



## PENSION ADMINISTRATION **BULLETIN**

**Reference No.** 2008-05

**Date:** October 29, 2008

To: All Pension Administration Contact Persons at Contributing Member Organizations

**RE: 2008 Year-End Timeline**

Time Sensitive  
Action Required

A red starburst graphic with a jagged, multi-pointed border. Inside the starburst, the text "Time Sensitive Action Required" is written in a black, sans-serif font.

Once again we are approaching the end of the 2008 payroll year and our thoughts turn to the NSAHO Pension Plan year-end data collection process.

Enclosed is a copy of the **2008 Year-end Timeline**, with the first key date being **December 1, 2008**. To prepare for a smooth Year-end reporting process, please ensure all outstanding Enrollment Forms and Notices of Termination, Death or Retirement have been received by NSAHO PP staff no later than December 1<sup>st</sup>. Submitting these forms on a timely basis will ensure the following:

- Members on the Data Processor will be coded with the correct Employment Status and hence the appropriate validation checks will be run, eliminating unnecessary errors.
- New enrolments provided to NSAHO PP by December 1, 2008, will be captured on the Data Processor, avoiding the need to manually input enrolment information onto the Data Processor and the Contribution Report.

**2008 YEAR-END TRAINING SESSIONS:**

It has now been four years since we first introduced the Year-End Data Processor and we have seen several improvements to the year-end reporting process in recent years. For the 2008 year-end reporting process there are no significant changes to report and hence the need for the November training sessions has diminished. Therefore, for those of you who are new to the process we will be offering a Pension 101 – Introduction session on January 7, 2009. For those experienced with the year-end reporting process who would welcome a refresher, we will be holding two (2) Pension Refresher sessions the morning and afternoon of January 12, 2009. Invitations for these sessions will be forwarded in early December 2008.

We look forward to working with you through another successful year-end reporting process.

NSAHO PENSION PLAN

## **Employer Year-End Time Line** ***2008 Data Collection Process***

**Complete by December 1, 2008** - Ensure all outstanding Enrolment Forms, Notices of Termination; Retirement and Death have been forwarded to NSAHO PP staff by December 1, 2008. The Data Processor runs various tests based on the Employee status on file at NSAHO PP as at Dec 1, 2008.

*NOTE: Enrolment forms received after December 1, 2008 will not be reflected on the Contribution Report or the Year-End Data Processor. If an employee made contributions in 2008 and the member does not appear on the Contribution Report, he/she will need to be added manually to both the Contribution Report and the Year-End Data Processor. Be sure to select the appropriate status code when adding members to the Data Processor.*

**December 1, 2008** – The Data Processor will be closed and cleared (**Note: Any 2008 data entered before December 1 will not be retained so you must print validation reports before that date for reference**).

**December 12, 2008** – The Data Processor will be open for facilities to access. NSAHO PP will send out the Year-End Package to facilities, via courier.

**Complete by January 5, 2009** – Complete and submit ***Multi-ER Report*** via the Secure Communications website.

**Complete by February 2, 2009** – Complete and submit ***NSAHO LTD Rehab Hours Report*** and/or ***Non-NSAHO LTD Report*** via the Secure Communications website.

**Complete by March 31, 2009** – **DATA PROCESSOR APPROVAL**

**Complete by May 1, 2009** – If you choose to have the statements mailed directly to the employees, send in the completed ***Address Import Report*** provided, by May 1, 2009.

**Complete by June 1, 2009** – **All data questions must be resolved by June 1, 2009**

# PENSION ADMINISTRATION ***YEAR-END TIME LINE***

## 2008 YEAR-END TIME

JUL-NOV/ 08 – Data processor (DP) open for preliminary testing. OPTIONAL: run validation tests to promptly identify potential data errors. (Contact Carole Arsenault for Contribution Report)

DEC 1/ 08 – Data Processor closed and cleared. Reasons entered will not be retained. Print Validation Report before Dec 1<sup>st</sup> for reference purposes during the official year-end reporting process.

DEC 12/08 - Data Processor opens for official year-end reporting process.

DEC 12/08 – Delivery of 2008 Year-end packages to facilities.

JAN 5/09 – Facilities to complete pension data for EE's identified on the ***Multi-ER Report*** and return to NSAHO PP via Secure Communications site.

**NEW**

JAN 21/09 – NSAHO PP to forward list of members who were eligible to receive LTD benefits through NSAHO in 2008. This will include LTD start and end dates which must be reported as a separate LOA PERIOD(S) on the Contribution Report & Data Processor

FEB 2/09 – NSAHO PP returns the ***Final Multi-ER Report*** to facilities. For accurate T4 reporting, this report will identify members where pension data adjustments are required. Facilities are to process the required adjustments & report the revised data on the Data

FEB 2/09 – Facilities to complete ***NSAHO LTD Rehab Hours Report*** AND/OR ***Non-NSAHO LTD Report*** and return to NSAHO PP via Secure Communications website.

JAN to FEB/09 – Complete ***Contribution Report***, Import this report to the DP; Resolve all Import Errors; Run validations to identify potential data errors; fix errors or validate with a reason. To avoid T4 amendments, complete validation process & data adjustments

MARCH 31/09 – ***DATA PROCESSOR APPROVAL DAY*** – all data errors must be fixed or validated with a reason by this date. ***Complete the "APPROVE" step on the DP.***

MAY 1/09 – If applicable, send ***Address Update Report*** via NSAHOPP Secure website.  
JUNE 1/09 - RESOLVE ALL FOLLOW-UP DATA QUESTIONS.