

If you are currently employed by Carleton and joined the Carleton University Retirement Plan prior to July 1st of the previous year, you can access the online retirement planner which will allow you to answer the following types of questions:

- What is the projected amount of your Carleton University Retirement pension if you retire at 65? At 55?
- What if the plan returns are 3%, 6% or 8% per year until retirement?
- How would contributions to your Additional Voluntary Account affect your pension?
- How would a promotion affect your pension?
- How would a reduction in hours affect your pension?

You can get the answers to these and other questions related to your Carleton pension by logging on to Carleton's Retirement Planner at <https://www.carleton-ret.ca> (please note that it is “https” and not “http”). Instructions on the login process follow.

The login process was designed for employees who have an active Carleton email account. If you do not have an active email account, email humanresources@carleton.ca for alternate instructions.

Examples of how to use the online planner for the various working arrangements from continuing full time to reduced-time appointments follow. If your current or future working arrangement does not fit into one of these categories, you can request a quote from a Pension Specialist/Administrator by emailing HumanResources@carleton.ca.

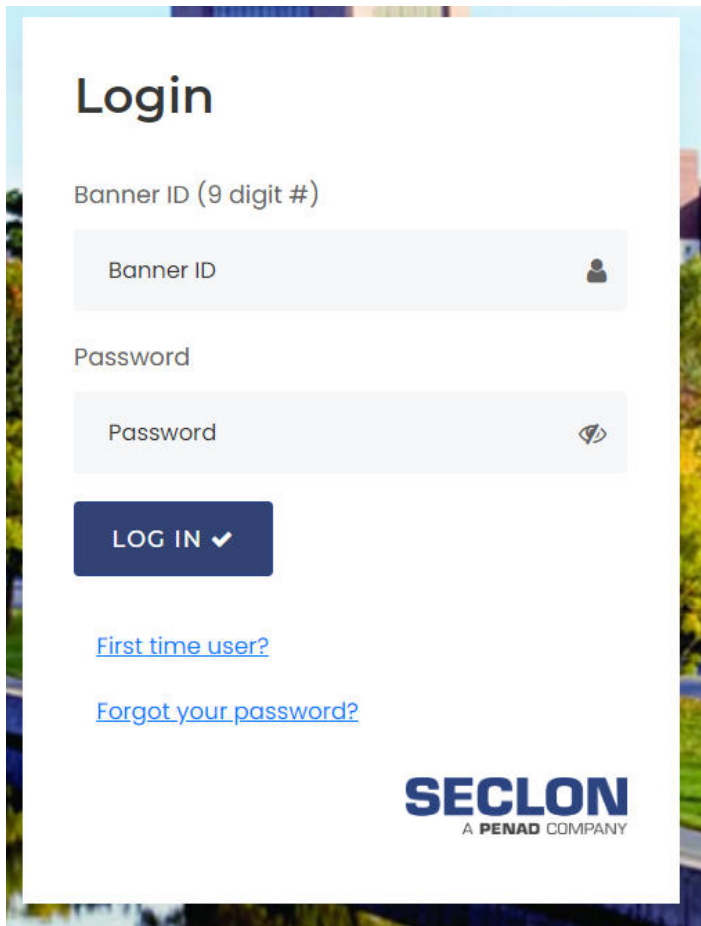
Please note that the results are estimates based on the assumptions and parameters entered in the planner, and on the current terms of the Carleton Plan. While the information used for this projection is believed to be accurate, all figures and interpretations are subject to the actual plan documents. Your actual pension amount can only be determined on the actual date you retire or leave.

