

Reporting Employee Information at Termination/Retirement (EITR)

How do I access the EITR tool?

Sign in to the secure employer website. Click Employer Reporting on the right, then click Termination/Retirement.

Note: The Primary User must set a Secondary User up in the system as Role 11 to access the tool. Refer to the *Employer Web Services E-Handbook* for information on secure data services accessible through Web Services and contact information if you need assistance accessing the tool.

Can I enter some of the EITR data and another person in my office enter the rest of the data?

No. EITR data must be entered and submitted by one individual. You might need to adjust your internal process so one person can start and complete the EITR submission.

Can I save the entered EITR data and then send it to another person to confirm before submitting?

No. The EITR tool does not allow you to save your data partway through the process. If you find there is an error with your data after you have submitted EITR information, provide us with corrected information. Complete and submit an *Amended Employee Information at Termination or Retirement (EITR)* form, available on the secure employer site in the Forms section.

Is a submission history available?

Yes. You can create two types of reports that each show different submission history information:

EITR Submitted Report

You can produce an EITR Submitted Report that displays the EITRs submitted for a specific period. To do this, enter a start date and end date for a specific period (the earliest start date you can use is November 9, 2015). The report will list employee information and the name of the person who submitted the termination requests:

- last name
- first name
- termination reason
- termination date
- submission date
- user ID of the person who submitted the report

View Individual EITR Submission

By selecting View Individual EITR Submission, you can search for a specific employee and review the summary page displayed at the time an EITR submission was made for that employee. Access the View Individual EITR Submission Report from the employee search screen or from a link in the box titled EITR tool on the secure employer site. To search for a specific employee, enter their social insurance number (SIN). For an advanced search, include the employee's:

- last name
- first name
- employee number

If you would like to see the Detailed Report for the employee, enter a date of June 30, 2015, or later; data from before then is unavailable. If, before seeing the Detailed Report, you enter a SIN for an employee who is already terminated, you will receive a link to review the submitted EITR, which will show that someone in your organization has submitted the termination information. After you submit an EITR, the system date and user ID of the submitter will be included in the print-friendly version.

Can I use the EITR tool to update employee data submitted with the old form or EITR tool?

No. You need to complete and submit an *Amended Employee Information at Termination or Retirement (EITR)* form, available on the secure employer site in the Forms section.

How do I cancel an EITR sent in error?

Email your plan with the employee's last name, first name and date of birth, and request that the termination submitted be cancelled.

What happens if I select "termination" instead of "retirement" for an employee older than the earliest retirement age (55 or 50 depending on the group)?

There could be a delay in processing your employee's pension. EITR information needs to be correctly submitted so we have the correct benefit information for calculating their pension. It is important to select "retirement" in the EITR tool if the employee is eligible to collect a monthly pension. When you choose "retirement," we request additional information relevant to the employee's pension. For a Public Service Pension Plan employee, we need to know if the employee had group life benefits. For College, Municipal and Teachers' pension plan employees, we use the date that the employee's Medical Services Plan, dental and/or extended health group coverage with you ends.

Can I use the EITR tool to report data for an employee who died?

No. Complete and submit the *Certification of Death* form, available on the secure employer site in the Forms section.

Why can't I submit long-term disability and EITR data at the same time?

It takes one business day for our system to process long-term disability data. After that business day, you can report EITR data as you usually do.

What do I do if the employee terminated from long-term disability (LTD)?

First, submit the LTD stop date using the LTD Start/Stop tool on the secure employer site—the LTD stop date is submitted overnight. The next day, submit the termination date using the EITR tool. Report rehab (RH) service, salary and contributions in the service event section of the EITR tool.

What do I do if I enter EITR data for a Teachers' Pension Plan employee and I receive an "employee on LTD" message?

Contact Employer Operations through Message Board. If needed, we will contact the LTD carrier for the LTD stop information. Once we enter the LTD stop date, we will contact you so you can submit the termination date and service, salary or contributions using the EITR tool.

Can I enter multiple service events such as retroactive (RT) and rehab (RH) salary?

Yes. RT salary can be added to any service event and, if you have a long-term disability break during the reporting period, the EITR tool allows you to enter all applicable service event types.

When do I need to submit EITR data?

Complete information also ensures we make timely benefit payments to your employees. When your employees end their employment, the *Public Benefits Standards Act* requires we provide them with their termination selection statement within 60 days. In order for us to do so, we need termination information:

- College, Municipal, Public Service and WorkSafeBC: within 14 days or as soon as the final payroll has been completed.
- Teachers': within 14 days.

What do I do if the EITR tool tells me I can't enter a termination date that's earlier than the last reported service event?

Review the termination date you are trying to report. For reporting purposes, the end-of-employment date is the later of the day an employee:

- worked and stopped contributing to the plan,
- completed an approved leave because they ended their employment, or
- College: if they or their union have made an agreement for them to resume employment with you, or establishing a right for them to resume employment (e.g., was on a seniority/recall list), one year after the date they stopped working.
- Municipal: if they have recall rights, the earlier of 275 days from the date they stopped working and the date their recall rights ends.
- Public Service: if they have seniority rights, the earlier of 335 days from the date they stopped working and the date they no longer have seniority rights.
- Teachers': if they have seniority rights, the earlier of six months after they stopped working and the date they no longer have seniority rights.

If the date is for a period already reported, the tool is saying you previously reported service for that employee beyond their end-of-employment date. You cannot end this employee's employment before their last reported service. To streamline backdated termination submissions, you must make sure your payroll report reflects the last day the employee worked.

