JEA

**PEPP Technical Specification for Termination Option Letter Batch**

Version: 1.1

May 25, 2020

JEA Ltd.

Table of Contents

[Version Control 3](#_Toc498523936)

[1 Overview 1](#_Toc498523937)

[**1.1** **Process Description** 1](#_Toc498523938)

[2 Extract Specification 2](#_Toc498523939)

[**2.1** **Applicable Plans** 2](#_Toc498523940)

[**2.2** **Selection Criteria** 2](#_Toc498523941)

[**2.3** **Sample Layout** 2](#_Toc498523942)

[**2.4** **Data Element** 2](#_Toc498523943)

[2.4.1 Chart 1 10](#_Toc498523944)

[2.4.2 Chart 2 11](#_Toc498523945)

[**2.5** **Sorting** 11](#_Toc498523946)

[**2.6** **Formatting and Naming** 11](#_Toc498523947)

[3 Batch Process Type 12](#_Toc498523948)

[4 Data Source 13](#_Toc498523949)

[5 Development Logic 14](#_Toc498523950)

Version Control

|  |  |  |
| --- | --- | --- |
| Version | Description | Date |
| 1.0 | Initial draft for review | June 13, 2019 |
| 1.1 | Country not needed to be displayed if inside Canada | April 3, 2020 |
|  |  |  |

**Approvals**

**Prepared by**

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Chris Angel Date  
 Business Analyst

**Reviewed by**

Sal Cipparrone Date  
 Project Lead

**Quality Assurance Certification**

Sal Cipparrone Date  
 Project Lead

**Additional Approval**

Michael Mead Date  
 Project Owner, PEBA

# Overview

This document specifies how PENFAX will automatically produce the PEPP Termination Option letter based upon the DC Benefit Calculation. This letter will be generated when a calculation is performed for:

* Termination
  1. **Process Description**

The PEPP Termination Option letter is to be produced automatically as a result of a DC Benefit Calculation for Calculation Type = Termination.

Once generated, the Option Letter will be saved as a PDF and stored in the Member’s documents in the Communications region under Person Profile.

The Option Letter will be saved with the following Document Type: OTHER - Other

# Extract Specification

* 1. **Applicable Plans**

This report is applicable to the following plans:

* PEPP
  1. **Selection Criteria**
* DC Calculation Type =  
  Termination
  1. **Sample Layout**

For the PDFs of the PEPP Termination Option letter, refer to the **PEPP Termination Option Template**.

* 1. **Data Element**

### Data Elements for Cover Letter

| **Label** | **Description** | **Sample Value** | **Database Field** |
| --- | --- | --- | --- |
| DATE | System Date | April 1, 2019 |  |
| PEPPID | Person Profile/Person Summary/Identification/ PEPP Number | 1000033 |  |
| MEMBER | Person Profile/Person Summary/Name | JOHN SMITH |  |
| Address Line 1 | Person Summary/Contact Information/  Mailing Address | 10 KING STREET |  |
| Address Line 2 | Person Summary/Contact Information/  Mailing Address | SUITE 101 |  |
| Address Line 3 | Person Summary/Contact Information/  Mailing Address | P.O. BOX 1395 |  |
| City | Person Summary/Contact Information/  Mailing Address | REGINA |  |
| Province | Person Summary/Contact Information/  Mailing Address | SK |  |
| Postal Code | Person Summary/Contact Information/  Mailing Address | S0K 2A0 |  |
| Country | Person Summary/Contact Information/  Mailing Address  If country is Canada, do not display | MEXICO |  |
| FNAME | Person Profile/Person Summary/Name  First name only | John |  |
| TERM\_DATE | DC Benefit Calculation/ Termination Date | July 12, 2019 |  |

