

# what's the plan?

USASK  
PENSION



WHAT YOU  
NEED TO KNOW

# Retirement is an important milestone

We want you to enjoy your retirement years to the fullest. That's why we offer a pension plan that works together with government benefits and your personal savings to provide the income you'll need to make the most of this special time of your life.

See a **word** you're not familiar with?

Check out the Plan Summary document on [www.usask.ca/fsd/faculty\\_staff/pension\\_plans/details.php](http://www.usask.ca/fsd/faculty_staff/pension_plans/details.php) for a list of pension definitions, along with full plan details.



## A SNAPSHOT OF YOUR PENSION PLAN

<b>How does the plan work?</b>	Your pension plan works a lot like a Registered Retirement Savings Plan (RRSP). You and the University contribute equal amounts to a pension account set up in your name. The money is invested and grows tax-free until you retire and use it to pay yourself a retirement income.
<b>Who can join?</b>	<b>You are required to join the plan if you are an In Scope or Out of Scope Faculty/Senior Administrative employee (employed half time or more) and you have:</b> <ul style="list-style-type: none"><li>• A probationary appointment leading to permanent status, or</li><li>• A term appointment of greater than 6 months, or</li><li>• A without-term appointment for an expected duration greater than 6 months, or</li><li>• Been granted tenure.</li></ul> <b>You are required to join the plan if you are an In Scope Administrative or Exempt employee (employed half time or more) and you have a:</b> <ul style="list-style-type: none"><li>• Permanent appointment, or</li><li>• Term appointment greater than 6 months.</li></ul>
<b>How do I contribute?</b>	Contributions are made automatically through payroll deductions.
<b>How are contributions invested?</b>	You make the investment decisions for all contributions to your account, choosing from eight different investment funds.
<b>When can I retire?</b>	Early retirement starts June 30 <sup>th</sup> on or following your 55 <sup>th</sup> birthday. Normal retirement starts June 30 <sup>th</sup> on or following your 67 <sup>th</sup> birthday. You can also postpone your retirement. However, you must transfer your account balance out of the plan before December 31 <sup>st</sup> of the year you turn age 71.
<b>Are there admin fees?</b>	There's a \$150 annual Sun Life fee, as well as University of Saskatchewan administrative fees and investment management fees, which are deducted from your Sun Life account.



SAVING  
MADE EASY



**The pension plan** is one of the best deals around when it comes to **tax savings**.

Your contributions are tax deductible and you don't pay tax on the investment income you earn. You're only taxed when you retire and begin to withdraw money from your pension savings.



**Tax tip!**

Contributions to the pension plan will reduce the amount that you can contribute to your personal RRSP in the following year. To find out your RRSP contribution room, check the Notice of Assessment that CRA sends you each year after you file your income tax return.

The pension plan makes it simple to save for retirement. Your contributions are automatically deducted from each pay and you also get the benefit of an equal contribution from the University.



**Just how much will you and the University put in? It all depends on your position.**

Position	Your contribution	University's contribution	Total contribution amount per year
Academic employees	8.5%	8.5%	17%
Senior Administrative employees	8.5%	8.5%	17%
Administrative employees	6.82%	6.82%	13.64%
Exempt employees	6.82%	6.82%	13.64%

Contributions are a percentage of your pensionable earnings. Pensionable earnings include your regular salary, excluding earnings such as honorariums, fees and summer session payments. Pensionable earnings are subject to a yearly maximum.

The total of your contributions and the University's contributions cannot exceed the limit set by CRA each year. For more details, please visit [www.canada.ca](http://www.canada.ca).

# Take control

Once contributions are deposited into your pension account, you take control! You get to decide how to invest the contributions based on your own needs and preferences. You can track and manage your investments, online, at any time at [mysunlife.ca](https://mysunlife.ca).



## DID YOU KNOW?

You can transfer money from a previous employer's registered pension plan to the Academic Money Purchase Pension Plan. This way, you can manage all your pension plan assets together in one place and take advantage of the low investment management fees.

There are eight investment funds available to you. Each one comes with a different degree of risk and return and may be right for different points in your career.

