

MDC Checklist

Gets you ready. Now.



The member data collection (MDC) process officially begins on December 16, 2024. To save you time during the process, there are a number of things you can do to prepare. Here is your checklist of activities to complete before you formally start your MDC.

Complete the activities below *before* you start your MDC.

Member events

Report all 2024 terminations and retirements.

Note: These members do not need to be provided again through MDC. Late reported terminations cannot be processed through HOOPP Insight and may result in delays to your MDC process.

Report all 2024 **enrolments**.

Remittances

Report all **retroactive contributions** based on retroactive payments that were paid to your HOOPP members in 2024.

- These contributions form part of the 2024 pension adjustments (PA), and the information is required to ensure their accuracy.

Note: Contributions must be reported through your remittance to be accurately reflected on the member record.

Report any **previous year member data adjustments** for years prior to 2024.

In addition, as part of your year-end process please ensure that you:

- Submit payments for any outstanding amounts owed to HOOPP.
- Apply all outstanding credits to your upcoming remittance declaration.

Note: Credits do not get applied automatically.

Member information updates

Update all member leaves of absence including any changes for members on a health leave.

Report any employment status changes where members have changed between full and part-time.

Review your records and confirm any part-time members who made HOOPP contributions during a leave of absence in 2024. You will have to report their contributory service to HOOPP during MDC and having this information available will help support the process.

Review part-time members who worked overtime and verify that contributions have only been deducted up to the full-time equivalent hours.