



## PENSION ADMINISTRATION ***BULLETIN***

**Reference No.** 2010-10

**Date:** November 15, 2010

To: All Pension Administration Contact Persons at Contributing Member Organizations

**RE: 2010 Year-End Timeline**

Time Sensitive  
Action Required

A red starburst graphic with a black outline, containing the text "Time Sensitive Action Required" in black.

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

Enclosed is a copy of the *2010 Year-end Timeline*, (Appendix B) with the first key date being **December 1, 2010**. 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 the need for employers to validate unnecessary errors.
- New enrollments provided to NSAHO PP by December 1, 2010, will be captured on the Data Processor, avoiding the need for employers to manually input enrollment information onto the Data Processor and the Contribution Report.

### **YEAR-END REPORTING CHANGES:**

It has now been six years since we first introduced the Year-End Data Processor and we have seen several improvements to the year-end reporting process over this time. For the 2010 year-end reporting process there is one significant change to be aware of. For details, please refer to the attached Appendix A.

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

NSAHO PENSION PLAN



## APPENDIX A Year-end Reporting Changes

### Leaves of Absence (WAIVED vs. REMITTED):

**LOA Start** and **End Dates** must be reported in the applicable fields for **ALL** Employer-approved unpaid leaves of absences taken during the 2010 reporting year.

#### *LOAx PCont's REMITTED Start Date & End Date:*

- Report up to four (4) LOA periods where a member **continued to pay** contributions on LOA Deemed Pensionable Earnings during their 2010 LOA period.

#### *LOAx PCont's WAIVED Start Date & End Date:*

- Report up to four (4) LOA periods where a member **did not pay** contributions on LOA Deemed Pensionable Earnings **during** their 2010 LOA period; or
- When **members were eligible to receive LTD** benefits through an Employer-Sponsored LTD carrier in 2010.

### Renaming of LTD Reports :

*LTD Report* – formerly *NSAHO LTD Rehab Hours Report*

*3<sup>rd</sup> Party LTD Report* – formerly *Non-NSAHO LTD Report*

**APPENDIX B**  
**Employer Year-End Timeline**  
***2010 Data Collection Process***

**Complete by December 1, 2010** - Ensure all outstanding Enrollment Forms, Notices of Termination, Retirement and Death have been forwarded to NSAHO PP staff by December 1, 2010. The Data Processor runs various tests based on the Employee status on file at NSAHO PP as at Dec 1, 2010.

*NOTE: Enrollment forms received after December 1, 2010 will not be reflected on the Contribution Report or the Year-End Data Processor. If an employee made contributions in 2010 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, 2010** – The Data Processor will be closed and cleared (**Note: Any 2010 data entered before December 1 will not be retained so you must print validation reports before that date for reference**).

**December 15, 2010** – The Data Processor will be open for facilities to access. A Year-End Package (CD) with instruction guides will be delivered to each facility via courier. The 2010 Contribution Report will be forwarded electronically via the Secure Communications Website along with other reports that may be applicable to your facility (i.e. LTD Reports and/or a Multi-ER Report).

**Complete by January 6, 2011** – Complete and submit *Multi-ER Report* via the Secure Communications website.

**Complete by February 1, 2011** – Complete and submit *LTD Report* and/or *3<sup>rd</sup> Party LTD Report* via the Secure Communications website.

**February 1, 2011** – Download *Final Multi-ER Report* from the Secure Communications website and process required adjustments as identified. Report the contribution adjustments on your next remittance as “**Adjustments – 2010; per Multi-ER Report**”.

**Complete by March 31, 2011** – **DATA PROCESSOR APPROVAL**

**Complete by May 1, 2011** – If you choose to have the statements mailed directly to the employees, send in the completed *Address Import Report* provided.

**Complete by June 1, 2011** – **All data questions must be resolved.**



# PENSION ADMINISTRATION YEAR-END TIMELINE

## 2010 YEAR-END TIMELINE

**Aug – Nov/10** - Data Processor (DP) open for preliminary data validation testing.

**Dec 1/10** – DP closed & cleared. Reasons entered will not be retained. Print Validation Report to refer to during official year-end reporting process.

**NOV/10** – Forward outstanding forms & notices to NSAHO PP **before Dec 1/10**.

**DEC 15/10** - Data Processor re-opens for official year-end reporting process.

**DEC 15/10** – Delivery of 2010 Year-end packages to facilities. **Some reports will be forwarded via the Secure Communications website. (LTD, Multi-ER & Contribution Reports).**

**JAN 6/11** – Facilities to complete pension data for EE's identified on the **Multi-ER Report** and return to NSAHO PP via Secure Communications website.

**JAN 21/11** – NSAHO PP to forward list of members who were eligible to receive LTD benefits through Health Association NS in 2010. 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 1/11** – Download the **Final Multi-ER Report** from the Secure Site; process the required data adjustments as identified on the report; report the revised pension data on the Data Processor and member T4's, if applicable.

**FEB1/11** – Facilities to complete **LTD Report** AND/OR **3<sup>rd</sup> Party LTD Report** and return to NSAHO PP via Secure Communications website.

**JAN to FEB/11** – 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 before printing 2010 T4's.

**MARCH 31/11** – **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 1/11** – If applicable, send **Address Update Report** via NSAHO PP Secure Site.

**JUNE 1/11** - RESOLVE ALL FOLLOW-UP DATA QUESTIONS.