

WORKSHOPS

PENSION
CORPORATION

FOR YOUR PENSION ADMINISTRATION STAFF WINTER/SPRING 2008



Come and join the Pension Corporation as we continue to deliver our pension administration program to employer, union and association staff.

Meeting the needs of employers, unions and associations is our priority and we continue to improve the classes by responding to feedback from previous attendees. The training workshops benefit both new and experienced staff.

We continue to offer our workshops in a pension plan-specific format, which provides web-based training and hands-on familiarization with the website. This gives administrators the experience they need to use the website to its full potential, and they will see how the tasks they perform fit into the lifecycle of their plan members.

This year, the two day plan-specific workshops will be held at various locations throughout the province.

Workshops for Your Pension Administration Staff

The Workshops

Plan-specific information and web-based delivery provide relevant and effective training to administer the pension plan in these areas:

1. Enrolment
2. Reports to the Corporation
3. Terminations and Retirement
4. Purchase of Service

The workshops focus on core information that only applies to each specific pension plan: College, Municipal, Public Service and Teachers’.

The workshops run from 8:30 a.m. to 4:00 p.m. Lunch will be provided. There will be two 15-minute breaks. Sign-in takes place from 8:00 a.m. to 8:30 a.m. We start promptly at 8:30 a.m.

Registration is free and all learning materials will be provided.

Participants are responsible for their own travel and accommodation costs and arrangements.

To Register

Refer to the schedule, then fill in and return the application. Please use one form for each attendee.

We try to provide training to as many organizations as possible, but our courses are popular and seating is limited—please register promptly. To avoid any potential cost, please ensure that you notify Employer Education immediately if you are unable to attend.

Fax your completed application(s) to 250 953-0451. If you have questions, please e-mail us at Employer.Education@pensionsbc.ca. or phone Employer Education:

College Pension Plan	1 877 558-5571
Municipal Pension Plan	1 877 558-5573
Public Service Pension Plan	1 877 558-5572
Teachers’ Pension Plan	1 877 558-5574

Please note: Workshops may be cancelled three weeks prior to the date if there is insufficient registration.

Workshops for Your Pension Administration Staff

Workshop Description

Enrolment

This workshop covers the rules for determining an employee's eligibility to enrol in the plan. The exercises take you through the enrolment process and review the forms that are required at this stage.

Reports to the Corporation

The exercises for this section will help clarify pensionable and contributory salary and service. We'll look at the process for calculating, deducting and remitting employer and member contributions, and salary and service data. We also cover the reporting process for members who are receiving long-term disability benefits.

Terminations and Retirement

This section provides a comprehensive review of the steps leading to termination and retirement. We discuss the pension plan rules, pension formula, highest average salary and pension reductions. We will practice calculating pensions using the online Pension Estimator. We explain the different pension options and demonstrate how the member's choice of pension option affects their monthly payment.

Purchase of Service

This section will cover purchase of service rules for each pension plan. We practice using the Purchase Cost Estimator and show you how to complete the *Purchase of Service Application* form.

Application Form

Employer Workshops Winter/Spring 2008

APPLICANT NAME

JOB TITLE

PHONE NO. (include ten digits)

E-MAIL

EMPLOYER NAME

ORGANIZATION ID NO.

- If you are attending on behalf of your union or association, please tell us the name and component you are representing: _____
- Registration is free and all learning materials will be provided. Participants are responsible for their own travel and accommodation costs.

Please tick below the workshop(s) you would like to attend.

