USER GUIDE TO THE PENSIONS ADMINISTRATION SYSTEM
(PAYROLL & HUMAN RESOURCES)

List of Appendices:

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FOREWORD

During 1998 employers participating in the Public Service Pension Plan (PSPP) and the Uniformed Services Pension Plan (USPP) were introduced to the new Pension Administration System (PAS). Employers commenced reporting to the new system in accordance with the new payroll specifications effective the first payroll in July 1998.

In addition to the payroll, a Human Resource component was also introduced. This will be used to capture additional information (requested by Treasury Board) such as pay levels and steps, employment location, job classification and union (association) affiliation. The PAS is the only system that collects data on full-time public sector employees.

Indeed, the design and implementation of a system, with a mandate to collect Payroll and Human Resource Data from a variety of systems used by employers under the plans, is a tremendous challenge. There has been, and will continue to be, Agrowing pains@.

The purpose of this manual is to provide system users and contributors (**Payroll and Human Resource Officials**) with a quick reference guide as to the reporting requirements of the new PAS. **Information Technology** personnel should still refer to the Specifications that were forwarded to employers in April 1998.

From time to time employers may receive updated sections or revised appendices. If there is a situation (or job classification, pay level, etc.) that is not referenced in this manual or if you have any questions please contact Pensions Division.

FEATURES OF THE NEW
PENSION ADMINISTRATION SYSTEM

1. Employers are required to report **only current dollars** for plan members= pensionable earnings and contributions.

2. In addition to Payroll, employers will be reporting **Human Resource Data** such as pay levels and steps, employment location, job classification, and union (association) affiliation.

3. Employers will be reporting pensionable earnings and contributions for all plan members **each time** payrolls are processed whether this be weekly, bi-weekly, or monthly. Employees under the Government Money Purchase Pension Plan (GMPP) are not to be included.

4. Employers will be reporting the **employer matching** contribution for each plan member.

5. Employers will be reporting **contract payments** for purchase of service contracts in one field only. All purchase of service contributions are to be reported in one purchase of service field whether there be multiple purchase contracts or multiple types of purchase contracts (i.e., prior service versus optional service).

6. Employers must indicate an **Employment Status and an Employment Status Date** each and every time that a plan member appears on a payroll (i.e., active, vacation, unpaid leave, etc). A terminated status will be required just once unless further activity such as a late payroll or a retroactive payment takes place. A termination form will be required when a plan member goes on pension, receives a refund of contributions, or transfers service and contributions to another pension plan under a reciprocal agreement. *A termination form is not required when an employee=s status changes but there is no movement of service and contributions.*

7. The contributions reported each pay period must equal the contributions on the employer=s payroll register.

8. The remittance cheque and the payroll register must balance. Before the data for each pay period, can be released to the PAS, the remittance cheque must be received by Pensions Division and balanced with the payroll submission (register).

Important: *The integrity of the data released to the system is paramount. Employers are responsible for the integrity of the data that they submit. Therefore any discrepancies, omissions, etc. will be returned to the employer for correction.*

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DATA REQUIRED BY THE
PENSION ADMINISTRATION SYSTEM

PAYROLL

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The following fields are to be completed when reporting to the PAS. It should be noted, for employers with automated submissions, that some of these fields may be preset by the employer=s **IT** personnel.

Type

This should be set to A02" and identifies the record as a payroll record. Most likely this will be preset by an employer=s IT person.

Employer

Please refer to Appendix AB@ for the number assigned to your Employer.

Payroll

Employers may have more than one payroll (i.e. **01** - Regular Payroll; **02** - Executive Payroll). The number reported must equal the Payroll Number known by the Employer=s Payroll Department and Pensions Division. For year end adjustments the payroll number must be 80 larger than the actual payroll number.

Cheque Date

This must be a valid date and in **CCYYMMDD** format. (Eg. September 7, 1999 would be **19990907**) The cheque date is the date that employees are paid.

Pension Plan

This must be set to for the A01@ Public Service Pension Plan and for the A02@ Uniformed Services Pension Plan.

S.I.N.

The number must be a valid social insurance number, for the plan member. *Please refer to* ***Appendix*** A***A*** *@ for the SIN validation procedure.*

First Name

Report Plan Member=s first name.

Surname

Report Plan Member=s surname.

Location Site

Please refer to **Appendix** A**B**@ for the appropriate Location Site(s) for your Employer.

Employment Status

The accuracy of the **Employment Status** and the **Employment Status Date** is critical as this information will be used to establish the plan members= periods of pensionable service and identify periods of ineligible service. *Appendix* A*C*@ *contains the Employment Status codes and examples of what codes to use in various situations*.

