



EMPLOYER BULLETIN



March 2010

Making the Move

In March, Public Employees Benefit Agency (PEBA) staff will be relocating within our building. A major part of the move will occur March 12 and 15. While we are moving, it may take a little longer to reach us. At times some staff will not have access to their phone or computer. Someone will be available at all times during regular business hours. There may be fewer staff available to take phone calls and answer e-mails, please be patient.

During our move, there will be a blackout period. All transactions will be suspended. No unit value will be declared during a blackout period.

Transaction requests received during a blackout period are processed as soon as possible beginning the first business day after the blackout period has ended. We will clear any processing backlog in order of date received.

Blackout dates will be announced on our website at www.peba.gov.sk.ca. For more information on blackouts, see the [PEPP Talk on Blackout Periods](#).



Enrolments Made Easier

It is the time when employers begin hiring many new employees at once (such as summer students). To save you filling out enrolment form after enrolment form, the Customer Focus Coordinators (CFCs) have created a spreadsheet that allows you to send several enrolments to PEPP at the same time.

If you are interested in using this spreadsheet, please contact a CFC. Do not hold a spreadsheet for a month; send in the groups of enrolments at least once a week. Employees must be enrolled in the Plan before their first contribution is remitted to PEPP. You still provide the Enrolment Kit to the employee, including the [Member and Beneficiary Information form](#), which the employee must fill out and return to PEPP.

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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