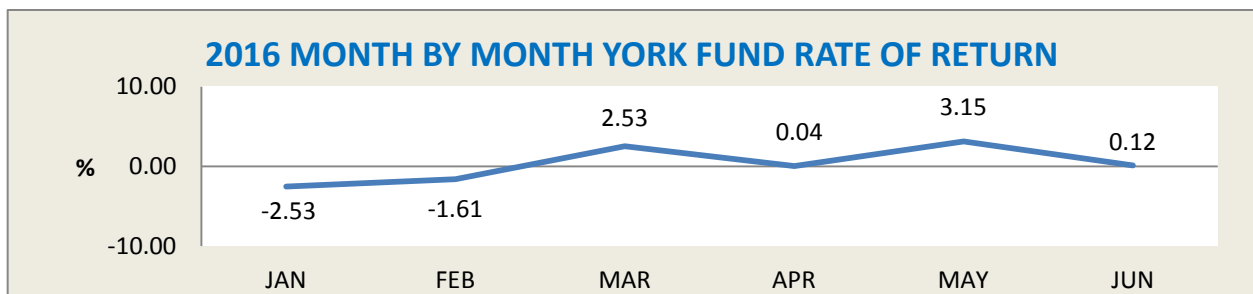
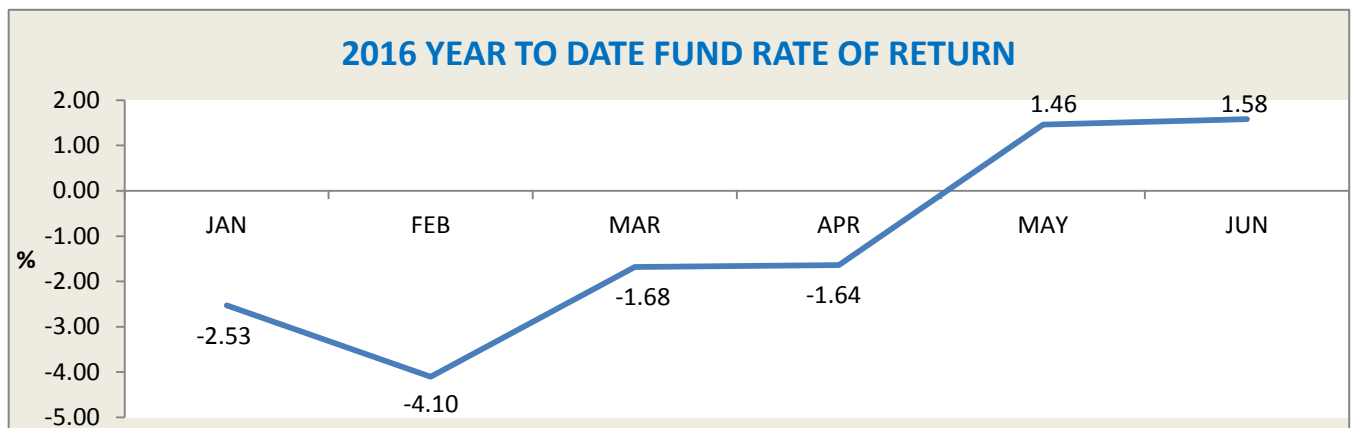


The York University Pension Plan

The return for the month of June 2016 was 0.12%



The year to date return as of June 2016 is 1.58%



The annualized year to date return to the end of June 2016 is 3.15%

In each issue of the P&B Times we publish the most recent rates of return. If you are interested in more detailed investment information please access the Pension Newsletter. This information is available on the York Website, by searching **Pension Newsletter**.

Suggestions for Retirement Services Seminars

Throughout the year Retirement Services organizes information sessions on topics of interest for both retired and active employees. Most recently we provided a series of seminars on Aging Diseases. Please provide ideas and suggestions to askpb@yorku.ca of topics you would like to see covered in our upcoming seminars.

Keeping your Beneficiary Information Up-To-Date

It is very important to always keep your beneficiary designation up to date for your pension plan, Group Life Insurance and Voluntary Accidental Death and Dismemberment (if applicable). You can view your current designation by accessing HR Self Serve. If you are retired or deferred, please refer to your Pension Statement to review your current Pension Plan beneficiary designation.

If you would like to make a change please complete and provide the following forms:

- Benefits Enrollment and Change Form (for active employees only)
- Pension Plan Enrollment and Beneficiary Form

The forms are located on YULink. Please scan and email the completed forms to askpb@yorku.ca

Benefit Coverage and Approval of Benefit Claims

Sun Life adjudicates claims based on the benefit coverage which has been negotiated and provided to you by the University. The Pension & Benefits Office administers your coverage, we ensure your coverage is active and the details of the coverage are correct. However, we are not involved in the process of determining what is or is not covered by your benefit plan.

Please contact Sun Life directly at 1-800-361-6212 for details regarding the status of your claim.

Tuition Fee Waiver Program

Once an eligible employee, spouse or dependent has been admitted as a student to the University, a completed Tuition Fee Waiver Application form must be submitted to the Pension and Benefits Office for verification and processing **prior to the start of the course**. The Tuition Fee Waiver will not be backdated. **A completed application is not required each academic year.** The application form is available on YULink.

CUPE 3903 Unit 2 employees must submit a Tuition Fee Waiver Application each academic year. The Tuition Fee Waiver Application requires prior written approval from the Department of Faculty Relations, York University, 276 York Lanes, 416-736-5518.

