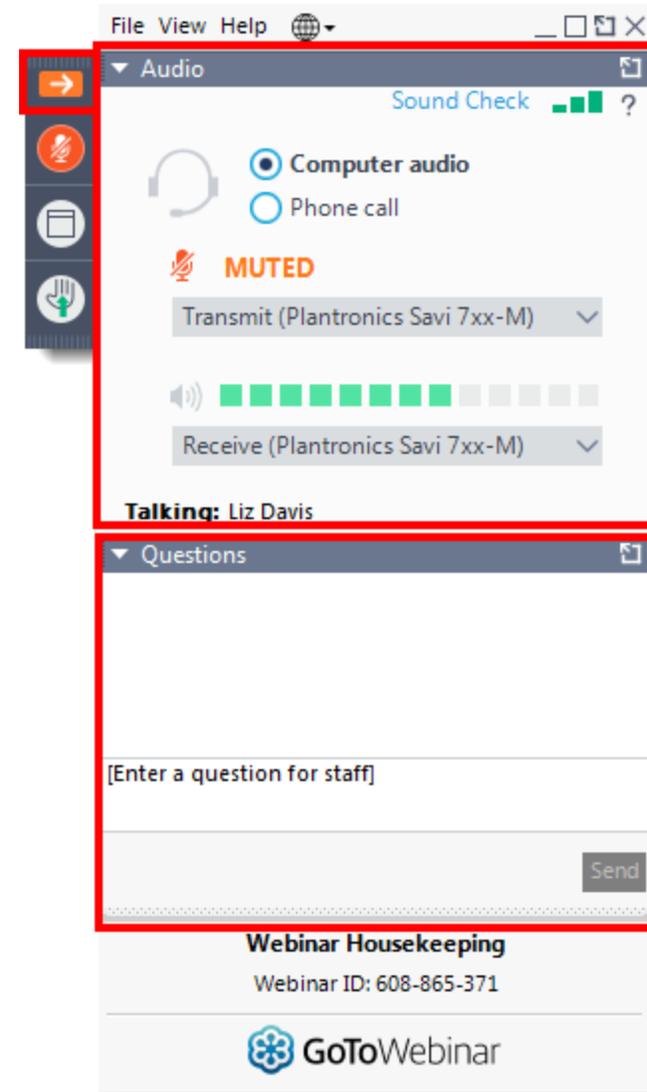


# While we wait – audio instructions

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.



# Transformative Territory Statement

“In keeping with Indigenous culture and to build respectful relationships between Indigenous and non-Indigenous peoples, we acknowledge that our office is located on the traditional unceded 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.

As settlers of this territory, we will listen, uplift and celebrate the Indigenous peoples of this land and, upon invitation to do so, support them in the pursuit of self-determination, sovereignty and justice.

We acknowledge our settler privilege and understand the impact it has on the land and Indigenous peoples.”

## Pronunciation

Anishnabeg: (ah-nish-naw-bek)

Haudenosaunee: (hoodt-en-oh-show-nee)

Métis: (may-tee)





