

P & B Times

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

OCTOBER 2014— ISSUE 23

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.

Sun Life Announces Online Dental Predeterminations

Sun Life plan members can now enjoy greater convenience at the dental office with the introduction of online dental pre-determinations. In addition, plan members can now have their second payer coordination of benefits claim submitted by their dental provider.

Plan members are encouraged to have their dentist send a pre-determination (or estimate) for any major dental work. A pre-determination lets plan members know what will be covered by their benefits plan. Currently, when a dental office sends a pre-determination, the response gets sent to the plan member. Now, dental pre-determination results will be sent to the dental office with a copy to the plan member. This is easier for the plan member as they are not responsible for contacting the dental office with the result.

Second payer coordination of benefits

After a dentist has submitted a claim through the primary benefit plan, and Sun Life is the second payer, the dentist will now be able to submit to Sun Life online. This means that the plan member can leave the dental office knowing that their claim has been submitted to Sun Life and processing is underway.

Moving the second payer co-ordination of benefits online means a better service experience for plan members by streamlining the claim submission process. Plan members no longer have to manage the paperwork to submit their coordination of benefits claim. This also supports Sun Life's commitment To developing paperless business practices.



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Direct Deposit for Reimbursements

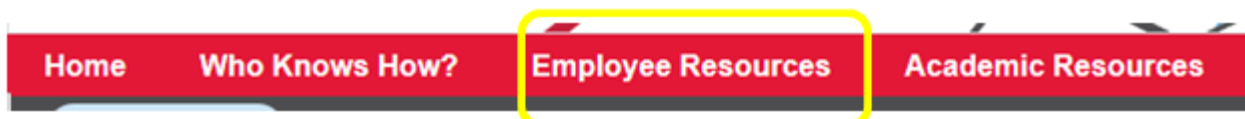
If you haven't already set up direct deposit for reimbursements from Sun Life, please do so now. Go to www.sunlife.ca/member. There are also a number of claims that you can submit electronically. Please be sure to follow the process identified on the screens.

Questions? Please contact your Sun Life Client Service Administrator at 1-877-361-6212.

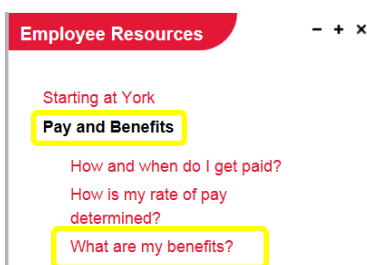
Important Reminders Regarding Your Benefits Coverage

SunLife Benefit Booklets:

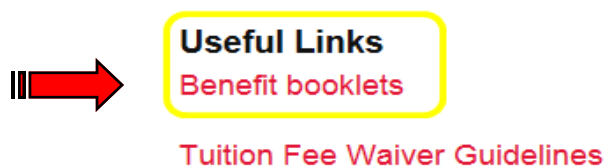
Read the SunLife Benefits Booklet appropriate to your affiliation to gain an understanding of your benefits coverage. SunLife Benefit booklets can be found at YU Link (about-yulink.info.yorku.ca). Simply login into YU Link at <https://passport.yorku.ca/pplogin/pplogin>. (**NOTE: There is a link to click if you've forgotten your Username or Password**). The booklets are found under the "Employee Resources" tab found at the top of the screen:



From the pull-down menu, select "Pay and Benefits" and then "What are my benefits?"



Under the "Useful Links" tab, click "Benefit Booklets" and then on the SunLife Booklet appropriate to your affiliation:



Predeterminations:

If you are unwilling or unable to pay out of pocket for an expense, submit a predetermination to SunLife prior to purchasing or having a procedure completed.

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.

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



If you have any questions regarding your benefits coverage, contact Sun Life at 1-877-361-6212.

Changes to the York University Pension Plan

Following discussions between York University and the York University All-Union Pension Group, the following amendments are taking place (**NOTE: These changes do not impact those members who are already retired**):

Effective January 1, 2015

- ◆ Members of the Canadian Union of Public Employees Local 3903 who are members of the York Pension Plan as at January 1st of the Plan year and teach a minimum of 3.5 full-time course equivalents at the University in the Plan Year over a period of less than 12 months shall be credited with 12 months of service.



Effective July 1, 2015

- ◆ For the calculation of pensions at retirement, the money purchase account balance as of the last day of the month immediately preceding the date of retirement will be used. For example, a member retiring September 1, 2015 would have their money purchase account balance at August 31, 2015 used in the calculation of their pension.
- ◆ The existing Pension Plan eligibility criteria is being replaced for full-time permanent and full-time contract employees with the following:

Full-time permanent employees (24 hours per week or more): Pension Plan enrolment will be mandatory on the first of the month coincident with or next following the date of hire.

Full-time contract employees (24 hours per week or more): Pension Plan enrolment will be optional on the first of the month coincident with or next following the date of hire if the contract is longer than one year; otherwise Pension Plan enrolment will be optional on the first of the month coincident with or next following the completion of one year of continuous service or, if a break in service of no more than four months, upon the negotiation of a successor contract and fulfillment of one year of service in aggregate.

