



## EMPLOYER REMITTANCE SYSTEM - ELECTRONIC FORMS QUICK REFERENCE GUIDE

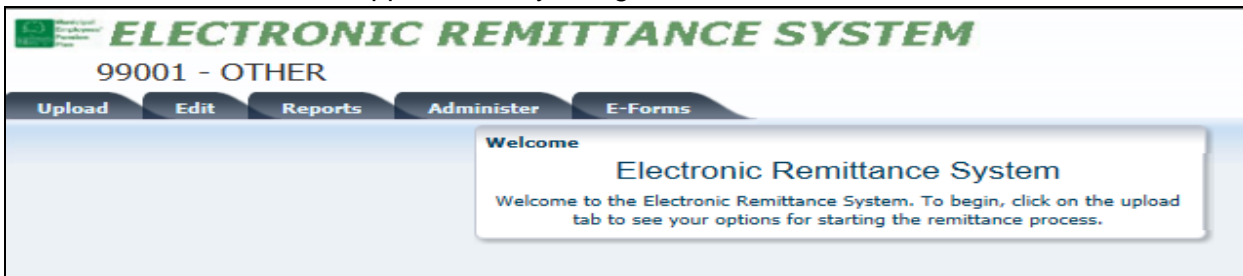
Welcome to the Municipal Employees' Pension Plan (MEPP) Employer Remittance System (ERS) Forms.

You will find a link to the ERS and the full ERS electronic forms user guide on MEPP's website at <http://www.peba.gov.sk.ca/mepphome.htm>

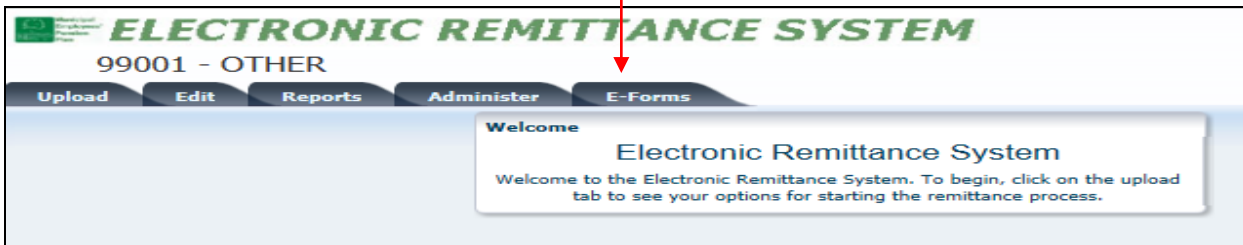
If you are entering the ERS for the first time you must change your password. Please refer to the ERS E-Forms user guide located on the MEPP website on how to change your password.

If you are having trouble logging in or changing your password, please call MEPP at 1-877-506-6377 or email us at [mepp@peba.gov.sk.ca](mailto:mepp@peba.gov.sk.ca) for assistance.

This is the first screen that appears after you log into the ERS:

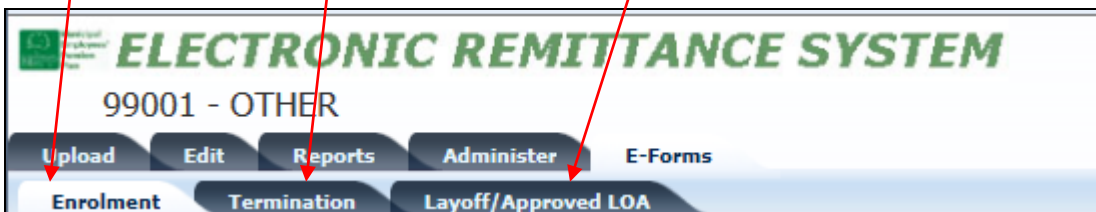


- To access the E-Forms click on the **E-Forms** tab.



