

JUNE 2008

THREE KEYS TO PENSION REPORTING

Calendars, pensionable salary and service credit are critical – report them accurately and you will ensure all plan members are treated fairly and consistently.

We're going to try something different this issue – customized information for our two main audiences: school boards and designated employers.

Each audience has their own unique concerns and challenges. It's one of the main reasons we conduct workshops (see page 2) specifically for our designated employer group.

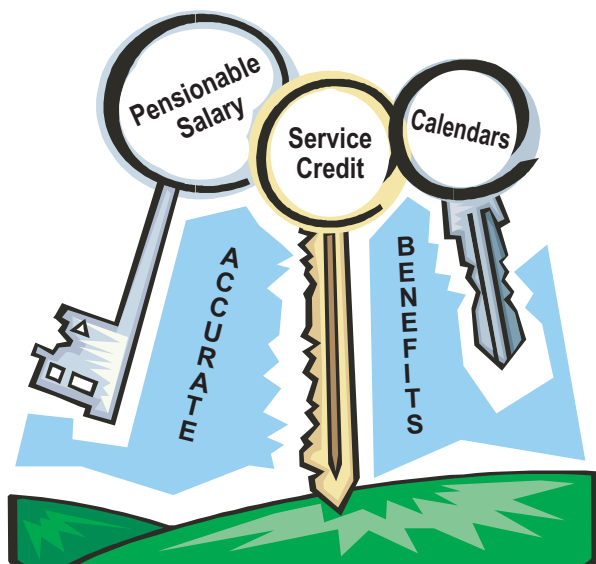
For example, a Head of House allowance has been a hot topic the past few years for designated private

schools. It doesn't have any impact on school boards.

SPECIAL INSERT

We have developed two separate feature articles – the one that applies to you has been included as a special insert.

If you're interested in reviewing the other version, you can find it online with the rest of the newsletter (corporate site and TIM).



**LOOK INSIDE
FOR YOUR
SPECIAL
INSERT**

SAY CHEESE!

New photo contest puts you in the spotlight.



Tired of seeing pictures of people you don't know? You know the ones I mean – those stock photos of perfect-looking professional people.

Here's your chance to help us make this newsletter about you and your colleagues. Real employers, in their real workplaces.

Send us a picture of you or your group and you may see yourselves in a future publication (and receive a small prize, of course).

See page 4 for all the details. Don't be shy!

WHAT'S INSIDE

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Learn some text messaging "talk," page 3

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Get your turkey sticker, page 6

WORKSHOP RECAP

Lively discussions highlight workshop session for designated employers.

Whatever “it” was, we’d like to bottle it for future workshops!

Twenty-six designated employers gathered at our office on May 23. Our enthusiastic participants discussed their unique and often difficult challenges while learning more about pension reporting.

“We had some of the liveliest discussions ever,” exclaimed Lorie Bissonette.

“Everyone was really open and willing to speak their minds,” added Lorie. “We were thrilled to hear such passion and enthusiasm on many of the topics we covered.”

Lorie is the manager who leads the development of the employer workshop program. ■

FALL SESSIONS FOR EMPLOYERS
WATCH YOUR EMAIL FOR
DATES AND LOCATIONS

We welcomed staff from both private schools and designated organizations at our spring workshop.

The day featured presentations, exercises (talk about a competitive group!) and even some enthusiastic debates.

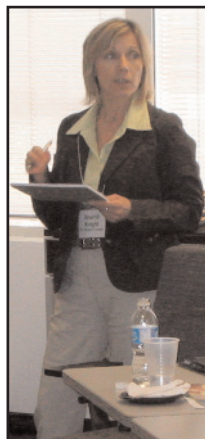
“ Rules and policies always look good on paper – it is when they have to be applied in real-life situations that we find out whether they work or not,” said Jim Leech, President and CEO of Teachers’. “I am also always astounded at how complex a seemingly straightforward pension plan is! ”



Jim Leech, new President and CEO, sat in for the day to learn more about the “other side” of pension reporting. That’s him at the back on the right, talking to Greg Carroll, an EIS manager.



Workshops continue to be a great way to network with your peers.



Sherrill Knight from St. Andrew’s College summarizes for her table.



Attendees had a chance to visit their EIS team during breaks. Dan Newman, a team leader, talks to Debbie Manning (back) and Rocki Guzzo (front) from Holy Trinity School.

BRIEFLY...

WEEKLY TIM BITS

Short tips help you manage online work.

Tuesday mornings recently became a little more interesting. If we have a valid email address on file, our regular contacts should be receiving a weekly tip to help navigate TIM.

