

Temporary Part-Time Work Arrangement Application to Purchase Pension Credit

Public Service Pension Plan (PSPP)

Complete this form if you participated in a temporary part-time work arrangement agreed to with your employer. Please note that your arrangement must have ended to submit an application. For more information on eligibility for this buyback, visit OPB.ca/temp-part-time.

Member instructions

- Please complete page 1 of this form
- Submit all pages of the form to the employer with whom you participated in a temporary part-time work arrangement. The employer will forward it to OPB along with the other required information

OPB client number

OPB client information

OPB client last name (please print)		OPB client first name		Initials
<input type="text"/>		<input type="text"/>		<input type="text"/>
Apt. number	Street address			
<input type="text"/>	<input type="text"/>			
City	Province	Postal code	Contact telephone	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Period of service

Application date (YYYYMMDD)

I am applying to purchase pension credit for the following period of service:

Period of service from (YYYYMMDD)

Period of service to (YYYYMMDD)

If exact dates are unknown, enter approximate dates

The personal information on this form is collected under the authority of the *Public Service Pension Act* and will be used only to administer pension benefits. For more information or if you have any questions, contact Client Services or our Privacy Officer at:

Telephone 416-364-5035 or toll-free 1-800-668-6203 (Canada & USA) | OPB.ca



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Employer instructions

On pages 3 and 4 of this form, please provide the following information for the temporary part-time work arrangement period:

- the exact start and end dates of the temporary part-time work arrangement period,
- the member's rate of pay during the period, and
- the member's part-time ratio during the period (e.g., if the member is Unclassified and works variable hours); if no part-time ratio is available, please provide the standard hours for a full-time employee in the same position and the actual hours worked by the member during the temporary part time arrangement period.

Employer certification

I certify the following:

- The member participated in a temporary part-time work arrangement as described in the information provided by the employer on this form.
- The terms of the temporary part-time work arrangement, including the end date of the arrangement, were agreed in advance between the member and the employer.

Employer name

Employer representative

Position title (must be in a Payroll/HR/Administrator role)

Date signed (YYYYMMDD)

Contact telephone

Employer representative signature

Please send all pages of this form to OPB. The member's buyback cost and/or processing time may be impacted if it is missing pages or not completed correctly.



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Temporary part-time work arrangement - periods of service

If the member's salary or employment status (e.g., part time ratio or hours worked) did not change during the temporary part-time work arrangement period, please complete **only Box 1**. If there were any changes to the member's salary or employment status during the temporary part-time work arrangement period, please complete additional boxes as required.

1. Start date (YYYYMMDD) End date (YYYYMMDD)

Rate of pay

Hourly Bi-weekly Semi-monthly Monthly

Regular part-time ratio during period: Percentage **OR** Actual hours worked during period: Hours

Standard full-time hours for member's position: Hours

2. Start date (YYYYMMDD) End date (YYYYMMDD)

Rate of pay

Hourly Bi-weekly Semi-monthly Monthly

Regular part-time ratio during period: Percentage **OR** Actual hours worked during period: Hours

Standard full-time hours for member's position: Hours

3. Start date (YYYYMMDD) End date (YYYYMMDD)

Rate of pay

Hourly Bi-weekly Semi-monthly Monthly

Regular part-time ratio during period: Percentage **OR** Actual hours worked during period: Hours

Standard full-time hours for member's position: Hours



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4. Start date (YYYYMMDD) End date (YYYYMMDD)

Rate of pay

Regular part-time ratio during period: Percentage Hourly Bi-weekly Semi-monthly Monthly

Actual hours worked during period: Hours

Standard full-time hours for member's position: Hours

OR

5. Start date (YYYYMMDD) End date (YYYYMMDD)

Rate of pay

Regular part-time ratio during period: Percentage Hourly Bi-weekly Semi-monthly Monthly

Actual hours worked during period: Hours

Standard full-time hours for member's position: Hours

OR

6. Start date (YYYYMMDD) End date (YYYYMMDD)

Rate of pay

Regular part-time ratio during period: Percentage Hourly Bi-weekly Semi-monthly Monthly

Actual hours worked during period: Hours

Standard full-time hours for member's position: Hours

OR