- Click on the appropriate tab to select one of the three types of forms available:

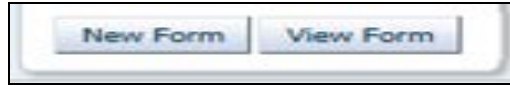
**Enrolment**      **Termination**      **Layoff/Approved LOA (including Return forms)**



## 1. Basic functionality

**Action buttons:** **New Form** – launches a new E-Form for processing.

**View Form** – opens an already processed E-Form for viewing or printing purposes in read-only mode.



**Mandatory fields** - are marked with an asterisk \* and must contain a value in order to process/print the form.

**Print a form** - click on the **Print** button.

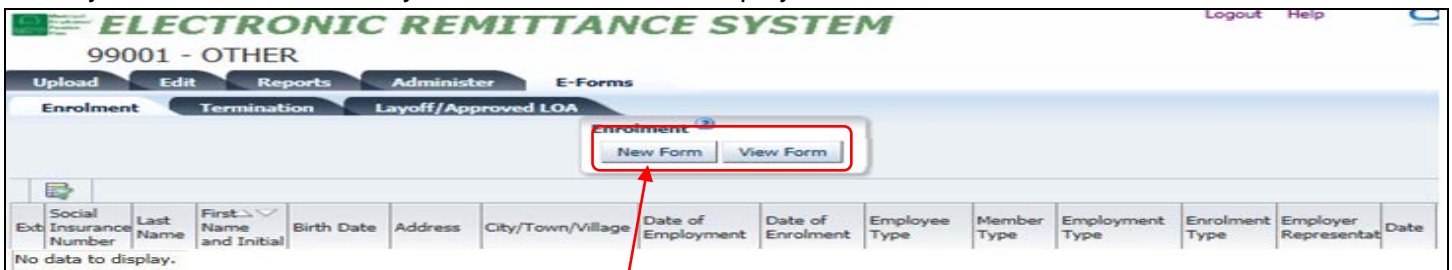
**Return to a previous page or table** - click the **Back** button inside the ERS, not the internet browser window.

**Correcting/changing a remitted form** - If you need to make a change to a remitted form, contact us at [MEPP@peba.gov.sk.ca](mailto:MEPP@peba.gov.sk.ca). We will respond to your email and give you direction for how to proceed.

## 2. Enrolment E-Form

The **Enrolment form** tab is the default when the E-Form tab is selected.

Any forms that have already been remitted will be displayed in the table below.



- To enroll a new member, click the **New Form** action button.
- When a form is complete, click on the **Process** button.

**Note:** The option to **PROCESS** to MEPP will only be available when the **Mandatory** or **Optional** enrolment type is selected.

After the form has been processed there will be an option to print a copy for your records.

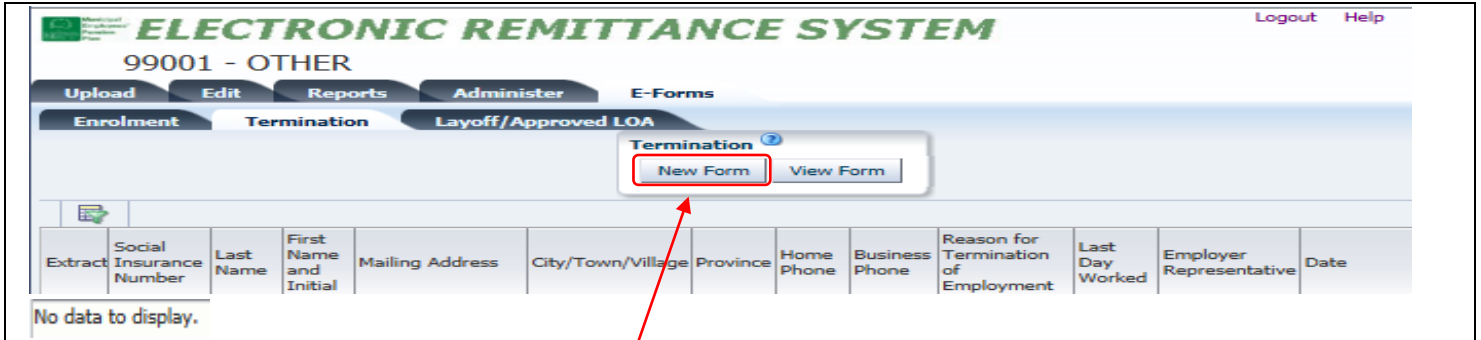
A pop-up notification will confirm that the form has been successfully remitted to MEPP.

A new record will be added to the **Enrolment** table.

### 3. Termination E-Form

The following screen will appear when you click on the **Termination** tab.

Any forms that have already been remitted will be displayed in the table below.



**ELECTRONIC REMITTANCE SYSTEM** Logout Help

99001 - OTHER

Upload Edit Reports Administer E-Forms

Enrolment Termination Layoff/Approved LOA

Termination ?

New Form View Form

Extract	Social Insurance Number	Last Name	First Name and Initial	Mailing Address	City/Town/Village	Province	Home Phone	Business Phone	Reason for Termination of Employment	Last Day Worked	Employer Representative	Date
No data to display.												

