

P & B Times

NEWS FROM THE PENSION & BENEFITS OFFICE (ASKPB@YORKU.CA)

NOVEMBER 2014— ISSUE 24

This newsletter is designed to present York employees, former employees and retirees with useful general information pertaining to their pension & benefits. Please keep in mind that as this newsletter is distributed to different groups with different entitlements, all articles may not pertain to you and your situation.

Coordinating Benefits With a Spouse

If you have a spouse who also has a family benefits package, you may be able to claim benefits under both plans to maximize the amount of money you get back for your claims.

For example, let's say you make a medical expense claim, and you receive a reimbursement for 80% of this expense. You would then claim under your spouse's plan to be reimbursed for some or all of the remaining 20%.

Here is how the process works:

- o Submit your own expenses to your plan first.
- o Your spouse submits claims to his or her plan first.
- o For your children's expenses, you must first submit claims to the plan of the parent with the earlier month and day of birth in the calendar year. For example, if you were born in October and your spouse was born in April, your children's claims would be submitted first to your spouse's plan.
- o If one plan covers less than 100% of any claim, simply return a copy of that plan's benefit statement to the other plan along with copies of the receipts. That plan will then determine whether you are covered for any remaining unpaid amount.



The Benefits of Going Online

Submitting your claims online is a convenient way to get your claims processed more quickly and easily, which means you **get your money back faster**. Why spend time filling out paper forms and waiting for your cheque to arrive? When you submit your claims online, they are processed instantly and your money is usually in your account within 24-48 hours.

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Sign in to My Sun Life (mysunlife.ca) to access these great features:

- ◆ Sign up for direct deposit and submit your claims online for instant processing to **get your money back faster** than waiting for a cheque.
- ◆ View your claims statements as well as your claims history.
- ◆ See details of what's covered under your specific plan.
- ◆ Check when you or your family members are eligible for your next glasses or lens purchase, or your next dental checkup.
- ◆ Access and print your customized claim form

Change to the York University Pension Plan

For retirements on or after January 1, 2015, the moving average four-year fund return will be lengthened to a moving five-year fund return. This moving average fund rate is used in determining annual adjustments to pensions.



Annual Adjustment to Pensions for Retirements on/after Jan 1, 2015

Every January 1st the **Moving Average Five-Year Fund Return***** minus 6% will be applied to your pension. The reason for subtracting 6% is that when you first retire, the actuarial factors used to calculate the money purchase pension assumes the Pension Fund will earn 6% annually throughout your retirement.

Specifically, the formula is as follows:

$$(1+A) / (1+B)$$

“A” is the Moving Average Five-Year Fund Return at the commencement of each Pension Year, expressed as a decimal to six places; and “B” is 6%.

This calculated amount will be tracked to the next January 1st when the same calculation will be applied using the new moving average five-year fund rate. When this calculated amount is greater than the pension you are receiving, we increase your pension. When the calculated amount is less than the pension you are receiving, your pension remains the same.

***The calculation of the **Moving Average Five Year Fund Rate of Return** is determined as if the effective annual rate of return earned by the Trust Fund for the plan year in which you commenced to receive your pension benefit and each prior plan year was 6%.

For example, the chart below illustrates how the Moving Five-Year Average Fund Rate would be calculated for a member who commenced to receive their pension on June 1, 2015:

Calculation Year	5 Year Average Fund Return									
	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
2016	6%	6%	6%	6%	6%					
2017		6%	6%	6%	6%	RATE**				
2018			6%	6%	6%	RATE**	RATE**			
2019				6%	6%	RATE**	RATE**	RATE**		
2020					6%	RATE**	RATE**	RATE**	RATE**	
2021							RATE**	RATE**	RATE**	RATE**

**RATE = Actual Fund Return

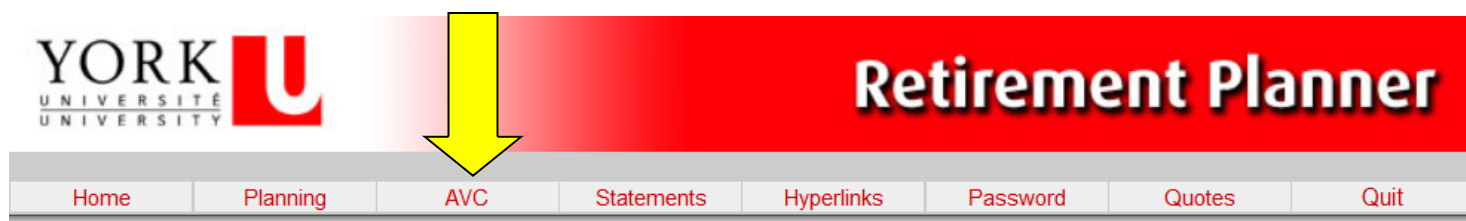
2015 Additional Voluntary Contributions (AVC) Limits

