

### 3,1,2 PENSION CREDIT REPORT

The **PENSION CREDIT REPORT** produces a report of the pension credits for a range of periods. The report lists the employer, pension eligible and pension amount and pension credits for each history record as well as the pension deduction code. Only deduction codes that are currently set as a Group 1 deduction will be included on this report.

This report includes the option to report the vacation/holiday pay and subsequent pension credit bump up based on the vacation/holiday percentage. You defined a list of pay codes that represent the earnings that make up the applicable vacation/holiday earnings. The report will calculate the percentage from the total vacation/holiday in relation to the pension eligible, per employee per pay period. The percentage will then be used to bump up the pension service credits for the pay period. The report will subtract out any variable deductions eligible amount for the applicable pension deduction, before calculating the percentage to ensure variables will not impact on this formula. The bump up of the pension service credit only appears on the report, the employee's pension credit records are **not** actually adjusted. This feature is also available under the BC Pension Plan Report Creation.

BATCH AND PRINT QUEUE SCREEN See Appendix B.

ENTER STARTING PAY PERIOD [YYYYPP] < >

Enter the first pay period in a range of periods to report on.

ENTER ENDING PAY PERIOD [YYYYPP] < >

Enter the last pay period in a range of periods to report on.

REPORT ALL, RANGE OR SELECTED EMPLOYEES [A/R/S] <A>

See Appendix AK.

ENTER DEDUCTION CODE TO SELECT [DD] <ALL>

Enter a pension deduction to limit the report to a specific pension deduction.

Enter 'ALL' or <CR> to report on all pension deductions.

REPORT DETAILS OR SUMMARY ONLY [D/S] <D>

Enter 'D' or <CR> to report the pension credit details.

Enter 'S' to report a summary only. The summary will list the employee and totals for all deduction reported.

**BUMP UP PENSION CREDIT BY VACATION PERCENT [Y/N] <N>**

Enter 'N' or <CR> when the pension service credits should not be bumped up.

Enter 'Y' when the pension service credits should be bumped up by the vacation/holiday pay percentage.

**WHEN 'YES' BUMP UP THE PENSION SERVICE WAS SELECTED THE NEXT TWO PROMPTS APPLY:**

**ENTER VACATION PAY CODES FOR SERVICE INCREASE [##,##] < >**

Enter one or up to 25 pay codes, that represent the vacation/holiday pay earnings that are pensionable. The total earnings from these pay codes will be used to calculate the employee's percentage and the pension service credits will be bumped up by that percentage. When the employee has no vacation/holiday earnings, the pension credits will not be adjusted.

**ROUND PERCENTAGE TO 2,3, OR 4 DECIMALS [2/3/4] <2>**

Define the number of decimals the vacation/holiday percentage should be rounded to. For example, if you vacation percentage is 4.4% or .044 you would want to calculate to 3 decimals, while a percentage of 4% or .04 would only require calculations to 2 decimals.

**SORT BY EMPLOYEE NUMBER OR EMPLOYEE NAME [E/N] <E>**

Enter 'E' to produce the report in employee number order.

Enter 'N' to produce the report in employee name order.

*The report lists the following:*

- The employee number and name
- The pay period
- The employer, eligible and taken amounts
- The pension credits
- The record type which relates to the type of history that the record is (payroll generated, manual cheque, adjustment, or cheque cancellation)
- Deduction code and description

***When Pension Credit Bump up was selected in detail the report lists:***

- The employee's total vacation/holiday earnings for the pay period
- The vacation/holiday percentage calculated
- The total or bumped up pension credit for the pay period.

### 3,1,4,1 BC PENSION PLAN REPORT CREATION

The **BC PENSION PLAN REPORT CREATION** lists all the pension figures and information according to the Teachers and Municipal Pension Plan Instructions for Employers, as supplied by BC Pension Corporation. See section 7 of the Instructions for Employers for reporting examples and information. The report and file extraction formats follow the BC Pension Corporation IPAS requirements. All BC Pension report and extract files are generated using the pension reporting year. This means that new pension files are created each year. This method maintains the old pension report information and eliminates the need for clearing out of old information when reports are reprocessed.

All BC Pension Plan Report values can be adjusted as necessary through the BC Pension Report Record Changes and then re reported through the BC Pension Plan Report Regeneration option.

