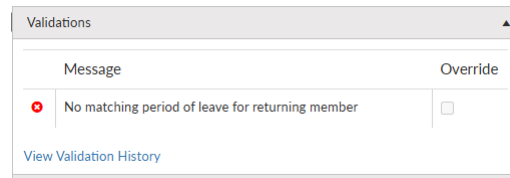


## New notification for PLANet Leave files

You may have noticed a new error message appears in PLANet when you add a new leave period or update an existing leave period. This update was added to eliminate duplicate leave periods being added and/or having a previous leave period open without an end date.

Please reach out to your Employer Relations Coordinators (ERCs) and they'll be happy to assist you with making any revisions necessary to remove the error and get the employee file up to date.



## Employer Webinars

...new webinar and more



We have a new webinar coming your way!

**You've hired someone, now what?**

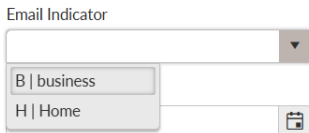
When: April 24, 2025  
Time: 10 a.m. - 12 p.m.

[Register Now](#) →

You can now access the **Leave of Absence - Start to Finish** webinar on the employer page of the website. You will find it on the 'Forms, Guides and Tutorials' page.

## Coming soon

As part of PEPP's journey to a paperless organization, look for a change to required fields on the Enrolment (New Hire) File on PLANet. You will see an added option of UIUndisclosed in the Created file Email Indicator dropdown list and a U added to Column S in the Enrolment Template.



The Email Indicator will be a required field and depending on the indicator choice will influence the Email field.

## Long Term Disability (LTD) Contribution files

When submitting your contribution file, please include a note on PLANet to let the administration team know it is an LTD contribution file.

## Our emails have changed

Please ensure any PEPP email address you have on file have the @plannera.ca address. We no longer receive emails sent to our old email domains (@peba.gov.sk.ca).

[erc.pepp@plannera.ca](mailto:erc.pepp@plannera.ca)



## Thank you

Thank you for participating in our Employer Satisfaction Survey in December. We are committed to utilizing your feedback to enhance the service you receive.

The yearly survey isn't your only opportunity to share your thoughts. If you have questions or comments about the service you receive from our team, please connect with us throughout the year.