### Data Element for Statement on Termination

| **Label** | **Description** | **Sample Value** | **Database Field** |
| --- | --- | --- | --- |
| MEMBER | Person Profile/Person Summary/Name | JOHN SMITH |  |
| PEPPID | Person Profile/Person Summary/Identification/ PEPP Number | 1000033 |  |
| DOB | Person Profile/Person Summary/Date of Birth | April 1, 1955 |  |
| MEM\_DATE | Member Profile/Membership Periods/Start Date | April 1, 2019 |  |
| EMP\_DATE | Employee Profile/Employment Periods/Start Date  If multiple employments, use earliest Start Date | April 1, 2019 |  |
| TERM\_DATE | DC Benefit Calculation/ Termination Date | July 12, 2019 |  |
| MARITAL\_ST | Person Profile/Marital Status/Marital Status | Married |  |
| SPOUSE\_NM | Person Profile/Marital Status/Spouse Details/Name | Jane Doe |  |
| BEN | Person Profile/Beneficiaries/Beneficiaries/Name | Jane Doe |  |
| BEN\_REL | Person Profile/Beneficiaries/Beneficiaries/Relationship | Spouse |  |
| BEN\_PERC | Person Profile/Beneficiaries/Beneficiaries/Percent | 100% |  |
| VAL\_DATE | Investments/Account Summary/Valuation Date | April 1, 2019 |  |
| STMNT\_DT | Date of last statement  Date will either be April 1 or October 1, depending upon which is the most recent date.  e.g. if System Date is September 30, last statement date would be April 1 of current year.  If system date is March 30, last statement date would be of previous year | April 1, 2019 |  |
| OP\_BAL\_EE | Investments/Account Balances/Contribution Type/Total Values  Total value as of <STMENT\_DT> for the following contribution types:  Reciprocal Transfer – Employee Share  Payroll Employee Adjustment Payroll Normal Employee Required Payroll Retro Employee Required Leave of Absence Employee Repayment – LIRA Leave of Absence Employee Repayment – RRSP | $542.68 |  |
| OP\_BAL\_ER | Investments/Account Balances/Contribution Type/Total Values  Total value as of Statement Date for the following contribution types:  Reciprocal Transfer – Employer Share  Payroll Employer Adjustment Payroll Normal Employer Required Payroll Retro Employer Required Leave of Absence Employer Repayment – LIRA Leave of Absence Employer Repayment – RRSP | $542.68 |  |
| OP\_BAL\_VOL | Investments/Account Balances/Contribution Type/Total Values  Total value as of Statement Date for the following contribution types:  Voluntary Voluntary Pre-2001  Reciprocal Transfer – Voluntary Voluntary DPSP  Voluntary RPP Voluntary RRIF Voluntary RRSP Locked-In [Alberta] LIRA  Locked-In [British Columbia] LIRA  Locked-In [Manitoba] LIRA  Locked-In [New Brunswick] LIRA  Locked-In [Newfoundland and Labrador] LIRA  Locked-In [Nova Scotia] LIRA  Locked-In [Northwest Territories] LIRA  Locked-In [Nunavut] LIRA  Locked-In [Ontario] LIRA  Locked-In [PEI] LIRA  Locked-In [Quebec] LIRA  Locked-In [Saskatchewan] LIRA  Locked-In [Yukon] LIRA  Locked-In [FEDERAL] LIRA  Locked-In [Alberta] RPP  Locked-In [British Columbia] RPP  Locked-In [Manitoba] RPP  Locked-In [New Brunswick] RPP  Locked-In [Newfoundland and Labrador] RPP  Locked-In [Nova Scotia] RPP  Locked-In [Northwest Territories] RPP  Locked-In [Nunavut] RPP  Locked-In [Ontario] RPP  Locked-In [PEI] RPP  Locked-In [Quebec] RPP  Locked-In [Saskatchewan] RPP  Locked-In [Yukon] RPP  Locked-In [FEDERAL] RPP  Locked-In [Alberta] RRIF  Locked-In [British Columbia] RRIF  Locked-In [Manitoba] RRIF  Locked-In [New Brunswick] RRIF  Locked-In [Newfoundland and Labrador] RRIF  Locked-In [Nova Scotia] RRIF  Locked-In [Northwest Territories] RRIF  Locked-In [Nunavut] RRIF  Locked-In [Ontario] RRIF  Locked-In [PEI] RRIF  Locked-In [Quebec] RRIF  Locked-In [Saskatchewan] RRIF  Locked-In [Yukon] RRIF  Locked-In [FEDERAL] RRIF | $542.68 |  |
