



# Year-end Updates for Payroll-based Reporting

Employer Education Session

January 15, 2025



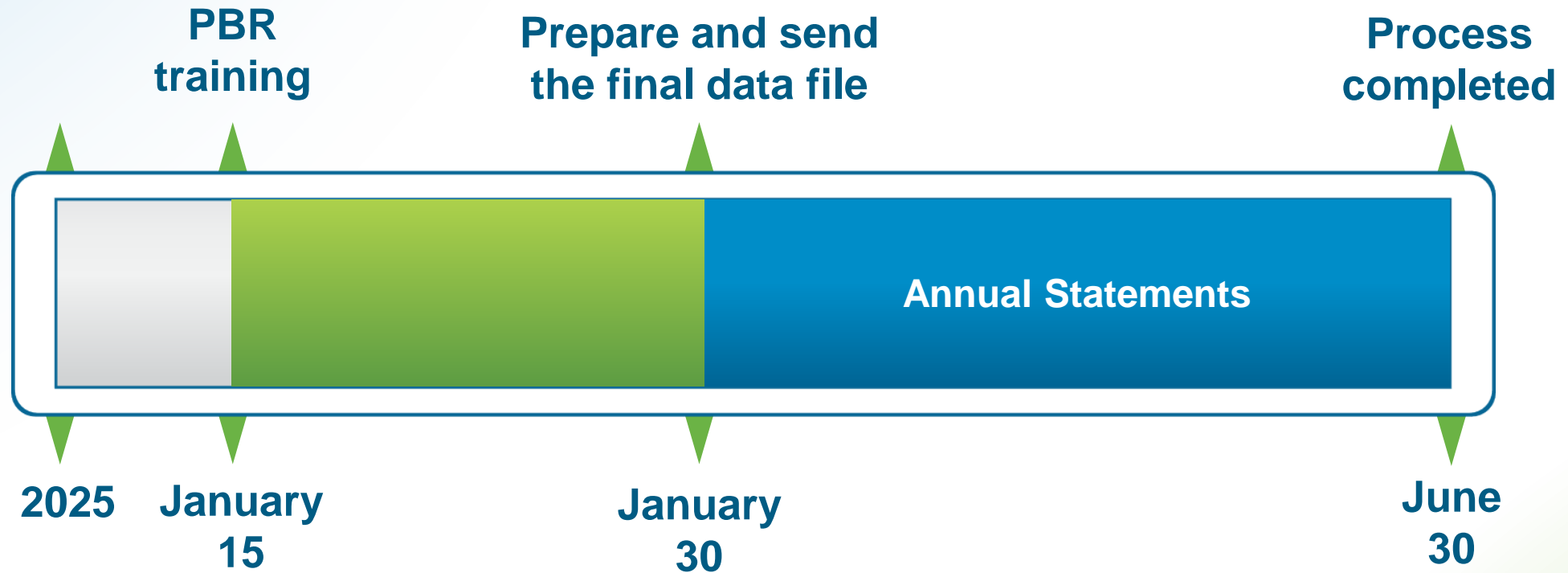


## Agenda

1. Deadline for reporting 2024 data
2. Pension adjustment reporting
3. Leave status reporting

Deadline for reporting  
2024 data

# Payroll-based reporting (PBR) data collection schedule



# Deadline for reporting 2024 data

- December 2024 payroll data must be submitted no later than **January 30, 2025**
- Delays in reporting your 2024 data may result in delays in the Annual Statement process



# Pension adjustment reporting

# Pension adjustment (PA)

## Additional information

- Deemed value according to Canada Revenue Agency (CRA), of the member's pension accrued in a calendar year
- Used solely to determine the member's RRSP contribution room in the following year
- Batch pension adjustment calculator is available
- Employers are responsible for calculating and reporting pension adjustments for their employees
  - Must be reported to CAAT annually
  - Must report on employee's T4 slip annually

# Pension adjustment formula for 2024

$9 \times \text{benefit entitlement} - [\$600 \times \text{proration factor}]$

- **Benefit entitlement** = (Total contributions)  $\times$  8.5%
- **Proration factor** = (Total contributions)  $\div$  Money purchase limit

2024 money purchase limit = \$32,490



# Pension adjustment tool for employers



Termination



## Employer calculators and spreadsheets

Working past age 65

[Estimate a DBplus pension](#) (Go to "You work for an employer that has joined DBplus since 2019")

Retirement



## Spreadsheet for PA calculations for 2023 onward

Death benefits



[DBplus Batch PA Calculation Spreadsheet for Employers that participate in DBplus only](#) (Excel)

Payroll-based reporting (PBR)



## Spreadsheet for PA calculations before December 31, 2022

Calculators and tools

[DBplus Batch PA Calculation Spreadsheet for Employers that participate in DBplus only](#) (Excel) – up to December 31, 2022

Forms library

# DBplus Batch PA Calculation Spreadsheet

- Use this tool to calculate a batch of pension adjustments

CurrYear
2024

**CAAT Pension Plan**

**DBplus Batch PA Calculation for Future Accrual Only (FAO) Employers**

Clear

Year: 2024

Annual Pension Factor: 8.5%

Maximum Contributions (Money Purchase Limit): \$32,490  
 Maximum PA: \$31,890

*This spreadsheet is intended to be used for calculating PAs for active members in the DBplus design. It does not take into consideration current year contributions made to a DBplus plan. In the first year of PA reporting, we use a \$600 offset and this will be prorated between the prior plan and DBplus. Contact your Employer Pension Analyst for more details.*

