



# EMPLOYER BULLETIN

Spring 2015

## Potential hours

Employers must enter the correct Potential Hours when entering contribution information on the *Payroll Deduction Return (PDR)* form or when uploading electronic remittances.

Potential and Actual Hours are used when calculating a member's Pensionable service, which is used to calculate a member's pension. Please refer to the table below to determine which Potential Hours amount to use.

Actual hours should never exceed potential hours, unless you have an employee subject to subsection 14(1)(b) of *The Employment Standards Regulations* (Saskatchewan), which applies to road construction and maintenance workers of rural municipalities. For employees to whom the above subsection applies, all hours worked and salary at the **regular** wage rate should be reported.

Please note:

For employees who work overtime or are paid at the overtime rate of pay:

- hours should not be reported;
- salary should not be reported; and
- contributions to MEPP should not be made.

## Potential Hours

Regular hours of work per day	8.00	7.50	7.00	6.50	6.00
Monthly paid	172	162	150	140	130
Semi-monthly Paid	86	81	75	70	65
Bi-weekly Paid	80	75	70	65	60

## Unpaid Leave

If an employee takes an unpaid leave for an entire pay period, or longer, the employer must submit a *Layoff/Approved Leave of Absence (LOA)* form to MEPP. This form tells MEPP that the employee is exempt from remitting contributions for this pay period.

When the employee returns from an unpaid leave, the employer must complete Section 3 of the *Return to Work* form and submit it to MEPP.

Please remember Leave/Layoff, Termination and Enrolment forms can be submitted electronically using the Employer Remittance System (ERS).

## For Members on Sick/Disability Leaves

The employer must give the member the option to contribute to their pension while on sick/disability leave. If the member chooses to contribute, MEPP must be contacted for a quote as contributions are based on the pre-disability salary.

Please note, contributions cannot be based on a disability insurance payment the member may be receiving. If the sick/disability leave is anticipated to last for more than two years, have the member contact MEPP.

If a member chooses not to contribute while on leave, it is important to submit the *Layoff/Approved Leave of Absence form*.

For more information on contributing during sick/disability leaves please review Section 5j of the *Employer Administration Guide*.

## Update your contact information

In order to streamline communication with your organization, we would like to update your key contacts in our files. Please complete the Employer Update form attached and submit it to MEPP.

The Employer Bulletin is published as a service for the employers of MEPP.  
 For further information or clarification, contact MEPP's Customer Focus Coordinator:  
 Phone: 306-787-2684 in Regina; Toll free: 1-877-506-6377  
 Email: mepp@peba.gov.sk.ca

Please retain this MEPP Employer Bulletin for your reference.