

# OMERS Membership for Non-Full-Time Employees

## FAQ

### Overview

The OMERS Sponsors Corporation approved a change to the OMERS Primary Pension Plan (Plan) that will allow immediate eligibility to join the Plan for all existing and newly hired non-full-time (NFT) employees who are not currently Plan members. The effective date of this Plan change is January 1, 2023.

### General questions

#### Who are NFT employees?

NFT employees are referred to as “other than continuous full-time” (OTCFT) employees under the Plan. An OTCFT employee is any employee who is working for and paid directly by an OMERS employer on a less than continuous full-time (CFT) basis. Examples of OTCFT employees include those who:

- work less than the employer’s normal full work week (must be a minimum of 32 hours/week);
- work a full work week, but less than 12 months per year (e.g., employees employed in seasonal employment or employed by a school board over the 10-month period covering the school year);
- are hired on contract for less than a year;
- work as temporary replacements for CFT employees who are on leave from their permanent positions; or
- are summer students.

Throughout this document we refer to OTCFT employees as NFT employees for consistency.

**Is there a minimum number of hours an NFT employee must work to be eligible?**

No. Effective January 1, 2023, an NFT employee does not need to be employed for a minimum number of hours to join the Plan.

**Is there a minimum age requirement for NFT employees to join OMERS?**

No. OMERS does not have a minimum age requirement to join the Plan.

**Are volunteer firefighters included in the NFT Plan change?**

No. A person who is volunteering is not an employee and, therefore, is not eligible to participate in the Plan. It is up to each employer to determine whether an individual is an employee or a volunteer. For more information on some general factors for making this determination, please reach out to Employer Services.

**Where can I get more information on the NFT Plan change?**

Information about the NFT expansion will be shared regularly with employers as updates are available. Any updates are also posted to OMERS Learning Experience. If you have any questions, please send them to us at [employerservices@omers.com](mailto:employerservices@omers.com).

**If an employee turns down enrolment initially, can they change their mind and enrol later?**

Yes. The employee will continue to have the opportunity to join the Plan in the future as long as they remain employed with your organization or another OMERS employer.

**Are there any changes to the process of enrolment for CFT or mandatory OTCFT employees?**

No. The requirements for these groups remain the same – enrolment in the Plan is a condition of their employment and is therefore mandatory upon hire (or the date they moved into a CFT or mandatory OTCFT position).

**Are we required to make offers to council members?**

For municipalities who elect to participate in the Plan, they may participate in respect of eligible employees, councillors or both. The employer’s participation by-law will address if they participate on behalf of councillors. An employer who participates on behalf of councillors would be required to submit forms for Plan participation similar to how other enrolments occur. Importantly, once the by-law is changed to participate in respect of councillors, participation would be mandatory on the basis that councillors are assumed to be CFT for Plan purposes.

A municipality who does not currently participate on behalf of councillors but wishes to do so can contact OMERS to amend its participation by-law. At that point, OMERS would advise the municipality of the rules regarding participation by their councillors.

**With the additional workload, is OMERS considering more batch processing functionality?**

Through our e-access revamp, we gathered valuable feedback, including the desire for more batch functionality. By the end of 2022, OMERS will be introducing batch enrolment functionality. Other batch functionality remains on our list of recommendations for future enhancements, and we will continue to provide any updates through our *Employer Monthly* newsletter.

### **Should enrolment be offered to NFT employees who are already collecting an OMERS pension?**

Yes, enrolment should be offered to all eligible NFT employees, even if they are already collecting an OMERS pension. However, this does not apply if the NFT employee has reached the end of the year in which they turn age 71.

It should also be noted that the *Income Tax Regulations* state that a member cannot be collecting a pension from the same pension plan that they are also earning service in. As such, an eligible NFT employee who is receiving an OMERS pension will have the following options:

- re-enrol in the OMERS Plan and stop their OMERS pension; or
- choose to continue collecting their pension and not re-enrol.

