



Employer Administrative Fees

A fee structure is being implemented effective January 1, 2017, due to the high number of missing and/or inaccurate documents submitted to MEPP.

MEPP is encouraging employers to use electronic forms and submit remittances online through the Employer Remittance System to alleviate further discrepancies. The fees are explained below:

Category	Description
Missing documents for a member, enrolment, termination, return to work forms, etc.	After contacting an employer three times annually to request documentation/forms, a fee of \$30 will be charged to the employer for each additional request.
Late contributions	Late contributions, submitted by employers, will be charged \$60 plus the interest accrued on the contributions had they been remitted on time.
Arrears	Failure to enrol employees or remit contributions on time will result in a \$60 fee, including interest owing. An additional \$30 per half hour increments will be charged if further time is taken to correct the issue.
Incorrect contribution remittances	After contacting an employer three times annually regarding incorrect contributions, a fee of \$60 will be charged. An additional \$30 per half hour increments will be charged if further time is taken to correct the issue.

Potential hours

Effective January 1, 2017, full-time hours will be a minimum of 30 hours per week in every eligible pay period for all MEPP employers and members, as stated in *The Municipal Employees' Pension Plan Act*.

Employees on a 10-month work cycle that earn a minimum of 1,300 hours per year and, 12-month employees earning a minimum 1,560 hours per year, will be credited a full year of pensionable service. Employees who work less than these minimums will earn pensionable service on a pro-rated basis.

The Employer Remittance System (ERS) will be updated to reflect the change. For employers who submit their contributions manually, the online payroll deduction return will be updated. Please ensure you use the January 2017 form when submitting your contributions in the new year.

This should simplify your reporting processes. Please contact mepp@peba.gov.sk.ca if you have any questions.

2016 Year-end Information

MEPP's year-end is December 31. Please submit your final 2016 contributions, member updates, enrolments and terminations by January 13, 2017. This will ensure the information on members' annual statement is complete and accurate.

2017 Contribution Rates

The contribution rates for 2017 remain unchanged.

NEW Payroll Deduction form

Beginning January 1, 2017, please use the new **Payroll Deduction** form found on the website under Forms in the *Employer* tab.

Pension Adjustment Calculator

The 2016 pension adjustment calculators, guides and tables will be available at the end of December. You will find them on our website under the *Employer Information* menu.



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; Fax: 306-787-0244
Email: mepp@peba.gov.sk.ca

Please retain this MEPP Employer Bulletin for your reference.