

P & B Times

News from the Pension & Benefits Office (askpb@yorku.ca)

November 2016 – ISSUE 43

The York University Pension Plan

2016 Year-To-Date Fund Rate of Return

January	-2.53%
February	-4.10%
March	-1.68%
April	-1.64%
May	1.46%
June	1.58%
July	4.98%
August	6.30%
September	6.86%
October	6.62%

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*.

2017 Additional Voluntary Contributions

As a member of the York University Pension Plan, you are allowed to make additional voluntary contributions (AVC's) up to the limits set out in the Income Tax Act. 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. When you make AVC's, **you receive an immediate tax break at the source** meaning that you do not pay income tax on pension contributions thereby lowering your taxable income. These contributions will provide you with additional pension at retirement. Please note that **AVC's may only be withdrawn when you terminate or retire from the plan**. Unlike required contributions which are matched by the University, AVC's **are not matched** by the University.

An email regarding 2017 AVCs will be sent to active pension plan members once we have finalized the calculation. Employees that entered the pension plan in 2016 will not have access to the planner until after the December 31, 2016 pension statements have been published. Please email askpb@yorku.ca if you do not have access to the planner and wish to make 2017 AVCs.

Legislation indicates the December 31, 2016 pension statements must be available on or before June 30, 2017. We will email you when the statements are available.

Sun Life Mobile App

Beginning on November 21, 2016 Sun Life is giving members the option to send other requested paperwork through their mobile app.

When you submit a health or dental claim you may be asked to submit different types of documents such as supporting documentation to complete the claim. Each request for additional documentation contains a reference number. Using this reference number, members can submit photos of the paperwork. The mobile function will not work without this reference number.

Benefit Information

Often the Pension & Benefits office is asked if a certain item, service or procedure is covered under the benefits plan. There are approximately 30 different benefit plans at York so we refer you to your benefits booklet, Sun Life call centre 1-800-361-6212 or to the Sun Life member website www.sunlife.ca/member. As a reminder we suggest you determine eligibility before incurring any expense you are unwilling to pay for or unable to afford.

Your employee number is used at Sun Life to track your benefit claim usage; therefore, if you move from one affiliation to another any benefit maximums which you have reached will be taken into account in your new affiliation. For further clarity, your benefit coverage usage does not reset to zero. An example of an affiliation change may be a YUSA member moving to a CPM position.

E-mail addresses and Communication

The Pension & Benefits office frequently communicates with you through e-mail. Active York employees have a "@yorku.ca" e-mail account. Your department or faculty may have provided you with a separate e-mail address and you need to ensure you forward e-mails from "@yorku.ca" to your department or faculty e-mail address or check both accounts on a regular basis. You may need to obtain instructions from your IT department as to how to set up this forward function. You may also go into hrself serve <https://hrselfserve.yorku.ca/psp/HR91PRD/?cmd=login&languageCd=ENG&> to add your faculty or department e-mail address and identify it as your preferred e-mail. Go to Main Menu>Self Service>Personal Information>Email Address to make the change.

Don't miss out on important information. Update your e-mail address today.

2017 Limits

Earlier this month the Government of Canada announced the 2017 limits as follows:

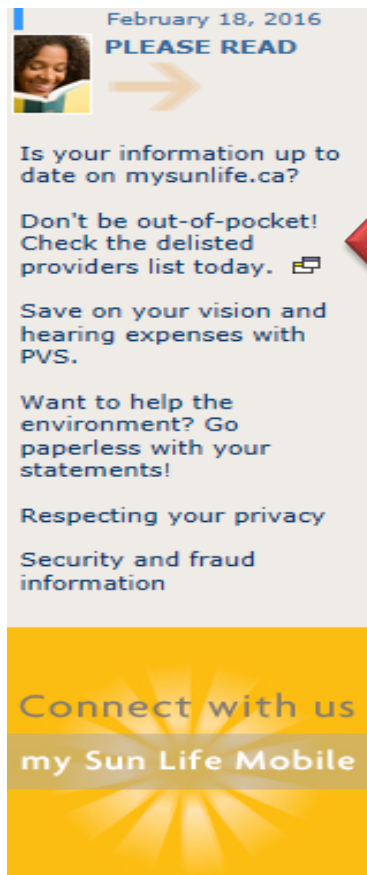
Years Maximum Pensionable Earnings (YMPE)	\$55,300.00
Maximum pension plan contributions	\$26,230.00
Defined Benefit limit	\$ 2,914.44 per year of pension plan credited service
Tax Free Savings Account limit	\$ 5,500.00

Delisted Service Providers – Sun Life

Sun Life publishes a list of delisted service providers. In order to protect against increased costs due to questionable claims, Sun Life will disallow claims from certain healthcare service providers, clinics, facilities, or medical suppliers. Several reasons may lead them to put a provider on this list such as, the names provided on invoices that do not work at the named clinic, a provider does not validate services or provide requested information or they provided invoices for multiple members within a time period during which the services could not have been rendered.


You will find this list on Sun Life’s website on the left hand side once you log on to the member website. You must allow popups for the list to be displayed.

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



February 18, 2016
PLEASE READ

Is your information up to date on mysunlife.ca?

Don't be out-of-pocket! Check the delisted providers list today. 

Save on your vision and hearing expenses with PVS.

Want to help the environment? Go paperless with your statements!

Respecting your privacy

Security and fraud information

Connect with us
my Sun Life Mobile



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.



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. 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 changes	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 sources i.e. lawyers	Fifteen business days
Family Law Value Applications	Sixty days from when completed application is received

Reminders...

Retiree benefit Booklets

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

Active benefit booklets

Active employees are able to access their 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 your benefit booklet or the Sun Life member website www.sunlife.ca/member

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.
