

P & B Times

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

September 2019 – ISSUE 63

The York University Pension Plan

2019 Year to Date Fund Rate of Return	
August	12.07%

If you are interested in more detailed investment information, please contact the Pension Investments office within Finance.

Be aware

Your employee benefits are a valuable asset to you and your family and with that come responsibilities on your part to ensure coverage. Coverage is not automatic. If you are eligible for benefits coverage you need to sign up for benefits to be covered. Similarly, when you have a change in family status, i.e., a new spouse or child, they need to be enrolled to your benefit plan or they will not be covered. Benefits coverage is not backdated.

Leaving the University

Whether you are leaving the University because of your contract ending, resigning or retiring your ability to submit claims after your benefits coverage is shortened. As an active employee, you have fifteen months to submit a benefits claim, however, when your contract has ended, you have resigned or retired you only have 90 days to submit claims that were incurred while you were an active employee. For example, if you retire July 1st and have a benefit claim as an active employee in June, you have 90 days from July 1st to submit the claim for reimbursement.

Pension & Benefits Availability

Often members will arrive at the Pension & Benefits office to drop off forms and ask a quick question. When members arrive at the office unexpectedly, unfortunately we are not always available to meet with you. In order to ensure you receive the best customer service experience possible and have your questions answered in a detailed fashion, we encourage you to book an appointment.

If you are only dropping off forms another alternative is to scan and send them by email to askpb@yorku.ca

My Sun Life Mobile App

Starting in October, Sun Life will be running a contest campaign highlighting benefits of the mySunLife mobile app. You may receive an email encouraging you to increase your usage of the mySunLife mobile app or, if you don't already have the app, to download and use it. You will also see a message when you sign in to mySunLife.ca.

Plan members who sign in to the mySunLife mobile app during the contest period of October 1 – October 31, 2019, will be eligible to win a trip to the 2020 NBA All-Star Game in Chicago in February 2020 or 1 of 10 Toronto Raptors jerseys. A reminder email will provide you with a second chance to win: if you use the new provider search feature to mark one of their providers as a “favourite” you will receive a bonus entry for the contest.

The mySunLife mobile app helps make it easier for you to manage your health and make your benefit dollars work harder with almost anywhere, anytime access to relevant information and tools.

Upcoming Seminars

2019/2020 Pension & Benefits Seminars and Workshops

CPP and OAS Webinars –

<https://hr.apps01.yorku.ca/machform/view.php?id=98953> (OAS 2019)

<https://hr.apps01.yorku.ca/machform/view.php?id=99816> (OAS 2020)

<https://hr.apps01.yorku.ca/machform/view.php?id=99426> (CPP 2019)

<https://hr.apps01.yorku.ca/machform/view.php?id=98600> (CPP 2020)

The CPP webinar will be an overview of Canada Pension Plan.

Topics included:

- Canada Pension Plan Overview
- Retirement Pension
- Disability Pension
- Survivor's Benefits

The OAS webinar will be an overview of the Old Age Security pension.

Topics include:

- Old Age Security pension
- Guaranteed Income Supplement
- Allowance, Allowance for Survivor
- International agreements and others.

	Date	Time	Location	Presenter
CPP	Tuesday October 1, 2019	12:00 – 1:00 pm	N/A - Webinar	Service Canada
OAS	Tuesday, October 8, 2019	12:00 – 1:00 pm	N/A - Webinar	Service Canada

Stress Management through Transitions -

<https://hr.apps01.yorku.ca/machform/view.php?id=100222>

Moving toward retirement is full of both daunting challenges and new possibilities. You should ask yourself: “What do I want to do with my time and energy when I am no longer working full time?” It is never too early to consider the future, and this training will appeal to people of all ages. This seminar will help participants plan early to set retirement goals in all areas, explore available resources, and identify ways to overcome any possible obstacles in reaching their goals

Learning objectives

At the end of this seminar, participants will be able to do the following:

- Recall the five emotional stages of retirement.
- Discuss how to have a successful transition into retirement.
- Recognize the importance of planning the various areas of their lives.

<i>Date</i>	<i>Time</i>	<i>Location</i>	<i>Presenter</i>
<i>Tuesday October 22, 2019</i>	<i>12:00 – 1:00 pm</i>	<i>SENATE CHAMBER, ROSS NORTH 920</i>	<i>Morneau Shepell</i>

Understanding Your Pension & Benefits Workshop (Webcast and Live)

Session 1 <https://hr.apps01.yorku.ca/machform/view.php?id=83522>

Session 2 <https://hr.apps01.yorku.ca/machform/view.php?id=84179>

Session 3 <https://hr.apps01.yorku.ca/machform/view.php?id=85143>

Session 4 <https://hr.apps01.yorku.ca/machform/view.php?id=85844>

The Pension & Benefits office (P&B) has put together a new workbook and workshop series on pension & benefits at York. The sessions along with the workbook are designed to create a conversation and learning opportunity for you to further understand how your pension & benefits play a role in your employment.

It is in the best interest of all pension plan members to have a full understanding of how the pension plan works, how Canada Revenue Agency limits impact you, options and investment information. The Canada Revenue Agency, the Pension & Benefits Act and the York Pension plan text have limitations that prevent the Pension & Benefits office from making certain changes to a prior year. By attending our seminars, you will have a better understanding of your entitlements.

The series is made up of four (4) sessions which walk through different sections of the workbook. The sessions will focus on:

- Session 1: Life events and how they may impact your pension & benefits
- Session 2: Pension plan at York
- Session 3: Retirement planning and the aspects of your pension & benefits after retirement
- Session 4: Leaves and reduced workloads, and what would happen if you left York before retirement

Each section comes with extended learning questions which will be addressed as part of the sessions in a fun and interactive way.

We hope you will be able to join us for some or all of these sessions depending on your current needs.

Life Events & Active Benefits			
Date	Time	Location	Presenter
Wednesday November 6, 2019	12:00 – 1:00 pm	SENATE CHAMBER, ROSS NORTH 920	Catherine Parks
Pension @ York			
Date	Time	Location	Presenter
Wednesday November 13, 2019	12:00 – 1:00 pm	SENATE CHAMBER, ROSS NORTH 920	Catherine Parks
Retirement Planning and Beyond York			
Date	Time	Location	Presenter
Wednesday November 20, 2019	12:00 – 1:00 pm	SENATE CHAMBER, ROSS NORTH 920	Catherine Parks
Leaves and Unreduced Loads & Resignations/Terminations			
Date	Time	Location	Presenter
Wednesday November 27, 2019	12:00 – 1:00 pm	SENATE CHAMBER, ROSS NORTH 920	Catherine Parks

Pension & Benefits Office Customer Service Standards

Going on a leave, retiring, or resigning can be stressful and confusing. In most instances, we need your department to send the Employee Transaction Form (ETF) to Human Resources for us to be able to begin our processes. If you have not received something from us in the time periods below, please be sure to check with your department first to find out if they have sent the ETF.

Event	Due date for Employee Transaction Form
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 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

Reminders...

Benefit Booklets are available at <http://retire.info.yorku.ca/third-page/>

The Retirement Planning guide is also found at <http://retire.info.yorku.ca/resources/retirement-planning-guide/>

For information on your 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	hrhelp@yorku.ca
Employment Letter	E-mail request to hrhelp@yorku.ca
T4's for active employees	hrhelp@yorku.ca
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://retire.info.yorku.ca/second-page/retirement-planner/
Alumni and Employee perks	http://alumniandfriends.yorku.ca/
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 the Friday prior to Victoria day 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 obtain 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 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.