1st Time Login Procedures

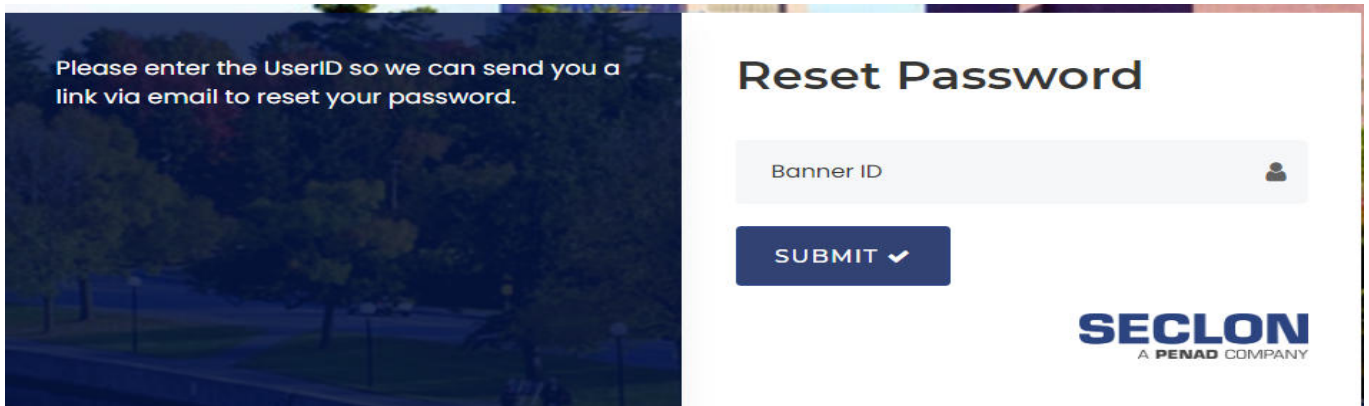
ACCESSING THE PLANNER FOR THE FIRST TIME

•From the web, access the following site: <https://www.carleton-ret.ca>
If you are having difficulty accessing the site, please ensure that the address begins with “https” and not “http”. The homepage will appear as shown below.

Immediately click on [First time user?](#)



Once you click on the [First time user?](#) the following page will appear:

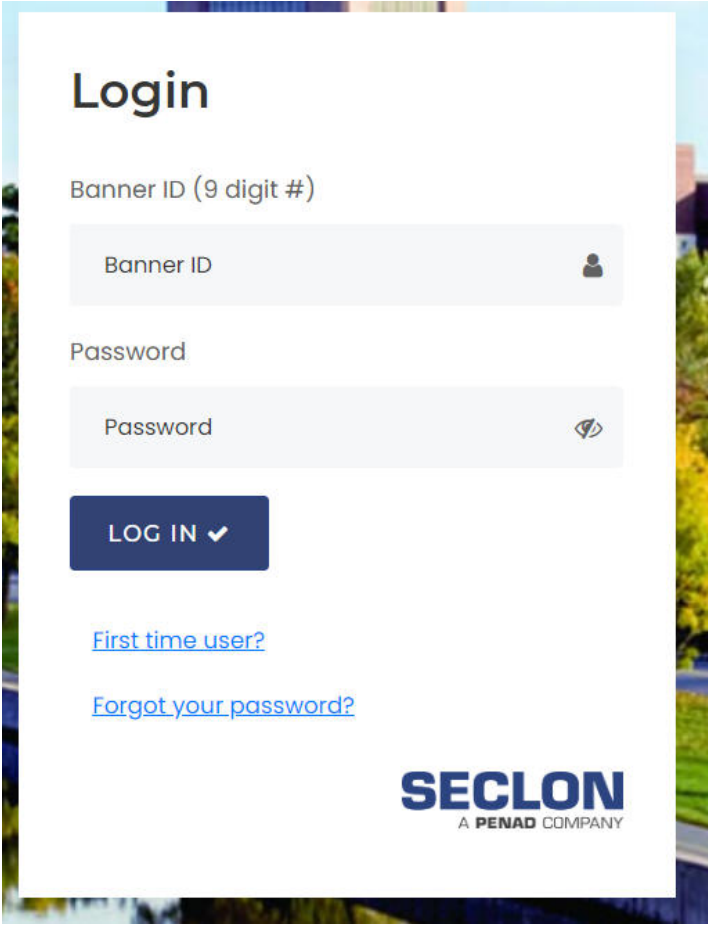


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- Enter your employee number (Banner ID) and click on “Submit”: your employee number is your 9 digit Employee ID which can be found on your pay stub or your employee campus card.


An email from services@seclon.com with a Reset Password link will be sent to your Carleton email address. Please allow a few minutes for the email to be sent and received. If you do not receive the email within 30 minutes, please email HumanResources@carleton.ca.

Once you have received the link, click on the Reset Password button and follow the instructions to create a new password (length, characters, etc.). Once the new password is created, you will be directed back to the online planner's site, login using your 9 Digit Carleton ID and your newly created password.





