

Within Five Years of Retirement – York's Pension Plan

Fall 2014

Agenda

- When can I retire?
- Hybrid nature – How the plan works.
- Early Retirement
- Limitations on Pension
- Transferring Funds into the Plan
- Additional Voluntary Contributions (AVC)
- The Retirement Process
- Post Retirement Benefits
- After Retirement from York
- Pension Plan Amendments (Recent Announcement)
- Finding Information

When can I retire?

- Retirement can be as early as the first of the month coincident with or following your 55th birthday.
- Normal retirement is defined as the July 1 coincident with or following your 65th birthday, however no early retirement reduction will be applied as of the first of the month following your 65th birthday.
- Mandatory receipt of pension is currently December 1 in the year you are age 71.

Years Maximum Pensionable Earnings (YMPE)

- The dollar amount set each year by the Canada Revenue Agency (CRA) which determines the maximum amount on which to base contributions to the Canada Pension Plan. The YMPE specifies the earnings amount that can be used in calculating pension contributions for each year.
- The 2014 YMPE is \$52,500.
- The 2015 YMPE is \$53,600.
- The YMPE changes each year and CRA normally announces the new figure in November.

Hybrid nature

- The York plan is a combination money purchase (defined contribution) with a minimum guarantee (defined benefit) floor
- The employee contributes to the money purchase component of the plan
- The University contributes to the money purchase and the minimum guarantee portion of the plan

Money Purchase Component (MPC)

- The mandatory contributions made by the employee along with the matching employer contributions and any accumulated rate of return are used to determine the MPC of your pension
- The MPC is affected by:
 - amount of funds as per the above,
 - age at retirement,
 - marital status at retirement, if married, the age of your spouse at retirement,
 - Annuity/mortality table being used.

MPC pension

- Pension is determined by taking account balances to the end of the year prior to retirement and then adding employee & employer pension contributions for current year minus amount set aside to fund the non reduction reserve
- For example, retirement of July 1, 2014 adds together the funds in the account at December 31, 2013, including the accumulated rate of return and then the monthly contributions from January 1 – June 30 with no rate of return applied for the period of January to June 30.
 - **Effective July 1, 2015 this will change (slide later in presentation)**

MPC Calculated

Employee married – spouse is 37 years younger

- \$9,244 per month pension

Employee married – spouse is 32 years younger

- \$9,343 per month pension – difference of \$99 per month

Employee married – spouse is 5 years younger

- \$10,480 per month pension – difference of \$1,236 per month

Employee married – spouse is 2 years older

- \$10,886 per month pension – difference of \$1,642 per month

Employee single - \$11,770 per month pension

Minimum Guarantee Pension (MGP)

1.4% of your **final average earnings** at retirement up to the **average YMPE** for those years

plus

1.9% of your final average earnings at retirement above the average YMPE for those years

multiplied by

Your **credited service** in the pension plan

MGP Calculated

- Retiring on normal retirement date with 23.4433 years
- Which are the five highest years?

Year	Annual Earnings	Average Annual YMPE
1	\$52,300	\$50,100
2	\$48,785	\$49,200
3	\$53,210	\$47,750
4	\$46,580	\$46,750
5	\$41,327	\$45,600
6	\$47,635	\$44,300
7	\$39,875	\$42,900
8	\$41,734	\$41,600
9	\$37,065	\$40,800
10	\$36,538	\$40,200

MGP - Calculated

- Five highest years/YMPE:

Year	Annual Earnings	Average Annual YMPE
1	\$52,300	\$50,100
2	\$48,785	\$49,200
3	\$53,210	\$47,750
4	\$46,580	\$46,750
6	\$47,635	\$44,300
Average	$\$248,510 / 5 = \$49,702$	$\$238,100 / 5 = \$47,620$

What is the calculation?