Note: When the *Pension Benefit Standards Act* (PBSA) act was updated in 2015, it changed how termination of employment applies to members who remain on a seniority/recall list. Members who haven't contributed to the plan for one year can choose to receive an end-of-employment benefit from the plan while keeping their seniority/recall rights. Employers need to submit EITR for these members. We then provide a termination statement to each of these members, which is required under the PBSA.

What does it mean when I enter a SIN and receive a message saying there's no information available for this employee?

EITR data might have already been to us or, if the employee was hired in the current year, you might not have submitted a Plan Member Record.

If someone in your organization submitted EITR data, you will receive a link to review the termination information.

If there is no EITR data to review, then you will have to enrol the employee into the plan. Exit the EITR tool, then complete and submit the Plan Member Record. The employee's information will be entered in our pension system overnight. The next day, submit the final salary and service using the EITR tool.

What does it mean when I enter a social insurance number and receive a message saying there is an open long-term disability (LTD) break for this member?

A termination date cannot be reported when there is an open LTD break. To correct the problem, exit the EITR tool, then complete and submit the online LTD Start/Stop form. The employee's information will be entered in our pension system overnight. The next day, submit their final salary and service using the EITR tool.

I have Group 2/Group 5 employees receiving a pension who are now receiving retroactive (RT) service for both employments groups. Can I use the EITR tool to add the RT amounts?

No. The employee is already receiving a pension, so you will need to submit the RT information on an *Amended Employee Information at Termination or Retirement* (EITR) form and include the data on your year-end *Payroll Report*. The form is available on the secure employer site in the Forms section.

For the College Pension Plan, how do I report an employee who is working two jobs concurrently?

When reporting salary and service for an employee working two jobs, report the two positions on two lines of your Segment Report (on separate reports)—one regular (RG) service event and one adjustment (AD) service event. The EITR tool can only accept one RG service event per segment. Report all data from the higher-earning position, then add the service and salary from the lower-earning position to the maximum service possible in that segment. **For example:**

January to August segment—termination date August 31		
Position 1	7 months	\$40,000
Position 2	2 months	\$9,000 ($\$9,000 / 2 \times 1 = \$4,500$)
Enter only eight months pensionable service:	\$44,500 salary (7 months at \$40,000 + 1 month at \$4,500)	
Pensionable service:	8 (7 + 1 = maximum 8 months)	

Once you have entered the above information, enter both completed transactions in the comments field.

What do I do when the EITR tool tells me my contributions are wrong and I can't submit the data?

Review your salary and contributions; the EITR tool deducts the correct amount based on the salary entered against the current year's contribution rate. You might have included non-pensionable salary in the salary field; contributions were not deducted for this salary.

If you are an amalgamated employer or have Group 2 RT service events, enter contributions that will be accepted by the system and enter the correct contributions with an explanation of the variance in the comments field. When the year's maximum pensionable earnings (YMPE) continue for a successor employer and the employee terminates in that year, contributions may be taken at a rate higher than the YMPE.

How do I report service and salary for a Municipal Pension Plan, Public Service Pension Plan or WorkSafeBC Pension Plan employee reaching 35 years in the termination year?

Report the total salary and service for the period before and after the date the employee reaches 35 years. The EITR tool calculates the expected salary and required contributions for the period before the 35 years. If the employee earned the same pay rate before and after the 35-year mark, the EITR tool correctly pro-rates the salary and contributions before the 35-year date.

What do I do if I follow the correct steps for reporting 35 years of service and the system will not accept data for a maximum 35?

Enter the amount the EITR tool states is correct; enter the actual amount in the comments field.

What do I do if I receive a message saying the average salaries are unexpected?

Confirm you reported the correct salary with the correct service. If, in their termination year, the employee earned a higher or lower pay rate than the previous year, let us know in the comment box.

What do I do if I don't have a benefits cancellation date for an employee who is 71 years old, continues to work and will be covered under their employer benefits package indefinitely?

For pension purposes, you can indicate that group health benefits will end on the termination date (e.g., November 30). This will not affect the benefits package the employee has with you. We use the date that group health benefits are cancelled with you to help counsel your employees applying for group health benefits through their pension.

In the comment field, indicate that the employee's benefits with you will continue. If the employee wants coverage under both your and their pension's benefits packages, they will be able to apply for group health benefits through the pension as part of their retirement application process.

When I enter information required and I get an error message, what do I do?

Contact Employer Operations. We will review what you entered, then ask you to provide the information over the phone to see if we can successfully enter it into the EITR tool. If Employer Operations also receives the same "hard" error message, then you will need to complete and submit the *Amended Employee Information at Termination or Retirement (EITR)* form, available on the secure employer site in the Forms section.



The screenshot shows the Teachers' Pension Plan website interface. At the top, it displays the URL 'tpp.pensionsbc.ca', 'Site Map', and the date 'August 17, 2016'. The main header features the 'Teachers' Pension Plan' logo and a decorative image of school supplies. Below the header, a navigation breadcrumb trail reads 'Teachers' > Employers > Reporting > Employee Termination'. The page title is 'Employee Termination' for '91 Nechako Lakes SD 91'. A prominent red error message states: 'This service is temporarily unavailable, please contact the {0} plan for assistance'. Below the error message are three buttons: 'Home', 'Return to Employee Search', and 'Return to Service Events'. On the left side, there is a user login area with the text 'Hi, allroles91 You are logged in.', a 'Logoff' button, and a search bar. A vertical menu on the left lists options: 'Employer', 'Consultation', 'Employer Education', 'Employer Reporting', and 'Data Submission'.

Employer Operations

Message Board

employer.services@pensionsbc.ca

Toll-free (Canada/U.S.):

1-855-356-9701