

CSSB *Connection*

The Civil Service Superannuation Fund

Employer Newsletter • Volume 1 - 2022

Greetings

This newsletter is for participating employers of the Civil Service Superannuation Fund (CSSF). We will be preparing newsletters to employers throughout the year to provide information on any changes, reporting deadlines, etc.

If you have any feedback or suggestions for the newsletter, please contact Dawn Prokopowich (email: dpro@cssb.mb.ca).

New Employer Videos

We have started the project to create new employer information videos. The goal is to provide the employer with shorter information videos. We will be posting the following videos in early December 2022.

- Enrolling Permanent Full-Time Employees
- Enrolling Term Employees
- Enrolling Part-Time, Casual, Departmental or Other Employees
- Enrolling Employees Who Became Full-Time Permanent After Employment Commenced.

The videos provide information on the employer's responsibilities, when to enroll employees, how to complete the registration documentation and required forms.

New Employer Remittance Form

We have made some changes to the CSSB Employer Remittance form. This new form will be emailed to each employer in the coming weeks.

Forms

Just as a reminder, please refer to our website for the most current version of the pension and group insurance forms.

Reminder: November 30 is the last day employees Age 71 are eligible to contribute to the pension plan

The Income Tax Act requires that a member be paid their pension no later than the end of the year in which they reach age 71.

This means if you have an employee who turns 71 this year, they must commence their pension no later than December 1st.

Reminder Continued

If you have an employee born in **1951**, contributions can not be deducted on earnings after November 30, 2022.

Requirements:

- You will need to provide us with their 2022 pension data by completing and remitting the End of Service Report.
- If the employee continues to work, continue to deduct and remit group life/dependents as an active member, for those employers who participate in the Public Service Group Insurance Fund.

Preparing for Year End

We all know that preparing the year-end data files can be an overwhelming process. Here are some tips to help make the year-end process go smoother.

1. Earnings over the YMPE:

For those employees with pensionable earnings over \$64,900 (2022 YMPE), ensure that the contributions are being deducted at 9% on earnings over the YMPE.

2. Registration Certificates:

Ensure that you have submitted Registration Certificates, along with any other supporting documents, for all employees who entered the pension plan in 2022.

3. End of Service Reports:

Ensure that all End of Service Reports have been submitted to our office for those employees who ceased employment in 2022. The pensionable service, earnings and contributions reported on the End of Service Report must agree with the year-to-date amounts on payroll.

4. Reconciliation of Contributions Remitted:

Reconcile the contributions deducted from your employees to the amount that has been remitted. If there are any discrepancies, now is the time to fix it.

Questions Or Comments?

If you have any question or concerns, please contact:

The Civil Service Superannuation Board
1200-444 St. Mary Avenue
Winnipeg Manitoba R3C 3T1

Telephone:	1-204-946-3200
Canada Toll-Free:	1-800-432-5134
E-mail:	askus@cssb.mb.ca
Website:	www.cssb.mb.ca