

The Launch of is even closer!

The Municipal Employees' Pension Plan (MEPP) is hard at work getting the new online administration system ready for you, allowing you to interact with us in the most efficient and timely way possible. With the implementation of PLANet, ERS will no longer be available after June 30, 2019.

Phase 1 – beginning June 2019

Phase one of PLANet will involve employers already remitting contributions electronically and/or submitting forms via the current Electronic Remittance System (ERS) – a **pilot group**. If this is you and you want to be the first to use PLANet, we will provide you with access to the system and a User Guide in June.

If you would like to participate in our **pilot group**, please indicate so when submitting the *User Authorization and Information form*. More information provided below.

NOTE: You are welcome to access the new system without participation in one of our webinars; however, you can register for a webinar at any time to receive more guidance if needed.



Phase 2 – beginning July 2019

If you are currently using ERS and would like to participate in a training session in May, please sign up for the webinar of your choice. Your access to PLANet will begin in July.

Phase 3 – beginning August 2019

If you manually submit remittances, MEPP will help you transition to the digital platform starting in August. You do not need to take any action at the moment. You will be notified of training webinars (to be held monthly starting in July) and when to fill out and send in the *User Authorization and Information form*. Thank you in advance for your patience.

What's Next?



APRIL

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1. Register for Authorization

Tell us who will be using PLANet. Complete the following *User Authorization and Information form* with your supervisor and return it to MEPP before **April 16, 2019**. From this, MEPP will assign each user a PLANet username and password specific to them.

Please note, this form must come directly from your supervisor, by email or fax, to comply with pension policy. Your supervisor can email the form to mepp@peba.gov.sk.ca or fax to 306.787.0244.

PLANet

Employer Bulletin

Each PLANet user must be assigned a security level. Choose from:

- **Payroll and HR forms** — this user will have all capabilities
- **Payroll** — this user will only have access to remit payroll files
- **HR Forms** — this user will only have access to remit HR Form files (i.e. enrolments, leaves, etc.)

Please take the opportunity to cut down on paper waste and email the completed PDF directly to MEPP.

2. Receive Training

MEPP will be holding monthly webinars called **Getting Started with PLANet**.

In these sessions, our knowledgeable staff will walk you through how to use the new system step by step. You will also have the opportunity to ask any questions.

To register, click the time below that works best for you. Once registered, you will be provided with details on how to join the session and will receive any updates to the webinar.

Thursday, May 16, 2019

10:30 – 11:30 a.m.

1:30 – 2:30 p.m.

Wednesday June 19, 2019

10:30 – 11:30 a.m.

1:30 – 2:30 p.m.



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

Please retain this MEPP Employer Bulletin for your reference.