

KEY ACTIVITIES AND DATES

28

If you submit your e-Form 119 before this date, OMERS will calculate the PAs for you!

1

If you reconcile your e-Form 119 by this date, interest will not be applied.

30

PBA deadline for issuing pension reports to members.

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Deduct member contributions per pay period											
Submit Contribution Remittance Summary (e-Form 105) through e-access and remit contributions deducted in previous month											
Process any e-Forms on an ongoing basis in e-access (common e-Forms are described below)											
Complete the Annual Reporting of Membership Information (e-Form 119) process						Prepare for annual reporting process by running membership data and leave period extracts in e-access. Submit any forms that have not previously been submitted.					
										Prepare for payroll system updates to YMPE and contribution rates	
										Offer enrolment to OTCFT members that have met PBA criteria.	



Contribution Remittance (e-Form 105)
Report contributions and service purchases for each month; remit funds via NDDS or EFT



Annual Reporting (e-Form 119)
Report annual financial information including service, earnings, contributions and PA by June 30 each year

Enrolments (e-Form 102)
Enrol all CFT employees and any OTCFT employees who qualify for enrolment

Leave Periods (e-Form 165)
Report leave periods that occurred in the year and provide member with election at end of entire leave

Member Changes (e-Form 106)
Report member changes e.g. employment status (OTCFT to CFT or vice-versa), member affiliation and NRA

Benefit Claims (e-Form 143)
Report disabilities, terminations, pre-retirement deaths and retirements when financial data is final

Frequently used administration forms. These are the most used for the purpose of administration by OMERS employers

	What to communicate	How to communicate
<p>Employer Services</p>	<p>The first point of contact for all employer inquiries</p>	<p>Monday to Friday from 8 a.m. to 5 p.m. Local: 416.350.6750 Toll-Free: 1.833.884.0389 Please have your group number ready when you call</p>
<p>Education & Training</p>	<ul style="list-style-type: none"> • Any training or ongoing support needs • Requests for member information sessions or one-on-one meetings 	<p>Via telephone or email directly with assigned Education & Training Specialists</p>
<p>e-Correspondence</p>	<p>Use this secure channel to communicate member-specific issues or transactions linked to membership number</p>	<ul style="list-style-type: none"> • Attach and send documents securely to OMERS via e-access • One e-Correspondence per member and per issue • Check e-access regularly • Resolve only when request has been completed

Administration training available for our employers

e-Tutoring

Request a live one-on-one learning session with real-time screensharing

e-Learning Modules

- Access interactive training modules 24/7
- Take the whole course at once or at your own pace

Employer Workshops

Regional sessions scheduled throughout the province

Webinars

Register online for live administration webinars regularly scheduled throughout the year

What can we do for your members?

- Overview sessions (in person and virtual)
- Set up a booth at an employer-hosted event
- One-on-ones (in person and virtual)



myOMERS is a secure portal for members to access their pension information

With myOMERS members can:

- Go paperless;
- Send a message to OMERS;
- Update their address;
- View pension information;
- Manage an AVC account;
- Calculate buy-back purchases;
- Secure communications;
- Estimate retirement income;
- Print a T4A (retired members only); and/or
- Change tax (retired members only)