

2006 TOTAL COMPENSATION STATEMENT FREQUENTLY ASKED QUESTIONS (FAQs)

This is the first year the statement has been provided in an electronic format. The personalized Total Compensation statement is available to all regular (full-time and part-time) public service employees and provides information on your 2006 salary and benefits.

Below are Frequently Asked Questions to assist you with any questions you may have on the statements.

General Information

Q1. What is the purpose of the 2006 Total Compensation Statement?

A1. The annual total compensation statement is to increase your awareness of the total value of your compensation (both salary and benefits). As an employer, we recognize that compensation and benefits are integral to our ability to keep and attract employees who foster excellence in the public service. This statement is for your information purposes only.

Q2. Who received a total compensation statement?

A2. Total compensation statements were sent (via e-mail) to all regular employees (part-time and full-time) who are currently working for the BC Government and worked in the public service during the 2006 calendar year.

Q3. Who did not receive a total compensation statement?

A3. A total compensation statement was not prepared for the following individuals:

- Long Term Disability (LTD) recipients;
- Auxiliary employees (as of December 31, 2006);
- Liquor Distribution Branch;
- BC Mental Health Society;
- Forensic Psychiatric Services Commission;
- Non-*Public Service Act* OIC appointment from an Agency, Board or Commission;
- Salaried Physicians; and
- Graphic Communications International Union (GCIU) members.

Q4. Why are the total compensation statements now provided on-line?

A4. Based on your suggestions, we are now distributing these statements on-line rather than mailing out printed copies. This has resulted in a cost savings of 54 cents per statement.

Q5. I am not able to access my statement?

A5. Please ensure that you entered your employee ID (6 digit number) and your birth date in the required format. Are you a regular employee, currently working, who worked in the public service during the 2006 calendar year? Did you receive the Deputy Minister's e-mail message directly (i.e. not forwarded from another employee)?

If you answered YES to the above, and are still unable to access your statement, please contact:

TSS.ContactCentreForPayroll.HRSystems.BCGOV@telus.com

Q6. How much did it cost to prepare these statements?

A6. The total cost to design, produce and distribute the statements was approximately 17 cents per employee.

Interpretation of Your Personalized Total Compensation Statement

Q7. Can I reconcile my total compensation statement to my 2006 T4?

A7. No. The 2006 **total salary** is primarily based on amounts earned in 2006. Your 2006 T4 was based on amounts paid and/or taxable benefits received in 2006.

Q8. What data sources were used to compile the statements?

A8. The personalized information on your statement is based on recorded data from the BC Government's pay and leave system.

Q9. Why doesn't my salary listed on the statement match my current salary?

A9. The statement is based on your information for the 2006 calendar year. Your base pay amount shown on the statement is "your base pay" minus "your pay for time away".

Q10. Why is my total salary (shown on the statement) less than my yearly salary?

A10. If you were a new employee or you took a leave of absence during 2006, your salary and benefits will be calculated based on the months in which you were working. If you transferred from a crown corporation, agency, board or commission, your salary and benefits will be calculated based on the months following your transfer.

Q11. Why does my vacation amount not seem correct?

A11. Your vacation figure was calculated based on the amount of vacation earned for 2006, not vacation taken.

To find out more about “vacation eligibility”, please refer to your applicable collective agreement at www.bcpublicservice.ca/labour/toc.htm or terms and conditions of employment for excluded employees at www.bcpublicservice.ca/policies/policy_manual/terms_conditions/.

Q12. What does “Other Earnings” mean?

A12. “Other earnings” includes a number of items such as: isolation allowance; overtime; temporary market adjustment; overtime shift work and standby; shift premiums; compensatory time off; clothes allowance; first aid allowance; substitution pay; and one time payments. Please see the attached website for further information regarding one time payment for BCGEU, PEA or Excluded employees.

http://www.bcpublicservice.ca/down/pdfs/bcgeu_and_pea_employees_one_time_payment.pdf

http://www.bcpublicservice.ca/excl_payment06/announcement.htm

To find out more about “other earnings”, please refer to your applicable collective agreement at www.bcpublicservice.ca/labour/toc.htm or terms and conditions of employment for excluded employees at

www.bcpublicservice.ca/policies/policy_manual/terms_conditions/.

Q13. What does “Other paid absences” mean?

A13. There are a variety of paid leaves which are a component of your pay for time away from work. Examples of “other paid absences” are: wedding of an employee; household emergency; moving household effects; family illness; bereavement leave; and maternity/ parental allowance.

