PEBA PLANet for PEPP employers

Quick Steps

Create a New File:

For Enrolment, Contribution, Data/Address Change, Leave, Return to Work, Layoff, or Termination files.

1. From the **Dashboard**, click **Create New File** at the top right of the screen.
2. Select the **File Type** from the drop-down list and click **Create**. The new file will appear at the top of the File List.
3. Click the **File ID** number to open it.
4. Click **Add** to create new transactions.
5. Enter all information, including one of **Employee ID or SIN**.
6. Click **Save**. If you have missed a mandatory field, the program will notify you.
7. Add more transactions using steps 4–5 if necessary.
8. Once you've added all the transactions you'd like, click on the new file to highlight and bring up the File Details window.
9. Click **Validate**.
10. If any transactions are invalid, edit by clicking **File ID**, then the **Transaction ID** of the invalid records and updating the fields. When corrected, **Validate** the entire file again from the Dashboard.
11. Once validated, send the completed file to PEPP by clicking **Process**.
12. Once approved, send the completed contribution file to PEPP by clicking **Process.**

Tip: For detailed information on what your CSV files should look like go to the Employer Admin Guide under the ***Employer PLANet*** tab on our website.

pepp