



# ***About to Retire from Memorial?***

## **Answers to some Frequently Asked Questions**

*When will my pension cheques be issued?*

Pensions are paid monthly on the Friday closest to the 15<sup>th</sup> and are deposited directly to your bank account based upon the direct deposit information you provide. Pay stubs are provided electronically and can be accessed by following the steps shown here: <http://www.mun.ca/retiree/>. For help with accessing your electronic pay stub please contact the help desk by e-mail at [help@mun.ca](mailto:help@mun.ca) or by calling (709) 864-4595.

*What deductions will be made from my gross monthly pension?*

For Canadian residents, income tax will be the only mandatory deduction. There may also be deductions for life insurance, dental and medical insurance and out-of-province travel insurance if you choose to continue these benefits into retirement. For non-Canadian residents, the amount of income tax deducted, if any, will depend upon the country of residency. In addition, residency requirements may affect eligibility to continue to participate in the University's retiree benefits program. Deductions for union membership, CPP, EI, etc. will cease. Pre-authorized payments for such things as The Works, Canada Savings Bond, Johnson's Insurance, etc. will also stop.

*Can I continue my Canada Savings Bond, Johnson's Insurance and membership at The Works?*

Yes, as a retiree, you may continue your Canada Savings Bond (CSB), Johnson's Insurance and The Works payments through payroll deduction. If you wish to continue CSB contributions, written confirmation should be provided to the Payroll Office in the Department of Human Resources before you retire. For continuation of your Johnson's home and auto insurance deductions, you will need to contact Johnson's directly at 737-1669 to make arrangements to convert your bi-weekly premium to a monthly one. If you participate in the Preferred Rate Program at The Works, you will need to complete a new application form as a retiree, available at The Works.

*What about membership in the Memorial University of Newfoundland Pensioners' Association?*

The Memorial University Pensioners' Association welcomes new retirees to their organization. Membership is open to all retired employees of Memorial University of Newfoundland, including survivor beneficiaries. There is an optional membership fee of \$2.00 per month which you may choose to have deducted from your monthly pension payment. An application form is provided by the Department of Human Resources upon retirement and this form may be submitted at any time. Members who are not receiving their pension benefit from the Memorial University Pension Plan may remit their membership fee directly to the Association.

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*Where can I find a comprehensive statement of my benefits?*

A retiree Group Benefits Guide is available from the Department of Human Resources. It is also accessible on the department's website: <http://www.mun.ca/hr>.

*Will my MUN ID card remain valid once I have retired?*

Employee ID cards can continue to be used for borrowing from the Library, entrance to buildings after hours and as a general photo ID.

*What about parking?*

General parking is free for retirees in Lot 16A. Application for a parking permit should be made to the Parking Office of Campus Enforcement and Patrol. Annual renewal is required.

*Can I use The Works (Field House and Aquarena)?*

Retirees may use these facilities and receive up to 50% off the standard fees. A MUN ID card, available free from Student Services in the University Centre, must be presented for the special rates. An application form and information on the services offered is available from The Works. Parking is free in Areas 91 (adjacent to Aquarena) and 92 (behind Field House) when using these facilities.

*Can I continue my Email Account?*

Yes, you may continue to have access to your email account. Arrangements should be made prior to your retirement date with the Department of Computing and Communications by contacting the Client Support Centre at 864-4595 or by email at [help@mun.ca](mailto:help@mun.ca).

*When should I apply for Canada Pension Plan and Old Age Security Benefits?*

The Canada Pension Plan and Old Age Security benefits are administered by Service Canada on behalf of the federal Department of Human Resources and Skills Development Canada. For information or to request application forms, please contact Service Canada at:

Telephone (toll free): 1-800-622-6232  
1-800-926-9105 (TTY)

On-line: <http://www.servicecanada.gc.ca/>