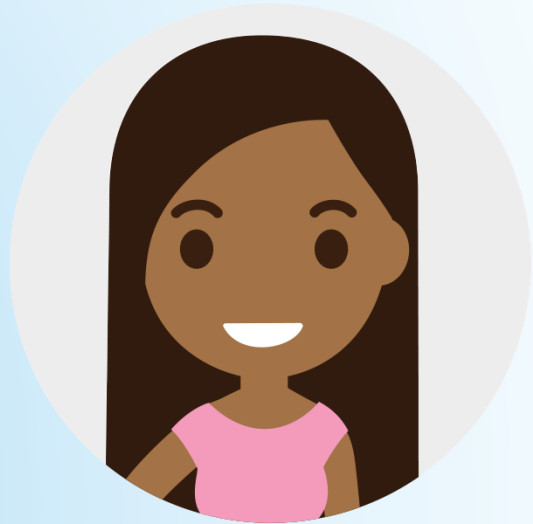
*Results are based on information input by the user and the CAAT Plan does not review or verify the results. The CAAT Plan reserves the right to make any revisions to the tools. For more information, contact your Employer Pension Analyst.*

	Member SIN/ID/EE No.	Name	Member Contributions (Actual + Deemed)	Employer Contributions (Actual + Deemed)	Total Contributions	Benefit Accrual	Pension Adjustment	Warnings
13	1				\$0.00	\$0.00	\$0	
14	2				\$0.00	\$0.00	\$0	
15	3				\$0.00	\$0.00	\$0	
16	4				\$0.00	\$0.00	\$0	
17	5				\$0.00	\$0.00	\$0	

# Pension adjustments

## Reporting to CAAT

- Enter the pension adjustment information on your last 2024 PBR data file using the following columns:
  - **D2PA** — Enter the calculated PA amount in this column, rounded to the nearest dollar
  - **D2PAYEAR** — Enter **12/31/2024**
- A separate PBR file containing only **DR** and **Parameters** tabs to report PA amounts is also acceptable



Jill

Reporting on PBR Data File:

AV	AW
D2PA	D2PAYEAR
7465	12/31/2024



## Example: 2024 pension adjustment

- 2024 earnings = \$100,000
- 5% contribution rate for both member and employer
- Total member contributions = \$5,000
- Total employer contribution = \$5,000
- Total 2024 DBplus contributions = \$10,000
- Calculated 2024 pension adjustment:
  - $[9 \times (10,000 \times 0.085)] - [600 \times (10,000 / 32,490)] = \mathbf{\$7,465}$



Ahmed

Reporting on PBR Data File:

AV	AW
D2PA	D2PAYEAR
8958	12/31/2024



## Example: 2024 pension adjustment

- 2024 earnings = \$100,000
- 4% contribution rate for member and 8% contribution rate for employer
- Total member contributions = \$4,000
- Total employer contribution = \$8,000
- Total 2024 DBplus contributions = \$12,000
- Calculated 2024 pension adjustment:
  - $[9 \times (12,000 \times 0.085)] - [600 \times (12,000 / 32,490)] = \mathbf{\$8,958}$

# Pension adjustment Reporting on to CRA T4 slip

The image shows a digital form for a CRA T4 slip. The form is titled "T4 Statement of Remuneration Paid / État de la rémunération payée". It includes fields for employer information (name, account number, social insurance number), employee information (name and address), and various tax and contribution boxes. Red arrows point from the text on the right to three specific boxes: Box 20 (RPP contributions), Box 50 (RPP or DPSP registration number), and Box 52 (Pension adjustment factor).

- **Box 20:** Total annual member contribution
- **Box 50:** 0589895  
CAAT's registration number
- **Box 52:** Calculated pension adjustment



# Leave status reporting

# Leave status reporting

## Final 2024 PBR data file

- For any leaves not reported throughout the year:
  - Report them on your last 2024 PBR data file, OR
  - Submit a separate PBR file – Only **DR** and **Parameters** tabs required
- PBR files can accept up to four statuses changes per member
  - Use the **ESTATUS**, **ESTATUS2**, **ESTATUS3** and **ESTATUS4** columns
  - Report the appropriate effective dates with each status
- More than four status changes to report?
  - Contact your employer Pension Analyst

# Leave status reporting

## Employment history

Quick Search

Dashboard

**Find a member**

Message Centre

Document Centre

Member enrolment

Termination of employment

Report a leave

Purchase requests 0

Pension application

Pension estimate

### Find a member

Start, or follow-up on a transaction for a specific member

### Enter search term

Social Insurance Number

Member ID

First name

Last name



### Other information

Activity Log +

Employment Information +

**Employment History** -

Effective date	Employment status
01-Jan-2021	Active

« ‹ 1 › » 5 items per page 1 - 1 of 1 items

Contact Information +

Member Plan History +

Member Purchase History +

Forms +

# Leave status reporting

## PBR data file codes

<b>ESTATUS code to use</b>	<b>Type of leave of absence</b>
PRG	Maternity/parental/adoption leave—continued contributions
PRN	Maternity/parental/adoption leave—no contributions
STL	Unpaid approved statutory leave—no contributions
LOA	Unpaid leave of absence
LAY	Layoff
GRV	Grievance
ACT	Active status, when returning from leave



Steve

## Example: Reporting multiple leaves

- Parental leave (with contributions):  
March 1, 2024
- Return from leave: May 15, 2024
- Unpaid leave: May 31, 2024
- Return from leave: November 7, 2024

### Reporting on PBR Data File:

ESTATUS	ESTATUS_EDATE	ESTATUS2	ESTATUS_EDATE2	ESTATUS3	ESTATUS_EDATE3	ESTATUS4	ESTATUS_EDATE4
PRG	3/1/2024	ACT	5/15/2024	LOA	5/31/2024	ACT	11/7/2024