Employment Status Date

This is the date that a change in the employment status becomes effective. It must be a valid date in **CCYYMMDD** format. *Appendix* A*C*@ *contains examples of establishing the appropriate date in various situations.*

Regular Pensionable Earnings

This is the Plan Member=s regular pensionable earnings paid on the Cheque Date above. It must also include any adjustments to the Plan Member=s regular pensionable earnings reflected in the pay period for any previous pay period. **This is not a Year-to-Date figure.** Negative regular pensionable earnings can be reported.

Pension Contributions

This is the Plan Member=s regular pension contributions deducted on the Cheque Date above. It must also include any adjustments to the Plan Member=s regular pension contributions reflected in the pay period for any previous pay period. **This is not a Year-to-Date figure.** Negative pension contributions can be reported.

Contract Contributions

This must equal the total of all purchase contributions deducted on the above cheque date for all purchase of service contracts on which the plan member is currently paying. It must also include any adjustments to plan members= contract payments for any previous payroll. **This is not a Year-to-Date figure.** Negative pension contributions can be reported.

Employers are not required to indicate the type of contract to which these contributions are to be applied. Pensions Division will determine the contract(s) to which contributions reported in this field are to be applied.

Regular Matching Contributions

This must equal the amount of regular pension contributions that the employer is required to match on behalf of the plan member per pay period. This is generally equal to the plan member=s pension contributions.

Contract Matching Contributions

This represents the total amount of contributions relating to a service purchase, paid by the plan member in the pay period, that the employer is required to match.

HUMAN RESOURCE

The following fields are to be completed when reporting to the PAS. It should be noted, for employers with automated submissions, that some of these fields may be preset by the employer=s **IT** personnel.

Type

This should be set to A02" and identifies the record as a payroll record. Most likely this will be preset by an employer=s IT person.

Employer

Please refer to Appendix AB@ for the number assigned to your Employer.

Payroll

Employers may have more than one payroll (i.e. **01** - Regular Payroll; **02** - Executive Payroll). The number reported must equal the Payroll Number known by the Employer=s Payroll Department and Pensions Division. For year end adjustments the payroll number must be 80 larger than the actual payroll number.

Employment Date

This must be a valid date and in **CCYYMMDD** format. (Eg. July 9, 1999 would be **19990709).** It is date that an employee started or re-started full-time employment with the employer.

Pension Plan

This must be set to for the A01@ Public Service Pension Plan and for the A02@ Uniformed Services Pension Plan.

S.I.N.

The number must be a valid social insurance number, for the plan member. *Please refer to Appendix AA@ for the SIN validation procedure.*

First Name

Report Plan Member=s first name.

Surname

Report Plan Member=s surname.

Location Site

Please refer to **Appendix ΑΒ@** for the appropriate Location Site(s) for your Employer.

Change Date

This must be a valid date and in **CCYYMMDD** format. It is the date that the change(s) is effective.

Gender

This must equal the plan member=s gender. (Eg. **F** - Female; **M** - Male)

Birth Date

This must be a valid date in **CCYYMMDD** format and equal to the plan member=s date of birth.

Plan Entry Date

This must be a valid date in **CCYYMMDD** format and equal to the effective date that an employee started contributing to the Plan.

Marital Status

This must equal the plan member=s marital status. (Eg. **S** - Single; **M** - Married)

Annual Pensionable Salary

This must equal the plan member=s annual rate of pensionable salary. Please note that this is the annual **Αrate@** of salary and not actual salary earned.

Effective Date of Annual Pensionable Salary

This must be a valid date in **CCYYMMDD** format and cannot precede the ΑPlan Entry Date@

<u>Member Type</u>

This must equal a particular type of Plan Member found in **Appendix AD@**.

<u>Employment Type</u>

This must represent the type of employment of the plan member. (Eg. **S** - Seasonal, **N** Non-seasonal)

<u>Member Group</u>

This must represent the **Group** or **Union** of the plan member. Please refer to **Appendix AE@**.

<u>Employment Location</u>

This represents the location (community, town, or city) where the employee works. Please refer to **Appendix AF@.**

<u>Job Classification</u>

This must equal the classification for the plan member=s job position. Please refer to **Appendix AG@.**

<u>Pay Level</u>

This must equal the pay level the plan member is being paid. Please refer to **Appendix AH@.**

<u>Pay Step</u>

This must equal the pay step the plan member is being paid. The range is from **00 - 99**.