



EMPLOYER BULLETIN



December 2009

A New Look

The Employer Bulletin has a new look. We're also going to use the Employer Bulletin banner on employer forms so employers can distinguish their forms from forms employees can send in themselves.

Change to Enrolment Process

On January 1, 2010, the Public Employees Pension Plan (PEPP) will have a new process for employers to enrol members. The new process reduces the amount of information required from members and employers at enrolment. Now PEPP will be sending investment information directly to members after their enrolment, so they may make an investment choice when they have time to review the investment information.

STEP BY STEP: OUR NEW ENROLMENT PROCESS

- STEP 1:** Employer completes and submits the *Notice of Member Enrolment* form to PEPP. *For non-permanent employees, only complete this form if the employee is required or chooses to participate in the Plan.*
- STEP 2:** Employer provides Enrolment Kit to the new employee.
- STEP 3:** Employee completes the *Member and Beneficiary Information* form for submission to PEPP. *Non-permanent employees (for which it is optional to join the Plan) may return the Non-Permanent Pension Choice form instead.*
- STEP 4:** Enrolled member receives a Welcome Kit from PEPP.
- STEP 5:** Member reviews the Welcome Kit and notifies PEPP of their investment choice.

The New Process:

In the new enrolment process, employers are responsible to complete and immediately return the [Notice of Member Enrolment form](#) to PEPP. This form provides an employee's basic personal and employment information. Employers should complete and submit this form to PEPP as soon as the new employee begins work. A fillable version of this form will be sent to you later this month by a Customer Focus Coordinator (CFC).

Upon receiving the *Notice of Member Enrolment* form, PEPP will enrol new employees in the Plan. New employees will be automatically invested in PEPP's default investment option - the PEPP Steps Fund.

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The New Enrolment Kit:

We have reduced and simplified our Enrolment Kit. When a new employee starts, give them the new Enrolment Kit and ask them to fill out and provide you with the *Member and Beneficiary Information form*. While you may fax PEPP the *Notice of Member Enrolment* form, you must mail PEPP the original *Member and Beneficiary Information* form (original signatures are required for beneficiary designations).

Non-Permanent Employee Enrolment:

If you have non-permanent employees (for which it is optional to join PEPP), have them complete the *Non-Permanent Pension Choice* form for your files. Provide these employees an Enrolment Kit at the same time to ensure they have information regarding PEPP to make an informed decision.

If an employee chooses to join PEPP, follow the step by step enrolment process below. If an employee chooses not to participate in PEPP, retain the declaration for your files. *Note: Some participating employers require permanent and non-permanent employees to join the Plan as a condition of employment.*

As we move to the new enrolment process, please use up any old Enrolment Kits before requesting new ones. If you have any questions, contact a CFC at (306) 787-5442.

Holiday Hours

The PEPP office will be closed on Monday, December 28, 2009 in lieu of Boxing Day.

Happy Holidays!

The *Employer Bulletin* is published as a service for the employers of PEPP.
For further information or clarification, contact PEPP's Customer Focus Coordinators:

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