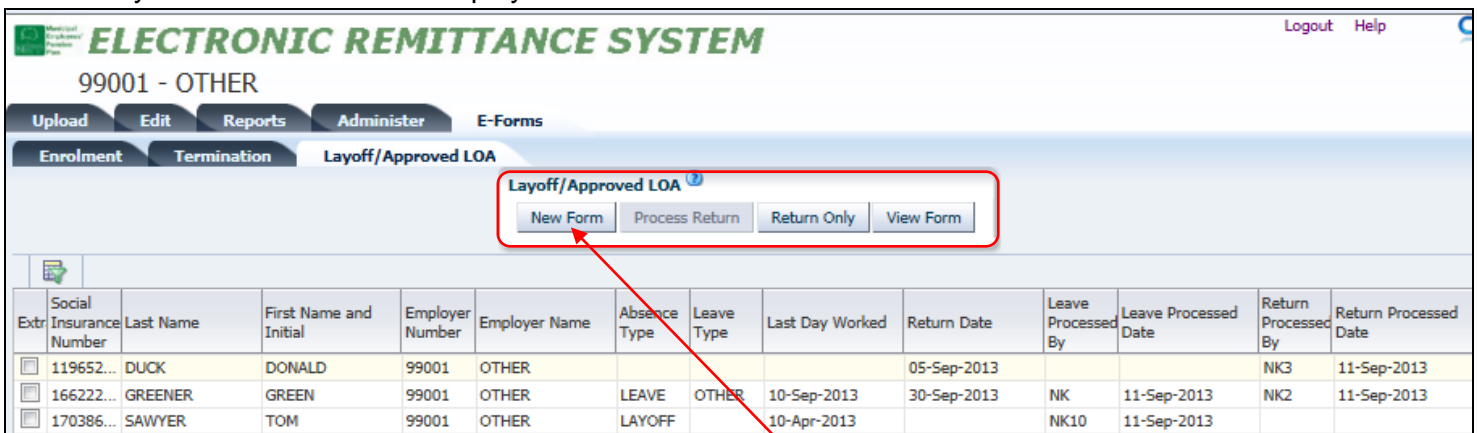
- To terminate a member, click the **New Form** action button.
- When the form is complete click the **Process** button.

A pop-up notification will confirm that the form has been successfully remitted to MEPP.

A new record will be added to the **Termination** table.

### 4. Layoff/Approved LOA E-Form

The following screen will appear when you click on the **Layoff/Approved LOA** tab. Any forms that have already been remitted will be displayed in the table below.



**ELECTRONIC REMITTANCE SYSTEM** Logout Help

99001 - OTHER

Upload Edit Reports Administer E-Forms

Enrolment Termination Layoff/Approved LOA

Layoff/Approved LOA ?

New Form Process Return Return Only View Form

Extr	Social Insurance Number	Last Name	First Name and Initial	Employer Number	Employer Name	Absence Type	Leave Type	Last Day Worked	Return Date	Leave Processed By	Leave Processed Date	Return Processed By	Return Processed Date
<input type="checkbox"/>	119652...	DUCK	DONALD	99001	OTHER				05-Sep-2013			NK3	11-Sep-2013
<input type="checkbox"/>	166222...	GREENER	GREEN	99001	OTHER	LEAVE	OTHER	10-Sep-2013	30-Sep-2013	NK	11-Sep-2013	NK2	11-Sep-2013
<input type="checkbox"/>	170386...	SAWYER	TOM	99001	OTHER	LAYOFF		10-Apr-2013		NK10	11-Sep-2013		

- To open a blank **Layoff/Approved LOA**, click the **New Form** action button.

If an **Approved leave of absence** is selected a mandatory field will appear and you will be asked to define the type of leave.

If you select **Other** as the **Type of Leave**, a mandatory field will appear so you can describe the type of leave.

- When the form is complete, click on the **Process** button, and a pop-up notification will confirm that the form has been successfully remitted to MEPP.

A new record will be added to the **Layoff/Approved LOA** table.

### Process Return E-Form

Use this form when a member returns from a leave and has an existing record in the **Layoff/Approved LOA** table.

- To access the **Process Return** form click on the **Layoff/Approved LOA** tab.

Any forms that have already been remitted will be displayed in the table below. This table will contain both **Layoff/Approved LOA** and **Return** forms.

