

Say Hello to Leslie

We're excited to introduce you to **Leslie Huxted**, your new Employer Relations Coordinator (ERC).

Leslie has worked for the Public Employees Benefits Agency (PEBA) for over 16 years and has more than 23 years of pension administration experience.

Prior to becoming your newest ERC support person, she was a Pension Information officer and Pension Specialist with PEPP. Leslie brings vast PEPP pension knowledge and looks forward to supporting you.



Our website & email addresses are changing

On **January 1, 2024**, PEBA will become a new not-for-profit corporation, called **Plannera Pensions & Benefits (Plannera)**.

Telephone numbers will remain the same but we will have a **new website and email addresses**. Effective January 1, 2024, you can reach us at:

erc.pepp@plannera.ca

Sherry.McCartney-Fuchs@plannera.ca

Leslie.Huxted@plannera.ca

pepp.plannera.ca



Holiday office hours

Our office will be closed on December 25 & 26, 2023 and January 1, 2024.



Employee emails make a difference!



Whenever possible, include the employee email address when enrolling new employees. Having emails on file allows us to connect with members and do our part to reduce our environmental footprint and costs.



Is there a topic you would like featured in a future webinar?

We can host webinars to go over tools and processes available on the PEPP employer online portal. Or, we can feature topics on plan particulars, including eligibility, that will assist you in administering PEPP.

Send your suggestion to erc.pepp@peba.gov.sk.ca to let us know.

Member Satisfaction Survey



Please remind your members to complete the **PEPP Member Satisfaction Survey** if they received a survey link. The survey close date has been extended so there's still time to provide input. Survey info can be found in the latest edition of [Pension Perspectives](#).

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Age 71 reminder

If you have **employees who have turned or will turn age 71 before year end**, please **complete the following two steps before December 31, 2023**:

1. **update the employee status to *Terminated*** (using a December 15, 2023 termination date) in PLANet for all employees who turn age 71 this year; and
2. **stop all contributions by December 31, 2023**. Contributions received after this date will be returned to the employer.



Check your 2023 contribution limits

As we approach the end of 2023, please remind your payroll branches about the maximum pension contribution limits.

The *Income Tax Act*, (Canada) sets the maximum contribution that can be made to a defined contribution pension plan.

Maximum contributions to PEPP for 2023 is the lesser of (whichever comes first):

- **\$31,560** as set by the Canada Revenue Agency (CRA);
- OR
- **18 per cent** of your employee's current-year pensionable earnings.

The maximum applies to the total of all employee, employer and voluntary payroll contributions received in the year. **It does not include contributions to repay for a Leave of Absence (LOA).**

Your employee's personal circumstances (other employment income, RRSP contribution room, etc.) do not play a role in determining their maximum contribution limit to PEPP. You must monitor these limits based solely on salary earned with you, as a participating employer.

Further information is available from the CRA website.

Excess Contribution Refunds

(Member Account Adjustment)

It is **your responsibility** as an employer **to ensure contributions stay within set contribution limits**. Ensure your payroll department knows the limits include:

- combined employee and employer contributions; **plus**
- all additional voluntary contributions to the plan (excluding LOA repayment contributions).

If employees over contribute, you will need to request the money back by filling out a PEPP Member Account Adjustment Form. Select the **reason** (Excess) from the drop-down menu.

It is important for you to track employee contribution limits. Doing so will reduce T4 adjustments, extra paperwork, and additional fees for processing excess contribution payments.

2023 Maximum Contributions

\$31,560 OR 18%

Whichever is less.

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)

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