

### **Business as usual**

We wanted to start off letting you know it remains business as usual at PEPP. Rest assured your Customer Focus Coordinator (CFC) is still available to help you with any questions regarding the Pension Plan. We wanted to take this time to encourage our employers to look at our Electronic Fund Transfer (EFT) / Online Bill Payment (OBP) options. Using these options going forward will help prevent any delays in processing.

While normal operations continue, the day to day processing looks a little different these days. PEBA's leadership has taken the necessary steps to have the majority of staff work remotely while maintaining service to our valued employers and members (phones, emails, and daily processing remain the same).

We would like to remind you that during this time of extraordinary circumstances, you can submit your forms and listings to PEPP online. Online submission will help you avoid delays in processing and potential late fees being charged to you (the employer). If you have any questions, please reach out to us and we will help you.

### **Remitting contribution listings to PEPP by email & how to set up EFT or OBP**

You have the option to remit contributions to PEPP via Cheque, EFT, or OBP. For more information, click below for EFT and OBP processes:

[EFT Information](#)

[OBP Information](#)

PEPP Legislation requires that contributions and the matching corresponding listings be submitted to PEPP within 15 calendar days of the date paid. Any delays to this would then result in an administrative fee of \$45.00 and any breakage (lost investment earnings from the 16th day forward for the members) being charged back to the employer.

**Contribution Listings** – If you are new to emailing listings to PEPP, we have an inbox dedicated only to contribution remittances [pepp\\_pdr@peba.gov.sk.ca](mailto:pepp_pdr@peba.gov.sk.ca).

**Submitting forms to PEPP** – All completed forms can be emailed to [pepp@peba.gov.sk.ca](mailto:pepp@peba.gov.sk.ca).

**Remember** – Password protect any documents you are submitting to PEPP that contain personal employee information. Please refer to the [Password protecting-encrypting](#) bulletin.

## Reminder: Employer Forms Available to you via Online & your CFCs

Here is a list of the forms that we require you as an employer to complete and submit to PEPP by email.

- [Employer Data Change form](#)
- [Work Absence Form](#)
- [Leave of Absence Contribution Options Form](#)
- [Member Account Adjustment Form](#)
- **Enrolment Form** – Please contact your CFC for a copy.
- **Notice of Member Termination Form** – Please contact your CFC for a copy.

As well, please note that the following forms are for your internal use and we do not require a copy in the office.

- [Contribution to PEPP while on Disability Leave](#)
- [Voluntary Contributions](#)
- **Non-Permanent Pension Choice** – Please contact your CFC for a copy.

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### Layoff vs. Termination vs. Leave of Absence (LOA)

It is up to you as the employer to determine whether the employee's leave is a layoff or a termination. PEPP can only administer a member's PEPP account in accordance to the information you provide us.

**Layoffs** – An expected employer/employee relationship continues and even though a Record of Employment is provided, employees only have access to EI and other programs – this is not a termination.

**Termination** – The employee/employer relationship is ceased and the member would be provided their termination/retirement options.

**LOA** – An employee is on an employer APPROVED Leave of Absence. Upon return to work, the employee has the option to contribute for that period of time as if they had continued to work. **If they choose to contribute for their leave, they are entitled to their employer share of contributions.**

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**Contact your PEPP CFC at 306-787-1662 or by email at [cfc.pepp@peba.gov.sk.ca](mailto:cfc.pepp@peba.gov.sk.ca) to discuss any questions you have and how to proceed further if necessary.**



The **Employer Bulletin** is published as a service for the employers of PEPP. For further information or clarification, contact PEPP's Customer Focus Coordinators:

Phone: 306-787-1662 • Toll free: 1-877-275-7377 • Email: [cfc.pepp@peba.gov.sk.ca](mailto:cfc.pepp@peba.gov.sk.ca)



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*This bulletin provides general information about the Public Employees Pension Plan (PEPP) and its operation. It does not replace or supersede the legislation governing the Plan. Plan processes and procedures are subject to change over time.*