| OP\_BAL\_TOT | Sum of the OP\_BAL\_EE, OP\_BA\_ER, OP\_BAL\_VOL totals | $542.68 |  |
| TR\_IN\_EE | Investments/Account Activity/Contribution Type/Transaction Amount  Where Investments/Account Activity/Contribution Type/Effective Date > <STMNT\_DT>  Reciprocal Transfer – Employee Share  Payroll Employee Adjustment Payroll Normal Employee Required Payroll Retro Employee Required Leave of Absence Employee Repayment – LIRA Leave of Absence Employee Repayment – RRSP | $542.68 |  |
| TR\_IN\_ER | Investments/Account Activity/Contribution Type/Transaction Amount  Where Investments/Account Activity/Contribution Type/Effective Date > <STMNT\_DT>  Reciprocal Transfer – Employee Share  Payroll Employer Adjustment Payroll Normal Employer Required Payroll Retro Employer Required Leave of Absence Employer Repayment – LIRA Leave of Absence Employer Repayment – RRSP | $542.68 |  |
| TR\_IN\_VOL | Investments/Account Activity/Contribution Type/Transaction Amount  Where Investments/Account Activity/Contribution Type/Effective Date > <STMNT\_DT>  Voluntary Voluntary Pre-2001  Reciprocal Transfer – Voluntary Voluntary DPSP  Voluntary RPP Voluntary RRIF Voluntary RRSP  Locked-In [Alberta] LIRA  Locked-In [British Columbia] LIRA  Locked-In [Manitoba] LIRA  Locked-In [New Brunswick] LIRA  Locked-In [Newfoundland and Labrador] LIRA  Locked-In [Nova Scotia] LIRA  Locked-In [Northwest Territories] LIRA  Locked-In [Nunavut] LIRA  Locked-In [Ontario] LIRA  Locked-In [PEI] LIRA  Locked-In [Quebec] LIRA  Locked-In [Saskatchewan] LIRA  Locked-In [Yukon] LIRA  Locked-In [FEDERAL] LIRA  Locked-In [Alberta] RPP  Locked-In [British Columbia] RPP  Locked-In [Manitoba] RPP  Locked-In [New Brunswick] RPP  Locked-In [Newfoundland and Labrador] RPP  Locked-In [Nova Scotia] RPP  Locked-In [Northwest Territories] RPP  Locked-In [Nunavut] RPP  Locked-In [Ontario] RPP  Locked-In [PEI] RPP  Locked-In [Quebec] RPP  Locked-In [Saskatchewan] RPP  Locked-In [Yukon] RPP  Locked-In [FEDERAL] RPP  Locked-In [Alberta] RRIF  Locked-In [British Columbia] RRIF  Locked-In [Manitoba] RRIF  Locked-In [New Brunswick] RRIF  Locked-In [Newfoundland and Labrador] RRIF  Locked-In [Nova Scotia] RRIF  Locked-In [Northwest Territories] RRIF  Locked-In [Nunavut] RRIF  Locked-In [Ontario] RRIF  Locked-In [PEI] RRIF  Locked-In [Quebec] RRIF  Locked-In [Saskatchewan] RRIF  Locked-In [Yukon] RRIF  Locked-In [FEDERAL] RRIF | $542.68 |  |
| TR\_IN\_TOT | Sum of the TR\_IN\_EE, TR\_IN\_ER, TR\_IN\_VOL totals | $542.68 |  |
| TR\_OUT\_EE | Investments/Account Activity/Fund Transaction Type/Transaction Amount  For Fund Transaction Type in (Transfer Out to LIRA, Transfer Out to SPAF, Processing Fee, Withdrawal Lump Sum, Withdrawal – Schedule)  Where Investments/Account Activity/Contribution Type/Effective Date > <STMNT\_DT>  And  Where contribution type in:  Payroll Employee Adjustment  Payroll Normal Employee Required  Payroll Retro Employee Required  Leave of Absence Employee Repayment – LIRA  Leave of Absence Employee Repayment – RRSP  Reciprocal Transfer – Employee Share | $542.68 |  |