# Year-End Updates for Payroll-Based Reporting

Employer Education Session

January 9, 2024





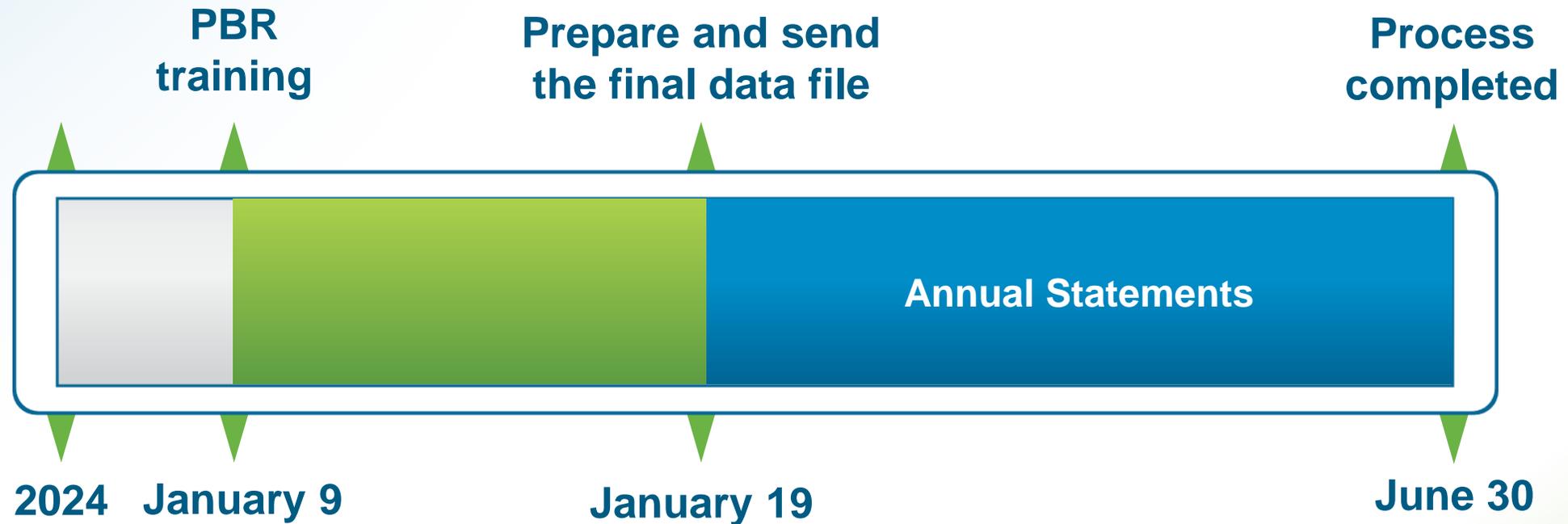
## Agenda

1. Deadline for reporting 2023 data
2. Leave status reporting
3. Pension adjustments
4. Initial reconciliation of contribution remittances

Deadline for reporting  
2023 data

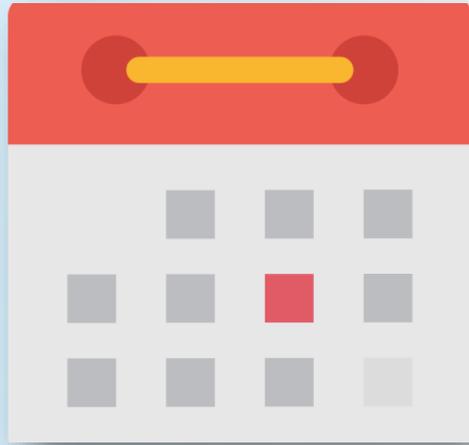
# Payroll-based reporting (PBR)

## Data collection schedule



# Deadline for reporting 2023 data

- December 2023 payroll data must be submitted no later than **January 19, 2024**
- Delays in reporting your 2023 data may result in delays in the Annual Statement process



## Data collection reminder

Payroll files must be submitted at the same time you make your remittance payments

- No later than the 20<sup>th</sup> calendar day of the following month

# Leave status reporting

# Leave reporting

## Final 2023 PBR data file

- For any leaves not reported throughout the year:
  - Report them on your last 2023 PBR data file, OR
  - Submit a separate PBR file—Only ***DR*** and ***Parameters*** tabs required
- PBR files can accept up to 4 statuses changes per member
  - Use the **ESTATUS**, **ESTATUS2**, **ESTATUS3** and **ESTATUS4** columns
  - Report the appropriate effective dates with each status
- More than 4 status changes to report?
  - Contact your employer Pension Analyst

# Leave reporting

## Employment history

Quick Search

Dashboard

**Find a member**

Message Centre

Document Centre

Member enrolment

Termination of employment

Report a leave

Purchase requests 0

Pension application

Pension estimate

### Find a member

Start, or follow-up on a transaction for a specific member

### Enter search term

Social Insurance Number

Member ID

First name

Last name



### Other information

Activity Log +

Employment Information +

**Employment History -**

| Effective date | Employment status |
|----------------|-------------------|
| 01-Jan-2021    | Active            |

« < 1 > » 5 items per page 1 - 1 of 1 items

Contact Information +

Member Plan History +

Member Purchase History +

Forms +

# Leave reporting

## PBR data file codes

| <b>ESTATUS code to use</b> | <b>Type of leave of absence</b>                           |
|----------------------------|---|
| PRG                        | Maternity/parental/adoption leave—continued contributions |
| PRN                        | Maternity/parental/adoption leave—no contributions        |
| STL                        | Unpaid approved statutory leave—no contributions          |
| LOA                        | Unpaid leave of absence                                   |
| LAY                        | Layoff  |
| GRV                        | Grievance   |
| ACT                        | Active status, when returning from leave                  |



Steve

## Example: Reporting multiple leaves

- Parental leave (with contributions):  
March 1, 2023
- Return from leave: May 15, 2023
- Unpaid leave: May 31, 2023
- Return from leave: November 7, 2023

