

### Hello MEPP Employer,

The purpose for this Employer Notice is to inform you of the following three things:

1. To notify all new Administrators about the implementation of PLANet, the new employer system;
2. To inform MEPP employers that are currently using the Employer Remittance System (ERS) system why they may be experiencing more warnings than normal when trying to submit online and what to do; and
3. To remind all employers to complete and submit the PLANet [User Authorization and Information form](#) by July 5, 2019.

### General information about the new employer system coming- PLANet

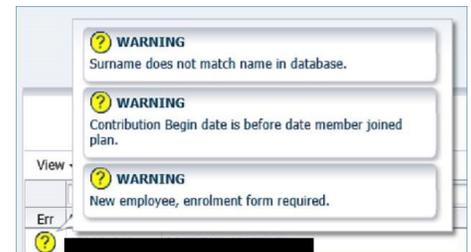
MEPP is implementing a new and improved online administration system called PLANet as part of an ongoing effort to provide you, the employer, with the best possible service. . We would like to remind you that PLANet will be replacing the current online Employer Remittance System (ERS).

PLANet will enable you to complete the following online:

- remit contributions;
- enroll new employees;
- process employee leaves and returns;
- process employee lay-offs;
- terminate employees; and
- make data changes (i.e. address, employment status).

### Why you may be experiencing more warnings than usual in ERS

Employers who are submitting online through ERS may be experiencing more warnings than usual. This is because MEPP is upgrading its database to a new version and these will continue until MEPP transitions employers to the new PLANet system. If you experience a warning when submitting contributions, override the warnings if you have already provided that information to MEPP and processed the file.



For example, when an employer submits an enrolment form and/or contributions through ERS they may get the following warning as an example "New employee, enrolment form required" – this will not affect your submission, please override the warning. Until the full transition into PLANet is completed, we would ask employers on the ERS system to override these types of warnings, if they have already provided that information to MEPP, and processed the file.

# PLANet Employer Bulletin

## Reminder for all employers to complete the [PLANet User Information and Authorization form](#)

MEPP would like to remind all employers, if you have not already done so, please complete and submit the [PLANet User information and Authorization form](#) (click link) by July 5, 2019. This form identifies who will be using PLANet in your organization. After the form is submitted and shortly before PLANet is accessible to you, MEPP will assign a PLANet username and password specific to each user you have assigned.



MEPP will notify you with the date you will gain access to PLANet. In the meantime, if you have any questions, please feel free to contact our office at our toll free number 1-877-506-6377.

## There's still time to attend a webinar!

MEPP's **Getting Started with PLANet** 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.

Wednesday June 19, 2019

[10:30 – 11:30 a.m.](#)

[1:30 – 2:30 p.m.](#)

Thursday, June 27, 2019

[10:30 – 11:30 a.m.](#)

MEPP would like to thank you for your continued cooperation during this transition to the new system.



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.