As a member of the York University Pension Plan, you are allowed to make additional voluntary contributions (AVC's) to the York University Pension Plan up to the limits set out in the Income Tax Act. . You can log into the York University Retirement Planner to inform us of the amount of AVC's you wish to make for 2015. **(NOTE: CUPE 3903 members are not able to set up AVC's using the retirement planner, but rather need to contact the Pension and Benefits office at askpb@yorku.ca. The same applies for members who joined the plan in 2014).** By logging into the York University Retirement Planner at <https://www.yorku-ret.ca/> you can:



- o see your 2015 AVC limit
- o set up AVC's through payroll deductions

Once you've logged into the York University Retirement Planner, simply click on the AVC tab (located between the "Planning" & "Statements" tab at the top of the screen) to access all of this information.



If it is your first time logging into York University Retirement Planner, type your nine digit employee number (begins with 10...) in the appropriate box. Click on Forgot your password. The password will be emailed to you. The password is case sensitive and you can not copy and paste it into the field. You must type the password into the appropriate field. Sometimes the e-mail with your password goes to your junk folder so check there if you have not received an email within one hour. If you have tried to log into YURP more than six times unsuccessfully you will have to contact us at askpb@yorku.ca to reset your account.

Since AVC's are part of the York University Pension Fund (which is a tax-exempt registered pension plan) **your AVC account balance is allowed to grow on a tax-deferred basis.** These contributions will provide you with additional pension at retirement.

Please note that **AVC's may only be withdrawn when you terminate membership in the Plan or retire** and that unlike required contributions which are matched by the University, **AVC's are not matched by the University.**

By making AVC's through payroll deductions you receive an immediate tax advantage as these contributions are deducted before income taxes are applied, thus reducing the amount of income taxes that are deducted from your pay.

By making the maximum additional voluntary contributions to the York University pension plan you eliminate your 2015 RRSP room. These additional voluntary contributions will be credited with interest, either positive or negative, based on the net investment return earned by the Trust Fund during the year.

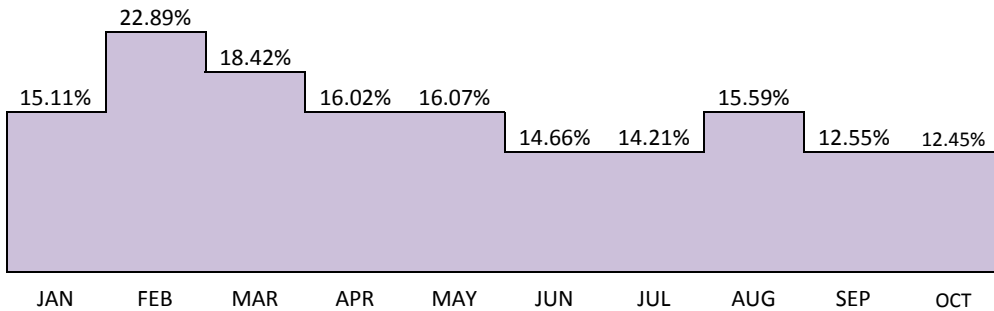


To ensure any requested amounts are deducted please refer to your paycheque and look for "ADDPEN" in the deductions area, or you can check online at <https://hrselfserve.yorku.ca>.

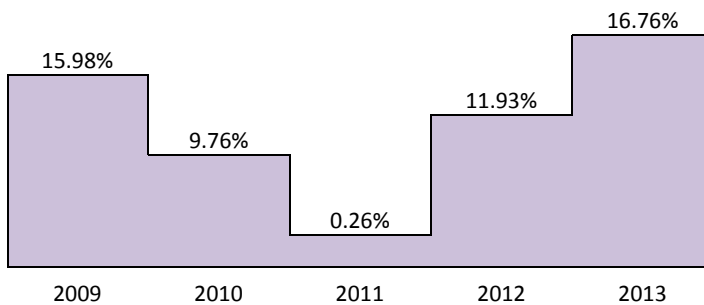
York Fund Rate of Return

Here is a summary of recent performance:

2014 Annualized York Fund Rate of Return



Annual York Fund Rate of Return



The York Fund
Year to Date
Annualized
Rate of Return
through
Oct 31, 2014
is:

12.45%

2015 Maximums & Limits

Below is a summary of 2014 maximum amounts for various payroll deductions:

Employment Insurance: The maximum annual insurable earnings for 2015 is \$49,500. This is the amount of earnings up to which EI premiums are deducted from your pay. The maximum annual Employment Insurance employee contributions for 2015 is **\$930.60**.