- $\$47,620 \times 1.4\% = \666.68
- $\$49,702 - \$47,620 = \$2,082 \times 1.9\% = \39.56
- $\$666.68 + \$39.56 = \$706.24 \times 23.4433 = \$16,556.60 / 12 = \$1,379.72$ per month

Normal Form of Pension

- The normal form of pension is the form of pension that is calculated. All other options are actuarial equivalents of the normal form.
 - If you are single the normal form of pension is a single life pension with no guarantee
 - If you are married the normal form of pension is a joint & survivor pension reducing to 50% on your death

Amount you receive

Money Purchase Component Pension		\$1,855.28
Minimum Guaranteed Benefit	\$1,587.60	
Supplementary Pension		\$0.00
Additional Voluntary Contribution Pension		\$0.00
Special Transferred Contributions Pension		\$0.00
Total Monthly Pension		\$1,855.28

- If the Money Purchase Component Pension is higher as it is in the example above there is no Supplementary Pension
- If the Minimum Guaranteed Benefit is higher, then the University supplements the Money Purchase Component Pension to bring it up to the Minimum Guaranteed Benefit.

Early Retirement

- You may elect to retire and may receive pension on the first day of any month coincident with or following the attainment of age 55.
- If your Minimum Guaranteed benefit is higher and therefor will receive a supplementary benefit the value of your pension is reduced as follows
 - Between ages 60 and 65 the benefit is reduced by 0.25% for each month between your actual retirement date and age 65.
 - Between ages 55 and 60 the benefit will be reduced by 0.5% per month between your actual retirement date and age 60.

Early Retirement - MGP

- Normal retirement date: July 1, 2018
- Actual retirement date: May 1, 2013
- Credited service at actual retirement date: 26.6675

Early Retirement - MGP

12 month period	Annual Earnings	Average Annual YMPE
04/30/2013 – 05/31/2012	\$48,264.09 *	\$50,100.00 **
04/30/2012 – 05/31/2011	\$47,521.50 *	\$48,900.00 **
04/30/2011 – 05/31/2010	\$50,883.86 *	\$47,566.67 **
04/30/2010 – 05/31/2009	\$48,760.17 *	\$46,000.00 **
04/30/2009 – 05/31/2008	\$44,990.28	\$45,366.67
04/30/2008 – 05/31/2007	\$48,951.86 *	\$44,100.00 **
04/30/2007 – 05/31/2006	\$42,844.77	\$42,633.33
Final Average Earnings * added together / 5	\$48,876.30	
Final Average YMPE ** added together / 5		\$47,453.33

MGP – Early Retirement

- NRD: July 1, 2018 Actual retirement date: May 1, 2013
- Credited service at actual retirement date: 26.6675
- Final Average Earnings: \$48,876.30
- Final Average YMPE: \$47,453.33

$$\begin{aligned} \$47,453.33 \times 1.4\% &= \$664.35 \\ \$48,876.30 - \$47,453.33 &= \$1,422.97 \quad \$1.9\% = \$27.04 \\ \$664.35 + \$27.04 &= \$691.39 \quad \times 26.6675 = \$18,437.64 \text{ per year} \\ \$18,437.64 / 12 &= \mathbf{\$1,536.47 \text{ unreduced}} \end{aligned}$$

Pension is reduced by 15% due to retiring 60 months prior to age 65 retirement

$$\$1,536.47 \times 85\% = \mathbf{\$1,305.99 \text{ per month}}$$

Early Retirement - MPC

- Your Money Purchase Component Account pension will be calculated using the applicable actuarial factor for the date you are retiring along with your marital status.

Canada Revenue Agency (CRA)

Limitations on Pension

- The Minimum Guaranteed Pension (MGP) is referred to as a Defined Benefit under the provisions of the CRA.
- These limits apply to a Defined Benefit Only
 - The Income Tax Act limits the amount of credited service used in the calculation of the MGP pension to a maximum of 35 years – **Effective July 1, 2015 this limit will be removed from the plan.**
 - The the defined benefit limit for each year of pensionable service for 2015 is \$2,818.89. The defined benefit limit is a factor used by CRA to limit the maximum lifetime retirement benefit that can be paid from a defined benefit provision.

Limitations on Pension applied

- Applicable to high income earners (i.e. \$170,000)
- Formula used
 - $\$2,818.89 \times \text{credited service in the plan}/12$

Forms of Pension – NRD or beyond

Normal Form is actuarially adjusted to provide 20 pension options

- **Life Only:** This option provides a pension for your lifetime only. York University Pension Plan
- **Life Guaranteed Five, ten or fifteen Years:** You may elect a life pension that guarantees payments are made for a minimum number of years, five years, 10 years, or 15 years. In the event that you die within the guaranteed period, your beneficiary/beneficiaries will receive the commuted value of the balance of the payments in cash less applicable taxes.
- **Joint-and-Survivor:** This form of pension provides a lifetime pension for you. Upon your death, a percentage of your pension – such as 60%, 75%, or 100%, for example – will continue to your spouse. You may also combine this form of pension with a guaranteed period of five, 10 or 15 years. The Ontario *Pension Benefits Act* requires that a spousal pension of at least 60% must be paid to your surviving eligible spouse upon your death. If you elect an optional form of pension that pays less than 60% to your surviving spouse, you and your spouse must sign a Waiver of Pre-retirement Death Benefit form waiving the right to the 60% minimum.

