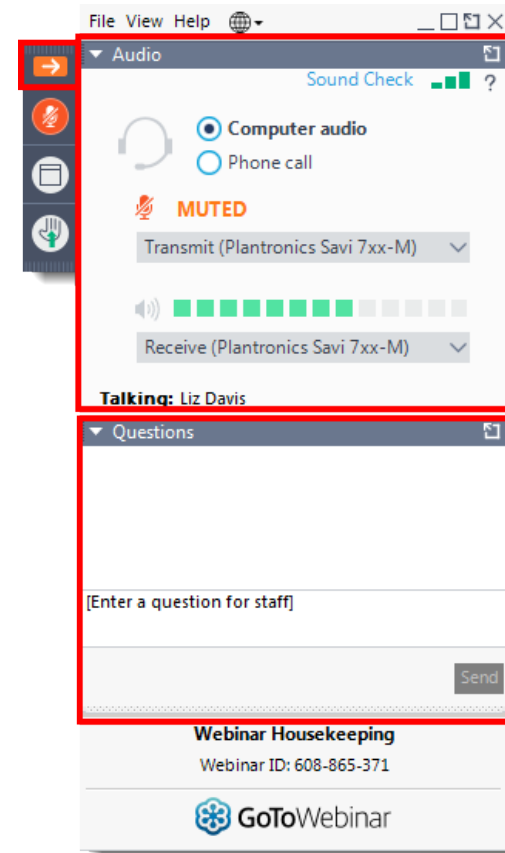


While we wait – audio instructions

1. Select the Audio section of the GoToWebinar control panel
2. Select Computer audio or Phone call
3. To submit a question or comment, type it in the Questions panel



Land Acknowledgement

“We acknowledge that our office sits on the traditional territory of many nations, including the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples, and is now home to many diverse First Nations, Inuit, and Métis peoples. We also acknowledge that Toronto is covered by Treaty 13 with the Mississaugas of the Credit.”

Pronunciation

Anishnabeg: (ah-nish-naw-bek)

Haudenosaunee: (hoodt-en-oh-show-nee)

Métis: (may-tee)





Eligibility and Enrolment of Plan Members

July 13, 2023





Agenda

1. Eligibility Rules
2. Enrolment Process

Eligibility rules

If a member enrolls

New members:

- Build a secure, lifetime pension
- Contribute with every pay
- **Cannot opt out once enrolled**



Eligibility for enrolment

- Employee type
 - Full-time
 - Other Than Regular Full-Time (OTRFT)
- Employment relationship
 - New hire
 - Rehires
 - Concurrent employment

New hires - Full-time

- Full-time employees
 - Required to join the Plan immediately upon hire
 - Enrolled in DBprime Plan design

New hires - Other Than Regular Full-Time (OTRFT)

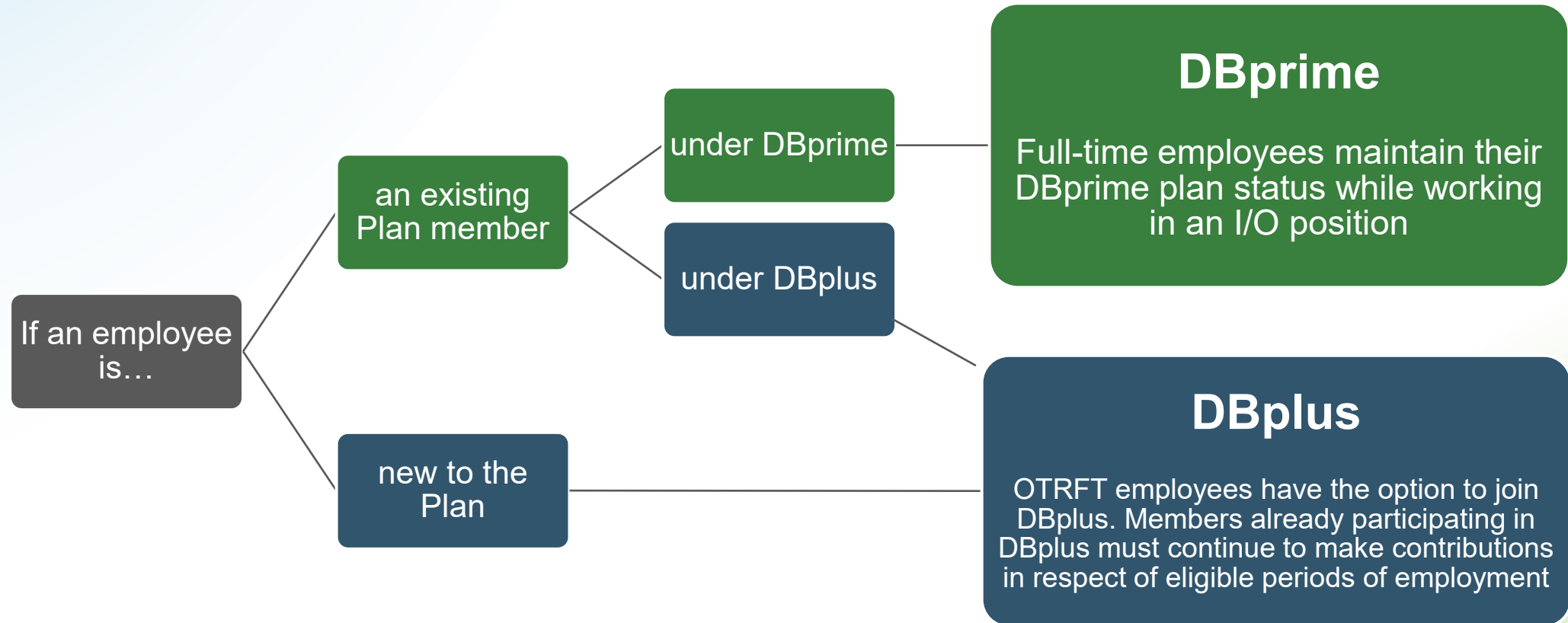
- OTRFT includes:
 - Temporary
 - Contract
 - Part-time employees
 - Student employees
- Can join at any time during employment
- Effective date can't be before effective date of first pay period
- Enrolled in the DBplus Plan design