Eligible employees can waive their right to re-enrol using this [form](#).

### **Can a new NFT employee join the OMERS Plan if they are already a member because of concurrent employment with another OMERS employer?**

Yes, OMERS enrolment in this scenario is treated separately for each position. In this scenario, the employee would have the opportunity to join for each employment and become a “dual member.” This means that their pension will be determined separately for each membership based on the earnings and credited service earned with each OMERS employer. Where applicable, the service they earn in their other membership will be considered eligible service that could help bring them closer to the applicable milestones for an unreduced retirement pension.

### **Where can I find additional resources?**

All of the resources available to assist you with OMERS administration related to NFT employees can be found in OLE and on [omers.com](#). See the [omers.com](#) hyperlinks below for some of our most commonly used resources:

[Handout for new hires](#)

[Offer of membership letter template](#)

[FAQs](#)

[NFT data collection spreadsheet](#)

[OMERS Member Handbook](#)

[Offer of OMERS membership - Form 104](#)

[Request for Member Handbooks](#)

### **If I have employees who are terminated and re-hired, which hire date should I use when reporting NFT data?**

The hire date should always be the hire date of the most recent continuous employment period. For example, if an employee is hired in April 2021, is terminated in March 2022 and then is re-hired on March 3, 2023, the hire date should be reported as March 3, 2023. Please note, however, that if the employee chooses to enrol in the OMERS Plan, you may be asked to verify their prior periods of employment as it will count as eligible service under the OMERS Plan.

# Offering enrolment to existing NFT employees

## Who does OMERS consider an existing NFT employee?

For purposes of implementing the NFT Plan change, an existing NFT employee is an NFT employee (as described above) hired before January 1, 2023 who is not currently enrolled in the Plan.

## When will employers be required to offer optional enrolment to existing NFT employees?

An existing NFT employee will be able to elect to join the Plan any time after December 31, 2022.

Based on the requirements of the *Pension Benefits Act*, an enrolment offer must be provided to an existing NFT employee within 60 days prior to the date the person becomes eligible to join the Plan. **Therefore, employers are required to offer enrolment to existing NFT employees starting November 1, 2022 and no later than December 31, 2022.**

Employers are also obligated to provide an explanation of Plan benefits. The process will be the same as it is now, and employers will provide existing NFT employees with a copy of the Member Handbook. Providing an electronic version of the Member Handbook is acceptable if the employee consents to receiving this information electronically in accordance with the requirements of the *Pension Benefits Act and Electronic Commerce Act, 2000* (see questions regarding electronic offers).

## How can I get the resources required to make the offer?

OMERS will be providing employers with Member Handbooks, upon request, which can be used as part of the package to offer membership to current NFT employees. To request Member Handbooks for your group, visit [omers.com/request-for-publications](https://omers.com/request-for-publications).

We have also updated our Plan offer letter template that can be updated with your letterhead. The template is available in English and French at [omers.com/offering-omers-membership](https://omers.com/offering-omers-membership).

## What is the size of the Member Handbook?

The Member Handbook is approximately 3/16" thick and 8.5" x 5.5" in size. The weight is approximately 110g.

## Can I make the offer electronically or is paper (hard) copy required?

The requirement to provide a hard copy of the Member Handbook stems from a *Pension Benefits Act* requirement rather than a Plan term. As a result, it remains unchanged by the upcoming changes for NFT enrolment.

Specifically, the *Pension Benefits Act* requires that employees who are eligible to enrol in the Plan receive a written summary of the Plan terms (i.e., the Member Handbook).

If a prescribed document like the Member Handbook is delivered electronically to an employee, the *Pension Benefits Act* **requires** that the employee consent to the electronic communication and that the electronic communication comply with the *Pension Benefits Act and the Electronic Commerce Act, 2000*.

