

# PEPP *Talk* . . .

## on Changing Your Investment Options

This PEPP *Talk* provides members of the Public Employees Pension Plan (PEPP) with information about changing how your future contributions are invested and transferring your account balance among the available investment options within the Plan.

### Changing your investment option

All PEPP members, including Variable Pension Benefit members, may transfer all or a portion of their account balance to a different investment option or change how their future contributions/deposits are invested.

You may transfer your account balance and change how your future contributions/deposits are invested by using PLANet to access your account online and completing the change yourself with no fees. The other option is to complete an *Investment Option Changes* form (fees may apply). PLANet and this form are both available on the PEPP website at [pepp.plannera.ca](http://pepp.plannera.ca).

### Investment options

PEPP has eight investment options. These funds offer a mix of asset classes, which are made up of equities, alternatives and income.

#### Asset Allocation Funds

- PEPP Steps
- Conservative
- Moderate
- Balanced
- Growth
- Accelerated Growth

#### Specialty Funds

- Money Market
- Bond

**You may invest in up to three funds at one time. Choose from six asset allocation funds (PEPP Steps, Conservative, Moderate, Balanced, Growth or Accelerated Growth) and two specialty funds (Money Market or Bond). You may invest in one asset allocation fund at a time, and add one or both of the specialty funds or invest solely in specialty funds.**

How you invest is a personal decision. You should consider your financial situation, your age, your retirement plans, your investment philosophy, and your investment risk tolerance. Investment risk is the uncertainty of future returns and possibility of loss. All investments have risk, but certain investments have a higher level of risk than others.

It is recommended that you complete the *My PEPP Investor Profile*, which is a questionnaire designed to help you make your investment choices. It is not a substitute for professional financial advice; it is a guide only. The *My PEPP Investor Profile* is available on our website.

## How to change your investment option

There are two ways to manage your money:

### 1. Use PLANet - your online pension system. All transfers and changes you process online are FREE!

- Sign in to PLANet using your PEPP member number and password. Click Manage My Investments and follow the prompts.
- Complete your investment instructions (how you would like your existing money invested) and your contribution instructions (how you would like any new money entering the plan invested). You can update one or both whichever is applicable. You can only have one asset allocation fund however, so if you change your asset allocation fund, then the system may require you to change both investment and contribution instructions.

The instructions and examples below on completing the *Investment Option Changes* form will give you some tips on completing your online investment and/or contribution instructions.

### 2. Complete an *Investment Option Changes* form and send it to PEPP (fees may apply). This form is available on our website

#### Example 1:

You are currently invested 100 per cent in the Balanced Fund, but would like to change how your money is invested. You decide to transfer 50 per cent of your account balance from the Balanced Fund to the Moderate Fund and the remaining 50 per cent to the Bond Fund. You also want a 25:75 split of future contributions. To do this, fill out the *Investment Option Changes* form as follows:

<div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">2</div> <p><b>Tell us how you want your account balance invested</b></p>	We will transfer your account balance to reflect the following instructions:		<div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">3</div> <p><b>Tell us how you want your future contributions invested</b></p>	⚠ These instructions cannot contradict the funds chosen in Step 2, but the allocation (%) can be different.																																														
	<p><b>New Fund Selection</b></p> <p>⚠ You may select ONE from this group</p> <table border="1"> <tr><td><input type="checkbox"/> PEPP Steps</td><td></td><td>%</td></tr> <tr><td><input type="checkbox"/> Accelerated Growth</td><td></td><td>%</td></tr> <tr><td><input type="checkbox"/> Growth</td><td></td><td>%</td></tr> <tr><td><input type="checkbox"/> Balanced</td><td></td><td>%</td></tr> <tr><td><input checked="" type="checkbox"/> Moderate</td><td style="text-align: center;">50</td><td>%</td></tr> <tr><td><input type="checkbox"/> Conservative</td><td></td><td>%</td></tr> </table>	<input type="checkbox"/> PEPP Steps				%	<input type="checkbox"/> Accelerated Growth		%	<input type="checkbox"/> Growth		%	<input type="checkbox"/> Balanced		%	<input checked="" type="checkbox"/> Moderate	50	%	<input type="checkbox"/> Conservative		%	<p><b>Invest my account balance</b></p>	<p><b>Invest my future contributions</b></p> <table border="1"> <tr><td></td><td></td><td>%</td></tr> <tr><td></td><td></td><td>%</td></tr> <tr><td></td><td></td><td>%</td></tr> <tr><td></td><td></td><td>%</td></tr> <tr><td></td><td style="text-align: center;">25</td><td>%</td></tr> <tr><td></td><td></td><td>%</td></tr> <tr><td></td><td></td><td>%</td></tr> <tr><td></td><td style="text-align: center;">75</td><td>%</td></tr> <tr><td></td><td></td><td>%</td></tr> <tr><td></td><td style="text-align: center;">100</td><td>%</td></tr> </table>			%			%			%			%		25	%			%			%		75	%			%
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When choosing a new fund in the Asset Allocation Fund section your total account balance must be transferred out of your old fund and into your new fund.

