

New and Mid Career Employee Seminar – Pension & Benefits

Fall 2014

Topics

- Eligibility in the plan
- YMPE and pension contribution formula
- Transferring funds into the plan
- Hybrid nature – how the plan works
- Retiring from York and how to plan
- Benefits
- Additional information

Eligibility in the Plan - Current

Status	Age	Eligibility
Full-time permanent (working 24 hours or more per week)	> Or equal to 30	Mandatory on the first of the month coincident with or following date of hire
	> or equal to 25 but < 30	Optional on the first of the month coincident with or following date of hire
	< 25	Optional after 24 months of continuous service
Full-time contract of more than one year (working 24 hours or more per week)	> or equal to 30	Optional on the first of the month coincident with or following date of hire – mandatory after 24 months of continuous service
	> or equal to 25 but < 30	Optional on the first of the month coincident with or following date of hire – mandatory at age 30 and has 24 months of continuous service
	< 25	Optional after 24 months of continuous service

Eligibility in the Pension Plan – current

Status	Age	Eligibility
Full-time contract of less than one year		Not eligible for pension plan
Full-time contract that is initially for a period of less than one year and contract is extended beyond one year (working 24 hours or more per week)	> or equal to 30	Optional on the first of the month coincident with or following one year of employment – mandatory after 24 months of continuous service
	> or equal to 25 but < 30	Optional on the first of the month coincident with or following one year of employment – mandatory at age 30 and has 24 months of continuous service
	< 25	Optional after 24 months of continuous service
Permanent or contract employee who works less than 24 hours per week		Optional after 24 months of continuous service and has earned 35% of the YMPE or has worked at least 700 hours

Eligibility in the Plan – July 1/2015

- All full-time permanent employees working at least 24 hours per week – mandatory enrolment on the first of the month following the date of hire
- Part-time employees (excluding CUPE 3903) with 24 months of continuous service in two consecutive years will have the option of joining the plan.

Years Maximum Pensionable Earnings (YMPE)

- The dollar amount set each year by the Canada Revenue Agency (CRA) which determines the maximum amount on which to base contributions to the Canada Pension Plan. The YMPE specifies the earnings amount that can be used in calculating pension contributions for each year.
- For 2014 the dollar amount is \$52,500.
- For 2015 the dollar amount is \$53,600.
- The YMPE changes each year and CRA normally announces the new figure in November.

Pension Contribution Formula

- Current
 - Employee 5.4% up to the YMPE and 7.26% above the YMPE
- Complete Changes

Effective Date	% Below YMPE	% Above YMPE
Original	4.50	6.00
March 1, 2014	4.95	6.63
September 1, 2014	5.40	7.26
March 1, 2015	5.85	7.89
September 1, 2015	6.30	8.52
March 1, 2016	6.75	9.15

Hybrid nature

- The York plan is a combination money purchase (defined contribution) with a minimum guarantee (defined benefit) floor
- The employee contributes to the money purchase of the plan
- The University contributes to the money purchase and the minimum guarantee portion of the plan

Money Purchase Component (MPC)

- The mandatory contributions made by the employee along with the matching employer contributions and any accumulated rate of return are used to determine the MPC of your pension
- The MPC is affected by:
 - amount of funds as per the above,
 - age at retirement,
 - marital status at retirement, if married, the age of your spouse at retirement,
 - Annuity/mortality table being used.

MPC pension – Current method

- Pension is determined by adding the amount of employee & employer pension contributions plus accumulated rate of return to the end of the year prior to retirement up to the date of retirement
- For example, retirement of July 1, 2014 adds together the funds in the account at December 31, 2013, including the accumulated rate of return and then the monthly contributions from January 1 – June 30 with no rate of return applied for the period of January to June 30.

MPC – July 1, 2015

- The Money Purchase amount will be credited with the rate of return in effect as of the last day of the month immediately preceding the date of retirement.
- For example, retirement of July 1, 2015 adds together the funds in the account at December 31, 2014, including the accumulated rate of return. Monthly contributions from January 1 – June 30 along with the rate of return as of May 31 is then applied for the period of January to June 30, 2015.

