PLANet User Information and Authorization

The Public Employees Pension Plan (PEPP) requires employer authorization for all user profiles to be created under their PLANet account. Please have an authorizing individual (supervisor, director, etc.) fill out all applicable fields.

- You must choose a security level for each PLANet user:

    1. Payroll and HR Forms — this user will have all capabilities (both Payroll and HR)

    2. Payroll — this user will only have access to remit payroll files

    3. HR Forms — this user will only have acces to remit HR Form files (i.e. enrolments, date & status changes, leave, termination)

- Submission of the form with electronic signatures is allowed.

- The form **must** be emailed to erc.pepp@plannera.ca from the authorizing individual to comply with pension policy. All other forms will not be accepted.

- If your organization will have more than three PLANet Users, please completely fill out a second form.

    *All required fields are outlined in red.

1 User Authorization(s)

Employer Name:

4 Digit PEPP Employer Code:

Authorizing Individual's Name:

Business Title:

Telephone Number:

Mailing Address:

Email Address:

I authorize the Public Employees Pension Plan to establish user accounts for the below named person(s) in PLANet. As an Authorizing Individual for PEPP Employer PLANet, I recognize the importance of securing the personal information of our employees. I will ensure that the user credentials given to the below User(s) will be kept private.

I will also be a User for our organization's PLANet account. (If checked, do not repeat your information below.)

Security Level: Payroll & HR Forms   Payroll only   HR Forms only

2 User(s) Information

Name: Add this user: Remove this user:

Telephone Number: Business Title:

Mailing Address:

Email Address:

Security Level: Payroll & HR Forms   Payroll only   HR Forms only

As a user of PEPP Employer PLANet, I recognize the importance of securing personal information of our employees. I will ensure that the user credentials given to me will be kept private.

Signature of User   Date (dd/mm/yyyy)

Name: Add this user: Remove this user:

Telephone Number: Business Title:

Mailing Address:

Email Address:

Security Level: Payroll & HR Forms   Payroll only   HR Forms only

As a user of PEPP Employer PLANet, I recognize the importance of securing personal information of our employees. I will ensure that the user credentials given to me will be kept private.

Signature of User   Date (dd/mm/yyyy)

Name: Add this user: Remove this user:

Telephone Number: Business Title:

Mailing Address:

Email Address:

Security Level: Payroll & HR Forms   Payroll only   HR Forms only

As a user of PEPP Employer PLANet, I recognize the importance of securing personal information of our employees. I will ensure that the user credentials given to me will be kept private.

Signature of User   Date (dd/mm/yyyy)

4 Authorizing Individual's Signature

I certify the above information to be correct and will contact PEPP if any of the information changes in the future.

Signature of Authorizing Individual   Date (dd/mm/yyyy)