

Put down the paper, we don't need it!

The following tasks are to be processed on PLANet:

- Enrolments for new employees
- Termination Notices
- Layoffs
- Leave of Absence
- Return to Work
- Data Changes (eg: changing employment status on an employee from seasonal to casual)



NO paper copies are to be faxed/mailed/sent to MEPP. The only paper copy MEPP requires is an original completed beneficiary form for new employees.

Thinking about changing your pay cycles?

If your organization is changing their pay cycles, please contact MEPP **right away at 306-337-4090**. We will work with you to establish a contribution plan that accommodates your new pay cycle and matches up with the pay cycles established in our system. Thank you for your cooperation!

Disability Leave? Be sure to get a quote!

Have an employee going on a "DIS" type leave? (This includes unpaid sick leave/medical leave/long-term disability leave/short-term disability leave/WCB). Is the employee considering contributing to MEPP while they are away? Then either the employee or employer **must request a quote** from MEPP before any contributions can be remitted while the employee is away from work.

Submitting Payments

As a MEPP employer, you have two ways to remit your contributions online – Electronic Fund Transfer (EFT) or Online Bill Payment (OBP). The convenience of online submission not only saves you time, but it also helps you avoid having late fees charged to you (the employer).

It's easy to set yourself up for online submission. Click one of the links below to find the process to implement EFT or OBP:

1. [Submitting Payments by Electronic Fund Transfer](#)

2. [Submitting Payments by Online Bill Payment](#)

Contribution remittance through PLANet is due within 15 days from the end of the pay period. Any delays to this could then result in administrative fees and interest charges.

Sign up for a Webinar

Webinars are available for any MEPP member and their guest to attend. Sessions are facilitated by our Retirement Information Consultants, who are CERTIFIED FINANCIAL PLANNER® or QUALIFIED ASSOCIATE FINANCIAL PLANNER™ professionals. To register please go to:

<http://www.peba.gov.sk.ca/pensions/mepp/member/webinar-presentations-workshops.html>

LEARN about your pension plan	BUILD your retirement plan	PREPARE to retire
Early career workshop	Mid-career workshop	Late career workshop
Half-day	Full-day	Full-day
You will learn the basics of managing your finances and about how your pension fits into an overall plan.	This workshop, formerly RetireWithEase, will help you understand in detail how your pension fits into your overall financial wellness.	We will help you understand your sources of expected retirement income as well as your options so you are prepared at retirement.
More...	More...	More...



LEARN	
October 4	8:30am - 10:30am
BUILD - Module 3	
August 23	8:30am - 10:30am
PREPARE - Module 1	
September 15	8:30am - 10:30am
October 25	8:30am - 10:30am
PREPARE - Module 2	
September 15	1:00pm - 3:00pm
October 25	1:00pm - 3:00pm
PREPARE - Module 3	
August 23	8:30am - 10:30am

PLANet Questions? Employer Questions?

Contact your MEPP Employer Relations Coordinators (ERCs): Penny or Darlene!

As a MEPP contributing employer you have access to a dedicated team who work directly with our employers. They can provide hands-on training in PLANet and answer all your MEPP questions. We look forward to meeting you! See the ERC's contact info below:

The Employer Bulletin is published as a service for the employers of MEPP.
For further information or clarification, contact MEPP's Employer Relations Coordinators:
Phone: 306-337-4090 in Regina; Fax: 306-787-0244
Email: erc.mepp@peba.gov.sk.ca

Please retain this MEPP Employer Bulletin for your reference.