Optional Pension Forms	Monthly Pension Amount	Amount Payable to Spouse on Death of Member
Life Only Pension	\$1,508.39	N/A
Life Pension Guaranteed 5 Years	\$1,503.00	N/A
Life Pension Guaranteed 10 Years	\$1,486.74	N/A
Life Pension Guaranteed 15 Years	\$1,461.38	N/A
Joint & Survivor 50%	\$1,508.39	\$754.20
Joint & Survivor 50% Guaranteed 5 Years	\$1,505.40	\$752.70
Joint & Survivor 50% Guaranteed 10 Years	\$1,497.71	\$748.86
Joint & Survivor 50% Guaranteed 15 Years	\$1,484.97	\$742.48
Joint & Survivor 60%	\$1,489.19	\$893.51
Joint & Survivor 60% Guaranteed 5 Years	\$1,486.68	\$892.01
Joint & Survivor 60% Guaranteed 10 Years	\$1,480.66	\$888.40
Joint & Survivor 60% Guaranteed 15 Years	\$1,470.46	\$882.28
Joint & Survivor 75%	\$1,461.29	\$1,095.97
Joint & Survivor 75% Guaranteed 5 Years	\$1,459.45	\$1,094.59
Joint & Survivor 75% Guaranteed 10 Years	\$1,455.80	\$1,091.85
Joint & Survivor 75% Guaranteed 15 Years	\$1,449.21	\$1,086.91
Joint & Survivor 100%	\$1,417.03	\$1,417.03
Joint & Survivor 100% Guaranteed 5 Years	\$1,416.22	\$1,416.22
Joint & Survivor 100% Guaranteed 10 Years	\$1,416.18	\$1,416.18
Joint & Survivor 100% Guaranteed 15 Years	\$1,415.12	\$1,415.12



Transfer of funds from a DC or RRSP

- You may transfer funds from a Defined Contribution (DC) pension plan or from an individual or group RRSP at any time prior to termination or retirement.
- Those funds will have the same rate of return of the fund applied as your mandatory contributions so they can fluctuate up or down.
- At termination/retirement these funds can be included with the mandatory contributions or dealt with differently, such as transfer out these funds but take a pension with the mandatory contributions.

Pros vs. Cons

- There are advantages and disadvantages of transferring in funds from a previous employer or from an individual RRSP

Pros	Cons
York rate of return may be better than external	York rate of return may do worse than external
At retirement you would receive one payment instead of several	At retirement you would receive one payment instead of diversifying
At retirement you can transfer out these funds to a RRSP but receive a monthly payment with the mandatory contributions	Impossible to know exactly how much extra pension these funds will provide
Pension can not be reduced	

Should I transfer in?

- Once funds are transferred into the plan, you are not able to access them until you sever your relationship with the University, either by terminating or retiring.
- An RRSP allows you access to the funds when you wish.

When transferring funds into the pension plan it may be in your best interest to obtain advice from a financial advisor to advise as to what is in your best interest

Additional Voluntary Contributions (AVC's)

- You can make Additional Voluntary Contributions (AVCs) to the pension plan
- If you maximize your contributions in the York pension plan then you have no room to make RRSP contributions (unless you have unused room from previous years)
- To access this option you would log into the Retirement Planner – referred to later in the presentation

AVC's – Things to Consider

- There are advantages and disadvantages of making AVC's

Pros	Cons
Receive the tax advantage immediately	May receive a refund from CRA once taxes have been filed if you make RRSP contributions
York rate of return may be better than external	York rate of return may do worse than external
At retirement you would receive one payment instead of several	At retirement you would receive one payment instead of diversifying
At retirement you can transfer out the AVCs but receive a monthly payment with the mandatory contributions	
Pension can not be reduced	

Retirement Process

- YUFA collective agreement indicates retirement is to occur January 1 or July 1 and nine months notice is to be provided
- Non-academic we suggest providing six months notice
- Once you have notified your department please provide us with a copy of the notice (email is fine) so we can include you in our queue
- Approximately three months prior to your retirement date we will mail the retirement option package to your home address

Retirement process continued...