### Reporting on PBR Data File:

| AF      | AG            | AH       | AI             | AJ       | AK             | AL       | AM             |
|---------|---------------|----------|----------------|----------|----------------|----------|----------------|
| ESTATUS | ESTATUS_EDATE | ESTATUS2 | ESTATUS_EDATE2 | ESTATUS3 | ESTATUS_EDATE3 | ESTATUS4 | ESTATUS_EDATE4 |
| PRG     | 3/1/2023      | ACT      | 5/15/2023      | LOA      | 5/31/3023      | ACT      | 11/7/2023      |

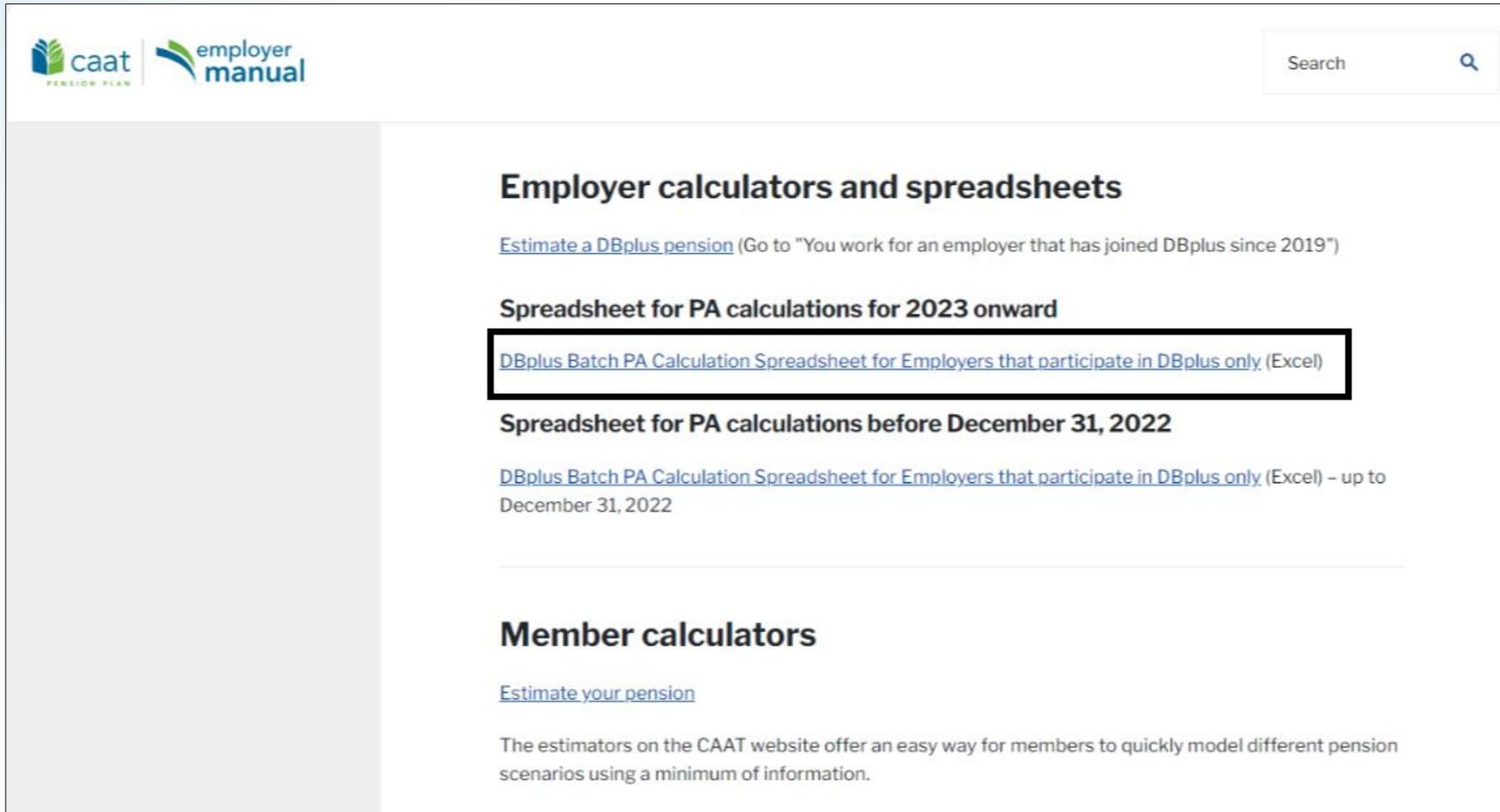
# Pension adjustments (PAs)

# Pension adjustment formula for 2023

$9 \times \text{benefit entitlement} - [\$600 \times \text{proration factor}]$

- **Benefit entitlement** = (Total contributions)  $\times$  8.5%
- **Proration factor** = (Total contributions)  $\div$  Money purchase limit

# Pension adjustment tool for employers



The screenshot shows the CAAT Pension Plan Employer Manual website. The header includes the CAAT Pension Plan logo and the text "employer manual". A search bar is located in the top right corner. The main content area is divided into two sections: "Employer calculators and spreadsheets" and "Member calculators".

