HR68 – Pension Administration System

These records are comprised of the pension administration system (BenPlus).

*This records class is a Personal Information Bank.*

Content & Scope

The pension administration system tracks individual plan members' entitlements under the University’s pension plan. Data is transmitted to the system from the human resources management system.

Related Records

For documents supporting the records in the pension administration system, see HR52: Employee Files (Financial), HR70: Pension Beneficiary Files, and HR72: Pension Cards

Responsible Unit

Human Resources

Information Steward

Associate Provost, Human Resources

Privacy Classification

Highly Restricted

Retention

Indefinite

Note: To meet legal requirements, the minimum retention period is as long as the member/beneficiary has an entitlement under the plan.

Authority

University of Waterloo Act, 1972; Pension Benefits Act, ss. 19 and 22; FSCO Policy A300-200: Management and Retention of Pension Plan Records by the Administrator

Retention Rationale

The retention period is based on current practice.

Approval Date(s)

October 26, 2011