

TEACHER CHANGE REPORTING

Please upload this form to both the Members’ Health Plan and the Teachers’ Superannuation Commission via the secure messaging feature in the Web Remittance System (WRS). Choose MHP and STSC in the drop down menu.

INSTRUCTIONS:

Complete this form and return, along with your group insurance premium remittance summary and monthly remittance information, no later than the 10th calendar day of each month. Report new teachers, change in contract status, leave of absence and termination information.

School Division Name

School Division Number

Date Report Completed
_____, ____
MonthYear

Key: Contract Status: C = ContinuingT = TemporaryR = ReplacementType of Leave: Edu = EducationPar = ParentalSab = SabbaticalSck = Sick Leave with SalarySwo = Sick Leave without SalaryPer = PersonalDef = DeferredSec = SecondedTermination: Ret = RetiredD = DeceasedRes = ResignationO = Other

Name of Teacher	Address	Name of School	Certificate Number	Social Insurance Number	CONTRACT STATUS				TYPE OF LEAVE		TERMINATION	
					C, T, R	Start Date DD/MM/YYYY	End Date DD/MM/YYYY	Date Teacher Eligible for Benefits	Edu, Par, Sab, Sck, Swo, Per, Def, Sec	Length of Leave DD/MM/YYYY to DD/MM/YYYY	Ret, D, Res, O	Date DD/MM/YYYY
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Name of Teacher	Address	Name of School	Certificate Number	Social Insurance Number	CONTRACT STATUS				TYPE OF LEAVE		TERMINATION	
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The information provided will be used to maintain accurate and current records for teachers and will be used to determine their entitlement for health, dental, disability, pension and group insurance benefits. Please direct your inquiries as follows:

Dental

- Teachers’ Superannuation Commission – toll free 1-877-364-8202 or 306-787-8814

Disability

- Teachers’ Long-Term Disability Plan, Saskatchewan Teachers’ Federation – toll free 1-800-667-7762 or 306-373-1660
- Saskatchewan Teachers’ Superannuation Disability Plan – toll free 1-877-364-8202 or 306-787-6441

Health

- STF Members’ Health Plan, Saskatchewan Teachers’ Federation – toll free 1-800-667-7762 or 306-373-1660

Pension

- Saskatchewan Teachers’ Retirement Plan, Saskatchewan Teachers’ Federation – toll free 1-800-667-7762 or 306-373-1660
- Saskatchewan Teachers’ Superannuation Plan, Teachers’ Superannuation Commission – toll free 1-877-364-8202 or 306-787-8141



2317 Arlington Avenue
Saskatoon, SK S7J 2H8
Phone: 306-373-1660
Toll Free: 1-800-667-7762
Fax: 306-374-1122



Room 129 - 3085 Albert Street
Regina, SK S4S 0B1
Phone: 306-787-6440
Toll Free: 1-877-364-8202
Fax: 306-787-1939