



Preparing for Year-End

2026/2027

Key Dates & Resources

Year-End Deadlines

As you enter year-end reconciliation, please keep these key dates in mind:

- **December 31:** Complete your contributory leave account creation.
- **December 24 to January 1:** Our offices are closed for the holiday break.
- **January 31:** To ensure accurate benefits for SFPP members, please submit your year-end data (including leaves of absence) by January 31, 2027. All Annual Reporting data collections in the Employer Portal should have validations cleared and show a status of "Completed" by this deadline.
- **January 1:** Data loading opens and submissions can begin.
- **May 31:** Year-end is reconciled and closed.

Reminder: Web Update Request Form

Looking for something on the Employer Hub and can't find it, or hoping for more information on a certain topic? The easy-to-use [Web Update Request Form](#) lets you request updates or suggest improvements for the Employer Hub.

Year-End Webinars & Resources

To help you out, webinars are available to support your year-end reporting and contribution reconciliation.

To register: Employer Hub>Employer Course Library>Year-End.

Additional resources are available to [assist you at year-end](#).

Key Updates

Income Tax Regulation Changes

A reminder that two important amendments to the Income Tax Regulations from last year will affect your reporting to SFPP. To ensure that member leave counters are calculated correctly, your annual data collection must reflect the shorter employment requirement for periods of reduced pay and longer parental leave eligibility. For more information, [click here](#).

How a 27-Pay Period Affects Year-End Reporting

Please note that 2026 may be a 27-pay-period year for your organization. It is recommended that you review any payroll changes or service adjustments made throughout the year and confirm they appropriately reflect this additional pay period. Please also note the potential pay cycle change for 2027 to ensure precise service and contribution calculations.

Employer Portal System Upgrade

To provide employers with access to the latest technology, the Employer Portal is undergoing an upgrade in 2027. The new portal will feature intuitive features and streamlined processes to simplify your processes with pension administration. For more information, please access the [Employer Portal Upgrade information](#).



Reporting Periods of Part-Time Service for Family & Childcare Reasons

To ensure member leave counters are calculated correctly, your annual data collection at year-end must include all applicable 18-A and 18-M leave transactions for members affected by periods of part-time service for family and childcare reasons. For more information, [click here](#).

Validation Improvement Project

For the 2026/2027 year-end process, employers should be aware that contribution-related validations are being reviewed to help support accurate pension reporting. When approving a validation warning, please include a brief explanation of why the warning was triggered and what information was reviewed or updated. Providing specific details helps create a clear record.

We're also enhancing several validations related to contributory leaves, salary variances, and contributions, with implementation planned once testing is complete. These improvements are designed to support data quality, minimize the need for future corrections, and create a smoother, more consistent experience for employers.

New Salary Cap Validations (6434 and 6545)

We've added two new checks to make sure employee and employer contributions don't go over the limits set by the salary cap:

- If a member has less than a full year of service for the target year, the salary cap is prorated based on their service.
- The system then checks contributions against the adjusted amount instead of the full annual cap.

What does this mean for you?

- If contributions go over the applicable salary cap, including retroactive adjustments, the transaction will be flagged for review before it can be submitted.
- The validation message will now show key details like target year service, annualized salary, and the prorated salary cap allowing you to see what the system is comparing.
- Checking this message at the time of submission can help reduce follow-up corrections later.



Year-End Reminders

Testing

- Please do not validate and load your test data collection. If test data is accidentally loaded, all resulting transactions will need to be reversed.
- Once you have finished testing, remember to delete your test data collection to prevent it from being loaded by mistake.

Transactions

When reporting transactions for year-end reconciliation:

- Use the Annual Reporting Data Collection created for your year-end submission. Additional collections can be created if needed.
- Report employees terminating on the last day of the pension year using an 18-1 Termination transaction, not an 18-4 year-end transaction.
- All transactions for a member can be submitted in the same data collection.
- Multiple files can be uploaded to a single data collection.

Account Summary

We recommend reviewing your **Account Summary** (Employer Portal>Business Functions>Account Summary) for any outstanding invoices or unapplied credits that may require action before reconciliation.

Other Reminders

- Be sure to update your payroll system with the *updated facts and figures*.
- New contributory leave accounts will need to be created for employees on a contributory leave for the 2027 pension year.
- And finally, if you have a "remittance tool" (a tool that you have setup for yourself to review contributory leaves and outstanding buyback balances) a new one will need to be created for 2027. Please remember to delete the 2026 tool.

Questions?

For additional support, your Employer Services Representative is here to help!