MPC Calculated

Employee married – spouse is 37 years younger

- \$9,244 per month pension

Employee married – spouse is 32 years younger

- \$9,343 per month pension – difference of \$99 per month

Employee married – spouse is 5 years younger

- \$10,480 per month pension – difference of \$1,236 per month

Employee married – spouse is 2 years older

- \$10,886 per month pension – difference of \$1,642 per month

Employee single - \$11,770 per month pension

Minimum Guarantee Pension (MGP)

1.4% of your **final average earnings** at retirement up to
the average YMPE for those years

plus

1.9% of your final average earnings at retirement above
the average YMPE for those years

multiplied by

Your **credited service** in the pension plan

MGP Calculated

- Retiring on normal retirement date with 23.4433 years
- Which are the five highest years?

Year	Annual Earnings	Average Annual YMPE
1	\$52,300	\$50,100
2	\$48,785	\$49,200
3	\$53,210	\$47,750
4	\$46,580	\$46,750
5	\$41,327	\$45,600
6	\$47,635	\$44,300
7	\$39,875	\$42,900
8	\$41,734	\$41,600
9	\$37,065	\$40,800
10	\$36,538	\$40,200

MGP - Calculated

- Five highest years/YMPE:

Year	Annual Earnings	Average Annual YMPE
1	\$52,300	\$50,100
2	\$48,785	\$49,200
3	\$53,210	\$47,750
4	\$46,580	\$46,750
6	\$47,635	\$44,300
Average	$\$248,510 / 5 = \$49,702$	$\$238,100 / 5 = \$47,620$

What is the calculation?

- $\$47,620 \times 1.4\% = \666.68
- $\$49,702 - \$47,620 = \$2,082 \times 1.9\% = \39.56
- $\$666.68 + \$39.56 = \$706.24 \times 23.4433 = \$16,556.60 / 12 = \$1,379.72$ per month

Normal Form of Pension

- The normal form of pension is the form of pension that is calculated. All other options are actuarial equivalents of the normal form.
 - If you are single the normal form of pension is a single life pension with no guarantee
 - If you are married the normal form of pension is a joint & survivor pension reducing to 50% on your death

Amount you receive

Money Purchase Component Pension		\$1,855.28
Minimum Guaranteed Benefit	\$1,587.60	
Supplementary Pension		\$0.00
Additional Voluntary Contribution Pension		\$0.00
Special Transferred Contributions Pension		\$0.00
Total Monthly Pension		\$1,855.28

- If the Money Purchase Component Pension is higher as it is in the example above there is no Supplementary Pension
- If the Minimum Guaranteed Benefit is higher, then the University supplements the Money Purchase Component Pension to bring it up to the Minimum Guaranteed Benefit.

Early Retirement

- You may elect to retire and may receive pension on the first day of any month coincident with or following the attainment of age 55.
- If your Minimum Guaranteed Portion of the plan is higher and use receive a supplementary benefit the value of your pension is reduced as follows
 - Between ages 60 and 65 the benefit is reduced by 0.25% for each month between your actual retirement date and age 65.
 - Between ages 55 and 60 the benefit will be reduced by 0.5% per month between your actual retirement date and age 60.

Early Retirement - MGP

- Normal retirement date: July 1, 2018
- Actual retirement date: May 1, 2013
- Credited service at actual retirement date: 26.6675

Early Retirement - MGP

12 month period	Annual Earnings	Average Annual YMPE
04/30/2013 – 05/31/2012	\$48,264.09 *	\$50,100.00 **
04/30/2012 – 05/31/2011	\$47,521.50 *	\$48,900.00 **
04/30/2011 – 05/31/2010	\$50,883.86 *	\$47,566.67 **
04/30/2010 – 05/31/2009	\$48,760.17 *	\$46,000.00 **
04/30/2009 – 05/31/2008	\$44,990.28	\$45,366.67
04/30/2008 – 05/31/2007	\$48,951.86 *	\$44,100.00 **
04/30/2007 – 05/31/2006	\$42,844.77	\$42,633.33
Final Average Earnings * added together / 5	\$48,876.30	
Final Average YMPE ** added together / 5		\$47,453.33

