



EMPLOYER BULLETIN

August 2010

Tons of Terminations?

As we approach the end of summer, a large number of employees may be coming to the end of a work term. This used to mean filling out the same form over and over again to change the employment status of various employees. PEPP's Customer Focus Coordinators (CFCs) have created a spreadsheet that will allow you to send several terminations to PEPP at once.

This spreadsheet is only to be used when you would normally fill out a *Notice of Termination form*. In cases in which the employee is placed on the re-employment list or moving to another PEPP participating employer within 15 days, the process is different.

If you are interested in using this spreadsheet, please contact a CFC. This spreadsheet must be sent in weekly. You must notify PEPP within 15 days of an employee's termination date so PEPP can notify the employee of his/her pension options in a timely manner.

Returning or Retiring after Disability

For any change of employment status for an employee on disability you must receive notice from the disability carrier – usually a form. After you learn that an employee will no longer be on disability, please determine whether or not the employee is returning to work. If the employee is returning to work, you will need to complete applicable portions of the *Work Absence form* after receiving notice from the disability carrier. If the employee is retiring, you will need to complete a *Notice of Termination form*.

Quarterly Bulletins

Instead of monthly employer bulletins, PEPP will now be providing this information quarterly (February, May, August, November). This frequency of bulletins will still update you on issues that are important to employers. If there is something urgent that employers need to know about between bulletins, we may also send special editions. You can always keep up-to-date by checking out the PEPP Employer Info section on our website at www.peba.gov.sk.ca

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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