**Employer calculators and spreadsheets**

[Estimate a DBplus pension](#) (Go to "You work for an employer that has joined DBplus since 2019")

**Spreadsheet for PA calculations for 2023 onward**

[DBplus Batch PA Calculation Spreadsheet for Employers that participate in DBplus only](#) (Excel)

**Spreadsheet for PA calculations before December 31, 2022**

[DBplus Batch PA Calculation Spreadsheet for Employers that participate in DBplus only](#) (Excel) - up to December 31, 2022

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**Member calculators**

[Estimate your pension](#)

The estimators on the CAAT website offer an easy way for members to quickly model different pension scenarios using a minimum of information.

# DBplus Batch PA Calculation Spreadsheet

- Use this tool to calculate a batch of pension adjustments

CurrYear

**CAAT Pension Plan**

**DBplus Batch PA Calculation for Future Accrual Only (FAO) Employers**

Year: 
 Annual Pension Factor: 8.5%

Maximum Contributions (Money Purchase Limit): \$31,560

Maximum PA: \$30,960

*This spreadsheet is intended to be used for calculating PAs for active members in the DBplus design. It does not take into consideration current year contributions made to a DB or DC pension plan. In the first year of PA reporting, we use a \$600 offset and this will be prorated between the prior plan and DBplus. Contact your Employer Pension Analyst for more details.*

*Results are based on information input by the user and the CAAT Plan does not review or verify the results. The CAAT Plan reserves the right to make any revisions to the tools. Please check the description version.*

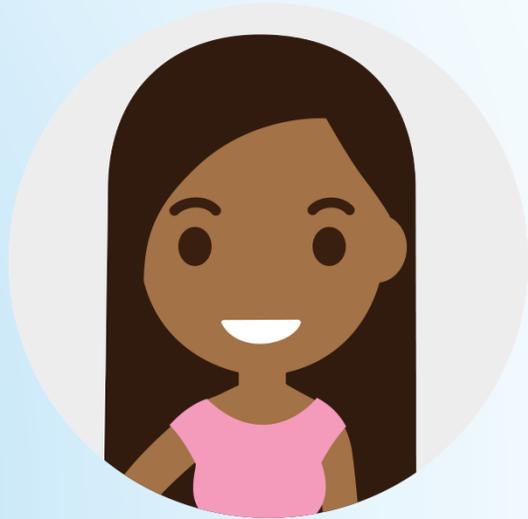
| Member SIN/ID/EE No. | Name | Member Contributions (Actual + Deemed) | Employer Contributions (Actual + Deemed) | Total Contributions | Benefit Accrual | Pension Adjustment | Warnings |
|----------------------|------|--|--|---------------------|-----------------|--------------------|----------|
| 1                    |      |  |  | \$0.00              | \$0.00          | \$0                |          |
| 2                    |      |  |  | \$0.00              | \$0.00          | \$0                |          |
| 3                    |      |  |  | \$0.00              | \$0.00          | \$0                |          |
| 4                    |      |  |  | \$0.00              | \$0.00          | \$0                |          |
| 5                    |      |  |  | \$0.00              | \$0.00          | \$0                |          |

PA Calculation Table

# Pension adjustments

## Reporting to CAAT

- Enter the pension adjustment (PA) information on your last 2023 PBR data file using the following columns:
  - **D2PA** — Enter the calculated PA amount in this column, rounded to the nearest dollar
  - **D2PAYEAR** — Enter “12/31/2023”
- A separate PBR file containing **DR** and **Parameters** tabs to report only PA amounts is also acceptable



Jill

Reporting on PBR Data File:

| AV   | AW         |
|------|------------|
| D2PA | D2PAYEAR   |
| 7460 | 12/31/2023 |



## Example: 2023 pension adjustment

- 2023 earnings = \$100,000
- 5% contribution rate for both member and employer
- Total member contributions = \$5,000
- Total employer contribution = \$5,000
- Total 2023 DBplus contributions = \$10,000
- Calculated 2023 pension adjustment:
  - $[9 \times (10,000 \times 0.085)] - [600 \times (10,000 / 31,560)] = \$7,460$