- Once you have the package please review it and contact us if you have any questions
- If you return all the forms to us by the 20th of the month prior to your retirement date we will process the forms and your first pension payment will be direct deposited on within the first 5 business days of the month. All other payments will occur on the 1st of the month.
- When the first falls on a weekend or is a bank holiday your pension payment will be deposited on the next day that the bank is open

Post Retirement Benefits

- If you are eligible for post retirement benefits (i.e. are retiring immediately following your employment and you had benefits the day before you retired) the post retirement enrollment form will be in the retirement package that we send to you
- If documents are received 90 days or more after your chosen retirement date you will be considered deferred and post retirement benefits will not be available
- When submitting claims to Sun Life you need to change the first digit of your employee number from “1” to “9”

Post Retirement Benefits

- Post retirement benefits available if electing a pension and you retire direct from being employed with the University:
 - YUFA/YUFAE/Osgoode
 - CPM
 - YUSA
 - CUPE 1356, CUPE 1356-1, IUOE
 - CUPE 3903 unit 2 (specific criteria must be met)
 - OPSEU (YUELI)
- Post retirement benefits available if transferring funds out of the plan direct from being employed with the University:
- YUFA/YUFAE/Osgoode

Post Retirement Benefits

- If you are age 65 or over and have a valid OHIP card you will be automatically enrolled in the Ontario Drug Benefit Program (ODB).
- The ODB program pays a portion of prescription drugs. You pay \$100 deductible per year and then up to a maximum of \$6.11 per prescription thereafter.
- Sun Life will **not** pay for prescriptions that should be going through the ODB program.

Post Retirement Benefits

	YUFA/YUFAE/ Osgoode	CPM	YUSA	CUPE 1356, CUPE 1356-1, IUOE, CUPE 3903 unit 2, OPSEU
Premium	\$18 single/mth \$34 family/mth	None	None	None
Deductible	\$130 per person/year	None	None	None
Maximum	Unlimited	Unlimited	Unlimited	\$1,500 - \$1,650 per calendar year depending on affiliation
Out of Country Lifetime Maximum	\$20,000 per person	\$10,000 per person	\$10,000 per person	See above

Post Retirement Benefits

	YUFA/YUFAE/ Osgoode	CPM	YUSA
Dental Maximum	1,250 per calendar year per person	\$800 per calendar year per person	\$1,000 per calendar year per person
Extended Health co-insurance	80%	80%	80%
Hospital Room Maximum	Semi/private room 100% 120 day per stay maximum	Semi/private room 100% 120 day per stay maximum	Semi/private room 100% 120 day per stay maximum
Vision Coverage	None	\$100 per calendar year per individual Eye exams included in \$100	\$100 per calendar year per individual Eye exams included in \$100

Post Retirement Benefits – Residing Outside Canada

- Retirees are covered for all benefit entitlements under the policy as if they were still residents of Canada with OHIP.
- Where a retiree does not have OHIP it is not the intention for the plan to replace OHIP, only to cover extended benefits as though OHIP were in place.

Post Retirement Benefits – Survivor Benefits

YUFA/YUFAE/ Osgoode	CPM	YUSA	CUPE 1356, CUPE 1356-1, IUOE
<p>Pays current premium for 24 months</p> <p>After 24 months then pays actual premium</p>	<p>Pays actual premium</p>	<p>Pays actual premium</p>	<p>No premium but coverage reduces to \$750 per calendar year. Coverage is for five years following the death of the retiree and then coverage ceases.</p>

Post Retirement Benefits – Survivor Benefits – Health, Dental and Vision – if applicable

Cost per month	YUFA/YUFAE	Osgoode	CPM	YUSA
Single	124.96	102.30	105.60	110.00
Family	291.89	269.50	225.50	234.30

