



SERVING TEACHERS
PAST • PRESENT • FUTURE



A publication for partners of the Teachers' Retirement Allowances Fund

CONNECTION

WHAT'S INSIDE:

Review all current-year variances	2
Timely and accurate reporting	2
Substitute service information	3
Employer Guide	4
TRAF members on disability	4

Service types	5
Important reminders	6
Quick reference guide	7
Contact TRAF	7

Review all current-year variances

Before you approve your batch each month, remember to check and resolve any variances over \$20 (Option 21). If any information that was reported is incorrect, make the correction (if the change is to the current month's information) or put a miscellaneous comment in the batch to advise of corrections to prior months.

When TRAF has finalized the batch, you will receive an automated email with a link to the variance edit report. In the finalized batch, review the detailed year-to-date information for any members who required a change to a prior month. Finalized batches can be accessed and viewed via the "F9=View All Batches" function in the 5250 Session.

If all the information reported is 100% correct, it is a true variance, and the contributions will need to be adjusted.

As a guideline, there should be no variances over \$20 at the end of the school year.

Note: If you are adjusting contributions for the prior school year, they must be split from the regular contributions and the month must be changed to Month 6 (June).

For example: In October, you are collecting \$100 from a member for a shortage in the prior school year. The \$100 contribution should be in a record by itself, dated Month 6. This will fix the prior year variance and won't create a variance in the current year.

Timely and accurate reporting

It is important that data is provided on a timely basis, and the following is a reminder of the deadlines for data reporting:

Monthly reporting: Batch must be uploaded, edited and approved by the end of the following month.

Term reporting: Batch must be uploaded, edited and approved by January 31 for the fall term (August to December) and August 31 for the spring term (January to July). This does not apply to school divisions.

Important: Please ensure that the total contributions reported in each batch balance to your remittance. If there is an unbalanced amount, please provide a reason and how it will be corrected.

Substitute service information

According to subsection 52(1) of *The Teachers' Pensions Act* (TPA), every teacher must contribute to the plan. This applies to all teachers employed on a full-time, part-time or term basis (i.e., every teacher other than a substitute teacher).

For substitute teachers, the following rules apply:

- If the individual is employed under a full-time, part-time or term contract and is also concurrently employed as a substitute teacher within the same school division, contributions are required for this substitute service. Therefore, service is recognized under the plan.
- An individual who was employed under a full-time, part-time or term contract who is subsequently employed as a substitute teacher with no concurrent full-time, part-time or term teaching service may continue to be a member of TRAF by contributing for substitute service, but this is not mandatory unless the teacher has earned at least 25% of the YMPE for two consecutive years.
- Once the teacher has earned at least 25% of the YMPE for two consecutive years, contributions are required in all subsequent years from that school division. In order to determine whether a teacher has earned at least 25% of the YMPE, earnings from any teaching employment (i.e., full-time, part-time, term or substitute) from that school division is included.

In summary, if the teacher has earnings in relation to a previous contract, regardless of whether the teacher has received a commuted value payout with respect to the period in which the earnings were generated, such earnings would be included for determining when mandatory contributions are required.

Employer Guide

As a reminder, the **Employer Guide** is available on our website. Please review carefully as it contains important information and guidelines to assist you with your responsibilities related to TRAF.

It is recommended that the Employer Guide is reviewed on a regular basis, or to refresh your knowledge on a particular topic. The Employer Guide is also a great training tool for new staff in addition to the one-on-one training provided to new payroll administrators by TRAF.

TRAF members on disability

TRAF members are eligible to have service while in receipt of disability benefits count as pensionable service. Short-term and long-term disability coverage is generally provided by The Manitoba Teachers' Society Disability Benefits Plan (MTS DBP) who provides TRAF with monthly service and salary information. Members receiving disability benefits are not required to contribute.

When you receive confirmation of a disability claim, please ensure that the benefit start date and salary are correct. **If not, please advise both TRAF and MTS DBP of any required changes.**

TRAF will calculate a pension adjustment and issue a T4A to members who are on disability.

Disability coverage for superintendents or employees of colleges or universities may be under a different plan, so please inform TRAF if a member goes on disability.



Service types

The following is a summary of the service types, as well as a brief guide on deducting TRAF contributions for Service Type 222:

03 Regular contribution	123 Non-compliance substitute
43 Additional voluntary contribution	130 Retroactive contribution
74 Excess time	140 Variance contribution adjustment
77 Compliance substitute (under the YMPE)	222 Compliance substitute (over the YMPE)

222: Compliance substitute (over the YMPE)

TRAF contributions deducted from substitute earnings in excess of the YMPE and reported as Service Type 222 should be calculated at 8.8% up to the YMPE and at 10.4% above the YMPE. (For 2026, calculate $\$74,600/191 = \390.58 per day at 8.8%. Calculate earnings above \$390.58 per day at 10.4%.)

Important reminders

Update contact information

Log in to [Online Services](#) and ensure your contact information is up to date.