**Does OMERS have a sample consent form that can be shared with employers wishing to provide the Member Handbook electronically?**

OMERS does not have a standard template for the purpose of meeting the applicable legislative requirements. Employers who wish to collect this consent are encouraged to do so in a manner that meets the requirements and suits their individual human resources practices.

**Can we keep electronic copies of a member's election?**

How an employer chooses to keep record of election forms is completely up to each group, provided that the records are kept securely. We recommend keeping these records accessible indefinitely to ensure you have proof of offering membership.

**Are employers required to obtain written documentation of an employee's election not to join (an "opt-out election")?**

The employer's obligation is to offer Plan enrolment and provide an explanation of the Plan benefits by providing a copy of the Member Handbook. While an opt-out election or waiver (i.e., the OMERS Form 104 or another document indicating that the employee chooses not to enrol) is not required, it is strongly recommended. It is also strongly recommended that employers are able to demonstrate that an offer was provided (and rejected) in writing. This helps prevent future misunderstandings and disputes regarding enrolment opportunities.

It is possible that not all NFT employees will return their election forms or an opt out election. Each employer should keep a record of when the offer to join the Plan was made to help protect itself against claims that the opportunity to enrol was not offered.

In addition, OMERS will require you to provide the names of existing NFT employees and other identifying data required for Plan administration by October 31, 2022 through e-access. More details on this process have been provided in our May memo to employers.

**Are employers required to re-offer enrolment to an NFT employee who decides not to join the Plan or does not respond to an offer of enrolment?**

In cases where an employee has been offered enrolment in the Plan and the employer has documented that it was offered, we will not be asking employers to re-offer enrolment to them in 2023 (or after 2023).

Generally, the offer is only mandatory for any employees who were not previously eligible for enrolment in the Plan. However, it should be noted that there are cases where a new offer of enrolment will be required to an individual who has received it previously. For example, if an employee terminates and is re-hired within your organization, enrolment should be offered again when the employee is re-hired. An offer of enrolment would also be required if an employee becomes eligible for a second or "dual membership" in the Plan because the employee holds two distinctly different positions at the same time. In that case, the offer of enrolment is required with respect to the new (i.e., second) employment.

**Will probationary periods affect the offer to enrol?**

No. Eligibility for membership in the Plan is not contingent on an employee's probationary period. For NFT employees hired on or after January 1, 2023, the offer of enrolment must be provided immediately upon hire, regardless of any applicable probationary period that applies to their employment.

### **What is the deadline for offering enrolment to existing NFT employees?**

To comply with applicable requirements set out in the *Pension Benefits Act*, the offer of enrolment to existing NFT employees who will become eligible to enrol as of January 1, 2023 must be made within 60 days prior to them becoming eligible.

**Therefore, all offers to existing NFT employees must be sent before the end of 2022.**

### **What should be the enrolment date for NFT employees who elect to enrol before January 1, 2023?**

For existing NFT employees who provide their election to enrol before January 1, 2023, their enrolment date should be January 1, 2023 unless they qualified for enrolment under the existing NFT enrolment criteria before then. Any elections received after January 1, 2023 should have an enrolment date in the next available pay period and no later than the end of the month following the month in which the election is received.

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## Data collection

### **Where can I find the NFT data collection spreadsheet?**

The NFT data collection spreadsheet for existing NFT employees can be found [here](#).

### **If an NFT employee's employment ends before January 1, 2023, should I update OMERS?**

No updates are required to the spreadsheet once it has been sent to OMERS unless an error has occurred.

### **If I know that an NFT employee's contract ends before January 1, 2023, should I include them in the spreadsheet?**

No, if you know for certain that the NFT employee will no longer be employed by your organization as of January 1, 2023, enrolment in the OMERS Plan should not be offered and they do not need to be included in the spreadsheet.

### **When uploading the NFT data spreadsheet, is there a maximum number of lines?**

No, please be sure to include all existing NFT employees.