MGP – Early Retirement

- NRD: July 1, 2018 Actual retirement date: May 1, 2013
- Credited service at actual retirement date: 26.6675
- Final Average Earnings: \$48,876.30
- Final Average YMPE: \$47,453.33

$$\$47,453.33 \times 1.4\% = \$664.35$$

$$\$48,876.30 - \$47,453.33 = \$1,422.97 \quad \$1,422.97 \times 1.9\% = \$27.04$$

$$\$664.35 + \$27.04 = \$691.39 \times 26.6675 = \$18,437.64 \text{ per year}$$

$$\$18,437.64 / 12 = \$1,536.47 \text{ unreduced}$$

Pension is reduced by 15% due to retiring 60 months prior to age 65 retirement

$$\$1,536.47 \times 85\% = \$1,305.99 \text{ per month}$$

Early Retirement - MPC

- Your Money Purchase Component Account pension will be calculated using the applicable actuarial factor for the date you are retiring along with your marital status.

Canadian Revenue Agency (CRA)

Limitations on Pension

- The Minimum Guaranteed Pension (MGP) is referred to as a Defined Benefit under the provisions of the CRA.
- These limits apply to a Defined Benefit Only
 - The Income Tax Act limits the amount of credited service used in the calculation of the MGP pension to a maximum of 35 years – **Effective July 1, 2015 this limit will be removed from the plan.**
 - The defined benefit limit for each year of pensionable service for 2015 is \$2,818.89. The defined benefit limit is a factor used by CRA to limit the maximum lifetime retirement benefit that can be paid from a defined benefit provision.

Limitations on Pension applied

- Applicable to high income earners (approximately \$170,000)
- Formula used
 - $\$2818.89 \times \text{credited service in the plan}/12$

Transfer of Pension Funds from DB Plan (New Employees)

- If you were in a Defined Benefit (DB) pension plan with your previous employer you are able to transfer those funds to the York plan.
- If you initiate the transfer within the first 12 months in the York Pension Plan you may buy additional pension service.
- To explore this option contact the Pension & Benefits office.

Should I transfer?

Transferring funds and service

- We provide you with the results of how much service can be purchased and you can decide at that time if you wish to continue with the process.
- Possible things to consider
 - At what point you are in your career
 - Do you like your eggs all in one basket, or diversified
 - The details of the previous plan

Transfer of funds from a DC or RRSP

- You can transfer funds from a Defined Contribution (DC) pension plan or from an individual or group RRSP at any time prior to termination or retirement.
- Those funds will have the same rate of return of the fund applied as your mandatory contributions so they can fluctuate up or down.
- At termination/retirement these funds can be included with the mandatory contributions or dealt with differently, such as transfer out these funds but take a pension with the mandatory contributions.

Transfer – Things to consider

- There are advantages and disadvantages of transferring in funds from a previous employer or from an individual RRSP

Pros	Cons
York rate of return may be better than external	York rate of return may do worse than external
At retirement you would receive one payment instead of several	At retirement you would receive one payment instead of diversifying
At retirement you can transfer out these funds to a RRSP but receive a monthly payment with the mandatory contributions	Impossible to know exactly how much extra pension these funds will provide
Pension can not be reduced	

Should I transfer in?

- Once funds are transferred into the plan, you are not able to access them until you sever your relationship with the University, either by terminating or retiring.
- An RRSP allows you access the funds when you wish.

When transferring funds into the pension plan it may be in your best interest to obtain advice from a financial advisor to advise as to what is in your best interest

Additional Voluntary Contributions (AVC)

- You can make Additional Voluntary Contributions (AVCs) to the pension plan
- If you maximize your contributions in the York pension plan then you have no room to make RRSP contributions (unless you have unused room from previous years)
- To access this option you would log into the Retirement Planner – referred to later in the presentation

AVC's – Things to Consider

- There are advantages and disadvantages of making AVCs

Pros	Cons
Receive the tax advantage immediately	May receive a refund from CRA once taxes have been filed if you make RRSP contributions
York rate of return may be better than external	York rate of return may do worse than external
At retirement you would receive one payment instead of several	At retirement you would receive one payment instead of diversifying
At retirement you can transfer out the AVCs but receive a monthly payment with the mandatory contributions	
Pension can not be reduced	

When can I retire?

- Retirement can be as early as the first of the month coincident with or following your 55th birthday.
- Normal retirement is defined as the July 1 coincident with or following your 65th birthday, however no early retirement reduction will be applied as of the first of the month following your 65th birthday.
- Mandatory receipt of pension is currently December 1 in the year you are age 71.