To find out more about “other paid leaves”, please refer to your applicable collective agreement at www.bcpublicservice.ca/labour/toc.htm or terms and conditions of employment for excluded employees at

www.bcpublicservice.ca/policies/policy_manual/terms_conditions/.

Q14. I was on a Long Term Disability Rehabilitation Trial in 2006 – how was my total compensation statement calculated?

A14. Your total compensation statement was based on partial earnings from the BC Government pay/leave system. Long Term Disability/Rehabilitation earnings were not included in the overall calculation.

Benefits Information

Q15. How do I change my Group Life beneficiary?

A15. To change your group life insurance beneficiary, you need to complete a new beneficiary form and forward it to the Benefits Service Centre. The forms and instructions are available by clicking on the following link...

[Group Life Beneficiary Form.](#)

Please note. You must complete a separate form to change your beneficiary for the Public Service Pension Plan. For further information, please click on the following link...

[BC Pension Corporation.](#)

Q16. Why does my group life beneficiary show “multiple beneficiaries”?

A16. We provided enough space on the statement for up to three beneficiaries. If you have more than three, “multiple beneficiaries” will appear. Feel free to contact the [Benefits Service Centre](#) if you wish to check your beneficiary information on file.

Q17. Why does my group life beneficiary show “no beneficiary named”?

A17. You have not completed a form to designate a beneficiary for your group life insurance. If you wish to designate a beneficiary, please complete a Group Life beneficiary form. If you do not name a beneficiary, the benefit would be payable to your estate.

The forms and instructions are available by clicking on the following link...

[Group Life Beneficiary Form.](#)

Q18. There is a typo in my beneficiary’s name on my statement – how do I get this corrected?

Q18. You should email [Benefits Service Centre](#). Provide your employee number, name and the correct spelling of the beneficiary’s name.

Q19. Is my Group Life Insurance coverage based on my annual salary or annual compensation amount?

A19. Your Group Life Insurance coverage is based on your annual salary. This amount will be two or three times your annual salary, depending on the collective agreement or terms and conditions of employment as applicable in your case.

Q20. Am I able to purchase additional group life insurance?

A20. You are not able to purchase additional Group Life Insurance for yourself though the Group Policy held by Great West Life. You are welcome to contact Great West Life, or any other Insurance Company that provides individual policies.

Q21. I do not have a spouse or dependent children and there is a deduction amount for Spouse and Dependent Life Insurance on my Total Compensation statement. How do I cancel the Optional Spouse and Dependent Group Life? Can the cancellation be made retroactively?

A21. To cancel this benefit, please complete the [Optional Spouse and Dependent Group Life Election form \(BCPSA 41\)](#) and mail to the Benefits Service Centre for processing. Cancellation is based on the date that the form is received and processed by the Benefits Service Centre. It is an employee's responsibility to make the appropriate adjustments to benefits in a timely fashion.

Q22. Who is covered by the Optional Spouse and Dependent Group Life Insurance?

A22. If you applied within 90 days of your regular or benefited auxiliary start date (providing you had dependents at the time) or within 90 days of acquiring your first dependent, all dependents on your other benefit plans are automatically enrolled in this benefit. If you applied after the 90 day period of automatic enrollment and have been approved by Great West Life, the dependents that are approved for this coverage will be listed by Great West Life to the employee directly.

Q23. How do I change who is covered under my benefits plan?

A23. You need to complete forms to make a change to your benefits plan. For instructions and forms, please click on the following link...[Changes to Your Enrollment](#).

In addition, the benefits which are listed on your total compensation statement are based on your employee group status as of December 31, 2006.

Q24. Why can't I have the actual cost for extended health and dental, long term disability, and workers' compensation listed on my statement?

A24. For extended health and dental, long term disability and WCB, we reported the amounts based on premium rates.

As mentioned in your total compensation statements, Pacific Blue Cross offers a secure on-line system that tracks recent extended health and dental claims. To register and access CARESnet, you can visit the following web site [Pacific Blue Cross](#).

Q25. Why does the MSP premium amount show up under "Your Employer's Payment" column?

A25. MSP is 100% employer paid benefit. The MSP premiums paid on your behalf are a taxable benefit. A taxable benefit is added to your gross pay for the purposes of calculating income tax only.

Contact Information

Q26. What do I do if I see a mistake on my statement?

A26. Please feel free to contact the Pay and HR Contact Centre. Contact information is listed below:

(Toll free – Victoria and all areas of BC) 1-877-277-0772

OR

(E-mail)

[TSS ContactCentreForPayroll.HRSystems@telus.com](mailto:TSS.ContactCentreForPayroll.HRSystems@telus.com)