Capping contributions for 2026

Members with a pensionable salary of \$218,991 or greater in the 2026 calendar year must have their TRAF contributions capped each pay period.

Pay periods per year	Salary rate per pay period	Maximum contributions per pay period
10	\$ 21,899.10 and higher	\$ 2,158.15
12	\$ 18,249.25 and higher	\$ 1,798.46
24	\$ 9,124.63 and higher	\$ 899.23
26	\$ 8,422.73 and higher	\$ 830.06

Continue to report the full pensionable salary and number of days paid to TRAF in the usual manner. If your high earners are deducted based on pensionable days per month, their daily maximum contributions are **\$21,581.46 divided by days in the working year**.

In certain situations, members with long service will reach the 70% of salary maximum benefit permitted under *The Teachers' Pensions Act*. In this case, contributions are limited and the pension adjustment (PA) is reduced. TRAF will notify you if such a situation occurs. It is important to continue to report service and salary in the usual manner.

When members turn 71

Members who turn 71 must start collecting their pension by December of that year.

TRAF contributions should stop at the end of November and you must upload a retirement list by November 15.

Termination date

Add the termination date to your batch upload when a member terminates their contract. It is required to determine their benefit entitlement. If it is not included, we will have to request it from you later.

Over a year of service in a school year

Occasionally, members will have more than one year of service in a single school year. This happens for various reasons. The most common are:

- Working September to June full time as a teacher and then starting in July in a superintendent position,
- Substitute teaching while on full-time disability, and
- Working part of the year and then going on maternity/parental leave. The start date of the leave changes after a service purchase cost is calculated and TRAF is not notified.

Canada Revenue Agency (CRA) does not allow members to have over a year of service in a year (for TRAF, a year is from August to July). Therefore, service is required to be adjusted and contributions refunded to the member. This could also result in an amended PA and T4. If a member in your school division has had over a year of service in a year, TRAF will adjust the service and refund the corresponding contributions to the member.

If applicable, TRAF will advise you of the amount by which you will have to reduce the member's PA for the year(s) indicated. You will have to notify CRA of this change with an amended T4 (if it is for a year within the past four years) or by letter advising of old and new PA amounts (if it is for a year more than four years ago).

Pension adjustment (PA)

For 2025, the maximum pension adjustment is **\$33,210** (plus an amount for additional voluntary contributions, if applicable).

Year's maximum pensionable earnings (YMPE)

The YMPE changes to \$74,600 on January 1, 2026.

Return-to-teach rules

You must notify TRAF if a retired member returns to work within 90 days (excluding substitute teaching), or if a retired member is approaching 120 working days in the school year.

For more information about the impacts of the 90-day and 120-day rules, including exemptions that may apply to certain members age 65 or older, visit "[Teaching After Retirement](#)" on TRAF's website.

Quick reference guide

Active member deaths: Report date of death, days paid, pensionable salary and TRAF contributions for the current term using the [Active Teacher Death form](#). Provide next of kin information, if available.

Additional voluntary contributions: Report as Service Type 43. Additional voluntary contributions should be added to the pension adjustment each year. Send TRAF a copy of the application form, which must also be re-submitted each January.

Days (or partial days) missed with partial pay: If a member receives any pay for time missed, they must have contributions deducted as if they received full pay for the time missed and the day or partial day must be reported as pensionable service.

Maternity/parental/adoption leaves: These can be completed online, except when the member is applying after 18 months after the end of the leave. If the dates of either leave changes from that reported on the member's application, you must notify TRAF of the correct date as soon as possible.

Monthly batch editing: Wait until TRAF has finalized the prior month(s) before editing and approving the current month.

Non-serviceable pensionable earnings (NSPE): Key in NSPE (such as acting head teacher pay) if the earnings are not uploaded with the batch. Generally, these are earnings that are paid on a non-regular basis.

Pensionable salary: The annual salary from the collective agreement (reduced by annual pre-tax dental/extended health premiums), plus allowances, plus pre-tax insurance premium rebates. Must be reported to TRAF as a full-time salary.

Professional School Personnel (PSP) numbers: All members of TRAF must hold a valid Manitoba teaching certificate, permit or letter signed by the Minister of Education that certifies them as Professional School Personnel (PSP). Report the PSP number or alternate acceptable documentation to TRAF for each new hire. We may contact you periodically if we identify a missing PSP number or acceptable alternate documentation.

Retirement lists: Complete when a member age 55 or older terminates their contract. Retirement lists must be submitted online by the 15th day of the month in which the member terminates. Exception: For members who are terminating their contract in June, a retirement list should be submitted by June 1.



Contact TRAF – we're here to help!

Chelsea Stokes

Member Records Representative

cstokes@traf.mb.ca

204-975-3669



TEACHERS' RETIREMENT ALLOWANCES FUND

Johnston Terminal, 330-25 Forks Market Road, Winnipeg, MB R3C 4S8

Phone: 204-949-0048 or 1-800-782-0714 • Fax: 204-944-0361

Email: info@traf.mb.ca • Website: traf.mb.ca

This publication is available in alternate formats upon request.