

PENSION PLAN NEWS

NEW PENSION ADMINISTRATION SYSTEM

In September, we will be implementing a new pension administration system. The new system will provide you and your employees with features such as new purchase of service calculators and the ability to access Member Statements online.

These are some of the key differences you will notice with the new system:

- The three files (PAYR, STAT, RATE), that are currently sent each pay period, will be replaced by two files which are called HRIS and Post Payroll.
- Matching Employer Contributions will now be sent in the Post Payroll file. Today, these are not part of the payroll feed.
- On a go-forward basis, breaks in service will be tracked for employees so that future purchases can be calculated with more ease.
- Our pension activation process will now be automated with cut-off dates, so submitting retirement requests on time will be key.

All Employers not using the Provincial SAP system should have received communication from Pension Services Corp. regarding these new file requirements. Changes affecting Employers on SAP are being managed between Pension Services Corp., the Department of Finance, and IBM.

If you have any questions regarding the new system, please do not hesitate to contact us at the coordinates listed on page 2.

MEMBER STATEMENTS

Member Statements were mailed to Public Service Superannuation Plan (PSSP or Plan) Members in April. All participating PSSP Members should have received a Member Statement.

You can find additional information about pension benefits by visiting:

novascotiapension.ca/publicserviceplan

QUICK FACTS

ACTING PAY:

Acting pay is not pensionable unless an employee has worked in an 'acting pay' position continuously for a minimum of 6 months. The employee may then apply to purchase the additional service. At no time should pension contributions for acting pay be submitted in the payroll feeds.

PART-TIME WORKERS:

Additional shifts worked by part-timers are pensionable and they must not exceed 100 per cent of what their salary would be if they were working full-time. Earnings over 100 per cent are not pensionable.



THE 2013-14 ANNUAL REPORT

On June 30, 2014, be sure to check out the PSSP 2013-14 Annual Report. The Report will be available online at:

novascotiapension.ca/publicserviceplan/publications/annualreports

You will receive an email from Pension Service Corp. notifying you when the Report has been posted online.

The 2013-14 PSSP Annual Report will provide you with key information on the Plan's investment results and audited financial statements, as well as interesting statistics on the PSSP membership.

DID YOU KNOW?

Employees who are on salary continuance may continue to contribute to the PSSP during the salary continuance period, with the employer matching the contribution amount. Lump sum severances, however, are not pensionable and pension contributions may not be deducted from them.

The PSSP is considered a multi-employer plan for pension adjustment (PA) calculations.

Once part-time employees are in the PSSP, they may remain in the PSSP regardless of their hours worked. Payroll posting files should include the hours they worked, along with their earned bi-weekly salary and the percentage of full-time hours worked.

SITE VISITS

Our Employer Services Team would be happy to visit you. It is a great opportunity for us to meet those we work with everyday and to answer any questions or concerns you may have.



If you would like to schedule a site visit, please contact your Employer Service Analyst.

REMEMBER TO UPDATE YOUR RECORDS



As you may know, in February we updated our email addresses to the following:

Employer enquiries:
PSGPData@nspension.ca

Member enquiries:
pensionsinfo@nspension.ca

Our main telephone number and toll-free number have not changed, however, our internal numbers have. To reach your Employer Service Analyst, please refer to our main contact numbers below.

Helpful Contact Information:

Medavie Blue Cross:
1-800-667-4511

Public Service Commission,
Benefits Division
1-902-424-3240
PSCBenefitInquiries@gov.ns.ca

We appreciate your feedback. If you have a comment or a suggested topic for this newsletter, please contact us at:

Nova Scotia Pension Services Corporation

PO Box 371, Halifax, N.S. B3J 2P8 Email: Employer enquiries - PSGPData@nspension.ca
P: 1-902-424-5070 (Halifax area) Member enquiries - pensionsinfo@nspension.ca
1-800-774-5070 (toll free in N.S.) Hours: 8 am to 5 pm (Monday to Friday)
F: 1-902-424-0662



All information presented in this document is premised on the Plan rules and criteria which currently exist under the *Public Service Superannuation Act* (the "PSSA") and the Regulations made thereunder. This document explains in plain language aspects of the rules and criteria of the Plan. Plan members, beneficiaries, and others who wish to determine their legal rights and obligations under the Plan should refer to the PSSA, the Plan Regulations, or other legal documents as appropriate. In the event of a discrepancy between the information provided in this document and the legislation and/or legal documents, the latter takes precedence.