



EMPLOYER BULLETIN

May 2012

Using the New Enrolment process

The enrolment process changed April 1. Let's recap the process.

You give all employees a copy of *It Pays to Belong*, a document that gives a simple overview of PEPP. We sent a copy of *It Pays to Belong* with the [last employer bulletin](#), and you can find it on the PEPP website.

The next step depends on whether enrolment is mandatory or optional. Here's a quick review of eligibility for enrolment and what you need to do for those employees:

Permanent Employees

Enrolment in PEPP is **mandatory** for all permanent employees. There is no waiting period. We enrol these employees using the information you send PEPP to create their member record. If you use the *Notice of Member Enrolment* form, be sure to use the February 2012 version. If you need a copy of the new version, contact Helen Thull. If your payroll department sends an electronic notice to PEPP, no changes are necessary – continue that process.

Non-permanent Employees

Enrolment in PEPP may be optional for non-permanent employees. You must give them the option to join PEPP at the time of hire – there is no waiting period before they join. However, some employers may require non-permanent employees to join the Plan as a condition of employment.

Non-permanent employees who decide to join PEPP are enrolled as above – the same way as permanent employees. Membership is not retroactive if the employee chooses to join or becomes a permanent employee at a later date.

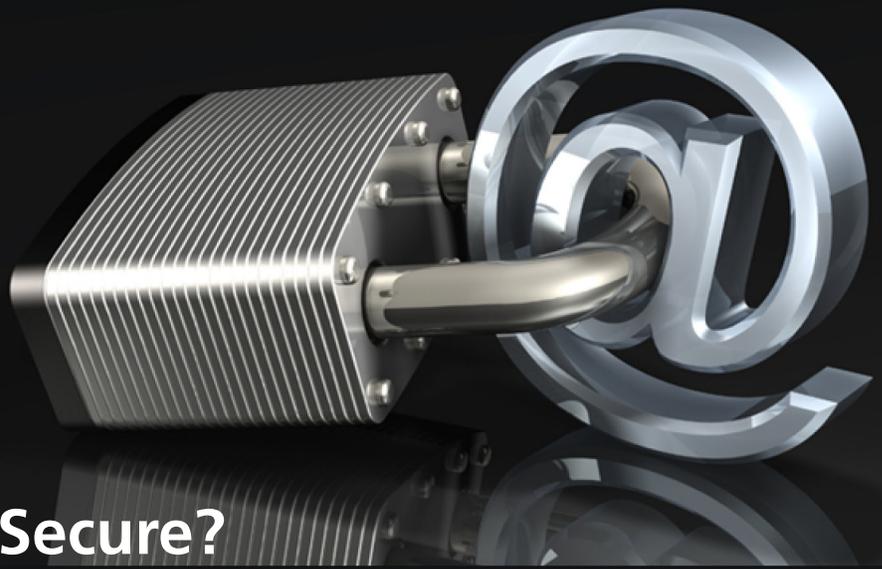
If the employee chooses not to join the Plan, keep a signed declaration from the employee on the employee's file. See the last employer bulletin for a sample declaration. This is for your records only, so do not send a copy to PEPP.

Securing E-mails to PEPP with Contribution Data

When you send contribution information to PEPP, it contains your employees' personal data. To protect the data, please encrypt any confidential information you send to PEPP. The attached information sheet on encryption has instructions on how to ensure the confidentiality of your employees' information.

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

Phone: 787-5442 • Toll free: 1-877-275-7377 • E-mail: cfc.pepp@peba.gov.sk.ca



Is Your Data Secure?

Do you want your personal information splashed across the internet? Neither do your employees. When you send a [Payroll Deduction Return \(PDR\)](#) by e-mail to the Public Employees Pension Plan (PEPP), safeguard the information by encrypting the PDR.

Encryption converts data into a format that makes it readable only by someone who knows how to decrypt it. The stronger the level of encryption used, the harder it is to decrypt. If your PDR is not encrypted, your e-mail may be sent in clear text over the internet, giving unauthorized people a better chance to see it.

Here are two easy ways you can encrypt your PDR before e-mailing it to PEPP:

- Encrypt the e-mail by having your e-mail administrator enable Transport Layer Security (TLS) on your e-mail server; or
- Encrypt the file using WinZip.

Enabling Transport Layer Security

1. Have your Information Technology support staff enable TLS. This will force all messages to PEPP's e-mail domain (peba.gov.sk.ca) to be encrypted; and,
2. Tell PEPP your e-mail domain name. We will set up TLS on our e-mail server to accept all encrypted information from you.

Using WinZip to Encrypt

1. Configure WinZip to use Advanced Encryption Standard (AES) (128-bit) or AES (256-bit) when encrypting files;
2. Zip the PDR and select Encrypt added files;
3. Enter a complex password to encrypt the file (To create a stronger and more complex password, use passwords that are at least seven characters long, and that include characters from at least four of the groups listed below.
 - Upper-case characters (A through Z)
 - Lower-case characters (a through z)
 - Numerals (0 through 9)
 - Non-alphabetic characters (i.e., ! \$ # or %)
 - The password should not include your account name
4. Share that password with PEPP (not via e-mail).

If you don't already have it, you can purchase WinZip online at www.winzip.com. We can also accept encrypted zip files from other sources that are compatible with our software.