This BC Pension Plan Report Creation generates a unique pension file based on the pension deduction code and the pension year being reported. The pension work file PENA##.Pyy is created where the logical SRB\$OPSDAT0: points to, where ## is the pension deduction code and yy is last two digits of the year. For example PENA10.P06 is a pension report file created for pension deduction 10 for the year 06.

The extract file for submission to BC Pension Corporation is in IPAS format and the file SRB\$OPSWRK:cPP\_PEN##.Eyy, where c is T for Teach or M for Municipal, ## is the pension deduction and yy is the last two digit of the pension year. When creation of the extract file is selected, the full file name and location is included in the header of the report.

Please refer to *Instructions for Employer Data Reporting Requirements Reporting of Service Event Records in IPAS format*, supplied by the BC Pension Corporation.

The Global pension can be loaded into the global pension file PENGLT.Pyy for Teachers or PENGLM.Pyy for Municipal pension, from both the BC Pension Creation or Regeneration processes. The system will automatically replace only the information you are processing within the global pension reporting. The use of the Global pension reporting requires the field 38=GLOBAL PENSION DIRECTORY be completed under the User Specific Parameters Profile.

This report includes the option to report the vacation/holiday pay and subsequent pension credit bump up based on the vacation/holiday percentage. You defined a list of pay codes that represent the earnings that make up the applicable vacation/holiday earnings. The report will calculate the percentage from the total vacation/holiday in relation to the pension eligible, per employee per pay period. The percentage will then be used to bump up the pension service credits for the pay period. The report will subtract out any variable deductions eligible amount for the applicable pension deduction, before calculating the percentage to ensure variables will not impact on this formula. The bump up of the pension service credit only appears on the report, the employee's pension credit records are **not** actually adjusted. This feature is also available under the Pension Credit Report where you can actually get details of the pension credit bump up per employee per pay period.

## DEFAULT PROMPT STORAGE & RETREIVAL SEE APPENDIX J.

This process includes the option to maintain multiple sets of stored prompts.

Name the prompt sets by defining a title up to 10 characters, with a 30 character description. The prompt set description will be included on the header of the report.

On the first prompt enter <PH1>M or press <FIND> to select an existing set of prompt values. You can delete prompt sets or change the description by pressing <PH1>M.

## BATCH AND PRINT QUEUE SCREEN See Appendix B.

## ENTER PENSION REPORTING YEAR [YYYY] < >

Enter the year the pension report is generated for. This value is used in the report heading and electronic file information. All pension files will be created using the pension year in the file name, allowing for unique files per year.

## ENTER REGULAR PENSION DEDUCTION CODE [##] < >

Enter at least 1 or up to 5 pension deduction codes one at a time, to include on this report as regular pension. At least one pension deduction must be entered.

The first pension deduction code entered here is used in the naming of the pension work files. Access for changes and re-reporting of the pension information will require this deduction code value.

## ENTER SPECIAL AGREEMENT DEDUCTION CODES [##] < >

<CR> if no deduction amount should be reported as a special agreement. This is the default.

Enter one or up to 5 pension deductions that are special agreement contributions.

## PENSION REPORTING FOR TEACHER OR MUNICIPAL [T/M] < >

Enter 'T' if this report is for a Teachers pension, plan id 05TPP.

Enter 'M' if this report is for a Municipal pension, plan id 04MPP.

This prompt determines some of the extract header values such as pension plan id, valid values of Employee Group Code and the T/M is used as part of the extract file name.

## EMPLOYEE GROUP CODE – MUNICIPAL PENSION

The Employee Group Code of 04GENERL is automatically loaded for Municipal Pension.

### WHEN A TEACHER PENSION IS BEING REPORTED:

| EMPLOYEE GROUP REPORTING SELECTION |                             |
|------------------------------------|-----------------------------|
| EMPLOYEE GROUP                     | OPTIONAL SELECTION CRITERIA |
| 05GE12MO                           | PC 30,31,                   |
| 05GE10MO                           |                             |

OPTIONS <UP>/<DOWN>/<NEXT>/<REMOVE>

For the current Teachers pension, define the applicable Employee Group to be used followed by selection criteria. The default Employee Group code of 05GE10MO will be used for employee not matching any defined selection criteria. The IPAS document defines the Employee Groups as 04GENERL for MPP and 05GE10MO or 05GE12MO for TPP.

