



EMPLOYER BULLETIN

Employees returning from a leave of absence/layoff

In the coming months, you may find employees returning to work from a leave of absence or layoff. When this happens, please follow these steps to ensure information can be updated in the member's file:

- Fill out Section 3 of the member's *Layoff/Approved Leave of Absence* form.
- Forward the form to MEPP.
- Resume remitting pension contributions for the employee.

If the employee does not return to work, you must submit a *Termination* form to indicate that no more remittances will be made for the employee. The employee's last day of work would be the day the leave of absence or layoff started. Providing the *Termination* form also advises MEPP that a termination option letter should be sent to the employee.

For more information, please refer to your MEPP Employer Administration Guide.

Get *MOR_e* from MEPP

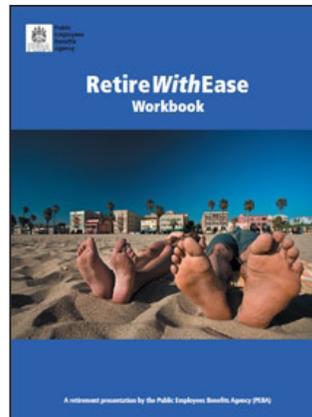
In June, MEPP launched the *MOR_e* online retirement planner. The planner is personalized, secure and can assist members in preparing for retirement.

Members can access *MOR_e* through the PEBA website at www.peba.gov.sk.ca

Reminder: ERS sign-up

The Employer Remittance System (ERS) is an easy and convenient web-based application that allows you to electronically remit contribution data to MEPP. If you have not signed up for the ERS, you can do so by contacting Darlene Glowa, MEPP Customer Focus Coordinator at (306) 798-2353.

Retire *WithEase* workshops



The Public Employees Benefits Agency (PEBA) is hosting Retire *WithEase* workshops throughout the province. These workshops are one day in length and designed to help members make informed decisions about their retirement.

For more information on locations and dates, or to register for a workshop, please visit the PEBA website at www.peba.gov.sk.ca

Our fax number is changing. Effective March 22, the MEPP fax number will be (306) 787-0244.

The Employer Bulletin is published as a service for the employers of MEPP.
For further information or clarification, contact MEPP's Customer Focus Coordinators:
Phone: 787-2684 in Regina, Toll free: 1-877-506-6377
E-mail: mepp@peba.gov.sk.ca

Please retain this MEPP Employer Bulletin for your reference.