

Employer Update

This version of the 'Employer Update' newsletter is of importance to payroll staff as it clarifies Datacom's requirements with regard to the collection and forwarding of Government Superannuation Fund (GSF) contributions and associated data.

REQUIREMENTS FOR PAYROLL & PAYMENT PROCESSING

Datacom is working with employers to ensure correct GSF data is collected each pay period, to make certain that members' benefits are paid accurately and on time.

Almost all of the additional information we require for GSF e.g. salary information, part-time service, etc. is provided to us by employers through their payroll media. We would like to set out our requirements and highlight to you the most common issues we encounter.

The following is a summary of our standard requirements for payroll and payment processing.

1) Payroll deduction file for GSF

This is the file you forward to us on a regular basis which contains advice of member deductions (contributions). This file is used to directly upload members' GSF deductions into the GSF business system.

We require either a comma separated values (csv) file or a fixed length (.dat) formatted file. If either of these files types are not able to be produced from your payroll system, an Excel file containing the same information is acceptable.

Template copies for the Excel payroll deduction file can be obtained from Datacom. If you require a copy, please email Jean Matthews at jean@datacom.co.nz

Timing of payroll file submission

One issue we encounter is matching GSF payments received from employers with the relevant payroll file. To assist with the matching procedure, we ask that employers submit their payroll files to us within 2 days of the pay period end date.

Where to send your payroll files

To gsfmedia@datacom.co.nz. Please do not use the general mailbox: gsf@datacom.co.nz.

2) Schedule of GSF contributions & subsidies

Another issue we encounter is payroll file totals and employer subsidies regularly not matching payments received. In such cases, we will be asking employers to confirm contribution details and subsidies in a schedule which supports the data in the payroll file. The schedule will be used for validation purposes. If we validate transactions here at GSF, this will result in fewer queries back to employers.

We will contact employers if a schedule is required. We prefer that this schedule is provided in Excel format.

3) Payment of contributions to GSF

Payments by Direct Credit

We highly recommend this method of payment for GSF employee & employer contributions. This complements other processes that work well within the existing GSF system. If you are not already paying by direct credit, please contact Mary Uy by email at maryu@datacom.co.nz for banking details.

Direct Credit Payment Details

Having correct details on your payment transactions allows the GSF system to automatically apply payments to the correct payroll, pay period and payment type (employee or employer contributions) without manual intervention.

Correct payment detail:

- **Particulars:**

- Payroll Code-EE (for employEE contributions)
e.g. T1XXXX-EE

- Payroll Code-ER (for employER contributions)
e.g. T1XXXX-ER

- **Analysis:**

- Pay period end date
e.g. dd/mm/yy

Please contact Mary Uy by email if you have any questions or need assistance with identifying your payroll code.

Pay Employee (EE) and Employer (ER) contributions separately per payroll and per pay period

Separate payments per payroll and per pay period allow your direct credit payments to be allocated automatically and accurately to the correct payment type (EE or ER). Automatic allocation will reduce queries to employers.

Timing of contribution payments

Under the provisions of the GSF Act, employers are required to pay all contributions to the Fund within a reasonable time frame. We expect to receive payments within 2 days of the pay period end date. This helps to ensure that any GSF entitlements are paid to members accurately and on time.

4) Remittance advice

This is a mandatory requirement for employers who pay via cheque, who are not able to split payments and who cannot provide specific payment details on direct credit payments. A remittance advice assists us to allocate and reconcile payments without having to contact employers.

The remittance advice can be forwarded as printed copy, soft copy or as an email. The remittance advice should have the following information:

- GSF Employer Number e.g. 123
- Date of payment
- Total amount paid
- Breakdown of;
 - Payroll Code e.g. T1XXXX
 - Period end date
 - Total EE contributions
 - Total ER contributions

Please email Mary Uy if you do not know your GSF Employer Number or Payroll Code.

The remittance advice should be submitted to us on a regular basis either at the same time as payment or within 2 days of the pay period end date.