### **If I don't have an email address for my NFT employees, should I leave the field blank in the spreadsheet to OMERS?**

If you do not have an email address for an NFT employee, please add "N/A" to the email field in respect of that employee.

### **When submitting the second spreadsheet for my NFT employees hired between November 1, 2022 and December 31, 2022, do I need to include employees who were included in the first spreadsheet?**

No, the second spreadsheet should be limited to those NFT employees hired between November 1, 2022 and December 31, 2022.

### **If I do not have any existing NFT employees, do I need to submit anything to OMERS?**

No, you are not required to submit an NFT spreadsheet if you have no eligible NFT employees who should be offered enrolment in the OMERS Plan.

# Offering enrolment to new hires (effective January 1, 2023)

At the end of March, you received a memo from Celine Chiovitti, Executive Vice President and Head of Pensions, stating that OMERS would administer the process to offer enrolment in the Plan to all NFT employees hired on or after January 1, 2023 who are eligible to enrol in the Plan on an optional basis.

Based on feedback from some employers who have established processes for offering enrolment and would like to continue to do so, OMERS will make that choice available. In other words, each employer can decide who will offer enrolment– you can choose to send the enrolment package to your NFT employees directly or have OMERS send it. See below for more information about your options.

Note that in all cases, employers will continue to make the offer of enrolment for CFT employees. This is also the case for NFT employees who are required to enrol in the Plan on a mandatory basis in accordance with their employer’s OMERS participation by-laws.

## Is OMERS able to send enrolment information via email?

OMERS will make the offer of enrolment by first mailing the offer package to eligible NFT employees. This mailed copy meets OMERS obligation under the *Pension Benefits Act* for sending this information without electronic communication consent. As a convenience to these NFT employees, OMERS will follow up via e-mail with additional resources so that

employees can learn more about their opportunity to enrol.

## How can I confirm which option I selected for who will make the offer of enrolment to my NFT employees?

Once the new NFT dashboard in e-access is available, your option will be displayed there. In the meantime, you can reach out to [OMERS Employer Experience](#) to confirm your selection.

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## Option 1: Send the enrolment package to your NFT employees directly

### If we continue to make the offer of enrolment, do we still need to track employee elections?

If an employer chooses to continue administering offers of enrolment on its own, it is extremely important that it tracks the offers made to ensure there is sufficient proof that the employee received an offer. For more information on this, please see Page 4 for “Are employers required to obtain written documentation of an employee’s election not to join (an “opt-out election”)?”

### Is OMERS collecting the NFT employee data if we continue to make the offer of enrolment?

Yes. OMERS still needs you to send us a list of the NFT employees for whom you made the offer of enrolment. The data we require

includes:

- First Name, Last Name
- Last 3 Digits of the employee’s social insurance number (SIN)
- Date of Birth
- Date of Hire
- Email Address
- Language Preference
- Employee ID
- Employment Type (i.e. casual, seasonal, temporary/contract, student, part-time, other)
- Union Affiliation
- Salary or Pay

### **Why are we still required to send OMERS data about our NFT employees?**

Collecting this data will allow OMERS to follow up with NFT employees to provide additional Plan resources, and will provide OMERS with a better understanding of the NFT population. It will also provide another indication that an offer was sent to the employee, should an issue regarding an omission period be raised in the future.

### **Will OMERS provide resources we can insert into our new hire packages?**

OMERS is happy to work with employers to understand each group's individual needs and help them build their process and materials.

Member Handbooks will also be available upon request.

### **What information is going to be available to NFT employees?**

OMERS has set up a dedicated [webpage](#) for NFT employees to learn more about the OMERS Plan and their opportunity to enrol. All NFT employees will receive a follow-up e-mail from OMERS directing them to the webpage.

### **When does the follow-up email go out to NFT employees?**

OMERS will send the follow-up email immediately upon receipt of their contact information.

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## Option 2: Have OMERS send the enrolment package to your NFT employees

### **Why has OMERS decided to offer this option for NFT employees?**

OMERS understands that there are many tasks involved in Plan administration and would like to partner with our participating employers to help lighten the overall workload.