Workshop and Location

Date

- | | |
|--|----------------------|
| <input type="checkbox"/> Public Service Pension Plan - New Westminster | February 26–27, 2008 |
| <input type="checkbox"/> Public Service Pension Plan - Victoria | February 27–28, 2008 |
| <input type="checkbox"/> Teachers' Pension Plan - Victoria | March 5–6, 2008 |
| <input type="checkbox"/> Municipal Pension Plan - Victoria | March 25–26, 2008 |
| <input type="checkbox"/> Municipal Pension Plan - Victoria | April 15–16, 2008 |
| <input type="checkbox"/> Municipal Pension Plan - New Westminster | April 22–23, 2008 |
| <input type="checkbox"/> Municipal Pension Plan - Kelowna | April 22–23, 2008 |
| <input type="checkbox"/> Teachers' Pension Plan - Kelowna | April 24–25, 2008 |
| <input type="checkbox"/> Teachers' Pension Plan - New Westminster | April 29–30, 2008 |
| <input type="checkbox"/> Municipal Pension Plan - New Westminster | May 6–7, 2008 |
| <input type="checkbox"/> Public Service Pension Plan - Victoria | May 6–7, 2008 |
| <input type="checkbox"/> Municipal Pension Plan - New Westminster | May 13–14, 2008 |
| <input type="checkbox"/> Municipal Pension Plan - New Westminster | May 20–21, 2008 |
| <input type="checkbox"/> College Pension Plan - New Westminster | May 28–29, 2008 |
| <input type="checkbox"/> Public Service Pension Plan - New Westminster | June 3–4, 2008 |
| <input type="checkbox"/> Municipal Pension Plan - New Westminster | June 3–4, 2008 |
| <input type="checkbox"/> Municipal Pension Plan - Prince George | June 10–11, 2008 |
| <input type="checkbox"/> Public Service Pension Plan - Victoria | June 17–18, 2008 |
| <input type="checkbox"/> Teachers' Pension Plan - New Westminster | August 12–13, 2008 |

PENSION CORPORATION

Winter/Spring 2008 Employer Training Workshop Schedule

Workshop & Location	Date
Public Service Pension Plan Justice Institute of BC 715 McBride Boulevard, New Westminster BC	Tuesday, February 26, 2008, and Wednesday, February 27, 2008
Public Service Pension Plan Pension Corporation 2995 Jutland Road, Victoria BC	Wednesday, February 27, 2008, and Thursday, February 28, 2008
Teachers' Pension Plan Pension Corporation 2995 Jutland Road, Victoria BC	Wednesday, March 5, 2008, and Thursday, March 6, 2008
Municipal Pension Plan Pension Corporation 2995 Jutland Road, Victoria BC	Tuesday, March 25, 2008, and Wednesday, March 26, 2008
Municipal Pension Plan Pension Corporation 2995 Jutland Road, Victoria BC	Tuesday, April 15, 2008, and Wednesday, April 16, 2008
Municipal Pension Plan Justice Institute of BC 715 McBride Boulevard, New Westminster BC	Tuesday, April 22, 2008, and Wednesday, April 23, 2008
Municipal Pension Plan UBC Okanagan Conferences and Accommodations 3180 University Way, Kelowna, BC	Tuesday, April 22, 2008, and Wednesday, April 23, 2008
Teachers' Pension Plan UBC Okanagan Conferences and Accommodations 3180 University Way, Kelowna, BC	Thursday, April 24, 2008, and Friday, April 25, 2008
Teachers' Pension Plan Justice Institute of BC 715 McBride Boulevard, New Westminster BC	Tuesday, April 29, 2008, and Wednesday, April 30, 2008
Municipal Pension Plan Justice Institute of BC 715 McBride Boulevard, New Westminster BC	Tuesday, May 6, 2008, and Wednesday, May 7, 2008
Public Service Pension Plan Pension Corporation 2995 Jutland Road, Victoria BC	Tuesday, May 6, 2008, and Wednesday, May 7, 2008

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PENSION CORPORATION

Winter/Spring 2008 Employer Training Workshop Schedule

Workshop & Location	Date
Municipal Pension Plan Justice Institute of BC 715 McBride Boulevard, New Westminster BC	Tuesday, May 13, 2008, and Wednesday, May 14, 2008
Municipal Pension Plan Justice Institute of BC 715 McBride Boulevard, New Westminster BC	Tuesday, May 20, 2008, and Wednesday, May 21, 2008
College Pension Plan Justice Institute of BC 715 McBride Boulevard, New Westminster BC	Wednesday, May 28, 2008, and Thursday, May 29, 2008
Public Service Pension Plan Justice Institute of BC 715 McBride Boulevard, New Westminster BC	Tuesday, June 3, 2008, and Wednesday, June 4, 2008
Municipal Pension Plan Justice Institute of BC 715 McBride Boulevard, New Westminster BC	Tuesday, June 3, 2008, and Wednesday, June 4, 2008
Municipal Pension Plan Gladstone School 7005 Gladstone Drive, Prince George BC	Tuesday, June 10, 2008, and Wednesday, June 11, 2008
Public Service Pension Plan Pension Corporation 2995 Jutland Road, Victoria BC	Tuesday, June 17, 2008, and Wednesday, June 18, 2008
Teachers' Pension Plan Justice Institute of BC 715 McBride Boulevard, New Westminster BC	Tuesday, August 12, 2008, and Wednesday, August 13, 2008