Login

Banner ID (9 digit #)

Banner ID 

Password

Password 

LOG IN 

[First time user?](#)


[Forgot your password?](#)

SECLON
A PENAD COMPANY

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CHANGE YOUR EMAIL ADDRESS

- You may also change the email address to a different address if you prefer to have emails from this Retirement Planner sent to another address. These emails will be sent for such things as a forgotten passwords and general questions regarding the Planner. Please note that the email address entered on this site will only be used for the Retirement Planner and will not affect the email addresses on the general University databases. The “Change Email” option is shown below:

Carleton University  **Carleton University Retirement Planner**

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Introduction

***New mortality table:** the planner has been updated to include the new mortality table effective for pensions commencing after July 1, 2016. For more information regarding the effect of the new mortality table on your pension, please refer to the following website <http://carleton.ca/hr/2015/retirement-plan-mortality-table-update/> or call the pension office in Human Resources.*

You can use this planner to project your retirement income from the Carleton University Retirement Plan (the Plan) at different retirement ages and under various economic scenarios. First, you can review your personal data and account balances. Then, you can review and select economic assumptions and various projection parameters. More specifically, you will go through the following steps:

- Basic Data and Current Account Balances:** review your date of birth, your credited service and your current pension account balances.
- Projection Assumptions:** enter your retirement information such as retirement age, spouse's date of birth and salary; review default assumptions currently used for Carleton University retirement projections and projected Additional Voluntary Contributions. The assumptions can be modified according to anticipated economic conditions.
- Results:** according to the calculation and options selected, you will then get detailed projections of your Carleton retirement pension.

You can access the planner from any Personal Computer that has internet access (i.e. you can access from home to run your projections).

Comments/Questions/Concerns? Call ext. 3634 or email humanresources@carleton.ca for assistance

ONCE YOU HAVE LOGGED ON

- You will be directed to an “Introduction” screen, which will give you a general description of the Planner and its application.
- The Planner was designed to be as user friendly as possible by giving definitions for all Retirement Plan related language. To view the definitions, simply click on the word itself.
- You can advance from one screen to another by clicking on the “GO” button at the bottom of each screen and selecting “Go to next page” or “Go to previous page”, indicated in the image above.
- DO NOT use the Internet navigation keys (i.e. BACK, FORWARD, HOME) to go from one screen to another, as the tool was not developed with these keys in mind.



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Introduction

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2. **Projection Assumptions:** enter your retirement information such as retirement age, spouse's date of birth and salary; review default assumptions currently used for Carleton University retirement projections and projected Additional Voluntary Contributions. The assumptions can be modified according to anticipated economic conditions.
3. **Results:** according to the calculation and options selected, you will then get detailed projections of your Carleton retirement pension.

The projection will assume you continue working at Carleton University until the retirement age you select, at the percentage of full time work you indicate. If you choose a percentage less than full time, your projected retirement benefits will be adjusted accordingly.

Once you have obtained a first projection of your retirement income, you may go back to the Projection Assumptions screen (simply by clicking on the Projection Assumptions link appearing on top of the Results screen) to change the projection parameters.

If you are considering retirement within the next year or two, please request a formal quote from the pension office of Human Resources at (613) 520-2600 ext. 3634. Please allow three weeks for quotes requested from Human Resources. Priority will be given to members who desire imminent retirement.

Please note that the results are estimates based on the assumptions and parameters you have selected, and on the current terms of the Carleton Plan. While the information used for this projection is believed to be accurate, all figures and interpretations are subject to the actual plan documents. Your actual pension amount can only be determined on the actual date you retire or leave. Your retirement date is subject to University Policy.

USING THE PLANNER

- To navigate to the next screen, click on the 'Go' link at the bottom of the page, which is already set to go to the next page. This will lead you to the Basic Data and Current Account Balances page, as seen in the image below:



Basic Data and Current Account Balances

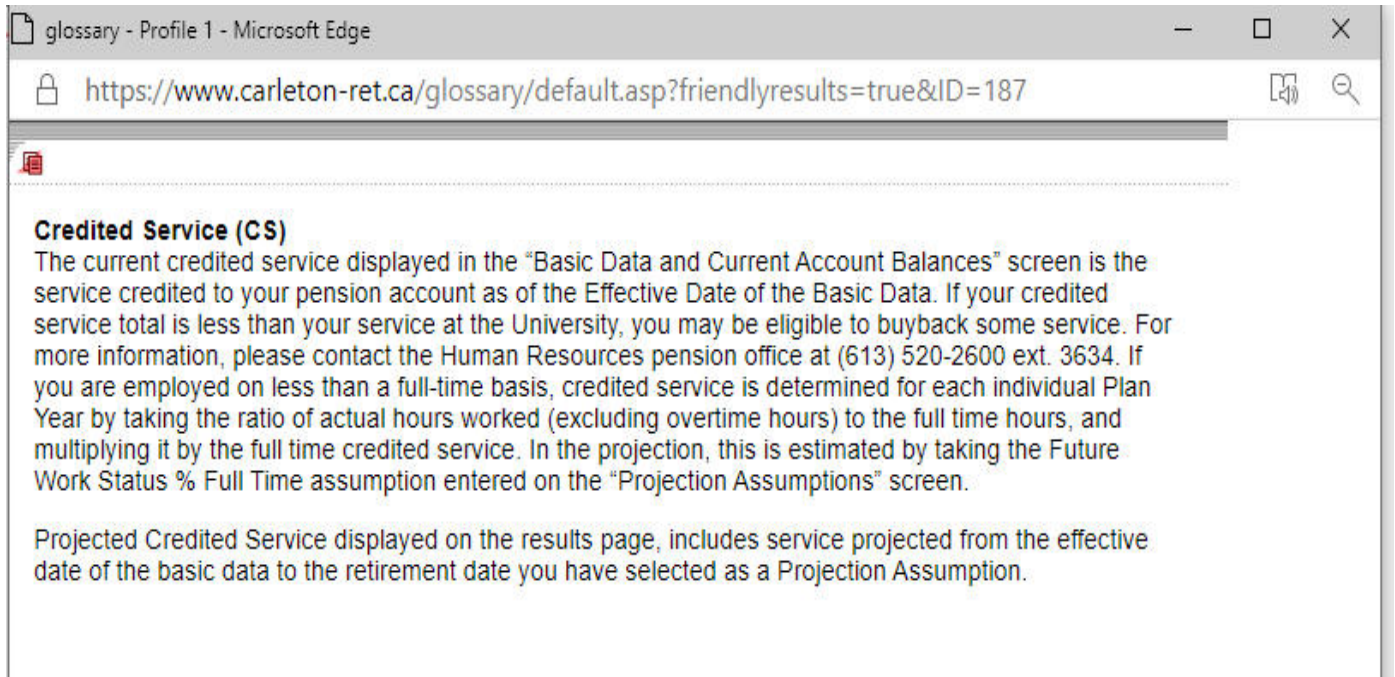
The information displayed is from Human Resources files as of the effective date below. If any of the information is incorrect, please contact the pension office at (613) 520-2600 ext. 3634.

Effective Date		
Effective Date	30 Jun 2021	
Personal Data		
Employee Number	999999999	
Birth Date	1 Jul 1960	
Service Data		
Date of Hire	1 Jul 1990	
Membership Date	1 Jul 1990	
Current Credited Service up to June 30, 2003	13.00 Year(s)	
Current Credited Service from July 1, 2003	16.00 Year(s)	
Past Service Post-1989	0.00 Year(s)	
Past Service Pre-1990	0.00 Year(s)	
Account Balances		
Money Purchase Component Account	\$721,130	
Locked-in Transfer / Past Service	\$0	
Additional Voluntary Contribution: Non-Locked-In Account	\$0	
Additional Voluntary Contribution: Locked-In Account	\$0	

Go to next page

This section will list information taken from your pension file with the Human Resources office, such as your employee ID and birth date, your date of hire at the University, your date of membership into the Carleton University Retirement Plan, your Credited Service, and your pension account balances. You can view definitions of terms by clicking on the link or lightbulb, which will open the definition in another window:

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- If the information listed on the screen appears correct, you can select "Go to next page" from the dropdown menu at the bottom of the page and select 'GO' to execute. This will lead you to the Projection Assumptions page, as seen in the image below:



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Projection Assumptions

Retirement information

Normal Retirement Date	1 Jul 2033	
Retirement Date	Date = 07/01/2030 (Age = 61.7676) ▼	
Spouse?	Yes ▼	
Spouse's Date of Birth	1 ▼ Jan ▼ 1970 ▼	
Future Work Status % Full Time	100% ▼	
Salary	70,000	

Economic Assumptions

Please note that these are default assumptions only. Your actual pension amount can only be determined on the actual date you retire or conclude your employment, and will also depend on future inflation, salary increase and investment returns.

