

You have supports available to you!

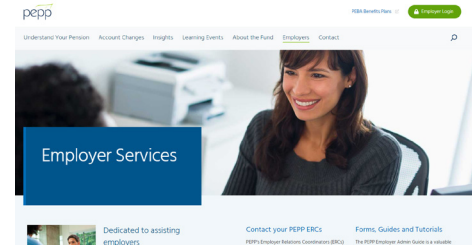
Do you sometimes work outside of regular office hours and find you have a pension administration question or you cannot remember your username or password to log in to PLANet? We have supports that can help you out.

PLANet login: Did you forget your PLANet username or password? We've done that too. That's why we've built a self-help feature in employer PLANet.

If you forget your PLANet username or password, click on either *Forgot your password?* or *Forgot your username?*, enter the information then click submit. Simply follow the prompts in the email you receive and you will be back in business.

PEPP Employer Administration Guide: this [guide](#) is a resource to help you find answers to your pension administration questions along with processes to perform them.

Employers page on the PEPP website: PEPP has a page on the website dedicated to [employer information](#). Here you will find employer resources such as forms, guides, tutorials, upcoming learning events and more!



Employer Relations Coordinators (ERCs): Your ERCs are a simple phone call or email away during regular office hours. You can reach them at [306-787-1662](tel:306-787-1662) or erc.pepp@peba.gov.sk.ca.

Timely remittance is key!

Employers are responsible to remit employee **and** employer contributions to PEPP **within 15 calendar days** of the member's pay date.

Late remittances impact employees' investment earnings. **Employers will be charged** for:

- any **investment loss incurred by employees** as a result of late remittances; and,
- an **administration fee of \$45** to recover the cost of administering late contributions.

Item	Fee Amount
Administration Fee	\$45.00
Employer Breakage	\$11.78
Total Fees:	\$56.78

Breakage occurrences:

Breakage #1	
Processing dates:	
Payroll pay date:	April 30, 2023
Processing should have occurred by (Legislation - 15 days following payroll pay date):	May 15, 2023
Date all required information received at PEPP:	June 14, 2023

Unit costs summary (all investment funds):	
Valuation date at which units should have been purchased	May 15, 2023
Total cost at date units should have been purchased	\$1,015.80
Date at which units actually purchased	June 14, 2023
Total cost at date units actually purchased	\$1,027.58
Total difference in cost of units purchased	\$11.78
Breakage total	\$11.78

Total amount due on this Invoice: \$56.78

The employer will be invoiced the assessed penalty for payment. Interest will be applied on outstanding payments over 30 days.

Important dates!

MARK YOUR CALENDAR

August 26 @ 6:00 a.m. to August 27 @ 11:00 p.m.

Member and Employer PLANet accounts will be unavailable to allow for system upgrades. We apologize for any inconvenience.

September

Watch your inbox for a customized *confirmation of organizational information* email from Sherry McCartney-Fuchs. By keeping employer files up to date, we can ensure smooth processing and seamless communications for the year ahead.

November

PEPP Member Satisfaction Survey will be running from November 6-27.

The **Employer Bulletin** is published as a service for the employers of PEPP. This bulletin provides general information about the Public Employees Pension Plan (PEPP) and its operation. It does not supersede the legislation governing the Plan - Plan processes and procedures are subject to change over time. For further information or clarification, contact PEPP's Employer Relations Coordinators (ERCs)

Phone: 306-787-1662 • PEPP Toll free: 1-877-275-7377 • Email: erc.pepp@peba.gov.sk.ca

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