How do I plan for retirement?

- Attend seminars
- Access your annual pension statement on the Retirement Planner
- Run your own pension estimates on the Retirement Planner
- Decide if you want to contribute additional funds to either the York plan, an RRSP or Tax Free Savings Account
- Seek Financial Advice from a Financial Planner – create a Financial Plan

Options at Retirement

- You will be provided a number of pension options at retirement
- The number of pension options is determined on whether you are married or single
- If you are married at the time you retire you need to take into consideration what income your spouse has or will need upon your death

Termination Options

If you are under the age of 55 you will have some or all of these options available:

- Cash less tax
 - Transfer to a locked in RRSP
 - Transfer to your new employer's pension plan
 - Leave the funds in the pension plan to take a monthly pension at a later date
-
- Once we are notified of your termination we prepare the package and mail it to your home address

Termination Options

If you are over the age of 55 you will have some or all of these options available:

- Cash
 - Transfer to a locked in RRSP
 - Transfer to your new employer's pension plan
 - Leave the funds in the pension plan to take a monthly pension at a later date
 - Begin receiving a monthly pension – the first of the month following your termination
-
- Once we are notified of your termination we prepare the package and mail it to your home address

Death options – pre-retirement

- If you were to pass away while an active employee your spouse/beneficiary(ies) would have the following options:
 - If married – spouse could take a monthly pension or transfer the pension funds to a RRSP
 - If single – your beneficiary(ies) would receive the proceeds in cash less tax

Retirement Planner

- Access to the Planner is made available around May in the year **following** your enrollment into the pension plan.
- The link is: <http://www.yorku.ca/hr/services/employees/yurp.html>
- To sign into the Planner for the first time click on forgot your password link and input your 9 digit employee number, and click submit.
- The password will be emailed to you. Go back into the Planner type your employee number in the applicable box and then type your password in the applicable box.
- You can not copy and paste the password. You have to type it and it is case sensitive.

Retirement Planner

Retirement Planner



Employee Number:

Password:

[Forgot your password](#)

[Help](#) | [E-Mail](#) |
[Aide](#) | [Courriel](#)

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[Home](#)[Planning](#)[AVC](#)[Statements](#)[Hyperlinks](#)[Password](#)[Quotes](#)[Quit](#)**Welcome**

Welcome to the York University Pension Plan Retirement Planning Tool. This tool will allow you to estimate your projected monthly pension income from the York University Pension Plan.

All projections will be based on data effective at the date of your most recent annual statement.

The York University Pension Plan is a registered pension plan (number 0329763). In addition to the York University Pension Plan, members may be able to obtain retirement income from other sources such as the Canada Pension Plan, Old Age Security and /or personal savings/investments. More information regarding these additional sources may be accessed through web sites listed under the Hyperlinks bar above. It may be advantageous to enlist the help of a certified financial planner to help with your retirement planning.

If you have any questions regarding the Retirement Planning Tool, please contact the Pension and Benefit office and 416 736-2100 extension 27572 or email askpb@yorku.ca

To proceed with use of the Retirement Planning Tool, click on the Planning bar.

[Home](#) | [Planning](#) | [AVC](#) | [Statements](#) | [Hyperlinks](#) | [Password](#) | [Quotes](#) | [Quit](#) |

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Active Benefits

- If you have extended health, dental and/or vision coverage this coverage is with Sun Life – policy number 14098
- You can access the benefit booklets online through the Pension & Benefits Website

<http://www.yorku.ca/hr/services/employees/benefits.html>

Active Benefits

Sun Life has a member website which provides you access to items such as:

- benefit coverage information
- set up direct deposit for benefit reimbursement
- submit some claims electronically
- Drug coverage information, etc.,

<https://www.sunnet.sunlife.com/signin/mysunlife/home.wca?>

Search

Group Retirement Services

Group Benefits

SunAffinity

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By signing in, you agree to these [terms and
conditions](#).



my coverage

- [My plan made easy](#)
- [Discover the benefits of going
online](#)
- [Resource centre](#)

my money

- [Join my group retirement and
savings plan](#)
- [Make the most of my group plan](#)
- [Understand financial planning and
investing](#)

I would like to ...

