

# employer

BULLETIN

**PENSION  
CORPORATION**

To Municipal Pension Plan employers  
From Pension Corporation  
December 01, 2008

## **Reporting service in years with 27 pay periods**

Every so often, because of the way the calendar year is structured, employers with a biweekly payroll schedule will find there are 27 pay periods in a year.

This bulletin is to alert you to an oversight that has been made at Section 7.3.2.2 in our manual *Instructions for Employers* about reporting pensionable service for members in years with 27 pay periods.

Employers with a biweekly payroll schedule should calculate pensionable service as they would in a year with 26 pay periods, even if the year has 27 pay periods. That is, each pay period should be calculated as having a potential 0.4615 months of service.

Please note this could result in a maximum pensionable service of up to 12.4605 months being creditable at calendar year end. This is acceptable and should be reported accordingly as 12.46 months of pensionable service. This figure will be reset to 12 months by the Pension Corporation for purposes of calculating and reporting pensionable service.

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We regret any confusion resulting from the direction provided in our *Instructions for Employers* manual. Corrections will be published as soon as possible. If you have any questions about this bulletin or the process for calculating service in a year with 27 pay periods, please feel free to contact us at the numbers and addresses provided at left.