Members hired under Initiatives and Opportunities (I/O) positions

- **Applies to College-sector employers only**
- Employees who are already members under DBprime (full-time employee) prior to I/O position remain in DBprime
- New employees (or if they were in another OTRFT position prior to I/O position), have choice to enrol in the DBplus design
- Existing employees already enrolled in DBplus will remain in DBplus
- I/O are fixed-term positions and considered OTRFT

Members hired under Initiatives and Opportunities (I/O) positions

What Plan Design are employees working in I/O positions eligible for?



Rehired members

- A member is “rehired” if they have a past relationship with the Plan:
 - **Concurrent**
 - Employed at another participating employer
 - **EOM**
 - On extension of membership with the Plan
 - **Past member**
 - Paid out
 - Deferred
 - **Retired member**

Concurrent employment

- Part-time member begins working at another employer
 - Must begin contributing
- Full-time member working at more than one employer
 - Full-time service/contributions at employer A
 - No service/contributions at employer B
- Maximum pension accrued for DBprime is the DB limit
- Annual contributions to DBplus from all participating employers are limited by the Money Purchase Limit
 - In 2023, it is set to \$31,560

Rehired employees – Within 24 months EOM

- Applies to all rehired members
- Must resume participation in the Plan
- A completed, new enrolment is required

Rehired employees – Transferred to another pension plan

- Employee should be treated as a new hire
 - Full-time
 - Immediate enrolment
 - OTRFT
 - Choose to join

Rehired employees – After 24 months EOM

- Transferred the commuted value (CV) out of the Plan
 - Treat as new employee
 - Full-time or OTRFT criteria apply
- Did not transfer the commuted value out of the Plan
 - Deferred pension
 - Must resume participation in the Plan
 - Applies to all members

Rehired retired members – Under age 65

- **Full-Time**

- Pension payments stop
- Resume participation in the Plan
- Contact employer PA to ensure pension stops and member enrolled

- **OTRFT**

- Have the choice to:
 - Continue to receive their pension
 - Suspend pension payments and contribute to the Plan as a member

Rehired retired members – Age 65 to 70

- **Options available for all members**
 - Have the choice to:
 - Continue to receive their pension, but not contribute
 - Suspend pension payments and contribute to the Plan as an active member

Best practices

- Ask all new hires:
 - Currently a member of the CAAT Pension Plan?
 - Have they ever been a member of the CAAT Pension Plan?

If you need assistance, contact your Employer PA



Questions?

Enrolment Process

Enrolment process overview

1. Employer submits the enrolment to the Plan via PAL
2. Employer begins deducting contributions
3. CAAT Pension Plan sends member a welcome letter



Enrolment process – Part-time employees

- Upon hire, provide information on right to join the Plan
 - Employment contract or employment letter

- Part-time enrolment resources
 - CAAT Website
 - DBplus Evaluation Tool

Enrolment process – Part-time employee

If the employee decides to enrol:

- Remind them that they cannot opt out
- Submit the enrolment via PAL

Part-time enrolment date

31-day window from hire date

- New hires
 - If part-time employee completed enrolment using intent to enrol link (<https://member.caatpension.ca/enrolnow>) in under 31 days from date of hire, enrol them in Plan effective their date of hire.
- After 31 days
 - The date for part-time enrolment is the start of the next payroll period.

