



### An improved employer system is coming your way!



As part of our ongoing effort to provide you with the best possible service, the Municipal Employees' Pension Plan (MEPP) has been refining our new online administration system and we are excited to announce **PLANet** will go live **this Spring!**

**PLANet** will be replacing our current online system, ERS (Employer Remittance System), making it easier than ever for Employers to connect with MEPP and allowing you to

interact with us in the most efficient and timely way possible.

This enterprise platform will enable employers to complete the following online:

- remit contributions;
- enroll new members;
- process member leaves and returns;
- process member lay-offs;
- terminate employees; and
- make status and data changes (incl. address).

The launch of **PLANet** will *not* change your day to day systems, but provide increased efficiency and streamline submitting contributions and other information to MEPP, eventually eliminating the use of paper forms.

If you have any questions regarding the new administration system, please contact MEPP at [mepp@peba.gov.sk.ca](mailto:mepp@peba.gov.sk.ca).

### Go-Live and Training

To ease your transition to **PLANet**, we will be providing an online user guide and periodic training webinars starting in March 2019. The Employer Remittance System (ERS) will no longer be available starting June 2019.

Our goal is that by early 2020 all employers will be trained and using **PLANet** to submit contributions and online forms. MEPP will conduct a phased approach to rolling out **PLANet**, consisting of three phases:

**Phase 1:** If you currently use ERS to remit contributions and/or submit forms and you want to be first to use **PLANet**, we will provide you access along with our User

Guide starting in **May 2019** as part of our pilot group. More information on signing up to the pilot will be available shortly.

**Phase 2:** If you are currently using ERS and would like time to go through the training in May, we will provide you access starting in **June 2019**. At this point ERS will no longer be available.

**Phase 3:** If you currently submit excel files or paper forms to MEPP for remittance, you can continue to do so until Fall 2019. At that time you will be contacted to come on board with **PLANet**.

## File formats will have two changes

Employers **with** a system that creates files for remittance

The document below will provide the specific CSV (Comma-delimited) file formats for remitting contributions on [PLANet](#). These are slightly different from the specifications you already use with ERS; the only change required is to add a column for *Employee ID* and remove the *Salary* column.

Please work with your Human Resources, Information Technology and/or Payroll departments on updating these files.

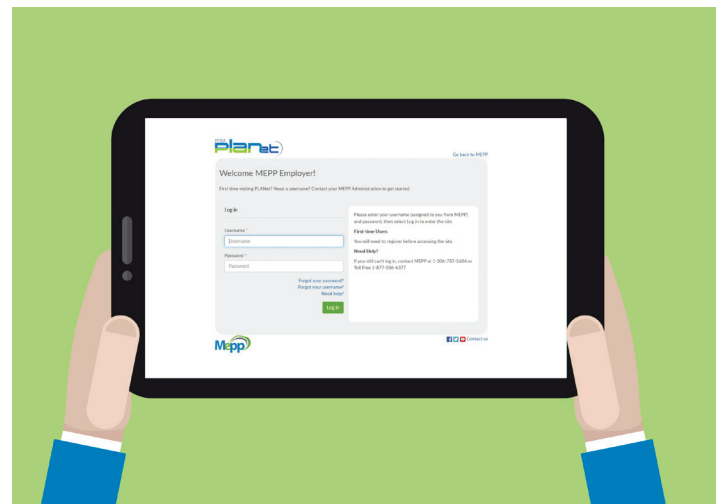
Employers **without** a system that creates files for remittance

Employers who do not use CSV files to upload data into [PLANet](#) will be able to input the information directly into the web portal and use the copy feature to create new files each month.

## Looking forward

We are aware learning any new system can be tough. We are committed to helping you through the transition and supporting you as you use the system each month.

Our goal is that by early 2020 all employers will be trained and using [PLANet](#) to submit contributions and online forms. At that point we will transition to charging administration fees for processing forms and uploading files submitted outside of [PLANet](#).



Watch for **frequent updates** in the coming months in preparation for the new system. MEPP will guide you each step of the way to ensure a smooth transition to [PLANet](#).

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](mailto:mepp@peba.gov.sk.ca)

Please retain this MEPP Employer Bulletin for your reference.

## Contribution File (SIN/Employee ID format)

Use the below specifications to upload required contributions to MEPP, using Employee ID and/or SIN as the member identifier.

The file must be provided in .CSV (comma separated values) format. Example below.

\*One of SIN or Employee ID is required.

File Label	SIN	Employee ID	Last Name	First Name	Contribution Type	Pay Period Start Date	Pay Period End Date	Service Type	Employer Contributions	Employee Contributions	Actual Hours Worked
Format	999999999	999999999	Character 40	Character 40	Single Character: N, A, or R	DD-MMM-YY	DD-MMM-YY	Single Code: NP, LAC, LAM, PLC or PLM	Number with two decimal places	Number with two decimal places	Number with two decimal places

Comments		
A	SIN	Cannot have spaces or hyphen between numbers
B	Employee ID	Cannot have spaces or hyphen between numbers
C	Last Name	Maximum character 40
D	First Name	Maximum character 40, middle initials are allowed but not mandatory (e.g. "Jim D" or "jim d")
E	Contribution Type	N, A or R are the only allowable values
F	Pay Period Start Date	Must be in "DD-MMM-YY" format
G	Pay Period End Date	Must be in "DD-MMM-YY" format
H	Service Type	NP, LAC, LAM, PLC and PLM are the only allowable values
I	Employer Contributions	For all contribution amounts, express with two decimal places to separate dollars and cents, no "\$" sign or commas; For LAC or PLC, if the amount is "0", leave the field blank
J	Employee Contributions	For all contribution amounts, express with two decimal places to separate dollars and cents, no "\$" sign or commas
K	Actual Hours Worked	Must have a number; decimal and 2 decimal places allowed; For adjustments or retro pay, if the hours are none, indicate the value as "0"

Example											
A	B	C	D	E	F	G	H	I	J	K	
999999999	999999999	DOE	JOHN	N	01-Mar-18	31-Mar-18	NP	500.00	500.00	130	

Example of CSV file:

```
156384692,26594563,DOE,JOHN,N,01-Jan-19,31-Jan-19,NP,500,500,130
265941385,34865965,SMITH,ROBERT,N,01-Jan-19,31-Jan-19,PLC,,500,130
```