

July 2016

### PEPP is now on Facebook and Twitter!

PEPP has more than 100 participating employers and nearly 60,000 members. We're always looking at ways to improve how we communicate, so we've created PEPP Facebook and Twitter pages.

Now PEPP updates will come your way faster and more efficiently. You'll see event posts about upcoming PEPP workshops that you or your employees may be interested in attending, learn more about retirement planning from an employer perspective, and get tips on managing personal finances.

Like us on Facebook ([facebook.com/PEPP.Canada](https://facebook.com/PEPP.Canada)) or follow us on Twitter (@PEPP\_DC) to join the conversation. You may be surprised to learn things about PEPP that you didn't know! If there's a topic you'd like us to discuss, please email your PEPP Customer Focus Coordinator with your ideas.



### Privacy measures when emailing personal information to PEPP

Please ensure privacy measures are taken when submitting sensitive information to PEPP. Documents that may include Social Insurance Numbers (SIN), or any employee personal and financial information including PEPP forms and contribution listings should be password protected/encrypted to ensure employee privacy.

Follow the initial email containing PEPP documents with a secondary email disclosing the password. **If you wish to use the same password for all documents, please contact your CFC to set this up.**

How to password protect/encrypt an Excel spreadsheet:

- 1) go to File, Info, select Protect Workbook,
- 2) in the drop down menu, choose Encrypt with Password,
- 3) a pop-up menu will prompt you for a password, hit OK, and reconfirm your password.

How to password protect/encrypt a document using PDF:

- 1) go to File, Properties, a window will pop-up, select the Security tab,
- 2) under Security Method, click the drop down menu and select Password Security,
- 3) a screen will pop-up, under the Document Open option, check the 'Require a password to open document' box, and input your password, hit OK, and reconfirm your password.

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@pebagov.sk.ca](mailto:cfc.pepp@pebagov.sk.ca)



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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.*

## Contribution Listings to PEPP

Please follow proper Excel format when sending your PEPP contribution listings. PEPP will not change or manipulate the information provided by the employer.

### Excel example:

	A	B	C	D	E	F
1	<b>EMPLOYER NAME:</b>	ABC Inc.	<b>EMPLOYER NUMBER:</b>	1234		
2	<b>Batch Number:</b>	123456 **				
3	<b>Pay Date:</b>	01-Jan-16				
4	<b>Pay Period Start Date:</b>	16-Dec-15				
5	<b>Pay Period End Date:</b>	31-Dec-15				
6						
7	<b>SIN</b>	<b>Name (Surname, Given name)</b>	<b>EE Contribution</b>	<b>ER Contribution</b>	<b>Voluntary</b>	<b>TOTAL</b>
8	123 456 789	Cobblepot, Oswald	\$123.56	\$123.56	\$0.00	\$247.12
9	234 567 890	Quinnzel, Harleen	\$100.00	\$100.00	\$50.00	\$250.00
10	345 678 901	Gordon, James	\$50.00	\$50.00	\$10.00	\$110.00
11	456 789 012	Wayne, Bruce	\$54.52	\$54.52	\$0.00	\$109.04
12	567 890 123	Kyle, Seleena	\$55.00	\$55.00	\$25.00	\$135.00
13						
14	** The batch number must change for each submitted listing. As the employer you choose the batch number.					
15	(Example: ER CODE and 2 Digit Payroll run #)					

## Items to check when submitting contribution lists:

- the correct pay date and pay period dates,
- the listings are in the correct order (**SIN, Last Name, EE Contributions, ER Contributions, Voluntary Amount, Total**),
- the listing matches the contribution total amounts to be submitted,
- the documents are password protected/encrypted and you sent a second email containing the password,
- there is no negative amount in the listing. If so, please remove that amount and submit the **Member Account Adjustment** form to PEPP to recover the funds.



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