

The Pension & Benefits team hopes you have a great Family Day.

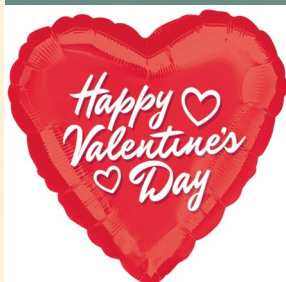


Pension & Benefits Team

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Special Points Of Interest:

- 2016 SA Deadlines
- 2016 RRSP Deadline
- Emergency Contact

Your 2016 Spending Accounts Claims Are Due FEBRUARY 28, 2017

All Employees Except Faculty

To ensure all 2016 Spending Account claims are received by Blue Cross—Edmonton office, prior to February 28, 2017 deadline, please take your claims directly to the Blue Cross—**Lethbridge** office, to be date stamped as proof of submission, by **February 28, 2017**, to guarantee arrival in Edmonton on time. Note: ****Lethbridge office is located at Suite 470, 220-4th Street South**** Open Monday—Friday from 8:30 a.m.-4:30 p.m.

Registered Retirement Savings Plan (RRSP) Contributions

You have until March 1, 2017, to make a RRSP contribution through your bank, that can be deducted on your 2016 tax return. The maximum amount you can contribute to your RRSP is limited to 18% of your earned income for the previous year up to an annual maximum dollar limit. Your total RRSP contribution limit can be found on your previous year's Notice of Assessment, which you would have received from Canada Revenue Agency.

For 2016 the maximum dollar limit is \$25,370. For 2017, the maximum dollar limit will be increased to \$26,010. The amount you can contribute will be reduced if you are a member of a pension plan at work, which is represented on your T4 in Box 52 Pension Adjustment.

To arrange for RRSP payroll deduction please contact: Scott Walls at Alberta Workplace Solutions / Sun Life 403-892-9675.

Emergency Contact Information

In the event of an emergency or serious situation, it is **vital** for Human Resources to be able to reach a contact person on your behalf. **All** employees of the University are encouraged to complete the Emergency Contact information section on The Bridge (Web Information System), and to review it on an annual basis.

Login to The Bridge. Click on Personal Information tab, click on Update Authorized Designate and Emergency Contact, To **add** a new Contact, click New Contact under Emergency Contacts section, complete fields listed, click on Submit Changes box. To **update** the Contact information, click the name you wish to update, make necessary changes, click on Submit Changes box.