### **What if we want to continue making the offers?**

If you would like to continue administering the offers, you are welcome to do so. Please see Option 1 for FAQs related to this process.

### **How frequently will employers be expected to send OMERS information about new NFT employees?**

OMERS will require employers to submit new hire information for NFT employees **no later than 30 days following an employee's hire date**. If you prefer to upload information more frequently, such as weekly or by pay period, you are able to do so as long as this timeline is met.

### **How will OMERS be making the offer?**

OMERS will be using the contact information provided by the employer to make the offer by mail. Follow-ups may be done by mail or email.

### **Will we be able to upload the new hire information to OMERS in batches?**

Batch processing will be available for the upload of new hire information through e-access. Training on this new process will be available later in 2022.

### **Who will employees send their election to?**

Similar to the current process, NFT employees will still return their election to join (or not join) the Plan to their employer. This will be clearly communicated in the enrolment package OMERS will be sending to NFT employees. To ensure these elections make it to the right person in your organization, we recommend that you include the contact information for the person in your organization who is responsible for collecting these elections in your new hire package. As each organization handles this process differently, OMERS does not currently have this contact information to share with the eligible NFT employees.

### **What happens if an employee is accidentally left off the list sent to OMERS?**

If an employer does not provide OMERS with the information required to offer membership to an NFT employee within the required timeframe prescribed by the *Pension Benefits Act* (60 days from date of hire), an omission period may occur.

### **What if an employee claims they did not receive an offer from OMERS but information was provided through e-access? Is the employer considered liable for the omission period?**

If it is clear that the employer provided OMERS with the correct contact information within the required timeline, no omission period would exist. OMERS would work with the employer and employee to resolve the issue.

### **If OMERS receives the NFT data within 30 days of the NFT employee's date of hire, will they be able to send out the enrolment package in time to meet their compliance requirement?**

OMERS is currently working on the development of our systems, which will allow for offers to be automated once the contact information is received from an employer. As long as an employer provides the required information to OMERS within the required 30-day timeframe, OMERS is committed to ensuring the offer is received within 60 days of an NFT employee's hire date.

### **What happens if an employee terminates employment before the 30-day timeframe for sending OMERS information?**

If an NFT employee terminates employment within 30 days of their hire date and their information has not yet been sent to OMERS, this information is no longer required.

Generally, if an NFT employee terminates employment prior to their first eligible enrolment date (i.e., before the employer's next available pay

period), they are no longer eligible to enrol in the Plan.

Enrolment for NFT employees takes effect in your next available pay period after their election has been received. This date can be no later than the end of the month following the month in which the election was received.

See the Enrolment in the Plan section below for more information.

### **Are we able to send all information regarding re-hires to OMERS even if they have been offered enrolment previously?**

Please send OMERS information regarding any NFT employee who was hired by your organization on or after January 1, 2023, even if they have been previously enrolled in the Plan or have been offered enrolment in the past. OMERS will be sending different communication to employees who have previously enrolled in the Plan.

### **Once we have submitted information for new NFT hires, will this information be visible to us in e-access so we can see that the employee was already reported?**

E-access will provide you with the ability to see and edit the information that was sent regarding your NFT employees. However, if an employee was incorrectly uploaded, the offer of enrolment cannot be rescinded in the system as the offer is sent out immediately.

### **Do we need to update OMERS if a member elects not to enrol or terminates pre-enrolment?**

OMERS does not require you to update us on this information, but it is recommended that you keep your own records of any election forms received.

### **Do we need consent to send non-member information to OMERS?**

The *Pension Benefits Act* and the Plan text require that OMERS participating employers provide any information necessary for Plan administration. It is recommended that each employer have processes in place to ensure that employees know that this information will be shared for Plan administration purposes.

