



APRIL 2026

PEBT CONNECT

PROVIDING PRACTICAL RESOURCES FOR
EASIER BENEFITS ADMINISTRATION



KEY TIPS

Member signature requirements for Enrollment and Change Forms

Districts have the option to use paper forms, electronic forms, or PBC's new digital member enrollment tool. To avoid issues or delays with life and AD&D claims, it is very important to ensure Enrollment and Change Forms are signed using a format accepted by the benefit providers. You can find details on acceptable signature formats on the PEBT Benefits FAQ page under the question **“What are the member signature requirements for Enrollment and Change Forms?”**



WHAT'S NEW

JEIS & RTW Toolkits — Practical Supports for Better Absence Outcomes

Introduced at the 2026 PEBT Conference, we're pleased to share new resources, now available on pebt.ca:

- JEIS Referral Toolkit
- RTW Toolkit

Each includes practical, field-tested tools already in use in several districts to support employees through complex and mental health-related absences, maintain connection to the workplace, and improve return-to-work outcomes. One of the many tools available we encourage you to check out is our customizable **Absence FAQ**.

Orientation and Skill-building Lessons

When you are new to your role as a benefits administrator, there is a lot to learn. To support you, we are excited to launch our recently created PEBT orientation session and skill-building lessons for administrators. These on-demand learning sessions span 10 to 25 minutes, depending on the topic.

Skill-building lessons include:

- Getting Started for Administrators
- Roles and Supporting Information
- Managing Benefit Records
- Processing Financial Transactions, and
- Medical Monitoring Reimbursement

More of these lessons will be added over time as we continue to expand this learning series.

Check them out today by clicking this link!



UPCOMING ACTIVITIES AND REMINDERS

- Submit 'early' JEIS referrals for uncertain or prolonged absences **at the end of June** – look for the PEBT email reminder for details.
- Friendly reminder, your LTD enhancement reports (if applicable) should be submitted **by the 15th of each month**.
- Contact the PEBT with benefits administrator staff changes to ensure the right people are kept up-to-date.
- Invoice payments are **due on the first of the month**.