Canada Pension Plan: The years maximum annual pensionable earnings (commonly referred to as YMPE) for 2015 is **\$53,600**. This is the amount of earnings up to which Canada Pension Plan contributions are deducted from your pay. This amount increases annually at the rate of the average wage growth in Canada. The maximum annual CPP employee contribution for 2015 is **\$2,479.95**.

Money Purchase Limit: This is the maximum amount a plan member can contribute to the York University pension plan in 2015 and is the lower of 18% of earned income or **\$25,370**. This includes both employee and employer contributions.

Defined Benefit Limit: The defined benefit limit for each year of pensionable service (which is applied to your Minimum Guarantee Benefit at retirement or termination) is **\$2,818.89**. The defined benefit limit is one of the factors used by the Canada Revenue Agency that limits the maximum lifetime retirement benefits that can be paid from a defined benefit provision (referred to as the Minimum Guarantee Benefit in the York University Pension Plan).

Retirement Planning Centre

On July 1, 2014 the Retirement Planning Centre was amalgamated with the Pension & Benefits Office and now resides in the Kinsmen Building, 8 The Chimneystack Road. With this change the Centre is now able to offer a more comprehensive approach to your retirement planning needs. When booking an appointment for a consultation we are now able to discuss everything we did before, but can add specific pension and benefit issues to the list. Catherine Federico, the coordinator of the Centre accepted a new position in the Pension & Benefits Office and continues to provide retirement planning services in addition to providing specialized support to the Pension & Benefits team. With the addition to the Pension & Benefits Office, she can now begin planning with you and continue through the entire process. We now offer a "one stop shop" for retirement planning.



There will also be a few procedural changes. We will require you to register for the seminars, however for most sessions you will need to access our website at yorku.ca/retire to download and print the handouts for these sessions and bring them with you when attending the sessions. We are excited that we are able to enhance your retirement planning resources.

Upcoming Seminars

Financial Education Series – Glendon

As part of your Retirement Planning, the Pension & Benefit Office is presenting a series of eight workshops integrating ALL aspects of Financial Planning. Please note **this session will not include information on the York University Pension Plan.**

Please note, it is not required that you attend all eight workshops, they do function as standalone units, however if you attend more than one, you will find you will get a better understanding of the process. Workbooks will be distributed at the session. You will NOT be required to print these ahead of time.

WE REQUIRE A REGISTRATION NUMBER OF AT LEAST 10 PEOPLE IN ORDER FOR THE PRESENTATION TO TAKE PLACE

To register please follow the following link: <https://hr.apps01.yorku.ca/machform/view.php?id=27056>

- Session 1: Thur Jan 15
- Session 2 Thur Jan 29
- Session 3 Thur Feb 26
- Session 4 Thur Mar 12
- Session 5: Thur Mar 26
- Session 6: Thur Apr 9
- Session 6: Thur Apr 23
- Session 6: Thur May 7

<p>Session One: Preparing for Retirement Securing the foundation for your financial plan</p> <p>In this workshop we focus on putting a process in place to achieve your goals. We focus on cash management strategies and wealth management process. Questions and discussions are encouraged and are an integral part of this workshop.</p> <p>Topics Include:</p> <ul style="list-style-type: none"> Financial Snapshot Establishing Goals Financial Planning Process Financial Statements External Factors Cash Management Strategies <p>Date: Thursday, January 15, 2015 (12 pm – 2 pm)</p>	<p>Session Two: Personal Investing - Part A Core Investing Components Applied</p> <p>Understanding core concepts will help you identify and protect yourself against investment fads and build a solid investment strategy. In this workshop we talk about investment components, types of risk and how to avoid them, and the factors that contribute to your successful investment strategy.</p> <p>Topics Include:</p> <ul style="list-style-type: none"> • The Financial Planning Process • Types of Investments • Investment Objectives • Investment Risk • Case Studies <p>Date: Thursday, January 29, 2015 (12pm – 2 pm)</p>
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To review all scheduled seminar presentations, or to obtain more information about this seminar, please go to the YELC (York Employee Learning Calendar) <http://www.yorku.ca/yelc/>

Upcoming Seminars

Demystifying Living Benefits Insurance – Ensuring Your Security and Peace of Mind with Confidence

Topics include: Disability Insurance, Critical Illness Insurance, Long Term Care Insurance

Date: Thur Jan 8 (12 p.m. to 1 p.m.)