To keep things simple, the eight investment funds are categorized into two main types:

### Built FOR Me Funds

- If you're someone who would rather not make an investment decision, this is for you!
- There are three life cycle funds (Conservative, Balanced, Aggressive). You simply select the fund that matches how comfortable you are with risk and the fund's asset mix is automatically reviewed and rebalanced for you based on your risk preference and your age.
- It's your responsibility to regularly review your investments to ensure you are on track to meet your goals.

### Built BY Me Funds

- If you're comfortable with your investment knowledge and want to actively manage your own investments, this is for you!
- You can choose a mix of Money Market, Bond, Canadian Equity, U.S. Equity and International/Global Equity funds.
- It's your responsibility to regularly review and re-balance your investments to ensure you're on track to meet your goals.



If you don't choose an investment option(s), all contributions will automatically invest in the plan's default fund—the **balanced life cycle fund**.



Investing doesn't have to be complicated! Once you join the pension plan, you get access to [mysunlife.ca](https://mysunlife.ca), where you'll find easy-to-use online tools and resources.

The biggest help in choosing your investment funds—especially if you're new to investing—is Sun Life Financial's **asset allocation tool**. In a matter of minutes, the tool can help you determine your risk profile and the mix of funds best suited to you.



LIVE LIFE  
TO THE FULLEST

**You've earned your retirement, now it's time to enjoy it!**  
**When you retire, it's up to you to decide what to do with your pension account balance.**

### Looking for something that's **flexible**?

Maybe you'll live off some other income for a couple months and ramp up your withdrawals a little later down the road. A **prescribed registered retirement income fund (PRRIF)** lets you withdraw the amount of money\* you need on a regular basis, while keeping the bulk of your savings invested at the same time.

*\*You can withdraw as much as you want/need (there is no maximum); however, minimum withdrawal amounts apply.*

### Not ready to start receiving **retirement income**?

No problem! You can leave it in the plan or transfer it to a **locked-in retirement account (LIRA)**. Just keep in mind—you'll need to move the money out of the plan or LIRA to a PRRIF or to purchase a life annuity before December 31<sup>st</sup> of the year you turn age 71.

### Want **another option** for receiving retirement income?

You may want to consider purchasing a **life annuity** from an insurance company. You will receive an annuity payment every month, for as long as you live. You can also continue a portion of your annuity to your spouse if you pass away first.

### What happens if you leave **before retirement**?

You're entitled to your pension account balance; however, the money will be locked-in until retirement. There are lots of options for your pension savings: you can transfer your money to a LIRA or transfer to another employer's pension plan, purchase a deferred life annuity, or leave your money in the plan to be transferred at a later date.



## FAST FACT

The University of Saskatchewan Group Retirement Fund is a custom PRRIF available to you. You can choose from the same great investment funds available to active plan members and benefit from the same low investment management fees.



### The **big picture**

For most plan members, your University pension will be just one part of your retirement income. The rest will come from government benefits, like the Canada Pension Plan (CPP) and Old Age Security (OAS), and personal savings. Learn more about CPP and OAS by visiting [www.canada.ca](http://www.canada.ca).

# Stay involved

Planning for retirement is important no matter what age you are. This checklist can help ensure that you're taking care of your pension plan responsibilities.



## Review the **enrolment package** and submit your **enrolment form**

Once you become eligible, you'll receive an Academic Money Purchase Pension Plan enrolment package. Read the information so you understand how the plan works and how it fits into your overall retirement plan. Then, complete and submit the enclosed enrolment form. (Note: If you have a spouse, your spouse must be named your beneficiary.)