Ahmed

Reporting on PBR Data File:

| AV   | AW         |
|------|------------|
| D2PA | D2PAYEAR   |
| 8952 | 12/31/2023 |



## Example: 2023 pension adjustment

- 2023 earnings = \$100,000
- 4% contribution rate for member and 8% contribution rate for employer
- Total member contributions = \$4,000
- Total employer contribution = \$8,000
- Total 2023 DBplus contributions = \$12,000
- Calculated 2023 pension adjustment:
  - $[9 \times (12,000 \times 0.085)] - [600 \times (12,000 / 31,560)] = \mathbf{\$8,952}$

# Pension adjustment Reporting on T4

[Clear Data](#)

Canada Revenue Agency / Agence du revenu du Canada

**T4**  
Statement of Remuneration Paid / État de la rémunération payée

Year / Année:

Employer's name – Nom de l'employeur:

Employer's account number / Numéro de compte de l'employeur:

Social insurance number / Numéro d'assurance sociale:

Exempt – Exemption:  CPP/QPP  EI  PPIP

Province of employment / Province d'emploi:

Employment code / Code d'emploi:

Employee's name and address – Nom et adresse de l'employé

Last name (in capital letters) – Nom de famille (en lettres majuscules):

First name – Prénom:

Initial – Initiale:

|  |  |  |
|--|--|--|
| Employer-offered dental benefits / Prestations dentaires offertes par l'employeur: <input type="text"/>                          | Employment income / Revenus d'emploi: <input type="text"/>   | Income tax deducted / Impôt sur le revenu retenu: <input type="text"/>   |
| Employee's CPP contributions – see over / Cotisations de l'employé au RPC – voir au verso: <input type="text"/>                  | Employee's QPP contributions – see over / Cotisations de l'employé au RRQ – voir au verso: <input type="text"/>                  | Employee's second QPP contributions – see over / Deuxièmes cotisations de l'employé au RRQ – voir au verso: <input type="text"/> |
| Employee's second CPP contributions – see over / Deuxièmes cotisations de l'employé au RPC – voir au verso: <input type="text"/> | Employee's second QPP contributions – see over / Deuxièmes cotisations de l'employé au RRQ – voir au verso: <input type="text"/> | CPP/QPP pensionable earnings / Gains ouvrant droit à pension – RPC/RRQ: <input type="text"/>                                     |
| EI insurable earnings / Gains assurables d'AE: <input type="text"/>  | Union dues / Cotisations syndicales: <input type="text"/>  | Charitable donations / Dons de bienfaisance: <input type="text"/>  |
| Employee's EI premiums / Cotisations de l'employé à l'AE: <input type="text"/>   | RPP contributions / Cotisations à un RPA: <input type="text"/>   | RPP or DPSP registration number / N° d'agrément d'un RPA ou d'un RPDB: <input type="text"/>                                      |
| Pension adjustment / Facteur d'équivalence: <input type="text"/>   | Employee's PPIP premiums – see over / Cotisations de l'employé au RPAP – voir au verso: <input type="text"/>                     | PPIP insurable earnings / Gains assurables du RPAP: <input type="text"/>   |

- **Box 20:** Total annual member contribution
- **Box 50:** 0589895 CAAT's registration number
- **Box 52:** Calculated pension adjustment

# Pension adjustment

## Additional information

- Deemed value according to the Canada Revenue Agency of the member's pension accrued in a calendar year
- Used solely to determine the member's RRSP contribution room in the following year
- Batch pension adjustment calculator is available
- Employers are responsible for calculating and reporting pension adjustments for their employees
  - Must be reported to CAAT annually
  - Must report on employee's T4 slip annually

# Initial reconciliation of contribution remittances

# Initial reconciliation of contribution remittances

- Finance Department sends Annual Details Account Summary file(s) by April 1, 2024:
  - CAAT Summary of 2023 Contributions

# Initial reconciliation of contribution remittances

## **Employer responsibility**

- Compare Annual Detail Account Summary file with your remittances to CIBC Mellon throughout the year
- Report any discrepancies

# Initial reconciliation of contribution remittances

## Reporting discrepancies

- CAAT reporting errors – contact CAAT Finance at [finance@caatpension.ca](mailto:finance@caatpension.ca)
- Employer reporting errors
  - Notify your employer Pension Analyst

# Initial reconciliation of contribution remittances

## Reporting discrepancies

- Due date is **April 15, 2024**
- If no discrepancies are reported, we will consider these reports as approved



Questions?