To register please follow the following link: <https://hr.apps01.yorku.ca/machform/view.php?id=25713>

Please note handouts will NOT be provided at the seminar. They will be posted on the Retirement Planning Centre's Website www.yorku.ca 2 -3 days in advance of the presentation. Please go to the website and click on Seminar, Seminar Slides ahead of time and print a copy to bring with you to the presentation.

Ten Tax Strategies that Every Investor Should Know

Investing isn't just about earning income and generating capital gains; it's also about keeping as much of your income and capital for yourself. This program will show you ten ways to do just that.

Topics include:

All Income Isn't Created Equally - you can really reduce your tax bill by knowing which investments attract the least amount of tax

Family Ties - how your family members can help you pay less tax

RRIF Riffs - retirement plan income strategies that orchestrate big tax savings

Date: Wed Jan 14, 2015 (12 p.m. to 1 p.m.)

To register please follow the following link: <https://hr.apps01.yorku.ca/machform/view.php?id=28623>

Please note handouts will NOT be provided at the seminar. They will be posted on the Retirement Planning Centre's Website www.yorku.ca 2 -3 days in advance of the presentation. Please go to the website and click on Seminar, Seminar Slides ahead of time and print a copy to bring with you to the presentation.

Navigating the Health Care System – 2015

Join us for a series of four lunch 'n learn seminars this winter focusing on key aspects of navigating the health care system successfully.

To register please follow the following link: <https://hr.apps01.yorku.ca/machform/view.php?id=27913> Please note handouts will NOT be provided at the seminar. They will be posted on the Retirement Planning Centre's Website www.yorku.ca 2 -3 days in advance of the presentation.

•Session 1: Tue Jan 20 •Session 2 Tue Feb 3 •Session 3 Tue Feb 24 •Session 4 Tue Mar 10

<p>Session One: The Family Doctor and Beyond – Piecing Together the Puzzle of Primary Health Care and Building Your Team</p> <p>Topics include:</p> <ul style="list-style-type: none"> • Understanding primary health care – what it is and why it's important • Finding a primary health care provider – we explore the options • Who's responsible for what – looking out for your health <p>Date: Tuesday, January 20, 2015 (12 pm – 1 pm)</p>	<p>Session Two: Overtaken By Illness – Getting the Care You Need When You Need it</p> <p>Topics include:</p> <ul style="list-style-type: none"> • Information is power – learning about your condition and managing it • Getting timely access to care – it's about more than wait times • What care is available to you at home – how to access it <p>Date: Tuesday February 3, 2015 (12 pm – 1 pm)</p>
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To review all scheduled seminar presentations, or to obtain more information about this seminar, please go to the YELC (York Employee Learning Calendar) <http://www.yorku.ca/yelc/>

Contact List

Contact the Pension & Benefits office:



Email us at
askpb@yorku.ca



Call us at
416-736-2100
extension (27572)
between 8:30 am
and 4:30 pm Mon-
day to Friday**

**For Fridays from June 1 up to and including Labour Day weekend the phones will be answered until 3:30 pm.

Please have your employee ID number available when you call.

For:	Contact:
Courses covered by Tuition Fee Waiver	sfs.yorku.ca/fees/waivers/
Personal Expense Reimbursement	Finance Department (416) 736-5661
T4'S (Active Employees)	Payroll Department, Extension 55552
Retiree questions re T4A's, monthly pension cheques, taxes, changes in banking information	CIBC Mellon 1-800-565-0479 Extension 0
Address Changes - Active Employees	Employee Records, Human Resources
Vacation, Sick Leaves, Personal Credits	Refer to your department or union group
Employment Letter	Employee Records, Human Resources
RRSP Limits	Canada Revenue Agency
Benefits (health, dental, vision) questions, claim denials	SunLife 1-800-361-6212 (Contract #14098)

Here are some websites you can access to gain more information:

- ◇ Sun Life's Plan Member Services: sunlife.ca/member
- ◇ York's Retirement Planning Centre: yorku.ca/retire
- ◇ York University Retirement Planner: yorku-ret.ca
- ◇ York's HR Self Service: hrselfserve.yorku.ca

In the event the information contained herein conflicts with the applicable contract, policy or guideline, the terms of the contract, policy or guideline will prevail.