| TR\_OUT\_ER | Investments/Account Activity/Fund Transaction Type/Transaction Amount  For Fund Transaction Type in (Transfer Out to LIRA, Transfer Out to SPAF, Processing Fee, Withdrawal Lump Sum, Withdrawal – Schedule)  Where Investments/Account Activity/Contribution Type/Effective Date > <STMNT\_DT>  And  Where contribution type in:  Payroll Employer Adjustment  Payroll Normal Employer Required  Payroll Retro Employer Required  Leave of Absence Employer Repayment – LIRA  Leave of Absence Employer Repayment – RRSP  Reciprocal Transfer – Employer Share | $542.68 |  |
| TR\_OUT\_VOL | Investments/Account Activity/Fund Transaction Type/Transaction Amount  For Fund Transaction Type in (Transfer Out to LIRA, Transfer Out to SPAF, Processing Fee, Withdrawal Lump Sum, Withdrawal – Schedule)  Where Investments/Account Activity/Contribution Type/Effective Date > <STMNT\_DT>  And  Where contribution type in:  Voluntary  Voluntary Pre-2001  Reciprocal Transfer – Voluntary  Voluntary DPSP  Voluntary RPP  Voluntary RRIF  Voluntary RRSP  Locked-In [Alberta] LIRA  Locked-In [British Columbia] LIRA  Locked-In [Manitoba] LIRA  Locked-In [New Brunswick] LIRA  Locked-In [Newfoundland and Labrador] LIRA  Locked-In [Nova Scotia] LIRA  Locked-In [Northwest Territories] LIRA  Locked-In [Nunavut] LIRA  Locked-In [Ontario] LIRA  Locked-In [PEI] LIRA  Locked-In [Quebec] LIRA  Locked-In [Saskatchewan] LIRA  Locked-In [Yukon] LIRA  Locked-In [FEDERAL] LIRA  Locked-In [Alberta] RPP  Locked-In [British Columbia] RPP  Locked-In [Manitoba] RPP  Locked-In [New Brunswick] RPP  Locked-In [Newfoundland and Labrador] RPP  Locked-In [Nova Scotia] RPP  Locked-In [Northwest Territories] RPP  Locked-In [Nunavut] RPP  Locked-In [Ontario] RPP  Locked-In [PEI] RPP  Locked-In [Quebec] RPP  Locked-In [Saskatchewan] RPP  Locked-In [Yukon] RPP  Locked-In [FEDERAL] RPP  Locked-In [Alberta] RRIF  Locked-In [British Columbia] RRIF  Locked-In [Manitoba] RRIF  Locked-In [New Brunswick] RRIF  Locked-In [Newfoundland and Labrador] RRIF  Locked-In [Nova Scotia] RRIF  Locked-In [Northwest Territories] RRIF  Locked-In [Nunavut] RRIF  Locked-In [Ontario] RRIF  Locked-In [PEI] RRIF  Locked-In [Quebec] RRIF  Locked-In [Saskatchewan] RRIF  Locked-In [Yukon] RRIF  Locked-In [FEDERAL] RRIF | $542.68 |  |
| TR\_OUT\_TOT | Sum of the TR\_OUT\_EE, TR\_OUT\_ER, TR\_OUT\_VOL totals | $542.68 |  |
| ERN\_EE | COL\_BAL\_EE minus OP\_BAL\_EE minus TR\_IN\_EE | $542.68 |  |
| ERN\_ER | COL\_BAL\_ER minus OP\_BAL\_ER minus TR\_IN\_ER | $542.68 |  |
| ERN\_VOL | COL\_BAL\_VOL minus OP\_BAL\_VOL minus TR\_IN\_VOL | $542.68 |  |
| ERN\_TOT | COL\_BAL\_TOT minus OP\_BAL\_TOT minus TR\_IN\_TOT | $542.68 |  |
| VAL\_DATE | Investments/Account Summary/Valuation Date | April 1, 2019 |  |
| COL\_BAL\_EE | Investments/Account Balances/Contribution Type/Total Values    Sum of all Total Contributions across all funds where Contribution Type =  Payroll Employee Adjustment  Payroll Normal Employee Required  Payroll Retro Employee Required  Leave of Absence Employee Repayment – LIRA  Leave of Absence Employee Repayment – RRSP  Reciprocal Transfer – Employee Share | $542.68 |  |
