



pepp Employer Quick Reference Guide

Event	Factors	Forms/Documentation Required
New Hire Permanent Employee Non-Permanent	Required to join Condition of employment or Joining optional - elects to join or Joining optional - elects not to join	<ul style="list-style-type: none"> • Provide "<i>It Pays to Belong</i>" to employee • Submit <i>Member Enrolment</i> form to PEPP prior to 1st contribution submission • Refer to same process as above for permanent • Provide <i>Non-Permanent Pension Choice</i> form and <i>It Pays to Belong</i> to employee; keep on employee file • Submit <i>Member Enrolment</i> form to PEPP prior to 1st contribution submission * Once enrolled the employee cannot revoke decision if later wants to leave plan. • Provide <i>Non-Permanent Pension Choice</i> form and <i>It Pays to Belong</i> to employee; keep on employee file • Employee may elect to join at a later date, but cannot backdate enrolment
Contribution Remittance		<ul style="list-style-type: none"> • Must be received by PEPP within 15 days of paydate or breakage and late fees apply* • Send cheque/EFT to PEPP • Email contribution listing details to PEPP email, pepp_pdr@peba.gov.sk.ca
Voluntary Contributions	Subject to CRA limits (link)	<ul style="list-style-type: none"> • Provide <i>Voluntary Contribution</i> form to employee, keep on employee file • Ensure additional funds are still within CRA limits—lessor of 18% or dollar amount as per <i>CRA</i>, www.cra-arc.gc.ca
Leave of Absence	Upon start of leave Upon return to work	<ul style="list-style-type: none"> • Complete <i>Work Absence</i> form Section 1 & 2; send to PEPP • Complete <i>Work Absence</i> form Section 1, 2 & 3; send to PEPP • Provide to employee <i>Leave of Absence – Contribution Options</i> form Note: completion and remittance of this form is time sensitive! <p>Election to repay is made:</p> <ul style="list-style-type: none"> • Send <i>Leave of Absence – Contribution Options</i> form to PEPP, Contributions must begin within 90 days from the employee's return to work date to be eligible. <p>Election not to repay:</p> <ul style="list-style-type: none"> • Add <i>Leave of Absence – Contribution Options</i> form to employee file. Election may not be made at a later date.

*A \$45 administration fee plus the amount of any investment loss incurred by the members as a result of the late contributions (breakage) is charged to employers that submit contributions late (after 15 calendar days of pay date). If you fail to pay the fee and/or the amount of any loss incurred by the members as a result of the late contribution within 30 days, the employer is charged interest on the amount outstanding.

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Disability Leave including WCB	<p>Upon start of leave</p> <p>Upon return to work</p> <p>If employee terminates</p>	<ul style="list-style-type: none"> • Complete Work Absence form Section 1 & 2; send to PEPP • Contact PEPP Customer Focus Coordinator for further information as contributions are required during a disability leave. • Complete Work Absence form Section 1, 2 & 3; send to PEPP • Complete Notice of Termination form and return to PEPP within 15 days of the termination
Employee SIN Change		<ul style="list-style-type: none"> • Contact Customer Focus Coordinator to provide information (and avoid member having 2 accounts)
Contribution Adjustments	Only allowed for active employees	<ul style="list-style-type: none"> • Complete the Member Account Adjustment form, funds will be returned if they are available and the employee is active. This is not an option for terminated employees.
Terminal Illness		<ul style="list-style-type: none"> • Have employee contact PEPP
Termination of Employment		<ul style="list-style-type: none"> • Complete Notice of Termination form and return to PEPP within 15 days of the termination
Employee Considering Retirement		<ul style="list-style-type: none"> • Suggest the employee contact PEPP for an estimate if within six months to a year of retirement • Suggest attending a RetireWithEase Workshop
Retirement		<ul style="list-style-type: none"> • Complete Notice of Termination form and submit to PEPP near the retirement date.

Note: Please see **Member's Quick Reference Guide** for personal member changes, investment changes and the corresponding required forms. The **Employer Administration Guide** is also available on our website for more detailed information.