**Example 2:**

You are currently invested in the Balanced Fund, but would like to change how your future contributions are invested. You decide to invest your future contributions in the Growth Fund. Since you can only invest in one Asset Allocation Fund at any time, you must transfer 100% of your account balance from the Balanced Fund to the Growth Fund. To do this, fill out the *Investment Option Changes* form as follows:

<div style="text-align: center; border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">2</div> <p style="font-weight: bold; margin-top: 10px;">Tell us how you want your account balance invested</p>	We will transfer your account balance to reflect the following instructions:	<div style="text-align: center; border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">3</div> <p style="font-weight: bold; margin-top: 10px;">Tell us how you want your future contributions invested</p>	⚠ These instructions cannot contradict the funds chosen in Step 2, but the allocation (%) can be different.	
	<p><b>New Fund Selection</b></p> <p>⚠ You may select ONE from this group</p>		<p><b>Invest my account balance</b></p>	<p><b>Invest my future contributions</b></p>
	<input type="checkbox"/> PEPP Steps		<input type="text" value=""/> %	<input type="text" value=""/> %
	<input type="checkbox"/> Accelerated Growth		<input type="text" value=""/> %	<input type="text" value=""/> %
	<input checked="" type="checkbox"/> Growth		<input type="text" value="100"/> %	<input type="text" value="100"/> %
	<input type="checkbox"/> Balanced		<input type="text" value=""/> %	<input type="text" value=""/> %
	<input type="checkbox"/> Moderate		<input type="text" value=""/> %	<input type="text" value=""/> %
	<input type="checkbox"/> Conservative		<input type="text" value=""/> %	<input type="text" value=""/> %
	<p><b>and/or</b></p> <p>⚠ You may select up to TWO from this group</p>		<input type="text" value=""/> %	
	<input type="checkbox"/> Bond		<input type="text" value=""/> %	<input type="text" value=""/> %
<input type="checkbox"/> Money Market	<input type="text" value=""/> %	<input type="text" value=""/> %		
Totals must equal 100%		<input type="text" value="100"/> %		

**Default investment option**

If you do not choose an investment option at enrolment, your contributions are automatically invested in the default investment option - the PEPP Steps Fund. You may select a different investment option, at any time, by using PLANet to manage your investment, or by completing the *Investment Option Changes* form.

**Inter-fund transfer guidelines**

An *inter-fund transfer* occurs when you transfer your PEPP account balance to a different investment option. The inter-fund transfer guidelines are:

- all transfers completed using PLANet are **free of charge**.
- when using the *Investment Option Changes* form the first two inter-fund transfers in a fiscal year (Apr 1 - Mar 31) are free of charge and a \$30.00 processing fee is charged for the third and each subsequent inter-fund transfer.

Unit values are valued daily following market close. Inter-fund transfer requests received in our office by 2:00 p.m. are processed using the unit value based on financial market close that day. Requests received after 2:00 p.m. will use the next business day's unit value. PEPP is not responsible for any delays due to mail or fax. Unit values are not declared and inter-fund transfer requests are not processed on statutory holidays. (See our website for the statutory holiday office closure schedule).

**Other related PEPP information that may interest you:**

- **Fund Fact Sheets**  
provides information such as rates of return, and administration fees for each of the PEPP investment options.
- **My PEPP Investor Profile**  
is a questionnaire you can complete which identifies your investment style and risk tolerance.
- **PEPP Fund Performance Bulletins**  
provides fund benchmarks, annual and annualized investment return rates on a fiscal year basis.
- **Information Summary to Investment Options in the Public Employees Pension Plan**  
provides information about PEPP, purchasing units in investment funds, risk factors and performance objectives.
- **Investment Holdings Report**  
provides a comprehensive list of PEPP's asset mix which lists details including actual holdings, pricing, and market values.

These and other information on PEPP is available on our website at [pepp.plannera.ca](http://pepp.plannera.ca)

**Questions**

For further information about changing your investment options, contact:

Public Employees Pension Plan (PEPP)  
110 - 1801 Hamilton Street  
REGINA SK S4P 4W3

Phone: 306-787-5442 in Regina or toll free at 1-877-275-7377

Fax: 306-787-0244  
Email: [pepp@plannera.ca](mailto:pepp@plannera.ca)

Administered by **Plannera Pensions & Benefits**

The information contained in this issue of *PEPP Talk* does not replace or supersede *The Public Employees Pension Plan Act* or *The Pension Benefits Act, 1992* or related regulations. In the event of any misunderstanding or conflict, the Acts and Regulations will prevail. Please contact PEPP if you are or were working outside Saskatchewan. Your pension may be subject to the legislation of another province.

The Public Employees Pension Plan produces issues of *PEPP Talk* as a service to its members. These documents provide information on specific provisions of the Plan. Plan information is available in a variety of other forms including: issues of *PEPP Talk* on other topics; our newsletter, "Pension Perspectives"; PEPP Member Booklet; and the PEPP home page [pepp.plannera.ca](http://pepp.plannera.ca)

January 2024