Inflation Rate	0.0% ▼	
Investment Return Rate	Inflation Rate+3% ▼	
Salary Increase Rate	Inflation Rate+0% ▼	

Optional Future Additional Voluntary Contribution (AVC)

You can also model the impact on your pension of making future AVCs or adjusting your annual salary. Note, these fields are for projection purposes only: if you want to make lump sum deposits or regular AVC contributions, please contact the pension office at (613) 520-2600 ext. 3634.

One-time Lump Sum Deposit to Additional Voluntary Contributions	0	
	Enter the number with a decimal point. For example, to enter \$5,000, input 5000.00.	
Annual Additional Voluntary Contributions	0.0% (\$0.00) ▼	

Go to next page ▼ **Go**

- Here you are able to see figures such as your normal retirement date (the July 1st nearest your 65th birthday), and you are able to modify figures such as your projected retirement date, your spousal information, your future work status, and your salary.
- Under the Economic Assumptions heading, you can enter the projected rates used by the Carleton University Pensions office in order to estimate your future pension. These rates are shown below and will vary depending on your projected retirement date:

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if your projected retirement date is within 12 months, you should use the Actual Quote assumption; if your projected retirement date is between 12 months to 5 years, you should use the Short Term Quote assumption; if your projected retirement date is beyond 5 years, you should use the Long Term Quote assumption.

	Investment Return (Interest) Rate	Inflation Rate	Salary Increase Rate
Actual Quote (< 12 months)	0%	0%	0%
Short Term Quote (12 months – 5 years)	3%	2%	1.5%
Long Term Quote (≥ 5 years)	3%	0%	0%

Please note that these figures are estimates only, and your actual pension may vary depending on changes in future inflation rates, investment return rates and salary increase rates as on the date of your actual retirement.

EXAMPLES

The following examples are included to demonstrate what to enter in the “Future Work Status % Full Time” and “Salary” fields for the different types of working arrangements in the University. Most employees will typically fall into one of the following groups. If you do not fall in one of these groups, your situation may require more input to the model and you should therefore request a quote from the Pension Department in Human Resources by calling (613) 520-2600 ext. 3634 or emailing humanresources@carleton.ca.

Example-Continuing Full Time Employees

An employee is in a continuing Full-time position and has earnings of \$60,000 per year. This employee anticipates working these hours until retirement.

1) "Future Work Status % Full Time":= % of full time status to retirement= 100%

2) "Salary"= full time equivalent salary (excluding overtime)= 60000

Example - Continuing Part-Time Employees

An employee is in a 50% continuing Part-time position and has actual earnings of \$30,000 per year. This employee anticipates working these hours until retirement.

1) "Future Work Status % Full Time":
= % of full time status to retirement
= 50%

2) "Salary":
= full time equivalent salary (excluding overtime)
= actual salary earned divided by 50%
= $30000/.5 = 60000$

Example - Reduced Time Appointments/Reduced Workloads – No Pension Top Up

An employee works 4 out of 5 days per week for an 80% Reduced Time Appointment. The employee's actual earnings are \$40,000. The salary stored on file is the full time equivalent salary of \$50,000. The employee plans on continuing this arrangement until retirement.

1) "Future Work Status % Full Time":
= reduced time percentage
= 80%

2) "Salary"
= full time equivalent salary
= for reduced time/workload, the salary on file is usually the full time equivalent salary and therefore there should be no adjustment required
= if the salary on file is the actual earnings, divide by the reduced time percentage.
= $40000/.8 = 50000$

Example - Reduced Time Appointments/Reduced Workloads – With Pension Top Up

An employee works 4 out of 5 days per week for an 80% Reduced Time Appointment. The employee's actual earnings are \$40,000. The salary stored on file is the full time equivalent salary of \$50,000. The employee is topping up his/her pension to 100% and plans on continuing this arrangement until retirement.

1) "Future Work Status % Full Time":
= 100%

2) "Salary"
= full time equivalent salary
= 50000

Examples - Sabbaticals (Pension is automatically topped up)

While employees are on sabbatical, the pension is automatically topped up to the pre-Sabbatical working percentage. For this example we will assume that an employee who typically works at 100% goes on Sabbatical at 85%. The 100% salary is \$130,000 and the Sabbatical earnings are \$110,500.

1) "Future Work Status % Full Time":
= 100%

2) "Salary"
= full time equivalent salary, which should be on file
= 130,000

Example - Less Than 12 Month Appointment

An employee works full time from September to June and is off for July and August (10 month appointment). The employee's actual earnings are \$40,000 for the 10 months of work, but the salary stored in the pension files is the full time equivalent salary of \$48,000. The employee plans on continuing this arrangement until retirement.

