

# what's the plan?

USASK  
PENSION

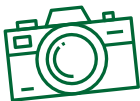
WHAT YOU  
NEED TO KNOW

# 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 [wellness.usask.ca/benefits/pension.php](https://wellness.usask.ca/benefits/pension.php) for a list of pension definitions, along with full plan details.



## A SNAPSHOT OF YOUR PENSION PLAN

How does the plan work?	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.
Who can join?	<b>Salaried full-time or part-time employees (0.5 FTE or greater):</b> <ul style="list-style-type: none"><li>• Participation is mandatory if you have an appointment greater than six months and are not already enrolled in one of the University’s other pension plans.</li></ul> <b>Part-time pension eligible employees:</b> <ul style="list-style-type: none"><li>• You can choose to join if you’ve been employed by the University for 24 continuous months and, in each of the two previous calendar years, have earned at least 35% of the Year’s Maximum Pensionable Earnings.</li></ul>
How do I contribute?	Contributions are made automatically through payroll deductions.
How are contributions invested?	You make the investment decisions for all contributions to your account, choosing from six different investment funds.
When can I retire?	<b>Academic and administrative equivalent plan members:</b> <ul style="list-style-type: none"><li>• Early retirement is June 30<sup>th</sup> following age 55.</li><li>• Normal retirement is June 30<sup>th</sup> following age 67.</li></ul> <b>All other plan members:</b> <ul style="list-style-type: none"><li>• Early retirement is at the end of the month when you turn age 55.</li><li>• Normal retirement is at the end of the month when you turn age 65.</li></ul> <p>You can also postpone your retirement. However, you must transfer your account balance out of the pension plan before December 31<sup>st</sup> of the year you turn age 71.</p>
Are there admin fees?	There’s a \$298 per year administration fee, as well as 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 **saving tax**

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.



**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 equivalent	8.5%	8.5%	17.0%
Canadian Light Source Employees Unifor Local 609 (formerly CEP)	8.0%	8.0%	16.0%
Administrative equivalent	7.0%	7.0%	14.0%
Support research and less than full-time employees	7.0%	7.0%	14.0%

*Contributions are a percentage of your pensionable earnings. Pensionable earnings include your regular salary, excluding earnings such as honorariums, fees and summer session payments. They 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 Research 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.



If you don't choose an investment option(s), all contributions will automatically be invested in the **Target Date Fund** closest to the year you turn 65.

There are six 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 six investment funds are categorized into two main types:**

### Help Me Do It

**We point you toward an easy investment and you make one decision.**

This approach makes investing simple. It's perfect if you don't want to spend a lot of time managing your funds or don't have a lot of investment knowledge.

- USask uses **Target Date Funds** to simplify investing for anyone with long-term savings objectives, such as retirement.
- **Target Date Funds** take into account your proximity to retirement and automatically adjust your portfolio to take on less risk the closer you get to age 65 (a typical retirement date).

### Let Me Do It

**You handle the investing and decisions using our tools.**

This approach lets you build your own mix of funds based on your financial goals, your comfort with risk, and your life stage.

- Choose a combination of funds that you're comfortable with. The **Asset allocation tool** can help.
- Decide how much to invest in each fund. You should review this regularly. You may need to change the amount you have in each fund from time to time.
- Actively manage your investments.



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.





**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 Research Pension 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).

# Your **checklist** for staying **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 a Research 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** 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** 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 Research 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 Pension Benefits Act and the Income Tax Act. Details are available from the Pensions Office and in the **Pension Plans website**.





# QUESTIONS?

**Pension and Benefits Office**

306-966-6633  
pension@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 Pension and Benefits 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 Research 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 Pension and Benefits Office. In the event of any discrepancy, benefits will be paid according to the terms of the legal documents and government regulations.*

**2023**