Dependent Coverage for Children ages 21 – 25

The Pension & Benefits Office requires confirmation that your dependent child is a full-time student between the ages of 21-25. Our office will email you the month prior to their birthday each year requesting confirmation that they continue to be a full-time student. If we do not receive a response coverage will be terminated. If you contact our office at a later date coverage will not be backdated. This may result in claims not being reimbursed.

Pension & Benefits Office Customer Service Standards

Event	Due date for ETF
Leave of Absence	Four weeks before leave commences
Retirement	Three months before retirement date
Sabbatical	Three months before sabbatical commences

Request	Timeline for Pension & Benefits Action
Responding to emails	Three business days
Pension & Benefits Updates i.e. beneficiary, dependent or benefit changes	Forms must be received by end of day Thursday in order for information to be sent to Sun Life each Monday morning – Sun Life will update your record, where applicable by end of day Wednesday
Pension & Benefits Updates i.e. beneficiary, dependent or	Five business days from receipt of fully completed application
Letter of Confirmation i.e. Benefit coverage confirmation	Ten business days
Responding to Letters from external	Fifteen business days
Family Law Value Applications	Sixty days from when completed application is received

Pension & Benefits Office Summer Hours

For Fridays from June 1 up to and including Labour Day weekend the phones will be answered until 3:00 pm.

Possible Postal Disruption

It is more important than ever to register for direct deposit and paperless statements through mysunlife.ca

This summer, there is a possibility of a disruption to postal services.

If you submit claims and receive reimbursements and statements by mail this could mean significant delays in submitting claims, getting reimbursed and generally keeping "in touch" with your benefits.

Makesure you are able to claim, get reimbursed and "keep in touch" with your benefits online by following these steps today.

Step 1: Are you registered on mysunlife.ca?

If not, go to mysunlife.ca and choose Register now to sign up today.

Step 2: Have you signed up for direct deposit and paperless statements?

From the Home page click on MyClaims and under **Take me to** click on Direct Deposit. Provide or verify your banking information is up-to-date, and make sure you register for paperless statements while you are there!

Questions

Please contact Sun Life's Customer Care Centre at 1-800-361-6212, Monday-Friday: 8am-8pm ET.

Reminders...

Retiree benefit Booklets

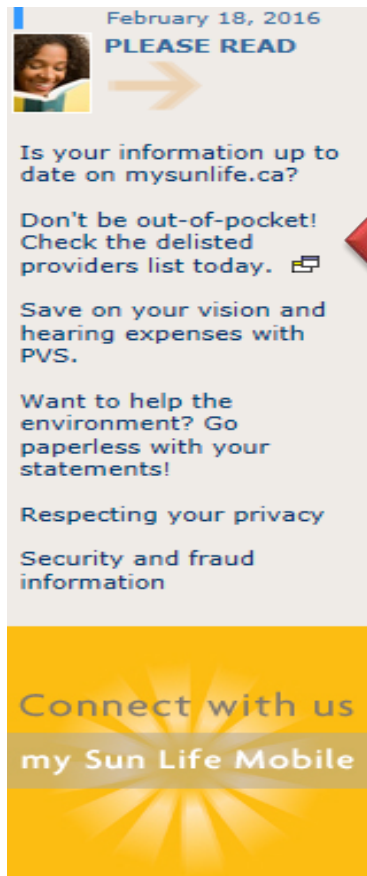
Retiree benefit booklets are available at <http://retire.info.yorku.ca/>

Active benefit booklets

Active employees are able to access your benefit booklet by logging into yu link. You will need passport York log in credentials to access yu link.

For information on your particular benefit coverage please refer to these booklets or the Sun Life member website www.sunlife.ca/member

Before using services or obtaining supplies please check the ***delisted providers*** on the Sun Life Website to ensure your claims will be adjudicated.



When accessing the Sun Life Member website, you will notice a panel on the left side with "PLEASE READ" notices. You need to check the delisted providers before using a provider you are unfamiliar with.



Contact List

For	Contact
Address changes for active employees	Employee Records, Human Resources
Employment Letter	E-mail request to cogsweb@yorku.ca (Payroll, Human Resources)
T4's for active employees	Payroll, Human Resources 416-736-2100 extension 55552
Benefit /claim denial questions (health, dental, vision)	Sun Life 1-800-361-6212 – policy or contract ID is 014098
Courses covered by Tuition Fee Waiver	Student Financial Services http://sfs.yorku.ca/fees/waivers/
Personal Expense Reimbursement (PER)	Finance Department 416-736-5661
Vacation, Sick or personal credit questions	Your management supervisor, collective agreement or Standard Operating Procedures
Retiree questions regarding your T4A, pension payment, taxes and changes in banking information	CIBC Mellon 1-800-565-0479 extension 0
Your RRSP limit	Your income tax assessment or Canada Revenue Agency 1-800-267-6999
Termination, Death or Retirement Estimates	You have access to the Retirement Planner found at: http://www.yorku.ca/hr/services/employees/yurp.html
Alumni and Employee perks	Go to: http://alumniandfriends.yorku.ca/benefits/alumni-benefits-services/
Investment advice	Contact a qualified Financial Advisor

How to contact the Pension & Benefits office:

Email us at askpb@yorku.ca

Call us at 416-736-2100 extension 27572 between 9:00 am and 4:00 pm Monday to Friday

- For Fridays from June 1 up to and including Labour Day weekend the phones will be answered until 3:00
- **Have your employee ID number available when you call as we document all conversations**

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

- Sun Life's Plan Member Services: sunlife.ca/member
- York's Retirement Services: retire.info.yorku.ca
- York's HR Self Service – for pay advice, direct deposit, dependent and beneficiary information etc. : hrselfserve.yorku.ca

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