Post Retirement Benefits – Claims Procedure

- **YUFA, YUFAE, Osgoode, CPM and YUSA**
 - Same claim forms used as an active employee.
- **CUPE 1356, CUPE 1356-1 and IUOE**
 - Healthcare Spending Account claim forms are available on our website or in our office. Dental claims **can not** be submitted electronically.
- Change first digit of Employee Number to a 9 from a 1 (i.e. 100200300 to 900200300)
- For claim information contact Sun Life at 1-800-361-6212.
- May register online to access personal benefit information:
 - <https://www.sunnet.sunlife.com/member/signin/index.aspx?>

Sun Life Member Website

Sun Life has a member website which provides you access to items such as:

- benefit coverage information
- set up direct deposit for benefit reimbursement
- submit some claims electronically
- Drug coverage information, etc.,

<https://www.sunnet.sunlife.com/signin/mysunlife/home.wca?>



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- [Understand financial planning and investing](#)

I would like to ...

- [Submit or track a claim](#)
- [Find a form](#)
- [Check my balance](#)
- [Speak to someone](#)

: Last visit was on September 27, 2012

September 28, 2012



PLEASE READ



Service announcement:
System upgrade Sunday
October 7

More e-claims options

Alert: Health care
services from certain
clinics in the GTA

NEW - Alberta Dental Fee
Finder reports!

my Sun Life Mobile is
here!

Respecting your privacy

Security and fraud
information

Connect with us
my Sun Life Mobile

1 2 3 4

my health and well-being



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[my coverage](#)

[Need glasses/lenses?](#)

[my claims](#)

[Next dental checkup](#)

Take me to... ▼

[Leaving the plan](#)

my financial future



Preferences ▼

[Personal investments and insurance](#)

[Personal investments and insurance in Customer Access](#)

Submit a claim

Your plan allows you to submit an online claim for the following types of expenses. Click on the type of claim you would like to submit:

- [➤ Vision Care e-claim](#)
- [➤ Paramedical e-claim](#)
- [➤ Dental e-claim](#)

For other expenses, please continue to send us your paper [claim form](#).

GBM-E0905

SunLife features



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Home Coverage Claims Wellness centre Leaving the plan FAQs Print

Sub

- my coverage
- Medical
- Drug
- Need glasses/lenses?
- Dental
- Next dental checkup

File a claim for the following types of expenses. Click on the type of claim you would like to submit:

- > [Vision Care e-claim](#)
- > [Paramedical e-claim](#)
- > [Dental e-claim](#)

For other expenses, please continue to send us your paper [claim form](#).

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Life insurance/VADD

- Coverage changes at age 65 (reduces from 3 times your salary to 1 times your salary)
- Coverage ends at termination, retirement or age 71 whichever is earliest.
- If you had group life insurance you can convert it to an individual policy
- This is extremely expensive so we advise you to contact an insurance company and purchase a life insurance policy as soon as possible instead of waiting until retirement
- If you have the Voluntary Accidental Death & Dismemberment (VADD) it too ends at retirement/71 whichever is earlier – a portion can be converted to an individual policy however, it again, is expensive

After Retirement from York

- YURA – York University Retirees Association – everyone is welcome to join
- ARFL – Association of Retired Faculty and Librarians
- CIBC Mellon – financial institution that pays the monthly pension

http://www.cibcmellon.com/Contents/en_CA/English/Home/Home.html

CIBC Mellon

Contact them directly to:

- Update your home address (contact us as well)
- Change banking information
- Access/make changes to government tax forms



Trade Talk | Straight Talk

Trade Talk - May 2013

- ▶ Help for what ails you
- ▶ Federal Budget tax proposals may impact CIBC Mellon clients
- ▶ The customized, self-serve future of investment reporting
- ▶ New options available to customize pension plan member communications
- ▶ Working towards a more valued partnership and client experience

[more ▶](#)

News | Events

October 22, 2013

- ▶ BNY Mellon and CIBC Mellon to Merge Securities Lending Operations

October 17, 2013

- ▶ CIBC Mellon Retained by Halifax Herald Limited as Asset Servicing Provider

October 07, 2013

- ▶ CIBC Mellon "top rated" in Canada, according to Global Custodian magazine's 2013 Agent Banks in Major Markets survey [VIDEO]

[more ▶](#)

Asset Servicing Centre

- ▶ Global and Canadian asset servicing
- ▶ Investment accounting and reporting
- ▶ Retirement plan services
- ▶ Online information delivery tools
- ▶ Performance & risk analytics
- ▶ Foreign exchange and securities lending

Log on to:



Retirees | Investors

- ▶ Get answers to retiree questions
- ▶ Access government tax forms
- ▶ Change your address
- ▶ Request an electronic deposit

I want to:



Custodian of the Year Award:
Canada – Risk.net 2013 Custody Risk Americas Awards.

