JEA

**PEPP Technical Specification for Death Option - Spouse Batch**

Version: 1.1

May 25, 2020

JEA Ltd.

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Version Control

|  |  |  |
| --- | --- | --- |
| Version | Description | Date |
| 1.0 | Initial draft for review | June 13, 2019 |
| 1.1 | Updated to include Document Type | May 22, 2020 |
|  |  |  |

**Approvals**

**Prepared by**

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

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**Additional Approval**

Michael Mead Date  
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# Overview

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

* Pre-Retirement Death with Spouse
  1. **Process Description**

The PEPP Death Option - Spouse letter is to be produced automatically as a result of a DC Benefit Calculation for Calculation Type = Pre-Retirement Death with Spouse.

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

# Extract Specification

* 1. **Applicable Plans**

This report is applicable to the following plans:

* PEPP
  1. **Selection Criteria**
* DC Calculation Type =  
  Pre-Retirement Death with Spouse
  1. **Sample Layout**

For the PDFs of the PEPP Death Option – Spouse letter, refer to the **PEPP Death Option –Spouse Template**.

* 1. **Data Element**

### Data Elements for Cover Letter

| **Label** | **Description** | **Sample Value** | **Database Field** |
| --- | --- | --- | --- |
| DATE | System Date | April 1, 2019 |  |
| SPOUSE | Person Profile/Spouse Details | JOHN SMITH |  |
| Address Line 1 | Person Summary/Beneficiary Details/  Home Address | 10 KING STREET |  |
| Address Line 2 | Person Summary/Beneficiary Details/  Home Address | SUITE 101 |  |
| Address Line 3 | Person Summary/Beneficiary Details/  Home Address | P.O. BOX 1395 |  |
| City | Person Summary/Beneficiary Details/  Home Address | REGINA |  |
| Province | Person Summary/Beneficiary Details/  Home Address | SK |  |
| Postal Code | Person Summary/Beneficiary Details/  Home Address | S0K 2A0 |  |
| Country | Person Summary/Beneficiary Details/  Home Address | CANADA |  |
| MMB\_NAME | Benefit Event/Member Name  SMITH, JOHN is to be displayed as John Smith | John Smith |  |
| MMB\_FN | Person Summary/Name  Full name of deceased member, including middle name | John David Smith |  |

### Data Element for Statement on Death

| **Label** | **Description** | **Sample Value** | **Database Field** |
| --- | --- | --- | --- |
| MMB\_FN | Person Summary/Name  Full name of deceased member, including middle name | John David Smith |  |
| DATE | System Date | April 1, 2019 |  |
| DOB | Person Profile/Person Summary/Date of Birth | April 1, 1955 |  |
| EMP\_DATE | Employee Profile/Employment Periods/Start Date  If multiple employments, use earliest Start Date | April 1, 2019 |  |
| DT\_DATE | Person Profile/Person Summary/Date of Death | April 1, 2019 |  |
| MEM\_DATE | Member Profile/Membership Periods/Start Date | April 1, 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 |  |
| LK\_IN\_EE \_SK | Total of Employee Required Contributions locked in against Saskatchewan | $542.68 |  |
| LC\_IN\_ER\_SK | Total of Employer Required Contributions locked in against Saskatchewan | $542.68 |  |
| LC\_IN\_VOL\_SK | Total of Voluntary Contributions locked in against Saskatchewan | $542.68 |  |
| LK\_IN\_TOT\_SK | Total of all locked-in contributions for Saskatchewan | $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 | Ontario |  |
| 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 |  |
| LC\_IN\_VOL\_PR | Total of Voluntary 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 |  |

### Data Elements for Spousal Options

| **Label** | **Description** | **Sample Value** | **Database Field** |
| --- | --- | --- | --- |
| MMB\_FN | Person Summary/Name  Full name of deceased member, including middle name | John David Smith |  |
| DATE | System Date | April 1, 2019 |  |
| SP\_NAM | Person Profile/Marital Status/Spouse Details/Name | John Smith |  |
| 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 |  |
| RTRN\_DT | System Date + 90 days | April 1, 2019 |  |
| 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 |  |
| SP\_NAM | Person Profile/Marital Status/Spouse Details/Name | John Smith |  |
| MMB\_FN | Person Summary/Name  Full name of deceased member, including middle name | John David Smith |  |

### Data Elements on Declaration of Death

| **Label** | **Description** | **Sample Value** | **Database Field** |
| --- | --- | --- | --- |
| MMB\_FN | Person Summary/Name  Full name of deceased member, including middle name | John David Smith |  |

* 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 Death Option – Spouse Template**

### Paragraph Conditions – Cover Letter

|  |  |  |
| --- | --- | --- |
| **Paragraph** | **Display** | **Condition** |
| P1 | Mandatory | Always displayed |
| P2 | Optional | Only displayed if there are account balance funds NOT locked in against ON, QC, NF. |
| P3 | Optional | Only displayed if only available account funds are locked-in against ON, QC, NF. VPB is not an option for funds locked in against these provinces. |
| P4 | Mandatory | Always displayed.  The following items in paragraph are only to be displayed id they are not already marked as received in PENFAX:   * a certified copy of your marriage certificate; * a certified copy of your birth certificate or proof of age; |
| P5 | Mandatory | Always displayed |
| P6 | Optional | Only displayed if P2 is displayed |

### Paragraph Conditions – Statement of Death

|  |  |  |
| --- | --- | --- |
| **Paragraph** | **Display** | **Condition** |
| P1 | Mandatory | Always displayed |
| P2 | Optional | Only displayed if there are account balance locked-in against any province other than SK |

### Paragraph Conditions – Cover Letter

|  |  |  |
| --- | --- | --- |
| **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  Only display available options for Spouse. The following options are conditional:   * Send me an application to transfer the account balance to the PEPP Variable Pension Benefit (VPB * I am a PEPP member, consolidate this account into my account. I understand the amount is considered a voluntary contribution and is not accessible until I terminate or retire. |
| P3 | Mandatory | Always displayed |
| P4 | Mandatory | Always displayed.  Only display available options The following options are conditional.   * a Registered Retirement Savings Plan (RRSP)\* * a prescribed Registered Retirement Income Fund (pRRIF)\* * a Life Income Fund (LIF)\* or Locked-in Retirement Income Fund (LRIF)\* (for provinces outside Saskatchewan) |
| P5 | Mandatory | Always displayed |

### Paragraph Conditions – Declaration of Death

* Entire section is to always be displayed.