

Public Service Superannuation Plan

Employer News

Serving the needs of Employers under the Pension Plan

Fall 2009



Our Employer Services Team



Back: Cathy Giles, Stephen Davies, Mary Behan, Jim Evans
Front: Stephanie Sweeney, Shawna Wilson, Karen Bright-Oliver

Meet the Manager of Employer Services

Front and center is Shawna Wilson, Manager of Employer Services. Shawna joined our team in May 2009 and brings 20 years experience in the Financial Services Industry, specializing in Group Benefits. ■

When a Plan Member Retires

Employers must notify the Agency 2 weeks before the member's retirement date, at the very latest. The following forms must be provided ...

- photocopy of the Payroll Advice/Salary Adjustment form (DF20/1A);
- Form.0002 (also known as DF12);
- photocopy of the marriage certificate;
- photocopy of the employee and spouse's birth certificate;
- void cheque or a completed Direct Deposit Form;
- TDINS Form from Canada Revenue Agency. ■

Plan Members on Long Term Disability

If your plan allows for salary increases for employees receiving Long Term Disability (LTD), you are required to advise Manulife of all changes in salary and all effective dates of changes to ensure accurate pension contributions and calculations.

When a Plan member on LTD retires, employers must notify Manulife to ensure that the LTD benefit is terminated. ■

Phone: 424.5070 (Halifax area) | 1.800.774.5070 (toll free in N.S.) | Fax: 902.424.0662

Email: pensionsinfo@gov.ns.ca | PO Box 371, Halifax, N.S. B3J 2P8

www.novascotiapension.ca

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Did you Know?

Terminating at Age 55

Did you know that if a member, age 55 or older, is terminating, they may be entitled to apply for a reduced pension? Did you also know, that if they retire, they may also be eligible to receive other benefits? This is important information for Employers to consider when processing terminations. NSPA will be pleased to review the options with eligible members.

NSPA Offers Direct Deposit

Did you know that NSPA offers Direct Deposit? Rather than sending a cheque to NSPA for pension contributions, you can arrange to have your payment deposited directly. If you would like further information on this simple, easy payment option, please contact Joanne Rowe, Financial Services at rowepjo@gov.ns.ca or 424-8414.

Secure File Transfer (SFT)

Did you know that you can send your employee pension contributions to us electronically through Secure File Transfer? SFT offers a quick, secure means for transmitting employee data. If you would like to know more about SFT, please contact the NSPA technical team at NSPA_INFO_MGT@gov.ns.ca.

Retroactive Salary Adjustments for Retired Members

If an employee is entitled to a retroactive salary increase after he/she retires, the Employer must inform NSPA by sending us a photocopy of form DF20 or 1A.

Reminder - Medical Coverage Application Forms

Forms should be forwarded to the attention of:

Barb Hobson, Benefits Specialist

Nova Scotia Public Service Commission

PO Box 943, Halifax, NS B3J 2V9

hobsonbk@gov.ns.ca

Phone: 902-424-3240, Fax: 902-424-0638 ■

Site Visits

Our Employer Services Team would be happy to visit you. It is a great opportunity for us to meet those we work with every day, and to answer any questions or concerns you may have.

If you would like to schedule a site visit, please contact your Employer Service Analyst, or Shawna Wilson at 424-5519. Or call us toll free at 1-800-774-5070, or email wilsonsh@gov.ns.ca. ■



Visit to Nova Scotia Gaming Authority

In the photo are Karen Bright-Oliver (NSPA) and Martine Marleau, Nova Scotia Gaming Authority