Increases to Pension

- Once you begin receiving your pension the gross amount will not go down regardless of the rate of return of the fund
- We notify you each year of what your gross pension paid is and whether an increase is provided or if we are tracking a lower amount as the pension payable.

Annual Adjustments to Pension - current

- Every January 1st the four year moving average fund rate minus 6% is applied to your pension. The reason for subtracting 6% is that when you first retire, the actuarial factors used to calculate the money purchase pension assumed the Pension Fund would earn 6% annually throughout your retirement. Specifically, the formula is as follows:
- $(1+A) / (1+B) - 1$
- A is the Moving Four Year Average Fund Return at the commencement of each Pension Year, expressed as a decimal to six places; and B is 0.06
- This calculated amount is tracked to the next January 1st when the same calculation is applied using the new four year moving average fund rate. When this calculated amount is greater than the pension you are receiving, we increase your pension. When the calculated amount is less than the pension you are receiving, your pension remains the same.

Pension Adjustments - 2015

- **For retirements on or after January 1, 2015**
 - the Moving Four Year Average Fund Rate of Return will be lengthened to a Moving Five Year Average Fund Rate of Return with the fund rate of return equal to 6% for the plan years in the five-year average up to and including the plan year in which the date of pension commencement occurs.

Pension Plan Amendments – CUPE 3903 unit 2 – Credited Service

- Effective January 1, 2015 Credited Service will be deemed as a complete year for CUPE 3903 unit 2 members who teach a minimum of 3.5 full-time course equivalents at the University in the Plan Year (calendar year) over a period of less than 12 months, and who was a member on the January 1st of the plan year.

Plan Amendments – Calculation of MPC Retirement Pension

- Currently:
 - The Money Purchase balance is calculated with interest to the December 31st prior to your date of Retirement. The current year contributions are then added without interest to the balance.
 - This amount is then used to calculate the MPC Pension
 - Interest for the current year is then applied during the year end/pensioner increment process

Plan Amendments – Calculation of MPC Retirement Pension

- Effective July 1, 2015
 - The Money Purchase amount will be credited with the rate of return in effect as of the last day of the month immediately preceding the date of retirement.
 - For example, retirement of July 1, 2015 adds together the funds in the account at December 31, 2014, including the accumulated rate of return. Monthly contributions from January 1 – June 30 along with the rate of return as of May 31 is then applied for the period of January to June 30, 2015.
 -

Pension Plan Amendments – Required Contributions and NRD

- Effective July 1, 2015, a member who is at or past their Normal Retirement Date (NRD) may elect to stop making contributions to the York Pension Plan, and continue to work.
 - This election is irrevocable and must be made **at least two** months in advance.
 - Note: Under the income tax act a pension must commence in the year a member turns age 71.

Retirement Planner (Planner)

- The Planner is updated around June with the previous years data. Once it has been updated we e-mail all those which we have an email address for so they can access their pension statement.
- The link is: <http://www.yorku.ca/hr/services/employees/yurp.html>
- To sign into the Planner put your nine digit employee number in the applicable box then click on forgot your password.
- The password will be emailed to you. Go back into the Planner type your employee number in the applicable box and then type your password in the applicable box.
- You can not copy and paste the password. You have to type it and it is case sensitive.

Retirement Planner

Retirement Planner



Employee Number:

Password:

[Forgot your password](#)

OK

Clear



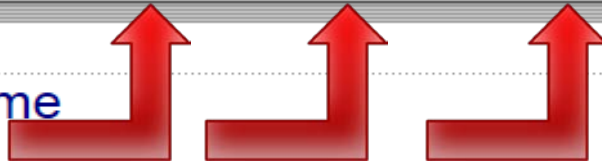
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Welcome



Welcome to the York University Pension Plan Retirement Planning Tool. This tool will allow you to estimate your projected monthly pension income from the York University Pension Plan.

All projections will be based on data effective at the date of your most recent annual statement.