Enter the applicable Employee Group per payroll or payroll selection. When a whole payroll is all one Employee Group, the Additional Optional Selection would not be required. The Optional Selection Criteria allows you to define additional selections based on Pay Code, Employee Type Code, Pay Cycle or Deduction code base on

the employee's master function line. With additional selection by function line you can define multiple Employee Groups with a payroll.

## ENTER PENSION EMPLOYER NUMBER

Enter your employer organization id number as a 5 digit number. This number will be used on the report header and in the electronic file format information when the electronic file option was selected.

## CREATE THE PENSION EXTRACT FILE [Y/N] <N>

<CR> to bypass the creation of the pension electronic file.

Enter 'Y' to create the IPAS format extract file for submission to BC Pension Corporation.

The extract file SRB\$OPSWRK:cPP\_PEN##.Eyy, where c is T for Teach or M for Municipal, ## is the pension deduction and yy is the last two digit of the pension year. When creation of the extract file is selected, the full file name and location is included in the header of the report.

If you are loading all pension data into a Global pension and will be generating a global pension extract file it is not necessary to generate the extract file at this location level.

Please refer to the Pension Corporation for their instructions on Electronic Submission Methods.

## ADD DATA TO GLOBAL PENSION FILE [Y/N] <N>

Enter 'N' or <CR> to omit the generation of a global pension file.

Enter 'Y' to produce a pension report for this payroll and to update the global pension file with the information for each employee. The current payroll's Payroll Number will display. In order to use the Global Pension system, each payroll in the Payroll Location Profile **must** have had a payroll number assigned. Should you run the BC Pension Report Creation / Regeneration multiple times, the system will automatically replace the Global information for the payroll being processed, when Add to the Global Pension file is selected.

This option provides employers with the ability to produce a single pension report amalgamating all the employees from various payrolls into one pension report of like pension (one Teacher and one Municipal), for submission to the BC Pension Corporation. To use this function you must have completed field 38 in the user specific parameters profile defining the global pension directory. Each payroll is assigned a unique Payroll Number (setup on the Payroll Location Profile) for reporting under the Global Pension system. Two Global pension reports are possible at the same time, per year, a Teachers and Municipal. The Global pension report is required in order to process the BC Pension Adjustment Update (PA loading from data sent from the BC Pension Corporation).

When all payrolls which are to be included in the global pension report have been run, BC Global Pension Plan Report is used to produce the global report for submission to the BC Pension Corporation. The values loaded into the global

pension file can be adjusted through the 'BC Global Pension Report Changes'. Additional employees may also be added at the time if necessary.

#### ENTER START PERIOD NUMBER [YYYYPP]

Enter the starting pay period to be reported. This pay period defines the range of history periods to be used on the pension report.

#### ENTER THE REPORTING PERIOD START DATE [YYYYMMDD] < >

By default the first start date of the START PERIOD will be displayed.

Enter the reporting start date that will be used as the default Effective Start Date on the report and Service Event record. For each employee the process will use the starting date of the first pay period where the employee has pension contributions. The report will omit displaying the employee's start date when the start date matches this default date. The employee's start date is included on the Service Event record for electronic submissions.

#### ENTER END PERIOD NUMBER [YYYYYPP]

Enter the ending pay period to be included on the report. This pay period defines the range of history periods to be used on the pension report.

#### ENTER THE REPORTING PERIOD END DATE [YYYYMMDD] < >

By default the first end date of the END PERIOD will be displayed.

Enter the reporting end date that will be used as the default Effective End Date on the report and Service Event record. For each employee the process will use the ending date of the last pay period where the employee has pension contributions. The report will omit displaying the employee's end date when the end date matches this default date. The employee's end date is included on the Service Event record for electronic submissions. When an employee is Terminated and the employee's Termination date falls within the date range of the last pay period the employee has pension contributions, the Termination date will be used as the employee's end date.

#### BUILD CONTRIBUTOR SERVICE FROM TIMEHSEETS [Y/N] <N>

Enter <CR> or 'N' to have the Contributor Service and employee's Effective Start and End dates determined based on the employees Year To Date History records.

