



Employer Bulletin

Sign up and learn!

We are planning to host [virtual learning events for employers](#) that will focus on one topic per session.

The next virtual sessions will be:

- **Enrolment Criteria for MEPP**
 - September 8th at 9:00 a.m.
 - September 13th at 1:30 p.m.

- **How to process layoffs and leaves**
 - October 11th at 10:00 a.m.
 - October 13th at 1:30 p.m.

Registration will be available by phone at 306-337-4090 or email at erc.mepp@peba.gov.sk.ca.

Is there a topic that you would like featured? Send us an email (erc.mepp@peba.gov.sk.ca) and let us know.

Reminder...

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)



That means *NO paper copies* are to be faxed, mailed or sent to MEPP.

The only paper copy MEPP requires is an original completed *Designation of Beneficiary* form for new employees.

Action Required: Check your Pay Periods!

Do the pay period begin and end dates in your MEPP PLANet account match the pay period begin and end dates in your payroll system? They do? That's great!

If they don't, give us a call at 306-337-4090 today!

Having different pay periods may cause you headaches down the road. Let us help you understand why aligning these dates is important and will make reconciliation of the contributions and pensionable hours more efficient for you, without any extra work!

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

Please retain this MEPP Employer Bulletin for your reference.