



May 2015

Capital Pension Plan Members are joining PEPP

In late June 2015, about 7,000 Capital Pension Plan members will be transitioning to PEPP. Capital Pension and Benefits Administration is a division of the Crown Investments Corporation which administers pension plans for over 60 employers. Capital Plan members are located across Canada, and will bring around \$1.2 billion dollars in assets. PEPP is working diligently to make this a smooth transition and would like to welcome all Capital Pension members.

Due to this transition, there will be a short blackout period while Capital Plan members funds are transferred into PEPP. You will be provided with more information in June.

Use Electronic Fund Transfer (EFT) to Submit Contributions

EFT is a quick and easy way to submit your contributions electronically. PEPP requires contributions within 15 calendar days from the pay date – EFT can help you submit your payments on time and avoid additional fees.

To find out more on how to submit payments by EFT please contact your Customer Focus Coordinator.

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 this information and advise PEPP of any changes. Sign and return both to PEPP by June 30, 2015.

Summer and Seasonal Hiring Reminders

- Complete enrolments to PEPP prior to first contribution being sent.
- Provide all employees a copy of *It Pays to Belong*, a short information piece about PEPP. It can be found on our website under the Employer menu.

Use Your Employer Quick Reference Guide

The PEPP Employer Quick Reference Guide is a great resource to assist you with determining the appropriate forms and documentation you will need to supply to PEPP. You can find the guide on our website under the Employer menu.

Event	Factors	Forms/Documentation Required
New Hire / Permanent Employee	Required to hire	<ul style="list-style-type: none"> • Provide <i>It Pays to Belong</i>, to employee. • Submit Notice of Member Enrollment Form to PEPP prior to first contribution submission.
Non-Permanent	<ul style="list-style-type: none"> • Condition of employment • Hiring Optional – elects to join • Hiring Optional – elects not to join 	<ul style="list-style-type: none"> • Refer to same process as above for permanent. • Provide Non-Permanent Pension Choice Form to employees, keep an employee file folder for documentation for permanent.
Contribution Remittance	<ul style="list-style-type: none"> • Payroll 	<ul style="list-style-type: none"> • Provide Non-Permanent Pension Choice Form to employees, keep an employee file folder for documentation for permanent. • Make no payment by PEPP within 15 days of payroll or breakdown and late fee apply? • Send remittance to PEPP. • Provide Voluntary Contribution Agreement to employees and retain on file. • Provide Voluntary Contribution Agreement to employees and retain on file. • See CRA, www.cra.gc.ca.
Voluntary Contributions	Submit to CRA (then CRA)	<ul style="list-style-type: none"> • Complete <i>Work Absence</i> Form Section 1, 2, 3, 5, send to PEPP. • Provide employees <i>Leave of Absence - Contribution Option</i> Form. • Note: Do not file with CRA. • See <i>Leave of Absence - Contribution Option</i> Form to PEPP. Contributions must be reported as EFT no later than 15 days after the return to work to be eligible. • Member not to report. • See <i>Leave of Absence - Contribution Option</i> Form to employees file folder. • See <i>Leave of Absence - Contribution Option</i> Form to employees file folder.
Leave of Absence	<ul style="list-style-type: none"> • Upon return to work 	<ul style="list-style-type: none"> • Complete <i>Work Absence</i> Form Section 1, 2, 3, 5, send to PEPP. • Provide employees <i>Leave of Absence - Contribution Option</i> Form. • Note: Do not file with CRA. • See <i>Leave of Absence - Contribution Option</i> Form to PEPP. Contributions must be reported as EFT no later than 15 days after the return to work to be eligible. • Member not to report. • See <i>Leave of Absence - Contribution Option</i> Form to employees file folder. • See <i>Leave of Absence - Contribution Option</i> Form to employees file folder.



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

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.