### **If an employee wants to enrol as of the date of hire, do we still need to send their information to OMERS?**

Newly hired NFT employees cannot choose to enrol in the Plan (i.e., their “election date”) before the date that information is sent to OMERS. See the Enrolment in the Plan section below for more information.

If an employer elects for OMERS to administer the offers of enrolment, the required information must be sent to OMERS in respect of each new NFT employee and we will still reach out to them.

### **If I realize that information I have submitted is inaccurate, how can I update OMERS?**

Under the NFT section in e-access, you will have the ability to edit any employee information you have already submitted to OMERS. To learn more about this new process, please visit OLE.

### **When does the enrolment package go out to NFT employees?**

Once you have sent information on your NFT employees to OMERS, a print package will be mailed to them within three business days of the information being received. As a convenience to these NFT employees, OMERS will send a follow-up e-mail with additional resources so that employees can learn more about their opportunity to enrol.

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## **Enrolment in the Plan**

### **What is considered a member’s election date – the signed date on the form or the received date?**

It is up to each employer to determine the date that is appropriate for reporting purposes, but the practice should be consistent across all of the employer’s NFT employees. A common method that is used by OMERS employers is to time and date stamp enrolment forms as they are received and use this date for reporting. As explained below, the **election date will be different than the Plan enrolment date.**

### **When is the Plan enrolment date and can it be the date of hire?**

Effective January 1, 2023, the Plan text requires that the enrolment of an NFT employee occur in their employer’s next available pay period after their election to join the Plan is received. This date can be no later than the end of the month following the month in which their election is received.

### **What happens if an employee terminates after their election date but before their enrolment date?**

If an NFT employee terminates employment prior to their first eligible enrolment date (i.e., before the employer's next available pay period), they are no longer eligible to enrol in the Plan.

### **What happens if an employee terminates before the e-Form 102 is completed?**

If an employee terminates employment after their enrolment date but before you have completed the e-Form 102, you should still proceed with the enrolment and then complete an e-Form 143 for termination. Contributions should have been taken for the time between the enrolment and termination dates.

### **How does this change affect employer contribution rates?**

The change does not affect the employer matching contribution rate currently in effect under the Plan terms. Contribution rates for CFT and NFT members are the same and depend on the member's normal retirement age or "NRA." Information about contribution rates is available at [omers.com/contributions-and-pa-calculators](https://omers.com/contributions-and-pa-calculators).

### **What happens if an NFT employee's contract ends, or if the employee leaves their job before retirement and becomes re-employed by an OMERS employer in the future?**

These scenarios are not exclusive to members who are NFT employees; they can occur with members in full-time employment as well.

If an employee who joins the Plan is no longer employed by an OMERS employer and not yet eligible to retire, the employee will have a number of options as provided by the Plan terms and applicable legislation. This includes the option to remain a deferred vested member of the Plan (i.e., to leave their Plan benefits

in the Plan instead of electing to transfer the commuted value of these benefits out of the Plan).

If the employee elects to be a deferred member of the Plan, and subsequently takes a job with an OMERS employer and rejoins the Plan as part of that employment, the old and new OMERS membership records may be combined into a continuous record – subject to there being no overlap in service resulting in a dual membership. Certain repayment rules may apply if the member received a refund from the Plan following their earlier period of membership. Depending on the individual circumstances, a member may also have the option to buy back the earlier period of service to merge their membership records.

### **What happens if a member who is an NFT employee stops making contributions because they are not scheduled to work?**

If a member does not contribute to the Plan because they are not scheduled to work, then the period they are not working is not treated as credited service but as eligible service that cannot be purchased. Unscheduled work is not considered a leave of absence and should not be reported to OMERS as a leave.

If the period of unscheduled work continues for more than 24 months, the member may ask to have their membership terminated. However, if, during the 24-month period, a member returns to work but later stops making contributions to the Plan, a new 24-month period will start.