- [Submit or track a claim](#)
- [Find a form](#)
- [Check my balance](#)
- [Speak to someone](#)

: Last visit was on September 27, 2012

September 28, 2012

PLEASE READ



Service announcement:
System upgrade Sunday
October 7

More e-claims options

Alert: Health care
services from certain
clinics in the GTA

NEW - Alberta Dental Fee
Finder reports!

my Sun Life Mobile is
here!

Respecting your privacy

Security and fraud
information

my health and well-being



Preferences ▼

Medical/Dental » 014098/014098
Wellness centre

[my coverage](#)

[Need glasses/lenses?](#)

[my claims](#)

[Next dental checkup](#)

[Leaving the plan](#)

Take me to... ▼

my financial future



Preferences ▼

Personal investments and insurance

[Personal investments and insurance in Customer Access](#)

Connect with us

my Sun Life Mobile

1 2 3 4

Submit a claim

Your plan allows you to submit an online claim for the following types of expenses. Click on the type of claim you would like to submit:

- > [Vision Care e-claim](#)
- > [Paramedical e-claim](#)
- > [Dental e-claim](#)

For other expenses, please continue to send us your paper [claim form](#).

GBM-E0905

Please follow the instructions carefully and keep your receipts for 12 months as Sun Life may ask for them. If you do not provide them in the time period provided your ability to submit claims electronically will be disabled. Sun Life will not reinstate this feature.

Sun Life features

Click to edit text

Sun Life Financial

YORK UNIVERSITY

Help | Contact us | Secure messages | Profile | **Sign out**

Home | **Coverage** | Claims | Wellness centre | Leaving the plan | FAQs | Print

Sub

- my coverage
- Medical
- Drug
- Need glasses/lenses?
- Dental
- Next dental checkup**

he claim for the following types of expenses. Click on the type of claim you would like to submit:

- > [Vision Care e-claim](#)
- > [Paramedical e-claim](#)
- > [Dental e-claim](#)

For other expenses, please continue to send us your paper [claim form](#).

GBM-E0905

Group Life Insurance

- If you have the group life insurance the coverage is on your life only
- Coverage is three times your salary rounded to the nearest thousand until normal retirement date
- If you continue to work beyond your normal retirement date the coverage reduces to one times your salary rounded to the nearest thousand
- You can not purchase additional coverage
- Coverage is not available for your dependents

Group Life Insurance

- Coverage ends at termination, retirement or age 71 whichever is earliest.
- Upon termination or retirement you have the option of converting the insurance to an individual policy.
- It is extremely expensive to convert the coverage so we suggest you contact an insurance company/broker at an earlier age to explore other life insurance options.

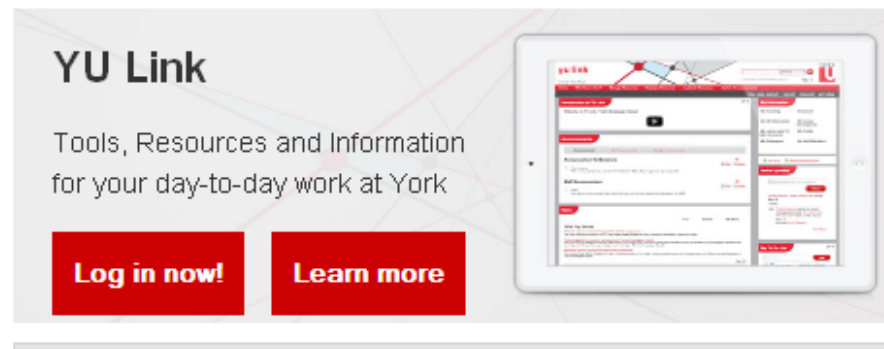
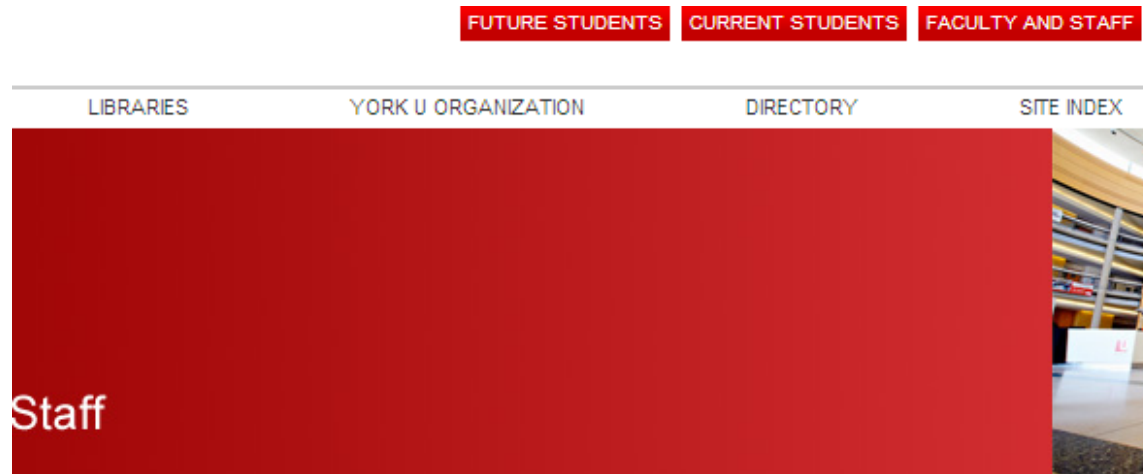
Voluntary Accidental Death & Dismemberment Insurance (VADD)

