



## Warnings and Errors in PLANet - What's changed?

### Change #1 - Processing a contribution file with new employees

**Before:** *When processing a contribution file, a 'warning' would pop-up for all unenrolled employees.* This allowed you to override the "warning" and continue processing the contribution file without processing an enrolment form.

**After:** Now you will receive an "error." To continue **to process the contribution file you will need to process the enrolment in PLANet;** AND MEPP Administration has to process the enrolment as well. Once MEPP has processed the enrolment you can proceed to process your contribution file.

This change was made because of the contributions MEPP was receiving for new employees that had not yet been enrolled. Therefore, there was no member record to post these contributions in the MEPP pension database.

### Change #2 - New employee contribution begin dates

**Before:** *When doing a contribution file, a "warning" would pop-up if you didn't change the "contribution begin date" to the "date of enrolment" for new employees.*

Now you will receive an "error" if, for a new employee, the first contribution file you are reporting them in their "contribution begin date" is different then their "date of enrolment" into the pension plan. You will need to change the "contribution begin date" to reflect their "Date of Enrolment," validate the file and then continue to process the contribution file.

This change was made because we found most employers were overriding the "warning" and processing contribution files with incorrect dates. These dates are important as they can effect a member's service.

## Did you know the Definition of a *Designated Member*?

**If your organization has designated police officers and firefighters under section 40(2) of the Act, classify these employees as Designated Members. To qualify as a police officer, the employee must be an employee of an established police service, must meet the definition of member under *The Police Act, 1990*, and must take the prescribed oath in *The Municipal Police Recruiting Regulations, 1991*.**

The Employer Bulletin is published as a service for the employers of MEPP.  
For further information or clarification, contact MEPP's Employer Relations Coordinator:  
Phone: 306-337-4090 in Regina; Toll free: 1-877-506-6377; Fax: 306-787-0244  
Email: [erc.mepp@peba.gov.sk.ca](mailto:erc.mepp@peba.gov.sk.ca)

Please retain this MEPP Employer Bulletin for your reference.