Non-member data

- If new hire chooses not to join:
 - Include them in the non-member data sent to the CAAT Plan
- The Plan will send a reminder 3-4 months from first date of pay if they are still employed

Best practices

- Always ask the employee if they have been, or are currently, a member of the CAAT Pension Plan.
- If they have prior pension from a former pension plan:
 - They can transfer it into the CAAT Pension Plan if they choose
 - Refer them to the [ACE Tool](#) and [DBplus purchase Tool](#) if applicable

Enrolment Service Level Standards

Send enrolment to the Plan and start contribution deductions:

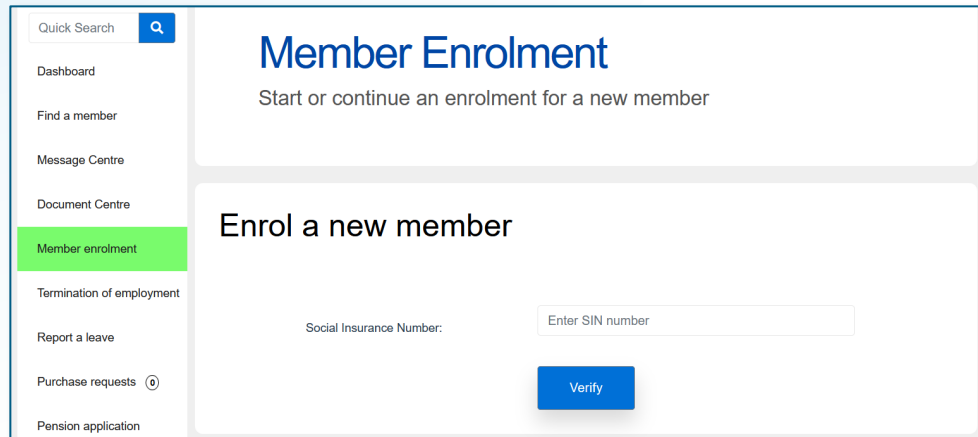
- Within 10 business days of member enrolment

CAAT Plan processes enrolment:

- Within 10 business days of receipt of completed enrolment

Enrolments – Report on PAL

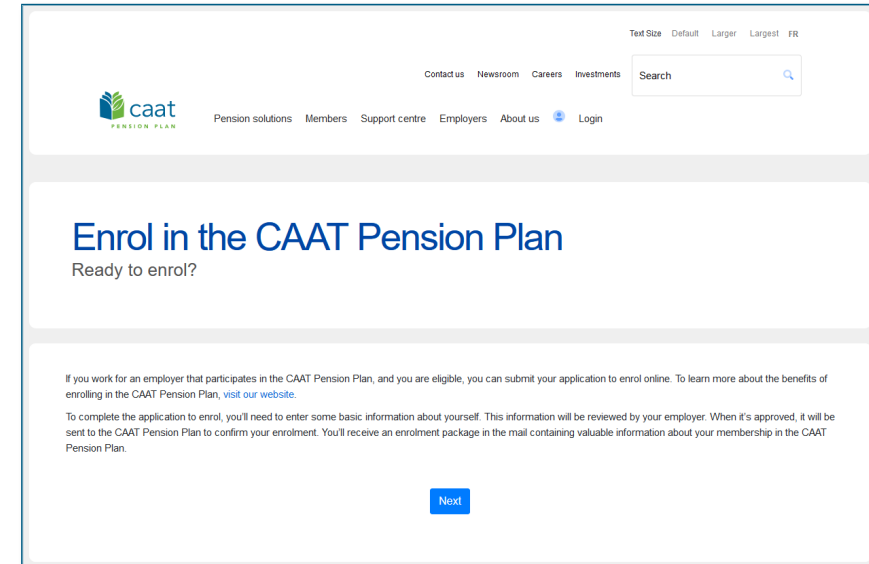
Employer initiated



The screenshot shows the 'Member Enrolment' page on the CAAT Pension Plan website. The page title is 'Member Enrolment' with the subtitle 'Start or continue an enrolment for a new member'. The main heading is 'Enrol a new member'. Below this, there is a form with a label 'Social Insurance Number:' and an input field containing the placeholder text 'Enter SIN number'. A blue 'Verify' button is positioned below the input field. The left sidebar contains a navigation menu with items: 'Quick Search', 'Dashboard', 'Find a member', 'Message Centre', 'Document Centre', 'Member enrolment' (highlighted in green), 'Termination of employment', 'Report a leave', 'Purchase requests', and 'Pension application'.

<https://employer.caatpension.ca/#/enrolment>

Employee initiated



The screenshot shows the 'Enrol in the CAAT Pension Plan' page on the CAAT Pension Plan website. The page title is 'Enrol in the CAAT Pension Plan' with the subtitle 'Ready to enrol?'. Below this, there is a paragraph of text: 'If you work for an employer that participates in the CAAT Pension Plan, and you are eligible, you can submit your application to enrol online. To learn more about the benefits of enrolling in the CAAT Pension Plan, visit our website.' This is followed by another paragraph: 'To complete the application to enrol, you'll need to enter some basic information about yourself. This information will be reviewed by your employer. When it's approved, it will be sent to the CAAT Pension Plan to confirm your enrolment. You'll receive an enrolment package in the mail containing valuable information about your membership in the CAAT Pension Plan.' A blue 'Next' button is located at the bottom of the page. The top navigation bar includes links for 'Contact us', 'Newsroom', 'Careers', 'Investments', and a search box. The CAAT Pension Plan logo is also visible.

<https://member.caatpension.ca/enrolnow>

Batch Enrolments

- If there are a large number of enrolments required
- Employer can enrol members via a batch file
- Contact your employer Pension Analyst if you need to complete a batch enrolment



Questions?



caat

PENSION PLAN