The screenshot shows the 'ELECTRONIC REMITTANCE SYSTEM' interface. At the top, there are navigation tabs: Upload, Edit, Reports, Administer, and E-Forms. Below these, there are sub-tabs: Enrolment, Termination, and Layoff/Approved LOA. The 'Layoff/Approved LOA' sub-tab is active, and it contains four buttons: 'New Form', 'Process Return', 'Return Only', and 'View Form'. A red box highlights these buttons, and a red arrow points from the 'Process Return' button to the 'Action buttons' section below. Below the buttons is a table with the following columns: Social Ext Number, Last Name, First Name and Initial, Employ Number, Employer Name, Absence Type, Leave Type, Last Day Worked, Return Date, Leave Process By, Leave Processed Date, Return Process By, and Return Processed Date. The table currently displays 'No data to display.'

#### **Action buttons:**

**Process Return** – starts a **Return** form for a member who has an existing **Layoff/Approved LOA** form in the table.

- To process a return, select an existing Layoff/Approved LOA record by clicking anywhere in the row where the record is located, then click on the **Process Return action** button and a new **Process Return** form will appear.

**Section 1** and **Section 2** will already be filled with **Layoff/Approved LOA** information and the **Current Date** will automatically populate.

Only **Section 3** will need to be completed.

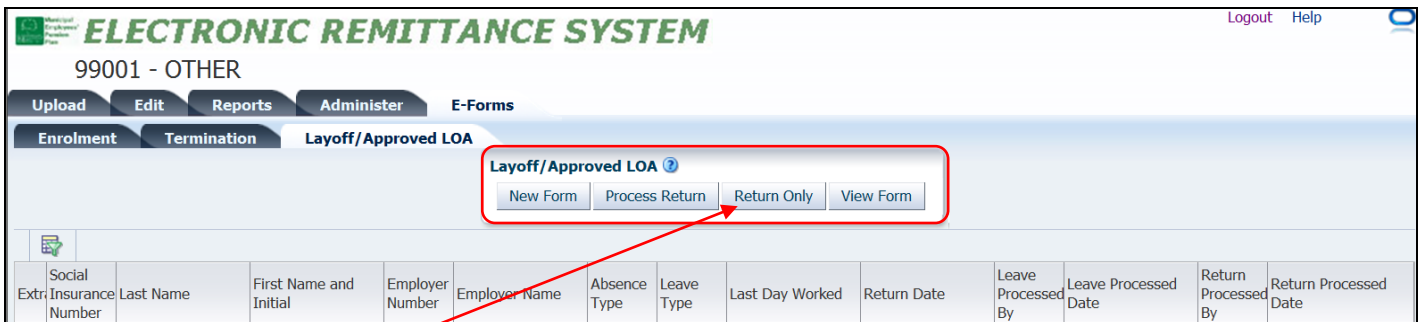
- When the form is complete click on the **Process** button, a pop-up notification will confirm that the form has been successfully remitted to MEPP. Return data will be added to the record in the **Layoff/Approved LOA** table.

## Return Only E-Form

Use this form when a member returns from a Layoff/Leave and doesn't have an existing record in the **Layoff/Approved LOA** table.

- To access the **Return Only** forms, click on the **Layoff/Approved LOA** tab.

The following screen will appear when you click on the **Layoff/Approved LOA** tab. Any forms that have already been remitted will be displayed in the table below. This table will contain both **Layoff/Approved LOA** and **Return** forms.



The screenshot shows the 'ELECTRONIC REMITTANCE SYSTEM' interface. At the top, there is a header with '99001 - OTHER' and navigation links for 'Logout' and 'Help'. Below the header, there are several tabs: 'Upload', 'Edit', 'Reports', 'Administer', and 'E-Forms'. Under 'E-Forms', there are sub-tabs for 'Enrolment', 'Termination', and 'Layoff/Approved LOA'. The 'Layoff/Approved LOA' tab is active, and a red box highlights a sub-menu with four buttons: 'New Form', 'Process Return', 'Return Only', and 'View Form'. A red arrow points from the 'Return Only' button to the table below. The table has the following columns: Social Insurance Number, Last Name, First Name and Initial, Employer Number, Employer Name, Absence Type, Leave Type, Last Day Worked, Return Date, Leave Processed By, Leave Processed Date, Return Processed By, and Return Processed Date.

- Click the **Return Only** action button and a new blank **Return Only** form will appear.
- When the form is complete click on the **Process** button.

A pop-up notification will confirm that the form has been successfully remitted to MEPP.

A new record will be added to the **Layoff/Approved LOA** table.