



Newsletter

As the year fast comes to a close, we are pleased to confirm that our transition from AXA to Datacom Employer Services Limited was very successful. All processes remained in place and service levels were not affected by the move.

Items of Interest

Changes to your payroll software and personnel

If changes are proposed or made to your payroll software, or if you have a change in personnel, please let us know immediately so we can ensure no communication issues arise in relation to the ongoing provision of payroll information to Datacom GSF Schemes Administration.

We rely on employers providing up to date and accurate payroll information. An interruption to the provision of this information may result in a reduction in the quality of service provided to our members and your employees.

New or existing payroll personnel requiring information relating to the administration of GSF are welcome to contact us at Datacom for support and assistance.

Employer Manual

A comprehensive employer manual is available to all payroll personnel. The manual contains a wealth of information on the payment of contributions and subsidy, as well as copies of all relevant forms. If there isn't one in your office please contact Leonida on (04) 470 6364

Former higher salary elections

Former higher salary elections continue to cause reconciliation issues for both employers and the GSF Administration team.

Contributors to GSF who have had a reduction in salary may continue to make contributions on their former higher salary.

In the first instance, the contributor should contact us at Datacom for information. The employer is not obliged to pay the subsidy on the additional amount; this may be paid by the contributor.

Wherever possible the former higher salary (not the current salary) should be advised in the payroll media sent each pay period. In order to achieve the correct balance between contributor and employer payments, the portion of employer subsidy that the contributor is required to pay must not be added to the contributor's payment but should be included with employer subsidy bulk payment. If necessary these payments can be listed separately but must still be included with the employer subsidy bulk payment.

Leave without pay

It would assist us greatly if you would ensure all your employees, who are GSF contributors, are made aware that if they go on leave without pay they will be required to pay both employee contributions and the employer subsidy for the period of leave.

Contributors under age 50 have the option of electing to cease to contribute for this period, but must elect to do so prior to going on leave.

Personnel changes within the GSF team

Leonida Templonuevo has replaced David Humfrey as Team Leader in the GSF Payments and Reporting team. Mary Uy is the new bank statement analyst.

Donna Wikohika has replaced Craig Brown in the Benefit Administration team. Natasha Kuresa, who has left to go overseas, has been replaced by Roshni Pratap. As always, if you have any questions, please contact us. Our contact list has been updated to reflect the changes mentioned above.

Retirement Seminars

Datacom staff are available to speak to groups of contributors and will be able to provide valuable information on the options available upon retirement. Contact Pam Truscott on (04) 470 6330 for further information.

Christmas & New Year holidays

Please Note:

The GSF Schemes Administration Office will close between Christmas and the New Year. Our last day in the office will be **Friday 23rd December 2005**. We will return on **Wednesday 4th January 2006**.

We would like to take this opportunity to thank you for all your assistance during the year and to pass on our best wishes for Christmas and the New Year.



Contact Details – for calls about employer issues

Employer subsidy issues

Davey Ead (04) 470 6368 daveye@datacom.co.nz

Bank Statement and payments

Mary Uy (04) 470 6362 maryu@datacom.co.nz

Payroll media issues

Jean Mathews (04) 470 6334 jeanm@datacom.co.nz

Payment of subsidy and contributions/over payments, under payments & refunds

Alicja Bialoruski (04) 470 6365 alicjab@datacom.co.nz

General information relating to employer issues

Nida Templonuevo (04) 470-6364 leonidat@datacom.co.nz

General Information

Datacom GSF Schemes Administration

Phone: (04) 470 6348 Freephone: 0800 654 731
Fax: (04) 470 6366 Address: PO Box 3614 Wellington
Email: gsf@datacom.co.nz Website: www.datacompeople.co.nz

Manager

Pam Truscott (04) 4 470 6330 pamelat@datacom.co.nz

***For all calls from, and about, individual members:
(The letters below relate to the first letter of the member's surname)***

Ruth Greenaway	M, O, V, Q	(04) 470 6335	ruthg@datacom.co.nz
Roshni Pratap	A, B, P, U	(04) 470 6363	roshnip@datacom.co.nz
Tania Southen	H, I, R, Y	(04) 470 6338	tanias@datacom.co.nz
Glenda Kropp	S, L, N	(04) 470 6333	glendak@datacom.co.nz
Donna Wikohika	K, G, J, W	(04) 470 6331	donnaw@datacom.co.nz
Paru Ramanathan	D, E, T, Z	(04) 470 6332	parur@datacom.co.nz
Glenice Briggs	C, F	(04) 470 6336	gleniceb@datacom.co.nz
