

You asked, we answered!

Since the launch of PLANet in January 2021, the Employer Relations Coordinators (ERCs), Jen and Jenny, have been tracking some of your most frequently asked questions and gathered them together for easy access to some important information.

The FAQ document can be viewed by following this [link](#) or going to the PLANet page on the Employer tab of the PEPP website.

Important topics covered in the FAQ document include:

*I'm locked-out of PLANet. What do I do?
How do I notify PEPP of a Work Absence?
What do I do when an Employee ID (EID) gives an error?*

Check back frequently as we continue to update the FAQs. Don't see your question listed? As always, you can contact the ERCs directly at 306-787-1662 or by email at erc.pepp@peba.gov.sk.ca.

It's that time of year again!

Time to cross our t's and dot our i's! Watch your inbox for a customized *confirmation of organizational information* email from Jen Nelson. She has reviewed your organization's file on PLANet and will be looking to you to fill in the blanks.

We are looking to confirm contact information, approved site administrators and ensure that your scope codes (contribution rates) are correct. Get your red pen ready!

By keeping employer files up to date, we can ensure smooth processing and seamless communications for the year ahead.

Thank you for your cooperation!

*Tired of reading
bulletins?
Let's meet!*

*Did you know you can book a **one-on-one** meeting with our ERCs for PEPP education and training?*

Don't wait for us to come to you, call or email to book a **virtual meeting** from anywhere in Saskatchewan! Meetings can be scheduled in advance or happen on-demand when you need us.

In-person meetings will be starting soon, at our office, or yours!

Looking for a better way to pay? New payment instructions have been released.

Detailed instructions have been created and updated to guide you through our payment processes. All employers have the option to submit payments through the following methods:

EFTS – Electronic Fund Transfers.

Cheque – Mailing or delivering a physical cheque to PEBA.

Cheque deposit at RBC – A coordinated cheque deposit through your local RBC branch.

Online Bill Payments – Set up online bill payments through your bank account.

For a copy of the instructions, please contact the ERCs at erc.pepp@peba.gov.sk.ca .

Paper or PLANet? Which should you use?

Electronic submissions in PLANet:

- **Enrol new members**
- **Contributions** – no more emailing, upload your listings directly into the new system.
- **Data change** – update employee info (i.e. home address, telephone numbers, email etc.). Employers who remit contributions by SIN will also use the data change feature to update PEPP with a permanent SIN if the employee previously had a temporary SIN.
- **Status change** – update employee scope code (contribution rate). Such as: in-scope to out-of-scope; change in department code; change in employment status (non-perm to permanent employee); change in employment type (part-time to full-time); change in province of employment (SK. to AB.)
- **Leave (Work Absence)** – notify PEPP of a member going on, or returning from a: Parental Leave, Employer approved unpaid Leave of Absence, Disability Leave, or Layoff.
- **Termination** – includes Retirement and Death.




Manual paper form submissions:

- **Member Account Adjustment form** – negative contributions, adjustments and/or any form of a refund of contributions must be requested on this manual paper form and sent to PEPP by mail, fax or scanned in email to pepp@peba.gov.sk.ca.
- **Leave of Absence Contribution Options form** – because this form requires coordination between the employer, employee, and finally PEPP, this form will remain a manual paper form that can be sent to PEPP by mail, fax or scanned in email to pepp@peba.gov.sk.ca.

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

Phone: 306-787-1662 • Email: erc.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.