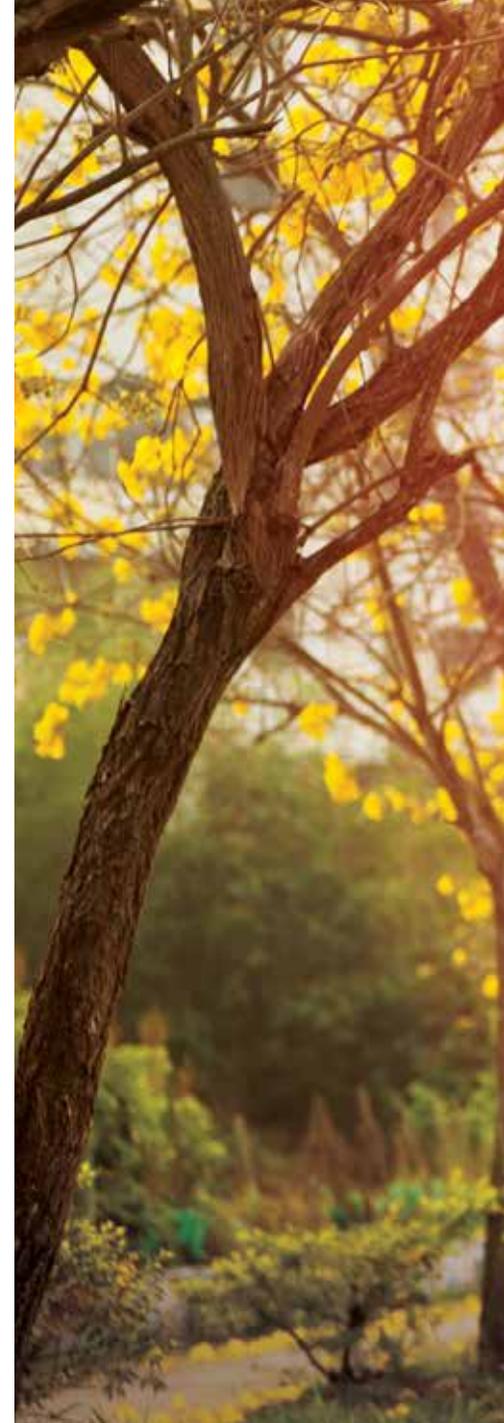
## Choose your **investments** carefully

Sun Life Financial is the record keeper for the pension plan. You'll use [mysunlife.ca](https://mysunlife.ca) to select, track and manage your investments. Be sure to use the online tools to help you understand your personal tolerance for risk so you can select investments that suit you best. Seek advice from a professional financial advisor if you need help.



## Monitor your investments and **make changes** as needed

Ensuring that you're saving enough for retirement takes careful planning and sound financial management. Review your pension plan investments from time to time and make changes as needed based on your evolving risk profile. You should also review your overall retirement savings at least once a year, with the assistance of a professional financial advisor if necessary.



Manage your pension account **anywhere, anytime** with Sun Life's mobile app!

When you download the [mysunlife.ca](https://mysunlife.ca) app on your Android or Apple device, you'll be able to view your pension plan accounts, manage your contributions and investments, and more! The app is free — simply download it from **Google Play** or the **Apple App Store**.

## The University's **checklist**

The University is responsible for overseeing, managing, and administering the Academic Money Purchase Pension Plan to make sure the fiduciary and other obligations of the plan are met. It also makes sure the plan operates in compliance with the Canadian Association of Pension Supervisory Authorities' (CAPSA) guidelines,\* the Pension Benefits Act and the Income Tax Act. Details are available from the Pensions Office and in the Pension Plans section of the Financial Services Division website.

\*CAPSA: an interjurisdictional association of pension regulators whose mission is to facilitate an efficient and effective pension regulatory system in Canada.



# QUESTIONS?

## **Pensions Office**

306-966-6633  
pensions.inquiries@usask.ca

## **Connection Point**

306-966-2000  
connectionpoint@usask.ca

## **Sun Life Financial**

1-866-733-8612  
(8 a.m. to 8 p.m. ET)

## **Contact the Pensions Office for:**

- Plan documents
- Retirement information
- Beneficiary changes

## **Contact Connection Point for help with completing your enrolment form**

## **Contact Sun Life Financial's Customer Care Centre for:**

- Changes to investments
- Online account support

*This booklet briefly describes the University of Saskatchewan 2000 Academic Money Purchase Pension Plan. It is intended as a summary only. Full details are set out in the relevant legal plan documents. You can review these documents by contacting the Pensions Office. In the event of any discrepancy, benefits will be paid according to the terms of the legal documents and government regulations.*

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