



PLANet

Employer Bulletin

September 2020

As fall begins and we are all becoming more familiar with PLANet, there are a few items you have brought to our attention – thank you! We have addressed them below as helpful reminders: [How to Properly Remit Files through PLANet](#)

1. When you process an enrolment form in PLANet, the “Date of Employment” should be the hire date (i.e. first day the employee started with their employer) and the “Date of Enrolment” is the date the employee is enrolled into the MEPP pension plan (i.e. first day the employee was deducted pension contributions for MEPP).

If anything happens in a pay cycle, remittance must reflect that.

Dates are important! Please double check when entering.

For example: If you hired your new employee on June 15, then June 15 is the date entered as the “Date of Employment,” and if you started deducting MEPP pension contributions on August 17, then August 17 is the date entered as the “Date of Enrolment” when processing the enrolment in PLANet.

Want to avoid those error or warning messages on PLANet? Just ensure your enrolment forms are submitted prior to the contribution file.

2. In the event of termination/retirement/death of an employee, it’s important to remember to do these two things:

- a. process a “Termination Notice” in PLANet; and
- b. include this employee in the last contribution file where they had deducted contributions.

For example: If on your monthly pay cycle, you have an employee that terminated July 15 (middle of your pay cycle), then you will process a “Termination Notice” in PLANet with a termination date of July 15. You will also include this employee in your July contribution remittance in PLANet with the contribution begin date of July 1 and a contribution end date of July 15. You would not use July 31 as a contribution end date for this employee because July 15 is when the employee terminated.

**Unsure of which form you need to process? Found an error on a processed file?
When in doubt, call a CFC. We are here for you!**

If you need help or have any questions regarding PLANet,
please contact your MEPP Customer Focus Coordinator(s) at
306-337-4090 or cfc.mepp@peba.gov.sk.ca.

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

Please retain this MEPP Employer Bulletin for your reference.