



EMPLOYER BULLETIN

August 2011

Using the *Work Absence Form*

The *Work Absence form* is fairly new to PEPP employers, and has even seen revisions since it was introduced last May. We want to make sure you know when and how to use it. This form tells PEPP that there may be a time when no contributions will be remitted for an employee.

When an employee goes on a leave of absence, disability, or a period of layoff, employers need to submit the [Work Absence form](#) to PEPP with Sections A and B completed. Keep a copy of the completed form for when the employee returns. Complete Section C when the employee returns to work, and send the completed form to PEPP.

Help Out Summer Students and Seasonal Workers

Summer is beginning to wind down, but the terminations will start to ramp up as summer students and seasonal workers leave their jobs. Employees receive letters from PEPP outlining their options after they terminate. To ensure they receive the letters in a timely manner, submit the *Notice of Termination form*, within 15 days of termination, as required in our legislation.

Changes to Social Insurance Numbers

If an employee changes his/her Social Insurance Number (SIN) – for example, from a temporary SIN to a permanent one – please notify PEPP. If PEPP knows about the new SIN, the contributions are credited to the correct account. If PEPP is not told about the change, a second account is established because the contributor is unknown and those contributions may not be invested according to the employee's instructions. The best way to notify PEPP is to include a note outlining SIN changes with your contribution listings.

Check Contribution Limits Regularly

The contribution limit for 2011 is 18 per cent of the current year's earned income or \$22,970, whichever is lower. Remind employees and payroll branches to regularly check contribution levels (including employee, employer and voluntary contributions) to avoid overcontributions. If the contributions exceed the limit, the employer must calculate the overcontribution and submit a request for refund to PEPP in January, a time when everyone is already busy.

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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