

Public Employees Pension Plan



employer bulletin
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February 2021



The new online pension administration system, PLANet, launched on January 5th and we want to thank you for your part in this great achievement! PEPP is committed to continuous improvement and we welcome your feedback as part of our ongoing efforts to improve the system. Please contact your Customer Focus Coordinators (CFCs) with feedback. We are here to help you with this transition.

Need help exploring PLANet?

Training and tutorial resources can be found on the PEPP website. At this time the Tutorial button on PLANet is non-functional. Instead, please visit the PLANet section under the *Employer Tab* for important resources including: Quick Step Guides, an updated Employer Guide, and How-to Videos broken down by topic.

<http://www.peba.gov.sk.ca/pensions/pepp/employer/planet.html>

Errors report

When uploading your contribution file, download the errors report to review the messages **before** you process the file. Lines marked "Severity: Info" do not need an override, instead please review the message to ensure that the employee data is correct.

Ask yourself:

1. Has the employee returned from a leave?
2. Is the status "does not contribute" correct?
3. Has the type of leave changed?

C	D	
Transaction Status	SIN	Last Name
Valid		
Rule	Severity	Message
PEPP_CONSIN_027	Info	First name in submitted file i
PEPP_CONSIN_119	Info	Cannot remit contributions i

Please contact the CFCs for clarification on the status of employees on leave.



The *Employer Bulletin* is published as a service for the employers of PEPP. For further information or clarification, contact PEPP's Customer Focus Coordinators:

CFC Phone: 306-787-1662 • Email: cfc.pepp@peba.gov.sk.ca

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This bulletin provides general information about the Public Employees Pension Plan (PEPP) and its operation. It does not replace or supersede the legislation governing the Plan. Plan processes and procedures are subject to change over time.

Tricks and Tips from Mission Control

Need help in the new system? Please check this list for some of the popular questions and answers from our Customer Focus Coordinators (CFCs).

Receiving a “Name does not match” in the errors report?

- **If PEPP has the legal name on their system** – We ask that you update your systems accordingly.
- **If you have the legal first name and PEPP has a shortened name** – Please let the CFCs know so we can update to the legal name.
- **If the member’s last name is different than what is on the PLANet system** – This information needs to be updated directly by the employee with PEPP.
- **If the spelling is different between your system and the PLANet system** – We ask that you let the CFCs know if we have a name spelled incorrectly so we can update it on our end.
- **Names with brackets cannot be accepted on PLANet** – Please remove them from your contribution file prior to upload or remove them from your PLANet file prior to submission. If not removed, you will receive an error and will not be able to continue until it has been addressed.

Receiving an error on “Data Change”?

When processing a data change file (single entry), **unless** you are updating your employee’s address, you will need to clear the defaulted province code (SK) and country code (CAN). Otherwise, you will receive an error.

A file is in a status other than “Processed” in the dashboard?

Please note PEPP has not received these files unless it states processed on your dashboard. You must complete the process for PEPP to receive them. If you are running into any issues please contact your CFCs to assist.

Are forms needed if I process it in PLANet?

Forms are no longer needed once you have processed in PLANet. You do not need to duplicate the work by submitting fillable forms and processing in PLANet. This will be addressed in the administration guide shortly once all organizations are processing in PLANet regularly.

Help us help you


Are you submitting a contribution file for employees on Disability? Prior to processing your file, use the note section to **add a note to let us know the file is for Disability contributions.** For example, “Contribution file represents Jan 2021 disability payment”. Thanks for your help!


The image shows two screenshots of the PEPP system interface. The left screenshot shows a sidebar menu with options: 'Edit File Headers | View Audit Log | Print', 'Validations and Exceptions', 'Notes' (highlighted with a yellow dropdown arrow), and 'Activity'. A yellow 'Edit' button is visible next to the 'Notes' option. A dashed arrow points from the 'Notes' option to the right screenshot. The right screenshot shows a 'Notes' input field with the text 'Contribution file represents January 2021 disability contributions.' and 'Save' and 'Cancel' buttons at the bottom.

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