



September 2016

Check your contribution limits

As summer comes to an end and we approach the end of the 2016 calendar year, please remind both your employees and payroll branches of the maximum pension contributions limits. (It is your responsibility as well as your employee's responsibility to monitor these limits.)

The 2016 maximum pension contribution limit is **lesser of** 18 per cent (of your employee's annual income) **or** \$26,010. This limit applies to the total of all employee, employer and voluntary contributions received by PEPP.

If an employee has over-contributed this year, please complete the **Member Accounts Adjustment** form located on our website under the *Employer Tab*. Requests for processing of refunds in excess of the Income Tax Act (Canada) may, at PEBA's discretion, be charged an administration fee of \$60/hr in half hour increments. See a listing of employer transaction fees under the *Employer Tab* on our website.

Farewell Summer Students and Seasonal Workers

As we approach the dog days of summer, students will be going back to school and seasonal workers will say goodbye. These members need to know their pension options upon termination. Please submit the **Notice of Member Termination** form, within 15 days of termination as required by legislation so we can send them their termination option letters.

Contacting PEPP by email

If you have inquiries for the PEPP staff, please email the specific email account associated to your inquiry to ensure you receive a prompt response.

Please refer to the list below to determine which email address to use:

- Employer questions or assistance: cfc.pepp@peba.gov.sk.ca
- General inquiries and form submissions: pepp@peba.gov.sk.ca
- Contribution listings: pepp_pdr@peba.gov.sk.ca



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



[facebook.com/PEPP.Canada](https://www.facebook.com/PEPP.Canada)



[@PEPP_DC](https://twitter.com/PEPP_DC)

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.

Ready, Set, PEPP workshops

Ready, Set, PEPP is now available as not only a employer-hosted workshop but PEBA-hosted as well. This one hour presentation is geared towards both new employees and those who are in the middle of their careers. The workshop is designed to provide an introduction to Plan provisions, termination and retirement options including PEPP Investments and online services. By introducing members to PEPP and the tools and services available they are able to make informed decisions regarding their pension plan.

PEBA Hosted Workshops

Saskatoon **October 6 at 2:00 p.m. in the Sturdy Stone Conference Room 9.3 GS (9th floor)**

Regina **October 11 at 1:30 p.m. in PEBA's 10th floor Boardroom**

The workshop is still available as an employer-hosted event to utilize during staff meetings or lunch and learns. If you are interested in having the workshop presented at one of your events, please email your CFC to arrange a time.

Privacy measures when emailing personal information to PEPP

As referenced in the *July Employer Bulletin*, it is imperative to ensure documents containing sensitive information are password protected when submitting them to PEPP. This includes documents containing Social Insurance Numbers (SIN), or any employee personal and financial information.

For employers who use Adobe Reader, and not Adobe Acrobat, you do not have the ability to password protect your files through PDF. A solution available to you is to use WinZip and password protect the zipped file in a Microsoft Windows environment.

Please see the printable instruction guide.



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



facebook.com/PEPP.Canada



[@PEPP_DC](https://twitter.com/PEPP_DC)

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.