

P & B Times

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

January 2017 – ISSUE 44

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%
November	6.77%
December	7.54%

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***.

2016 Pension Statements

Legislation indicates the December 31, 2016 pension statements must be available to all members of the pension plan on or before June 30, 2017. The Pension & Benefits Office will provide more information once the statements are available.

Fresh Start to the New Year

Please take a few minutes and familiarize yourselves with the details of your benefit coverage.

Active employees are able to access their benefit booklet by logging into yu link. You will need your passport York log in credentials to access yu link. Retired employees are able to access their benefit booklet at <http://retire.info.yorku.ca/>

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

It is also a good time to ensure your mailing address and dependent/beneficiary information is up to date as well.

2016 T4/T4A Forms

The legislated deadline to issue T4 and T4A forms is the end of February. Please refer to the communication titled MESSAGE FROM YORKU PAYROLL RE: T4/T4A FORMS dated January 18, 2017 for more details.

Any questions regarding the forms should be directed to the Payroll Department.

CIBC Mellon

For those receiving a pension through CIBC Mellon you will be receiving your T4A from them. The legislated deadline is also the end of February. If you have moved please provide CIBC Mellon as well as our office with your new address. The link to the CIBC Mellon retiree website is: <https://www.cibcmellon.com/en/retiree-assistance/index.jsp>

Over the course of the next few months you will also receive a Payment Confirmation form from CIBC Mellon that you will need to complete and return to them.

York University Retirement Planning Tool

Information is available at your fingertips. By logging into the York University Retirement Planner at <http://www.yorku.ca/hr/services/employees/yurp.html> you can:

- Access information regarding Additional Voluntary Contributions (AVCs)
- Prepare estimates
- Access Annual Pension Statements

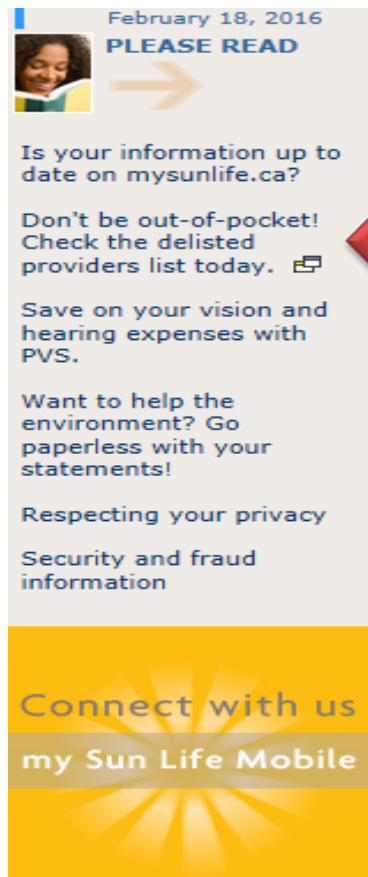
Although it is helpful to plan ahead please note that preparing pension estimates too far in advance can be an unrealistic way to plan for your future. Estimates for the next two to three years using conservative assumptions may be realistic. Estimates that are five, ten or twenty years into the future are more likely to be unrealistic.

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.



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.



Taxable Employer Benefits

The Federal Government is considering taxing employer contributions to group health and dental benefit plans. If this plan is announced in the 2017 federal budget, it means employer contributions made to your group health and dental benefits will be considered taxable income, potentially adding thousands of dollars to your tax bill.

You may wish to visit donttaxmyhealthbenefits.ca

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 5552
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.
