



March 2016

New Maximum Contribution Limits

The 2016 maximum pension contribution limit is the **lesser of** 18% (of your employee's annual income) **or** \$26,010. This limit applies to all employee, employer and voluntary contributions in total received by PEPP. Please monitor these limits as you may be charged a processing fee for the return of excess contributions to ensure compliance with the Income Tax Act (ITA).

Let us help you enrol your Summer & Seasonal Hire's into PEPP

- Under the *Employer* menu on our website, provide your employee with "[It Pays to Belong](#)" a short information piece about PEPP.
- **Prior** to the first contribution, submit the "[Notice of Member Enrollment](#)" for each new hire/re-hire and submit this to PEPP. This will help alleviate the potential of duplicate accounts in our system.
- Once PEPP receives the Notice of Member Enrollment, we will mail out the "[PEPP Welcome Booklet](#)" to the member providing them with information on how PEPP works, how to designate a beneficiary and the Investment fund options.

New to HR or Payroll?

A "**New Employer Package**" will help with forms and procedures required by PEPP. Contact your PEPP Customer Focus Coordinator by email (cfc.pepp@peba.gov.sk.ca) or phone (306 798 7776) to set up a meeting at your office for your convenience if possible.

Same Name?

Please ensure the name on the **Notice of Member Enrollment** form is the same name you remit contributions under in Payroll (ie. The name "Robert" on the PEPP Notice of Member Enrollment should be the same as Payroll not a nickname such as "Bob" or middle name). These differences cause warnings within our pension database during the validation process, requiring investigation and delays.

Ready. Set. PEPP!

A great one hour presentation for staff meetings or lunch and learns provides a tailored presentation to your employee demographic. An introduction on Plan provisions, termination and retirement options including PEPP investments and online services equips your employees with the knowledge to take their financial future in their hands. Contact your CFC for more details.



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.