

What's the difference?

Dates are important when enrolling new members!

When you process an enrolment, the **Date of Employment** is the **hire date** (i.e. first day the employee started with you) and the **Date of Enrolment** is the date the employee is **enrolled in MEPP** (i.e. first day the employee was deducted pension contributions for MEPP for hours worked). At times these dates will be the same. See the Employer Guide for eligibility rules.

Example: If you hire Randi and their first day of work is June 15, then **June 15** is the date entered as the **Date of Employment**. Then, if you start deducting MEPP contributions on August 17, then **August 17** is the **Date of Enrolment**.

Something else is important too!

When enrolling new members, please complete the **phone and email address sections**.

Including a **member's personal phone number and email address** helps MEPP maintain ongoing communication about pension benefits. Personal contact information allows us to reach members directly, regardless of future employment changes, helping ensure they receive important updates and information when needed.

No paper forms required

Beneficiary Updates

Members are able to update their beneficiary updates online.

MEPP is **now accepting digital/electronic copies** of completed Beneficiary forms. You no longer need to mail in paper copies.

Employees can use their online member account for digital transaction and submission of approved forms, like the Beneficiary form. They can also fax or email copies of forms along with any supporting documentation required (i.e. marriage certificate, divorce certificate, spousal waiver form, common-law declaration form, etc.).

Member Satisfaction Survey Coming in October!

Each year, we invite our members to share their thoughts through our annual survey. Input received helps us understand what we're doing well – and where we can improve.

This year's survey will be sent out **in October**. Members may receive an **email** from our research partner, **Insightrix**, with an invitation to participate.

As a thank you, members who complete the survey will have the chance to enter a draw to win one of three \$150 gift cards!

Age 71 Reminder

If you have employees **who have turned or will turn age 71** before the end of this year, please complete the following two steps:

1. In your employer online account, update the employee status to **Terminated** using November 30 for all employees who turn age 71 this year; and
2. Stop all contributions by November 30.

Contributions received after this date will be returned to the employer.