The York University Pension Plan is a registered pension plan (number 0329763). In addition to the York University Pension Plan, members may be able to obtain retirement income from other sources such as the Canada Pension Plan, Old Age Security and /or personal savings/investments. More information regarding these additional sources may be accessed through web sites listed under the Hyperlinks bar above. It may be advantageous to enlist the help of a certified financial planner to help with your retirement planning.

If you have any questions regarding the Retirement Planning Tool, please contact the Pension and Benefit office and 416 736-2100 extension 27572 or email askpb@yorku.ca

To proceed with use of the Retirement Planning Tool, click on the Planning bar.

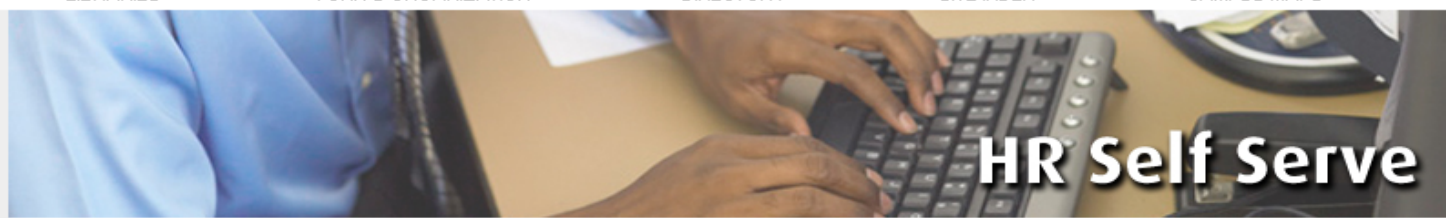
Human Resources Pension & Benefits Website

- <http://www.yorku.ca/hr/services/employees/benefits.html>
- Some of the helpful information found here:
 - Links to Benefits Booklets and information – active and retiree
 - Link to Retirement Planner
 - Link to HR Self Serve
 - Forms
 - Pension Plan Booklet
 - P&B Times
 - Link to Sun Life Member Website

HR Self Serve



York University
Human Resource
Management
System



HR Self Serve Login

Log in using Passport York credentials

Username:

Password:

Having Trouble Logging in ?

Existing Passport York users - If you have not changed your password since February 8, 2012, please change first at <http://mms.yorku.ca> in order to use HR Self Serve.

Latest News!

View the new "Time Reporting Tool: What You Need to Know for Go-Live" video and download the "TRT Go-Live Checklist" on the [TMSS Website](#).

[HR Self Serve](#) - is live!

View the HR Self Serve Introduction to Employees (February 22, 2012) on the new [TMSS Website](#).

Online Training

Online Training is now available for **HR Self Serve**.

eLearning is available for the HR Self Serve system on the eLearning page of the York Employee Learning Calendar. Log in using your Passport York credentials.