Every now and then, you may have a chance to win a gift card for Tim Horton's – all you have to do is read and reply! If we receive more than one reply at the same time (within a minute), we'll hold a random draw to determine who gets the prize.

To keep things interesting, we may also change the winning criteria down the road. For example, we may select the first person to correctly answer a question, submit their own tip, etc.

Congratulations to our first two winners, Arlene Dagenais and Christine Bell, both from Hastings and Prince Edward County DSB. ■

WHAT THEY'RE SAYING

"This is great. Actually I wanted to know the status of one employee. Now I can see it on TIM. I will be looking forward every Tuesday for TIM bit. Thank you."

Devi, Ontario College of Teachers

"Great information tool."

Sharon, Hastings and Prince Edward County DSB

PCM 2DAY

Don't know what it means? Here's help.

Digital communications has become part of our daily routines at work and home. Whether you love it or hate it likely depends on when you were born.

Baby boomer? You're likely both amazed and perplexed when you watch teenagers communicate on their various electronic devices.

Those flying fingers can be a bit unnerving (or, as my mother likes to say, "I just don't get all that technology stuff").

For the teenage set (referred to as Generation Y, or the "millennials"), it's all second nature to them.

BREAKING THE CODES

We'd like to help you break the codes unique to text messaging. The table shows some common abbreviations you may see, and can use, when casually communicating online (i.e., Instant Messaging).

AVOID SHORT VERSION IN TIM

When sending correspondence through TIM that relates to a member transaction, please avoid using abbreviations. This will help ensure clarity and understanding.

You won't catch us using these codes when communicating with you online. There are too many EIS, DSB and TPP codes to remember as it is!

We just thought we'd try to make some sense of what you'll see outside of work! ■

THAT'S WHAT IT MEANS!

Short	Long
NTHING	Anything
R	Are
B	Be
B4	Before
EZ	Easy
XLNT	Excellent
4	For
GR8	Great
L8	Late
L8R	Later
PLS	Please
PCM	Please call me
R8	Rate
C	See/sea
CU L8R	See you later
TTYL	Talk to you later
THX	Thanks
THNQ	Thank you
2	To/too
2B	To be
2DAY	Today
2MORO	Tomorrow
WAN2	Want to
WOT	What
WRK	Work
Y	Why
U	You

WANT MORE?

Check out these popular websites (or Google "text abbreviations") for even more:



www.webopedia.com
www.netlingo.com

TTYL!

SAY CHEESE!

You've seen us, now we'd like to see you.

We're always looking for "real" pictures of our employer group, and try to avoid stock photos where possible. With plans for a 2009 calendar underway, we hope to incorporate some of your submissions into our design.



Just think, you may be able to tell your family and friends that you're a calendar girl, or boy!

Be as creative as you'd like – if your office is near something famous or recognizable, snap some shots during your lunch break.

Does your office, school or organization have a sign that you can pose around, or use as a backdrop? It may be inside or outside, it's up to you.

We know our employer group has a lot of personality – now is your chance to show it.

SEND BY AUGUST 31, 2008

If you'd like to enter the contest, please email your photos before the new school year begins.

Send them to Linda Keon, or contact her directly with any questions.



lkeon@otpp.com

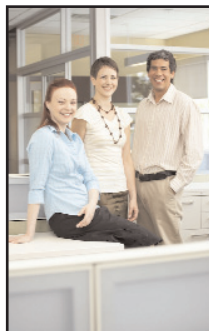


**416.730.5357 or
1.877.812.7989, x5357**

GENERAL GUIDELINES AND TIPS

- Get close – while an interesting backdrop is great, we'd like to see you too!
- The finer, the better – set the camera to the highest resolution.
- Relax and have fun with it – pension reporting doesn't have to be boring!

Here are a few examples of some good group shots (sorry, they are stock photos!).



Look for interesting locations, angles and backdrops.

Good luck!

SAVE PAPER AND MONEY

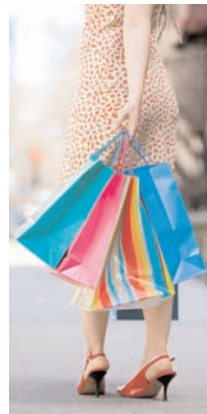
New members have chance to win \$500 shopping spree.

To encourage paper savings and boost online usage, we launched a contest for new plan members.

DETAILS, DETAILS

- Full-time and supply teachers with no service in the plan prior to September 1, 2007 are eligible to enter
- Contest closes August 31, 2008
- Draw takes place September 8

New registrants will be entered in a draw for a \$500 gift card. The card works like cash at 14 Cadillac Fairview shopping centres in Ontario (Cadillac Fairview, a real estate company, is 100% owned by Teachers').



