



# EMPLOYER BULLETIN

May 2013



## Timing is Everything

Timely notification of changes in a member's employment status is important. Please submit *Notice of Termination* forms to PEPP within the legislated requirement of 15 days after the member's last day of work. Late submissions delay termination processing at PEPP and may impact the member's benefit amount. Please submit forms as soon as possible *after* the employees last day of work. You can fax the completed forms to 306-787-0244 or email them to [pepp@peba.gov.sk.ca](mailto:pepp@peba.gov.sk.ca)

## Employee Address Changes

Many employees assume that if they change their address with their employer, the change is automatically done with PEPP. This is not the case. An employee's address change must be done with PEPP independently from changing it with the employer. To notify PEPP of an address change, simply guide your employees to:

- use PEPPAccess online services ([www.peba.gov.sk.ca/pepphome.htm](http://www.peba.gov.sk.ca/pepphome.htm)) to make changes;
- call PEPP's Inquiry Line at 306-787-5442 or 1-877-275-7377 (toll free) to do the update over the phone;
- send PEPP an email ([pepp@peba.gov.sk.ca](mailto:pepp@peba.gov.sk.ca)) requesting the change;
- register the change using *ExpressAddress*; or
- complete and submit a *Change in Personal Data* form, available on PEPP's website.

## Annual Employer Information Packages

You should have received an information package from PEPP containing a *Confirmation of Contributions* report and an *Employer Information* form.

Please review the *Confirmation of Contributions* report to ensure the contributions listed are correct (as submitted from your payroll department).

The *Employer Information* form identifies our contact information for your Human Resource and Payroll branches and outlines the contribution rates for employee groups in your organization. Review this information and advise PEPP of any changes. Also, please sign and return both to PEPP.

## PEPP Contributions for Members on Disability

PEPP contributions must continue for employees on disability leave (those who are receiving replacement income because they are unable to work). It is the employer's responsibility to continue to remit PEPP contributions for employees receiving payments from a disability income plan. If the disability income plan does not deduct and provide contributions to your payroll department, you will need to make arrangements to have your employees provide you with the payments. The employee and employer contributions can then be submitted to PEPP through regular payroll.

Contact your Customer Focus Coordinator, Helen Thull @ 306-798-7776, if you have any questions.

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: 306-787-5442 • Toll free: 1-877-275-7377 • Email: [cfc.pepp@peba.gov.sk.ca](mailto:cfc.pepp@peba.gov.sk.ca)

*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.*