date and date of hire
- Can elect to join at any time prior to termination

All employees

Cannot opt out once enrolled



Enrolment eligibility

Terms of participation

- CAAT offers flexibility on standard terms
- Any differences set out in the exhibits in the Participation Agreement
 - Defines eligibility rules for employees employed on or before the effective date vs. those hired after the effective date
 - Describes full-time vs. OTRFT requirements to join the Plan
 - Know the terms of your Participation Agreement

Rehired members

A "rehired member" means they have a past relationship with the Plan

Concurrent

Employed at another participating employer

Past member

Either deferred member or paid-out (transferred out benefit)

EOM

In their Extension of Membership period with the Plan

Retired member

Already receiving a lifetime pension

Concurrent employment

- Possible for employees to be employed at more than one participating employer
- Always ask employees if they are currently a member or have ever been a member of CAAT Pension Plan
 - If employed full-time with another CAAT employer and enrolled under the DBprime plan design — they cannot enrol under DBplus



Rehired employees – In 24-month EOM period

- Applies to all rehired members
- Must resume participation in the Plan
- A completed, new enrolment is required

Rehired employees – Transferred benefit to another registered pension plan

Employee should be treated as a new hire based on their **employee type**:

Full-time employee
Immediate enrolment

OTRFT

Option to enrol

Rehired employees – After 24-month EOM period

- Transferred the commuted value out of the Plan
 - Treat as new employee
 - Eligibility criteria apply
- Did not transfer the commuted value out of the Plan
 - Deferred pension
 - Must resume participation in the Plan



Rehired retired members

Options available:

- Continue to receive their pension, but not contribute, or
- Suspend pension payments and contribute to the Plan as an active member

Members should seek independent financial advice before making a decision

Exception:

Members must start receiving their pension by December 1st of the year in which they reach age 71, even if they continue to work

Best practices

- 1. Find out the employee's history with CAAT Pension Plan
- "Are you currently a member of CAAT Pension Plan?"
- "Have you ever been a member of CAAT Pension Plan?"

- 2. Tell them they can transfer in from a former pension plan
- They can transfer their prior benefit into CAAT Pension Plan if they choose
- Refer them to:
 - DBplus Pension Purchase Tool

If you need assistance, contact your Pension Analyst

Enrolment process



Enrolment process overview

- 1. Employer submits the enrolment to the Plan via PBR or PAL
- 2. Employer begins deducting contributions
- 3. CAAT Pension Plan sends the member a Welcome Letter



Enrolment process – Employees with optional enrolment

- Upon hire, provide information on the right to join the Plan as outlined in your Participation Agreement
- Enrolment resources for optional enrolment:
 - Website
 - DBplus Evaluation Tool

Enrolment process – Employees with optional enrolment

- If an employee decides to enrol:
 - Remind them that they cannot opt out
 - Submit enrolment using the PBR file or using PAL
- If you discover an error, submit a form:
 - Change of Employment form (hire date, enrolment date)
 - Change of Information form (date of birth, SIN, marital status)

Enrolment service standards

Send enrolment data to the Plan in normal payroll cycle

Start contribution deductions:

Within 10 business days of the enrolment date

CAAT processes enrolment:

Within 10 business days of receipt of signed enrolment form

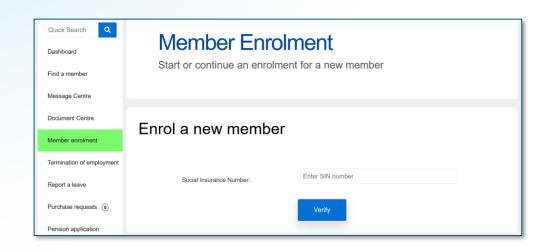
Enrolments – PBR file

- Enrolments can be reported on your PBR files
- Add information in the appropriate columns in your demographic record (DR) tabs
- Instructions available in PBR Specifications Guide or in the Employer Manual
 - New Enrolments

А	В	С	D	E	F	G	Н	I	J	K	L
EMPNO	SIN	FNAME	LNAME	MNAME	DOB	SEX	LANG	MARITAL	STREET1	STREET2	CITY
	XXX XXXXXXXX	Example	NewEnrol		1/1/1990	U	E	U	123 Any Street		Toronto

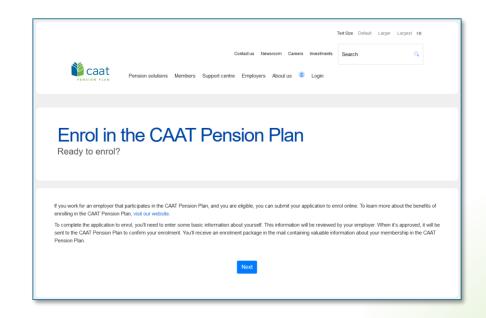
Enrolments – Report on PAL

Employer-initiated



https://employer.caatpension.ca/#/enrolment

Employee-initiated



https://member.caatpension.ca/enrolnow