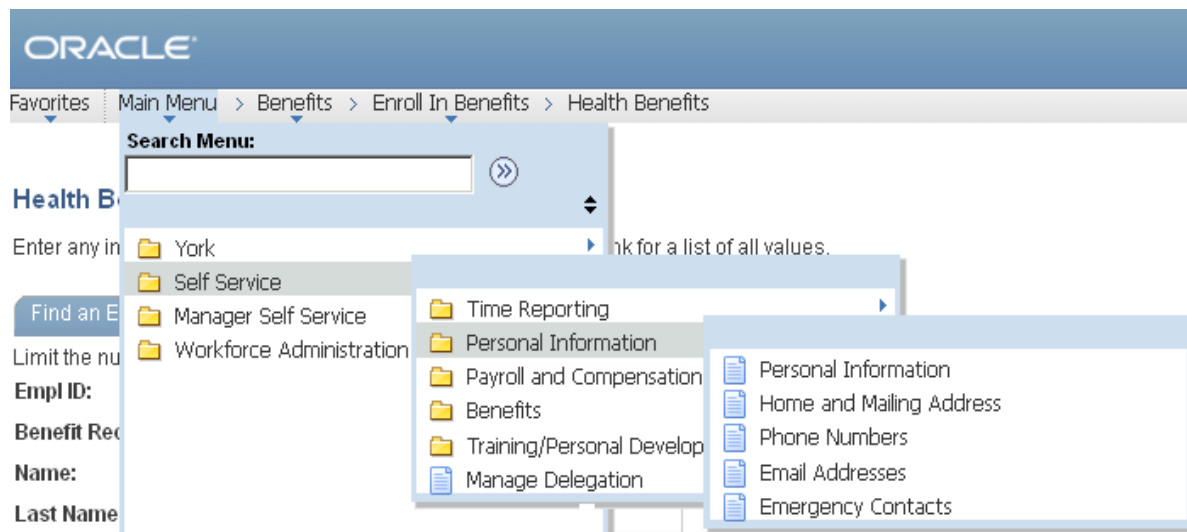


HR Self Serve

The screenshot displays the HR Self Serve web application interface. At the top, there is a browser address bar showing the URL: <https://hrselfserve.yorku.ca/psp/HR91PRD/EMPLOYEE/HRMS/h/?tab=DEFAULT>. Below the browser bar is a blue header with the ORACLE logo. A navigation bar contains 'Favorites' and 'Main Menu' tabs. A 'Search Menu' dialog box is open, featuring a search input field and a search button. The search results are displayed in a list with folder icons and right-pointing arrows. The 'Self Service' folder is highlighted. A sub-menu is visible for the 'Self Service' folder, listing various options: Time Reporting, Personal Information, Payroll and Compensation, Benefits, Training/Personal Development, and Manage Delegation. On the left side of the page, there are sections for 'Personalize', 'Top Menu', 'The menu', 'Menu to g', 'Highlight', and 'Recently appear ur located a'.

HR Self Serve

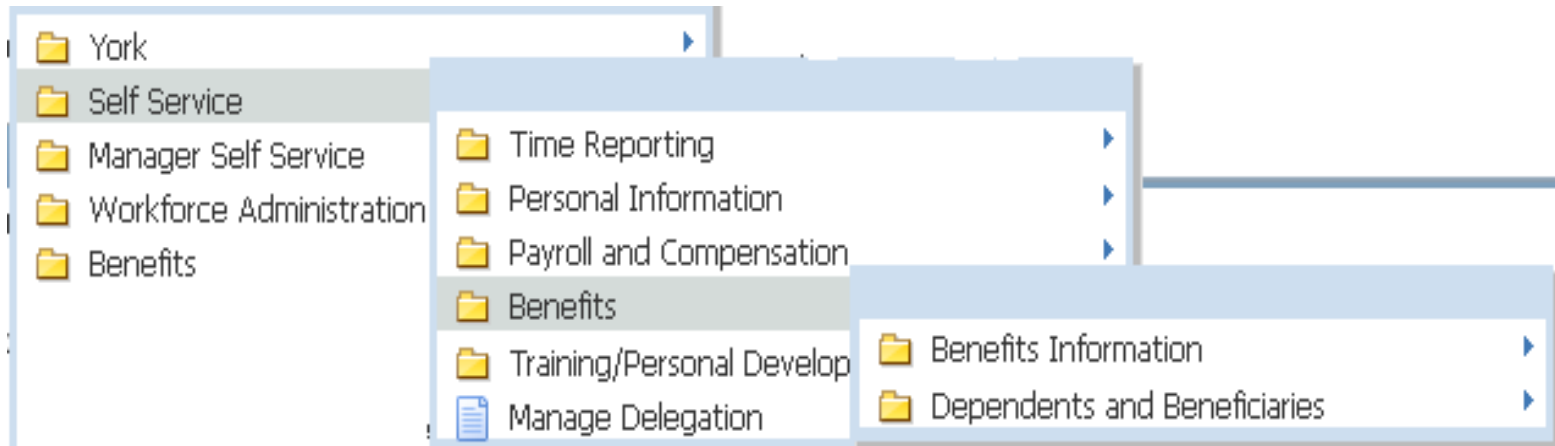
- To update personal information, home address, phone numbers as well as email address go to:



Please provide us with an email address so we can communicate with you more effectively and efficiently.

HR Self Serve

- For benefits information, list of dependents and beneficiaries click as follows:



Need to contact Pension & Benefits?

- E-mail askpb@yorku.ca
- Call 416-736-2100 extension 27572 (askpb) – the phone line is open from 8:30 am to 4:30 pm Monday to Friday. For Fridays in June, July and August the phone line closes at 3:30 pm.
- Please have your employee ID ready when you call us.
- Any form or document that we may need from you can be completed, scanned and emailed to askpb@yorku.ca.