Signing up or Changing Your Benefits – What you need to know
Pension & Benefits Portal

https://retire.info.yorku.ca/
Pension & Benefits Portal

https://askpb.yorku.ca/cherwellportal/pbmain#0

Pension and Benefits

Welcome to the Pension and Benefits Portal. Corresponding with us through the portal enables you to see any current or previous tickets logged this way as well as the status of any open tickets.

I have an account - Click on the above box if you have a Passport York username and password.

I don't have an account - Click on the above box if you do not have a Passport York username and password.

Pension and Benefits Office (416) 736-2100 extension 27572
Monday to Friday 9:00am-4:00pm (3pm on Fridays from June 1st to Labour Day)
Pension & Benefits Portal

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Inquiry
Click on the above if you have a quick question.

Service Request
Click on the above if you need us to process an enrollment or change in dependents / beneficiary, retirement, leaves, etc.

My Records
Click on the number above to view existing tickets you have already logged or have recently been closed.

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Benefit and Change Service

New Record Submittal (175270)

Employee ID:
Name:
Preferred Name:
Preferred Contact Email (for this communication):
Preferred Contact Phone and Ext (for this communication):
Service Name:

Benefits Enrollment / Change
CUPE 3903 Benefits Enrollment / Change
CUPE 3903 Pension Enrollment
Early Return from Leave
FSRE Form 7
Irrevocable Reduced Load

Journals

Policy Numbers:
Health/Dental/Vision - 014098
Group Life - 50813
WADO - 50813

Claims will only be processed for a spouse and/or dependents who are on file. You may be enrolled into only one group of benefits whether you are active or a retired member of the University. Not all benefit plans may apply to you.

Incorrect or incomplete enrollment information could result in death or improper payment of your claims. If information is incomplete the Pension and Benefits Office will contact you for the required information. If approved, you and/or your dependents, if applicable, will have coverage effective the date the Pension and Benefits Office receives all the required information or the date of hire whichever is later.

Benefits Effective Date:
Extended Health:
Dental:

For the cost of family vision go to the Employee Resources > Forms and Documents > Employee Benefit Rate Chart. Family vision is effective the first of the month, cannot be backdated and once enrolled if you cancel family vision you are able to reinstate coverage only in the event of a change in marital status or if your spouse's coverage at their place of employment ceases.

Documentation will be required.
Benefits and Change Form

Can be found on yu link

Employee Resources

Forms and Documents

Pension & Benefits

Print form → Fill it out → Scan/take a picture and email to askpb@yorku.ca
Benefits and Change Form
Proof of Relationship

The following proof of relationship documents will be accepted:

If married:
- Copy of Marriage certificate
- Copy of mail with same address as employee
- Copy of proof of joint bank account
- Signed declaration by both parties that you are in a conjugal relationship for a period of not less than one year

If common law:
- Copy of driver’s license with same address as employee
- Copy of mail with same address as employee
- Copy of proof of joint bank account
- Signed declaration by both parties that you are in a conjugal relationship for a period of not less than one year

Children:
- Copy of birth certificate
- Copy of baptismal certificate
- Copy of mail with same address as employee
HR Self Serve – Benefits and Beneficiaries

- Personal Details
- Payroll and Compensation
- Benefits
- Training Profile
- Absence and Time
- Manage Delegation

Last Pay Date
HR Self Serve – Benefits and Beneficiaries

- Benefits Summary
- Dependent/Beneficiary Coverage
- Health Care Dependent Summary
- Insurance Beneficiary Summary
- Dependent/Beneficiary Info
The Pension & Benefits Office

- All documentation should be sent electronically to askpb@yorku.ca for the fastest processing. Documents can be mailed through Canada Post as we are in the office every two weeks for processing of mail and/or cheques; therefore, there will be delays in processing.

- We can be reached by phone or email:
  416-736-2100 x27572 (askpb) or askpb@yorku.ca
  Our phones are answered between 9 am and 4 pm. If you do not reach us and receive our voicemail, please note that we will return your call within 24 hours.

- We can also be reached through our portal at https://askpb.yorku.ca/cherwellportal/pbmain#0

- Our website also has a great deal of information at https://retire.info.yorku.ca/

- Great information as well as our service standards can be found in our monthly publication The P&B Times https://retire.info.yorku.ca/resources/p-b-times/