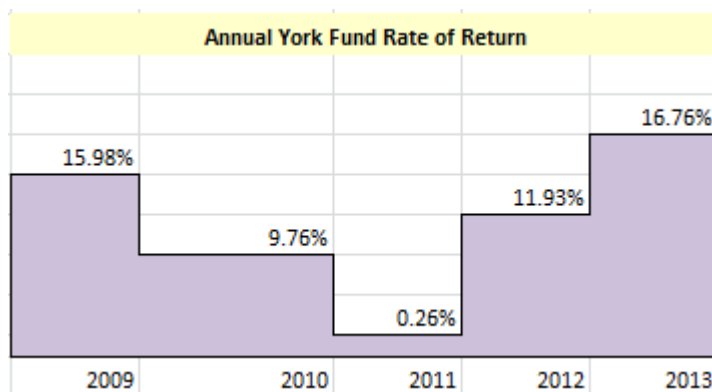
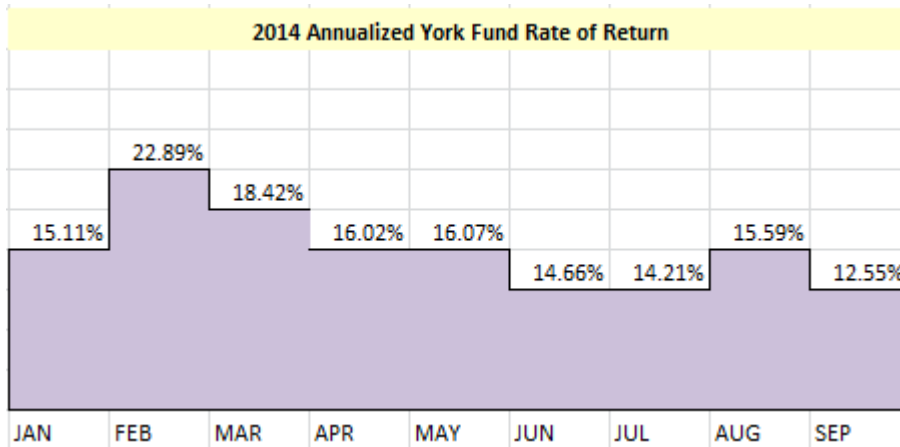
Enrolment in the Pension Plan will be mandatory on the first of the month coincident with or next following the date on which the employee has completed two years of continuous service.

- ◆ The Eligible Spouse of a deceased member may elect by written notice filed with the University within 90 days of receiving an option statement an immediate or deferred life annuity that commences before the Eligible Spouse attains age 71. The Eligible Spouse or former Spouse may also elect to have the lump sum amount transferred directly to a registered retirement savings plan or registered retirement income fund. In all other cases, the death benefit shall be paid as a lump sum.
- ◆ A Member may elect to cease making required contributions to the Plan at or following his or her normal retirement date but continue to work at the University. This election is irrevocable and must be made at least two months in advance of the first day of the month on which contributions are to cease.
- ◆ The 35 year limit on pensionable service under the Minimum Guaranteed Benefit will be removed.

If you have any questions regarding your benefits coverage, contact Sun Life at 1-877-361-6212.

York Fund Rate of Return

Here is a summary of recent performance:



**The York Fund
Year to Date
Annualized Rate of
Return through
Sep 30, 2014 is:**

12.55%

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. For recurring and ongoing seminars we will now be offering them on a first come first serve basis. We will no longer be requiring you to register. You will however need to access our website at yorcu.ca/retire to download and print the handouts for these sessions and bring them with you when attending the session. For new seminars we will continue to ask you to register. The process will be highlighted in our announcements, please read them carefully. We are excited that we are able to enhance your retirement planning resources.



Upcoming Seminars

Below please find a list of our Seminar Presentations for the remainder of this calendar year. **To review all scheduled seminar presentations, please go to the YELC (York Employee Learning Calendar) <http://www.yorku.ca/yelc/> .**

We currently send emails advertising our seminars and presentation. In the future will be listing our seminars here in the P&B Times and posting them in the YELC and our website <http://www.yorku.ca/retire/>. **Going forward we will not send out emails announcing these events.**

November 17, 2014 – Understanding Old Age Security (OAS) Seminar

This seminar is normally run at least once per year and it is not webcast or recorded.

Date: Monday, November 17, 2014

Time: 12 p.m. to 1:00 p.m.

Location: Chemistry Building Room 115

This seminar does not require registration. It will be on a first come first serve basis. Handouts will be available at the Seminar on a first come first serve basis.

November 27, 2014 – Within 5 Years of Retirement – Pension and Benefits Seminar – Glendon

If you are within 5 years of retiring from York, you may want to consider attending this seminar.

Date: Thursday November 27, 2014

Time: 12 p.m. to 1 p.m.

Location: A224

This seminar does not require registration. It will be on a first come first serve basis. Please access our website www.yorku.ca/retire up to 2 days prior to the event and click on Seminars (located on the left pane) and then Seminar Slides. You will find the slides listed there to print.

New and Mid Career- Pension and Benefits Seminar – Glendon (To be rescheduled from October 30, 2014 & November 27, 2014. Details will be made available at <http://www.yorku.ca/yelc/>)

If you are newer to York or have been here a while and would like to understand the York University Pension & Benefits better please join us for this seminar.

Date: TBA

Time: TBA

Location: TBA

This seminar does not require registration. It will be on a first come first serve basis. Please access our website www.yorku.ca/retire up to 2 days prior to the event and click on Seminars (located on the left pane) and then Seminar Slides. You will find the slides listed there to print.

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.