Enter 'Y' to have the employee's Contributor Service determined from the dates on the employee's timesheet entries for the range of pay period defined. Timesheet with pay code that are excluded from pension will be excluded from this process. Timesheets with pay codes set to HOURS PENSIONABLE = No will be excluded as well. Timesheet with dates earlier than the start date of the beginning pay period will be omitted. This feature would only apply to employees that are paid only be timesheet entry.

#### REPORT ALL, RANGE OR SELECTED EMPLOYEES [A/R/S] <A>

See Appendix AK.

## SORT BY EMPLOYEE NUMBER OR EMPLOYEE NAME [E/N] <N>

Enter 'N' or <CR> to produce the report sorted by the employee name.

Enter 'E' to produce the report sorted by employee number.

## INCLUDE EMPLOYEE SALARY GRID [Y/N] <N>

This option will only print the employee's current master function line salary grid on the BC Pension report. The salary grid field is not available on the Global BC Pension report.

Enter 'N' or <CR> to omit printing the employee's salary grid from the master function line.

Enter 'Y' to include printing the employee's salary grid from the master function line. The salary grid is only included on the report and is not part of the extract file to be submitted to BC Pension Corporation.

### **WHEN THE SALARY GRID IS TO BE INCLUDED:**

## SORT BY EMPLOYEE SALARY GRID [Y/N] <N>

When creating a new report and include printing of the employees master function line salary grid, you have the option to produce the report sorted by salary grid.

Enter 'N' or <CR> to omit a sort by salary grid.

Enter 'Y' to produce the pension report sorted by salary grid. The report will be sorted by employee number within salary grid **except** when you indicate to produce the report by employee name. When report by employee name was also selected the report will be produced sorted by employee name within salary grid.

## DOUBLE SPACE REPORT [Y/N] <N>

Enter 'N' or <CR> to produce the report with employees reported single spaced.

Enter 'Y' to produce the report with the employees reported with a blank line between each employee. The BC Pension Corporation prefers a double spaced report be submitted when a pension electronic file is NOT submitted.

## **BUMP UP PENSION CREDIT BY VACATION PERCENT [Y/N] <N>**

**Enter 'N' or <CR> when the pension service credits should not be bumped up.**

**Enter 'Y' when the pension service credits should be bumped up by the vacation/holiday pay percentage.**

**WHEN 'YES' BUMP UP THE PENSION SERVICE WAS SELECTED THE NEXT TWO PROMPTS APPLY:**

**ENTER VACATION PAY CODES FOR SERVICE INCREASE [##,##] < >**

Enter one or up to 25 pay codes, that represent the vacation/holiday pay earnings that are pensionable. The total earnings from these pay codes will be used to calculate the employee's percentage and the pension service credits will be bumped up by that percentage. When the employee has no vacation/holiday earnings, the pension credits will not be adjusted.

**ROUND PERCENTAGE TO 2,3, OR 4 DECIMALS [2/3/4] <2>**

Define the number of decimals the vacation/holiday percentage should be rounded to. For example, if you vacation percentage is 4.4% or .044 you would want to calculate to 3 decimals, while a percentage of 4% or .04 would only require calculations to 2 decimals.

*The report header lists the following:*

Location and exact name of extract file for electronic submission  
Employer name (from Employer Constant Database)  
Employer Organization id  
Pension year  
Plan id  
Reporting Start and End dates

*The report lists the following:*

Employee's number, SIN and Last name  
Employee Group 04GENERL for MPP and 05GE10MO or 05GE12MO for TPP.  
Event Event service type of RG, IPAS report of record types  
Contr Serv The number of unique months count during the history collection, based on the pay ending date of the history record  
Pen Service Total pension credits for range of history periods selected, **bumped up when applicable**  
Contributions Pensionable Employee's pension deduction contribution for regular pension  
Salary Total eligible earnings for the employee's regular pension deduction  
Emp Special Employee deduction amount for special agreement pension  
Empr Special Employer deduction amount for special agreement pension.  
Start Date Employee's Effective Start date – report is blank when date is the same as default Reporting Start Date.  
End Date Employee's Effective End date – report is blank when date is the same as default Reporting End Date.  
Salary Grid Master function line salary grid, when applicable.  
Page totals and grand totals are also supplied