1) "Future Work Status % Full Time":
= number of months worked divided by 12
= $10/12 = .8333$ (the closest % available in the planner would be 85%)

2) "Salary"

= full time equivalent salary

= for less than 12 month appointments, the salary on file is usually the full time equivalent salary and therefore there should be no adjustment required

= if the salary on file is the actual earnings, simply multiplied by 12 and divide by the months worked

= $40000 \times 12/10 = 48000$

Other Leaves or Working Arrangements

Please contact Human Resources at ext. 3634 or humanresources@carleton.ca and we will be run a projection for you.

Your projection may take approximately two weeks to complete depending on workload.

COMPLETING AND PRINTING YOUR PROJECTION

- Once you are satisfied with your parameters, select "Calculate" from the dropdown menu at the bottom of the page and click 'Go'.
- Once you do this, you will see the Results page, as shown on the next page.

This page will show your projected gross monthly pension at your projected retirement date.

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[Projection Assumptions](#) | [Printer-friendly](#) |

Results



Canada's Capital University

PENSION ESTIMATE For: 999999999

Pension Commencement Date: 7/1/2021

Effective Date
8/30/2021

Employee #:
999999999

Birth
7/1/1980

Spouse
Yes

Spouse's birth
7/1/1982

Current salary
\$70,000

Hire date
7/1/1990

Membership date
7/1/1990

AVC Contribution
0.00%

Part-time percent
100%

Retirement age
61.00

Projected average
earnings
\$78,000

Projected YMPE
Average
\$52,858

Inflation
0.00%

Investment return
3.00%

Salary increase
0.00%

AVC Lump Sum
\$0

PROJECTED BALANCES AT PENSION COMMENCEMENT DATE

		Protected	Not Protected	Total
Service	Projected Credited Service (months)	156.00	192.00	348.00
	Past Service (months)	0.00	0.00	0.00
Account Balances	Money Purchase Component	\$448,855.28	\$272,358.14	\$721,213.42
	Transferred / Past Service	\$0.00	\$0.00	\$0.00
	Non-Locked-In AVC	\$0.00	\$0.00	\$0.00
	Locked-In Transfer AVC	\$0.00	\$0.00	\$0.00
Total		\$448,855.28	\$272,358.14	\$721,213.42

PROJECTED MONTHLY GROSS PENSION BENEFITS

The Projected Balances at Pension Commencement Date above and the Minimum Guarantee provisions are estimated to produce the pension amounts below. Your pension may be taken in one of the following forms:

Forms of Pension	Protected	Not Protected	Total
Joint Life, 60% to Spouse:	\$2,622.63	\$1,615.23	\$4,237.86
Joint Life, 100% to Spouse:	\$2,514.73	\$1,548.78	\$4,063.51
Joint Life, 100% with 15-Year Guarantee:	\$2,512.17	\$1,547.20	\$4,059.37
Single Life Only:	\$2,803.03	\$1,726.35	\$4,529.38
Single life, 5-Year Guarantee:	\$2,793.14	\$1,720.25	\$4,513.39
Single life, 15-Year Guarantee:	\$2,729.91	\$1,681.30	\$4,411.21
Early Retirement Supplements	\$0.00	\$0.00	\$0.00

Your basic pension is projected to be a Money Purchase Pension.

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If you have a spouse, the Pension Benefits Act of Ontario requires that at retirement a member with a spouse must select a joint and survivor pension with at least 60% continuing to the spouse upon the member's death, unless this requirement is waived in writing by the spouse.

Please visit our link "Understanding Your Pension" appearing on the top of the page and see the default options of pension form. If you are interested in other options of pension forms, please contact Human Resources pension office for more information.

Please note that the results are estimates based on the assumptions and parameters you have selected, and on the current terms of the Carleton Plan. While the information used for this projection is believed to be accurate, all figures and interpretations are subject to the actual plan documents. Your actual retirement date is subject to University Policy.

Time Stamp: 20211216_154204

- If you would like to print a copy of your projection, you are able to do so by clicking on "Printer friendly" at the top of the Results page, and then right clicking the new window and selecting Print.
All projections are stored and can be retrieved from the "Quotes" menu.
- The projections are saved according to the date and time run.

Comments/Questions?

Call ext. 3634 or contact humanresources@carleton.ca for assistance.