### **What if an NFT employee works more than one NFT position at an OMERS employer?**

An NFT employee may be eligible to join the Plan separately in respect of each position they hold with an OMERS employer during the same time period, and according to each applicable employer's condition of enrolment for that position (i.e., mandatory or optional) as set out in the employer's by-law.

An NFT employee may have multiple memberships with OMERS. If an employee works in two distinctly different jobs, each with defined and separate responsibilities, hours and wage scales, the employee may be eligible for more than one membership in the Plan as a dual member. If the employee is enrolled in the Plan in respect of more than one position, the member's earnings, credited service and pension are calculated separately for each membership record.

### **How is service prior to enrolment treated for members who are NFT employees?**

If an NFT employee chooses not to enrol in the Plan during the initial offer, they will continue to have the option to enrol in the Plan at any time in the future.

Once the NFT employee joins the Plan, OMERS membership records reflect an employee's employment period as reported to us by OMERS employers. NFT employees may also increase their eligible service with proof of employment with any other OMERS employer. Eligible service is service with an OMERS employer that is not credited service and is relevant to the determination of a member's early retirement options. To create a complete record, an OMERS employer may need to verify the time that an OMERS member worked for them if they decide to join the OMERS Plan at a later time – even if they no longer work for that employer.

After joining the Plan, an NFT employee may have an opportunity to increase their pension through a buy-back of past service with an OMERS employer, including the period that they were employed with an OMERS employer but not enrolled in the Plan. When members buy past service, they will gain additional credited service in the Plan, increasing their overall pension at retirement. The more years of credited service a member has, the higher their pension will be. Buying back eligible service

may also make the employee eligible for an earlier unreduced retirement date.

Please visit [omers.com/Members/Maximize-Your-Pension/Buying-Service/Buy-back-Basics](https://omers.com/Members/Maximize-Your-Pension/Buying-Service/Buy-back-Basics) for more buy-back related information.

### **What happens if a member changes their mind after they have been enrolled?**

Once an employee has been enrolled in the Plan, they are generally unable to opt out, and will continue to be a member until the earlier of:

- a member event (termination, retirement or death); or
- November 30 of the year the member turns 71.

### **Is Form 132 required for all members who are NFT employees?**

The Form 132 requirement remains the same, and employers should be collecting this form if they wish to request any member information not directly related to Plan administration (e.g., forecasting reports). If you do not receive a signed Form 132, you should indicate "no" to consent on the e-Form 102.

### **Do we have to report leave periods and disabilities for members who are NFT employees?**

Once an employee is enrolled in the Plan, reporting requirements are the same regardless of whether a member is an NFT or CFT employee. All applicable forms should be submitted including those related to annual reporting, leave periods, disabilities, member changes and member events. Further training to help complete these forms for NFT members will be released throughout the year.

**If I receive new hire paperwork prior to the employee's hire date, can they be enrolled as of their hire date?**

In cases where the employer is making the offer and the member's election is received before their hire date, the NFT employee's hire date could be in the employer's next available pay period and enrolment can occur on their hire date.

**If I have seasonal staff who join one year and then are terminated, can they choose not to participate the next year or is it mandatory for them to join?**

If an NFT employee is terminated and then re-hired as an NFT employee by the same or different OMERS employer, re-enrolment in the OMERS Plan should be offered to them on a voluntary basis unless the employer's OMERS participation bylaw requires mandatory enrolment.

**When can I start enrolling NFT employees?**

Enrolment for NFT employees should not be completed in advance of January 1, 2023 unless they meet the existing NFT enrolment criteria. That being said, we are hoping to release new e-access functionality before the end of the year that will make it possible to submit enrolments in advance. Please stay tuned for more information in the *Employer Monthly* newsletter.

**If you have additional questions, please contact Employer Services:**

Monday to Friday, 8:00 a.m. to 5:00 p.m.

Phone: +1 416.350.6750

Toll-free: +1 833.884.0389

Email: [employerservices@omers.com](mailto:employerservices@omers.com)