

# EMPLOYER ANNUAL REPORTING (E-FORM 119) CHECKLIST



## IMPORTANT 2021 DATES

### JANUARY 1

Begin e-Form 119 reporting.

### FEBRUARY 28

Submit member data before this date, and PAs will be calculated for you.

### MARCH 1

No interest will be applied if you reconcile before this date.

### JUNE 30

The Pension Benefits Act requires all Pension Reports to be distributed to members by this date.

## OCTOBER – DECEMBER

### Before you begin your e-Form 119 annual reporting

- Ensure that you have an e-access account and log in before January 1
- Run a Membership Data Extract
- Ensure your data maintenance is complete
  - Enrol any members that should have been enrolled but were not (**e-Form 102**)
  - Report any member changes (e.g. status change) (**e-Form 106**)
  - Report any outstanding leave periods (**e-Form 165a**)
  - Report any outstanding disabilities (**e-Form 143**)
  - Report any outstanding member terminations, retirements, pre-retirement deaths (**e-Form 143**)
- Compare contributions remitted to contributions deducted to ensure they balance

## JANUARY – JUNE

### Prepare for your e-Form 119 annual reporting

- Ensure you have all e-Form 119 data
  - Credited service
  - Contributory earnings
  - RPP/RCA contributions
  - Pension adjustments (PAs) (only required if you submit member data after February 28)
- Build your import file using the Import File Builder or create an ASCII file
- If a retro payment was paid in 2020, be sure to create a separate retro file

### Do your e-Form 119 annual reporting

- Do your e-Form 119 annual reporting
  - e-Form 119
  - Retro (if applicable)
- Submit your data to OMERS
- Resolve exceptions
- Reconcile

## POST-RECONCILIATION

- Review the *ANR125 – Form 119 RPP and RCA Reconciliation Report*
  - If you have a credit, short-remit on the next monthly remittance to recoup a credit balance
  - If you have an invoice, remit funds on the next monthly remittance to pay balance owing