CHECK WITH YOUR EMPLOYEES

If you have employees without service prior to September 1, 2007, ask them if they've registered for iAccess Web, the secure members-only section of our corporate website. If they haven't, encourage them to contact us.

They might just walk away with \$500 in their pocket!

REMINDERS

PLAN CHANGE EFFECTIVE SEPTEMBER

New eligibility rule only affects designated employers.

We've sent the package and held the workshop to educate our designated employers about the change. Between phone calls, emails and workshop discussions, we've received some interesting questions.

Q When we became designated, some of our qualified teachers opted out of the plan. Do they have to waive membership again?

A When your school or organization first became designated, employees with valid teaching qualifications had 90 days to decide whether they wished to become members of the plan.

If you have any employees who already opted out under designation guidelines, they do not have to complete a waiver form.

Q Do I have to send Teachers' a list of all employees, even those ineligible to contribute? For privacy reasons, I'd rather not.

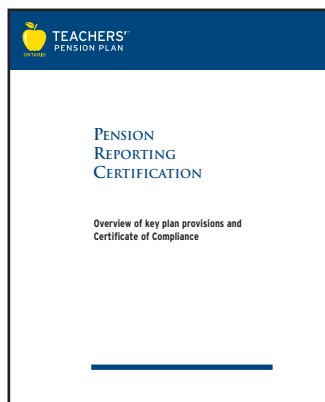
A No. As an alternative, you can send us a business letter confirming that you have done due diligence and have checked the qualifications of all staff.

With this letter, include only a list of those employees with valid teaching qualifications. ■

COMING SOON

Annual certification about to kick off.

Accurate data and good service are two things your employees expect from us. The annual certification process helps provide both.



3 THINGS YOU NEED TO KNOW

- ✓ This year's certificate covers the reporting period from September 1, 2007 to August 31, 2008.
- ✓ Most senior financial officer at your organization needs to complete, sign and return the certificate. If this person is also your primary contact, ensure there is a secondary signature on the document.
- ✓ Completed certificates are due by August 31, 2008.

ATTENTION DESIGNATED EMPLOYERS

If you don't have any eligible employees for the reporting period, you still must return a completed certificate.

This applies as long as you remain designated. ■

SECONDMENTS: GIVING AND RECEIVING

Lending employers must ensure compliance.

Since September 1, 2004, lending employers have been responsible for all pension reporting requirements during a secondment, including remitting contributions.

ENSURE PLAN COMPLIANCE

If you enter into an agreement to grant an employee a leave of absence to work somewhere else, you must work with the borrowing employer to ensure the following complies with our plan provisions:

- pensionable earnings,
- service credit, and
- school-year calendars.

WHAT MAKES A SECONDMENT ELIGIBLE IN THE PLAN?

There must be a formal written agreement for a fixed period of time with the expectation that the individual will return to work for the lending employer. ■

Oops!

Wrong stat holiday in calendar.

We identified a mistake in the calendar that was included with the December 2007 issue of *Pension Update*.

For those who flipped through to October, you may have noticed that Thanksgiving Day appears on the wrong date – it should be October 13, not October 6.

PUT ME HERE



Here's a sticker to mark the correct date – just peel and place it on the right date (you can white out or overlap the wording on the wrong date).



OCTOBER 2008						
Sun	Mon	Tue	Wed	Thu	Fr	Sa
			1	2	3	
5	6 Thanksgiving	7	8	9	10	
12	13	14	15	16	17	
19	20	21	22	23	24	

LTIP:

- Remittance available for new LTIP employees – remit first payment of 2008/09 school year

Complete reconciliation

Annual survey sent to employers

Verify registered users for TIM

SEND US YOUR IDEAS

WE'RE PLANNING OUR 2009 VERSION OF THE CALENDAR AND WOULD LOVE TO HAVE YOUR INPUT (AND PICTURES – SEE PAGE 4).

IF YOU HAVE ANY FEEDBACK ON THE OVERALL LAYOUT OR SUGGESTIONS FOR CONTENT, PLEASE EMAIL THEM DIRECTLY TO Ileon@otpp.com.

THANKS FOR YOUR HELP!

HOW TO REACH US



Employer Information Services
Ontario Teachers' Pension Plan Board
5650 Yonge Street
Toronto, Ontario
M2M 4H5



E-mail
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www.otpp.com



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Hours

8 am to 5:30 pm, Monday to Friday

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