- This is not additional life insurance
- You pay the monthly premium and you can cover your dependants. Dependants are covered at a reduced amount.
- Benefit is paid in the event of accidental death or if there has been an accident with the loss of certain limb(s).
- For more information go to:
http://www.yorku.ca/hr/documents/VADD_Information.pdf

Human Resources Pension & Benefits Website

- <http://www.yorku.ca/hr/services/employees/benefits.html>
- Some of the helpful information found here:
 - Links to Benefits Booklets and information – active and retiree
 - Link to Retirement Planner
 - Link to HR Self Serve
 - Forms
 - Pension Plan Booklet
 - P&B Times
 - Link to Sun Life Member Website

YU Link



YU Link

The screenshot shows the YU Link website interface. At the top left is the 'yu link' logo in red. To its right is a search bar with a 'People' dropdown and a 'Go' button. Further right are links for 'yu link help | terms of use | log out', a weather icon showing '°C', and the York University logo. Below the header is a red navigation bar with links: Home, Who Knows How?, Manager Resources, Employee Resources, and Academic Resources. A dark grey bar below this contains links for 'lotus notes', 'webmail', 'mymail', 'voicemail', 'york atlas', and a 'send feedback' button. The main content area is divided into two columns. The left column has a red 'Announcements' header, followed by a tabbed interface with 'Announcements' and 'Old Announcements' tabs. Below this is a red 'News' header, followed by sub-headers for 'YFile', 'Events', and 'My News'. Under 'YFile', there is a section titled 'YFile Top Stories' with a headline 'Schulich's MBA Program ranked number one in world' and a sub-headline 'The MBA program at York University's Schulich School of Business was'. The right column has a red 'My Information' header, followed by a grid of links: 'My HR Information', 'My Career Development', 'My Library and YU Card Accounts', 'My Profile', 'My Colleagues', and 'My Staff Members'. At the bottom of this column are two buttons: 'Add Stuff' and 'Restore default settings'.

yu link

welcome

yu link help | terms of use | log out

°C

YORK
U

Home Who Knows How? Manager Resources Employee Resources Academic Resources

lotus notes webmail mymail voicemail york atlas send feedback

Announcements

Announcements Old Announcements

News

YFile Events My News

YFile Top Stories

Schulich's MBA Program ranked number one in world

The MBA program at York University's Schulich School of Business was

My Information

My HR Information My Career Development

My Library and YU Card Accounts My Profile

My Colleagues My Staff Members

+ Add Stuff ↺ Restore default settings

YU Link

The screenshot displays the YU Link website interface. At the top is a red navigation bar with links: Home, Who Knows How?, Manager Resources, Employee Resources, and Academic Resources. Below this is a dark grey bar with links: lotus notes, webmail, mymail, voicemail, york atlas, and a send feedback button. The main content area is divided into two columns. The left column has a red header for 'Announcements' and a sub-menu with 'Announcements' and 'Old Announcements'. Below this is a red header for 'News' and a section for 'YFile Top Stories'. The right column has a red header for 'My Information' and a list of links: 'My HR Information' (circled), 'My Career Development', 'My Library and YU Card Accounts', 'My Profile', 'My Colleagues', and 'My Staff Members'. At the bottom of the left column are links for 'YFile', 'Events', and 'My News'.