Where to send the Remittance Advice to

Please send remittance advices to;
Datacom GSF Schemes Administration
PO Box 3614
Wellington

Fax; 04 470 6366

Email; gsfmedia@datacom.co.nz.

For quick identification it is very helpful if your email subject line says 'Remittance Advice' followed by your employer number and date of payment.

FORMER HIGHER SALARY ELECTIONS

GSF members who have had a reduction in salary may, in certain circumstances, continue to make GSF contributions on their former higher salary.

In the first instance, if you have an employee who is a GSF member who wishes to elect to contribute on a former higher salary, ask them to contact us here in the Datacom GSF Schemes Administration unit (*see table over page for individual member contact names*).

We will provide the employee with information about contributing on a former higher salary and points they need to be aware of - like the employer not being obliged to pay the employer subsidy on the salary difference and that this subsidy difference would need to be paid by the employee.

Recording and administration of former higher salary elections

Former higher salary elections typically cause reconciliation issues for both employers and the Datacom GSF Administration team. Here are a couple of points that, if done correctly, reduce reconciliation issues and queries;

- The former higher salary (not the current salary) should be advised in the payroll file sent each pay period
- In order to record the correct balance between employee contributions and employer subsidy, the portion of employer subsidy the employee is required to pay must be added to employer subsidy (not employee contribution) in the payroll file. It is helpful if these contributions are listed separately (but must still be included in the total employer subsidy and payment).

We understand that these points may be difficult to achieve within your payroll software. We will progressively contact employers over the coming months to agree a reporting and reconciliation process which ensures that any GSF entitlements are paid to members accurately and on time. We recognise that the process also needs to be manageable for employers and for the Datacom GSF Schemes Administration team to administer.

Increase to Former Higher Salaries

When a GSF member elects to contribute at a former high salary rate, contributions will be paid on the basis of either:

- The current rate for the previous position when there is a clearly identifiable rate
- The former higher salary being indexed to the Consumer Price Index (CPI).

Former Higher Salaries should be reviewed by the employer a) each time the salary for the previous position changes, or b) annually adjusted by movement in CPI.

Please contact Nida Templonuevo at leonidat@datacom.co.nz if you require information on how to apply a CPI increase.

EMPLOYER MANUAL

A comprehensive GSF employer manual is available. The manual contains a wealth of information on the payment of contributions and subsidy, as well as copies of all relevant forms.

If you do not have a copy in your office please contact Nida on (04) 470 6364 or at leonidat@datacom.co.nz for an electronic copy.

WORKING TOGETHER

For Datacom to effectively and efficiently manage GSF contribution information from employers, we would appreciate timely and accurate information supplied in the format requested.

Some of the requirements are complex and some payroll software does not provide correct outputs. In the coming months we will be in contact with employers to discuss ways in which we can jointly work on resolving any outstanding issues and ensure that the information received is correctly formatted and accurate. In the meantime, If you have any questions regarding what is required, please do not hesitate to contact Nida on (04) 470 6364 or at leonidat@datacom.co.nz

Contact Details – for calls about employer issues

Employer subsidy issues

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

Receipt of GSF contributions

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

Payroll media issues

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

Refund of overpaid contributions

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

General information relating to employer issues

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

Send - payroll files, remittance advice & contribution schedules to

gsfmedia@datacom.co.nz

Contact Details – for calls about individual members

(The letters below relate to the first letter of the member's surname)

Ruth Greenaway I, M, O, V (04) 470 6335 ruthg@datacom.co.nz

Ngaire Konise F, P, W (04) 470 6363 ngairek@datacom.co.nz

Tania Southen H, J, L (04) 470 6338 tancias@datacom.co.nz

Glenda Kropp R, S, U, Y (04) 470 6333 glendak@datacom.co.nz

Donna Wikohika A, C, K, Z (04) 470 6331 donnaw@datacom.co.nz

Paru Ramanathan D, N, Q, T (04) 470 6332 parur@datacom.co.nz

Alana Sullivan B, E, G (04) 470 6337 alanah@datacom.co.nz

Glenice Briggs General (04) 470 6336 gleniceb@datacom.co.nz
Team Leader Enquiries

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