| COL\_BAL\_ER | Investments/Account Balances/Contribution Type/Total Values    Sum of all Total Contributions across all funds where Contribution Type =  Payroll Employer Adjustment  Payroll Normal Employer Required  Payroll Retro Employer Required  Leave of Absence Employer Repayment – LIRA  Leave of Absence Employer Repayment – RRSP  Reciprocal Transfer – Employer Share | $542.68 |  |
| COL\_BAL\_VOL | Investments/Account Balances/Contribution Type/Total Values    Sum of all Total Contributions across all funds where Contribution Type =  Reciprocal Transfer – Voluntary  Voluntary  Voluntary Pre-2001  Voluntary DPSP  Voluntary RPP  Voluntary RRIF  Voluntary RRSP  Locked-In [Alberta] LIRA  Locked-In [British Columbia] LIRA  Locked-In [Manitoba] LIRA  Locked-In [New Brunswick] LIRA  Locked-In [Newfoundland and Labrador] LIRA  Locked-In [Nova Scotia] LIRA  Locked-In [Northwest Territories] LIRA  Locked-In [Nunavut] LIRA  Locked-In [Ontario] LIRA  Locked-In [PEI] LIRA  Locked-In [Quebec] LIRA  Locked-In [Saskatchewan] LIRA  Locked-In [Yukon] LIRA  Locked-In [FEDERAL] LIRA  Locked-In [Alberta] RPP  Locked-In [British Columbia] RPP  Locked-In [Manitoba] RPP  Locked-In [New Brunswick] RPP  Locked-In [Newfoundland and Labrador] RPP  Locked-In [Nova Scotia] RPP  Locked-In [Northwest Territories] RPP  Locked-In [Nunavut] RPP  Locked-In [Ontario] RPP  Locked-In [PEI] RPP  Locked-In [Quebec] RPP  Locked-In [Saskatchewan] RPP  Locked-In [Yukon] RPP  Locked-In [FEDERAL] RPP  Locked-In [Alberta] RRIF  Locked-In [British Columbia] RRIF  Locked-In [Manitoba] RRIF  Locked-In [New Brunswick] RRIF  Locked-In [Newfoundland and Labrador] RRIF  Locked-In [Nova Scotia] RRIF  Locked-In [Northwest Territories] RRIF  Locked-In [Nunavut] RRIF  Locked-In [Ontario] RRIF  Locked-In [PEI] RRIF  Locked-In [Quebec] RRIF  Locked-In [Saskatchewan] RRIF  Locked-In [Yukon] RRIF  Locked-In [FEDERAL] RRIF | $542.68 |  |
| COL\_BAL\_TOT | DC Benefit Selection/Account Balances/Total Values  Sum of all Total Values across all funds and contribution types | $542.68 |  |
| PR | Province that funds have been locked in against. Will need to have a separate line for each province funds are locked in against | Saskatchewan |  |
| LK\_IN\_EE \_PR | Total of Employee Required Contributions locked in against associated province | $542.68 |  |
| LC\_IN\_ER\_PR | Total of Employer Required Contributions locked in against associated province | $542.68 |  |
| LK\_IN\_TOT\_PR | Total of all locked-in contributions for associated province | $542.68 |  |
| VAL\_DATE | Investments/Account Summary/Valuation Date | April 1, 2019 |  |
| FN\_NAME | Investments/Account Summary/Fund  Short Name for Fund Only (do not include the preceding Fund Code) | PEPP Step 3 |  |
| UNITS | Investments/Account Balances/Total Units  Total across all contribution types for associated fund | 123.012345 |  |
| UNIT\_VL | DC Fund Management/Funds/Unit Value  Where Fund = FN\_NAME  And Valuation Date = VAL\_DATE | 123.012345 |  |
| FND\_VL | Investments/Account Balances/Total Values  Total across all contribution types for associated fund | $542.68 |  |
| TOT\_VL | Investments/Account Summary/Total Values | $542.68 |  |
| ERET\_DATE | Member Profile/Membership Profiles/Calculated Dates/Earliest Retirement Date | January 1, 2019 |  |
| AGE | Either 50 or 55.  Where Jurisdiction is Saskatchewan = Age 50.  Where Jurisdiction is not Saskatchewan = Age 55 | 55 |  |
| AGE65 | Date member turns 65 years old | January 1, 2019 |  |
| AGE71 | Date member turns 71 years old | January 1, 2019 |  |

