



# EMPLOYER BULLETIN

March 2011

## Leave of Absence Contributions Need the Correct Code

Code contributions for an employee's leave of absence differently than regular contributions. Normal contributions use the code N, while leave of absence contributions must be coded with a P, for contributions from a past period. Incorrect coding of the contributions may make it appear that the employee has contributed more than is allowed by the *Income Tax Act*. In addition, the employee will receive a misleading projection on their Retire@Ease statement in May.

## Reminder: Account Adjustments Instead of Negative Contributions

Since 2008, PEPP has been unable to accept negative contributions. You cannot include a negative contribution in your remittance file. Any contribution remittance files with negative contributions will be returned to you for adjustment. Ensure that funds remitted match the adjusted "positive only" contribution file.

If you do not submit the new file and full remittance amount to PEPP within 15 days of the pay date you may be charged late fees (\$45 per late remittance) and breakage costs (determined by the change in unit value on the entire remittance).

To correct over or under contributions for active, contributing members, use the [Member Account Adjustment Request](#) form, available on the employer section of PEPP's website. If the member has terminated, you must settle the refund amount outside of the Plan.

## 2011 Presentation Schedule

The presentation dates for 2011 PEBA-hosted presentations are available on our website along with links to register for presentations online. Please remind your employees about the presentations - we've included a poster with the scheduled dates that you can print and hang in your workplace or distribute via e-mail.

There are three presentations available to PEPP members (*RetireWithEase*, *InvestWithEase* and *Ready, Set, PEPP*). If the dates or locations of PEBA-hosted presentations won't work for your employees, call to arrange your own session. Small groups may be accommodated.

If you'd like to arrange a session of *RetireWithEase* or *InvestWithEase*, call 787-2992 and ask for a RIC or send an e-mail to [RIC@peba.gov.sk.ca](mailto:RIC@peba.gov.sk.ca). *Ready, Set, PEPP* presentations can be arranged by calling 787-5442 and asking for a CFC or by sending an e-mail to [cfc.pepp@peba.gov.sk.ca](mailto:cfc.pepp@peba.gov.sk.ca).

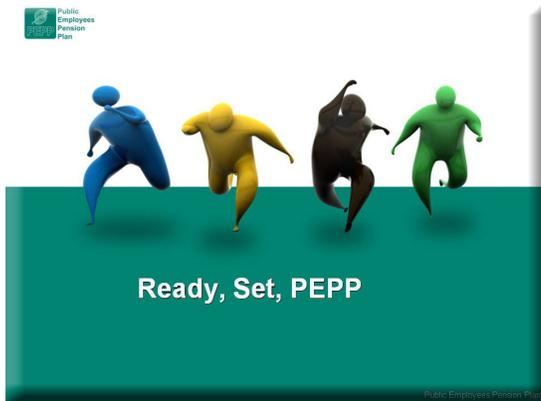
The [Employer Bulletin](#) is published as a service for the employers of PEPP.  
For further information or clarification, contact PEPP's Customer Focus Coordinators:

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*This bulletin provides general information about the Public Employees Pension Plan (PEPP) and its operation. It does not replace or supersede the legislation governing the Plan. Plan processes and procedures are subject to change over time.*

# SOMETHING FOR EVERYONE

## 2011 PEPP PRESENTATIONS



Are you puzzled by your pension plan? Attend Ready, Set, PEPP to learn the basics of the Plan. The 90-minute presentation covers what PEPP means for you as a working member, your options when you retire or change jobs, and what people and tools PEPP employs to help you.

SPRING PRESENTATIONS AVAILABLE BY REQUEST



Part of being a PEPP member means making investment decisions. If you want to learn about investing – with PEPP and in general – spend two hours with our Retirement Information Consultants (RICs). The RICs hold a CERTIFIED FINANCIAL PLANNER designation and use that expertise to help you understand investing and all that comes with it.

PRESENTATIONS AVAILABLE IN:

**Saskatoon** June 3 at 8:30 a.m.  
**Regina** June 9 at 8:30 a.m.



For those approaching retirement (regardless of age), the idea of retirement planning can be daunting. Let us help! Spend a day with the Retirement Information Consultants (RICs) so you can make informed decisions about your retirement. Find out more about retirement planning and what that means for you as a member of PEPP.

PRESENTATIONS AVAILABLE IN:

<b>Estevan</b>	March 9	
<b>Weyburn</b>	March 10	
<b>LaRonge</b>	March 22	
<b>Hudson Bay</b>	April 19	
<b>Creighton</b>	April 20	
<b>North Battleford</b>	May 18	May 19
<b>Saskatoon</b>	June 1	June 2
<b>Regina</b>	June 8	August 24
<b>Prince Albert</b>	June 21	June 22

Register online at [www.peba.gov.sk.ca/pepphome.htm](http://www.peba.gov.sk.ca/pepphome.htm)