Home Who Knows How? Manager Resources Employee Resources Academic Resources

lotus notes webmail mymail voicemail york atlas [send feedback](#)

Announcements

Announcements Old Announcements

News

YFile Events My News

YFile Top Stories

My Information

My HR Information My Career Development

My Library and YU Card Accounts My Profile

My Colleagues My Staff Members

My Personal Information

Contact Information

Name:

Home Address:

Home Phone:

Mobile Phone:

Other Phone:

Emergency Contacts

Marital Status

To update the information you see here, please log on to [HR Self-Serve](#)

My Pension and Benefits

My Benefit Enrolment: CPM

My Benefits

Health, Vision, Dental, Group Life, Long Term Disability coverage [Active](#)

| [Retiree](#)

[Pension Plan](#)

[Voluntary Accidental Death and Dismemberment Insurance](#)

[Tuition Fee Waiver Program](#)

Submit a claim

My Sun Life Info

Policy Number: 14098

Sun Life phone number: 1-800-361-6212

Sun Life Claim forms [Health/Vision](#) | [Dental](#)
[SunLife member website](#)

My Dependants and Beneficiaries

[HR Self Serve](#)

Frequently Used Forms

[Benefit Enrolment and Change form](#)

[Vision Care Enrolment Form family coverage](#)

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[Who Knows How?](#)
[Manager Resources](#)

[Employee Resources](#)
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[york atlas](#)
[send feedback](#)

Announcements

Announcements

Old Announcements

News

YFile

Ever

YFile Top Stories

Schulich's MBA Program ranked number one

The MBA program at York University's Schulich School of Business ranked number one in the world Monday according to

Starting at York

Pay and Benefits

Absence, Leave and Accommodation

Health, Safety and Well-Being

Career Development and Advancement

Creating a Better Workplace

Collective Agreements and Procedures

Retirement and Resignation

HR Forms and Documents

About Human Resources

HR Self Serve

Learn @ Work Week

Administrative U @ York

Information

IR Information

Library and YU Accounts

Colleagues

My Career Development

My Profile

My Staff Members

Id Stuff

Restore default settings

Absence, Leave & Accommodation

Starting at York

Pay and Benefits

Absence, Leave and Accommodation

Support During Illness, Injury, or Disability (DMP)

Requesting Absences via the Time Reporting Tool

Parental Leave for Non-Academic Employees

Attendance Management Program

Absences

- Requesting Absences via the Time Reporting Tool
- Attendance Management Program (AMP)
- Support During Illness, Injury, or Disability (DMP)

Leaves

- Requesting a Short Term Leave of Absence Due to Illness
- Transition to Long Term Disability

Academic Employees

- Leave of Absence without Pay
- Pregnancy/Primary Care Giver Leave
- Parental Leave

Non-Academic Employees

- Leave of Absence without Pay
- Pregnancy Leave
- Parental Leave

HR Self Serve



Glendon Campus | Alumni | Research | Giving to York | Media | Careers | International | York U Lions **ACCESSIBILITY**

FUTURE STUDENTS

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DIRECTORY

SITE INDEX

CAMPUS MAPS

York University
Human Resource
Management
System



HR Self Serve Login

Log in using Passport York credentials

Username:

Password:

Sign In

Having Trouble Logging in ?

Existing Passport York users - If you have not changed your password since February 8, 2012, please change first at <http://mms.yorku.ca> in order to use HR Self Serve.

Latest News!

View the new "Time Reporting Tool: What You Need to Know for Go-Live" video and download the "TRT Go-Live Checklist" on the [TMSS Website](#).

[HR Self Serve](#) - is live!

View the HR Self Serve Introduction to Employees (February 22, 2012) on the new [TMSS Website](#).

Online Training

Online Training is now available for **HR Self Serve**.

eLearning is available for the HR Self Serve system on the eLearning page of the York Employee Learning Calendar. Log in using your Passport York credentials.