### Data Elements for Termination Options

| **Label** | **Description** | **Sample Value** | **Database Field** |
| --- | --- | --- | --- |
| MEMBER | Person Profile/Person Summary/Name | JOHN SMITH |  |
| PEPPID | Person Profile/Person Summary/Identification/ PEPP Number | 1000033 |  |
| Address Line 1 | Person Profile/Marital Status/Spouse Details/Home Address | 10 KING STREET |  |
| Address Line 2 | Person Profile/Marital Status/Spouse Details/Home Address | SUITE 101 |  |
| Address Line 3 | Person Profile/Marital Status/Spouse Details/Home Address | P.O. BOX 1395 |  |
| City | Person Profile/Marital Status/Spouse Details/Home Address | REGINA |  |
| Province | Person Profile/Marital Status/Spouse Details/Home Address | SK |  |
| Postal Code | Person Profile/Marital Status/Spouse Details/Home Address | S0K 2A0 |  |
| Country | Person Profile/Marital Status/Spouse Details/Home Address | CANADA |  |
| JURISDICTION | Province that funds have been locked in against. Will need to have a separate line for each province funds are locked in against | Saskatchewan |  |
| JRSDCTN\_AMNT | Total of all locked-in contributions for associated province | $542.68 |  |
| VOL\_AMNT | Total of all Voluntary contributions not locked in against any jurisdiction  If amount it zero than entire line is not displayed | $542.68 |  |
| MEMBER | Person Profile/Person Summary/Name | JOHN SMITH |  |
| PEPPID | Person Profile/Person Summary/Identification/ PEPP Number | 1000033 |  |

* 1. **Paragraph Conditions**

The specification for how and when paragraphs should be displayed is outlined below. To see all possible paragraphs refer to the **PEPP Termination Option Template**

### Paragraph Conditions – Cover Letter

|  |  |  |
| --- | --- | --- |
| **Paragraph** | **Display** | **Condition** |
| P1 | Mandatory | Always displayed |
| P2 | Mandatory | Option for VPB is only displayed if the member qualifies for VPB Pension Type:   * the Variable Pension Benefit (VPB)\* – our most popular retirement income choice; |
| P3 | Mandatory | Always displayed |

### Paragraph Conditions – Statement of Death

|  |  |  |
| --- | --- | --- |
| **Paragraph** | **Display** | **Condition** |
| P1 | Mandatory | Always displayed  Do not display line for Spouse Name if there is no spouse for member.  One line is displayed for every beneficiary on file for member. |
| P2 | Optional | Only displayed if there are account balance locked-in against any province other than SK |
| P3 | Mandatory | Always displayed |
| P4 | Mandatory | Always displayed  Only display the following option if member qualifies for a small benefit:   * your account balance qualifies for a small pension payout. You may request a full payout by single payment (less income tax), or a transfer to a Registered Retirement Savings Plan (RRSP)   Only display the following option if the member has any voluntary contributions in their account:   * voluntary unlocked funds may be transferred to an RRSP or you may request a cash payout less income tax; |
| P5 | Mandatory | Always displayed |
| P6 | Mandatory | Always displayed |

### Paragraph Conditions – Termination Options

|  |  |  |
| --- | --- | --- |
| **Paragraph** | **Display** | **Condition** |
| P1 | Mandatory | Always displayed  One line will be displayed for every province that money is locked in against, as well as a line for any voluntary contributions that are not locked in. |
| P2 | Mandatory | Always displayed |
| P3 | Mandatory | Always displayed |
| P4 | Optional | Only displayed if member qualifies for a small pension.  Keep both options on same page (don’t allow for page break between options) |
| P5 | Optional | Only displayed if member has non locked-in funds or voluntary funds. |
| P6 | Mandatory | Always displayed |