HR Self Serve

☐ Employee-facing registry content +

← <https://hrselfserve.yorku.ca/psp/HR91PRD/EMPLOYEE/HRMS/h/?tab=DEFAULT>

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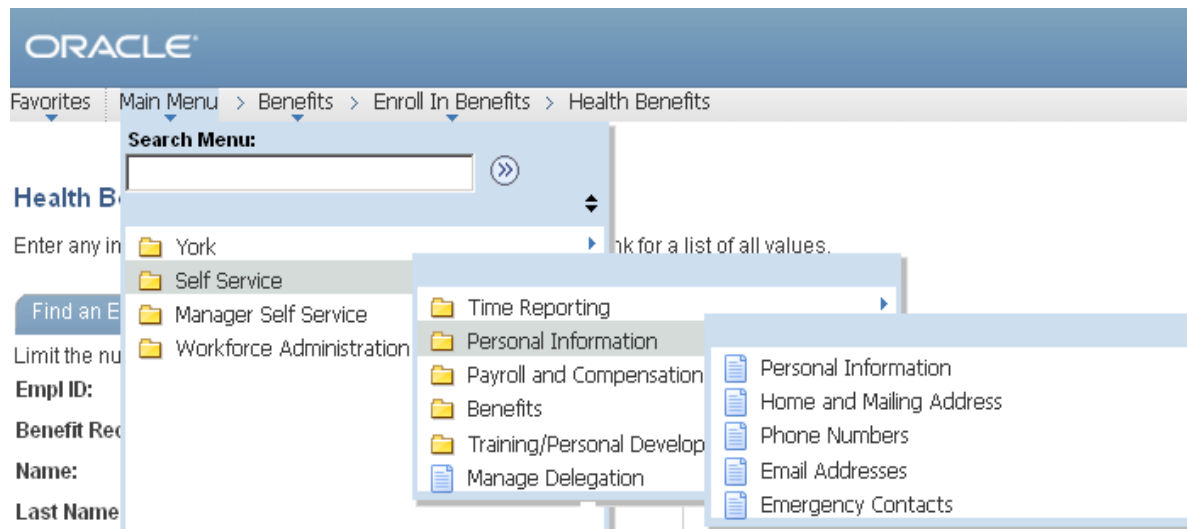
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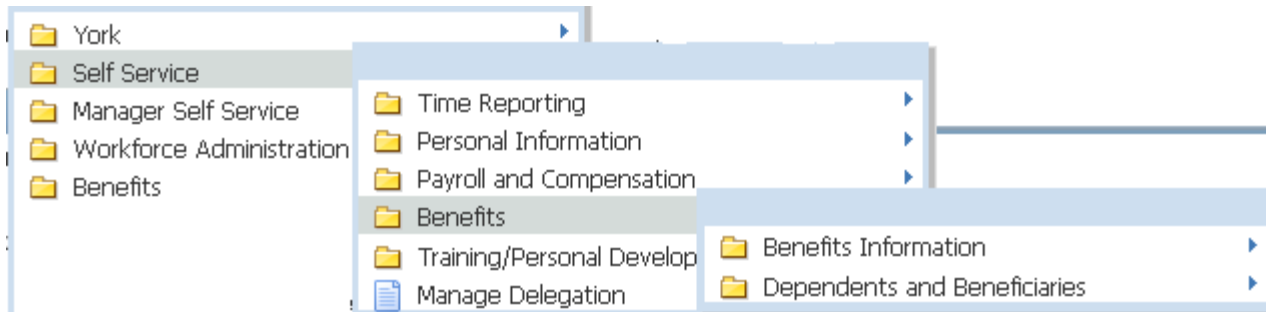
- To update personal information, home address, phone numbers as well as email address go to:



Please provide us with an email address so we can communicate with you more effectively and efficiently.

HR Self Serve

- For benefits information, list of dependents and beneficiaries click as follows:



Contact Pension & Benefits

- You may e-mail askpb@yorku.ca with your questions and with a copy of your notice of retirement
- You may also call 416-736-2100 extension 27572 (askpb) between 8:30 and 4:30 Monday to Friday (3:30 on Fridays during June, July and August)
- Please have your employee ID ready when you call us.
- Any form or document that we may need from you can be completed, scanned and emailed to askpb@yorku.ca.