

Employer Update

IMPORTANT INFORMATION

This Update is important to Employers – it confirms Datacom's requirements for the collection and forwarding of Government Superannuation Fund (GSF) contributions and associated data. Further information can be found on the following web sites: www.datacomgsf.co.nz and www.gsfa.govt.nz.

What is Changing?

Annual Review of Employer Subsidy Rates

The subsidy rates effective from 1 July 2012 are in the process of being determined by the Actuary for GSF. Your organisation will receive a letter in late April advising you of the subsidy rate to apply in your payroll calculations from 1 July 2012. Please do not hesitate to contact us if you require any further information on subsidy rates.

GSF Employer Portal

The GSF Authority has commissioned an upgrade of the GSF business system, used in the administration of the GSF schemes. We anticipate the new business system will be operational from early 2013.

One of the features of the new business system is the introduction of a web based Employer Portal. The Employer Portal will enable you to view and update salary information for employees who are GSF members online through the Employer Portal and to submit payroll files electronically.

We believe the new Employer Portal will provide greater transparency and flexibility around managing GSF contributions, combined with a secure environment with appropriate payroll based access at an employer level.

Our goal is to make the transition from the current process to the new Employer Portal as smooth as possible. Over the coming months we will be contacting employers to provide you with more information about the Employer Portal and to brief you on the features and correct use of the Portal.

We look forward to your support over the transition period. Any feedback you have throughout the process will be greatly appreciated.

General Information

GSF Payroll File

In addition to recording GSF member contributions paid, the current GSF payroll file contains the following additional information for each GSF member:

- Full time equivalent superable salary (p.a.)
- Effective date of the superable salary
- Part time rate (if applicable) i.e. percentage of the full time equivalent rate

It is important that all the above payroll information provided to GSF is accurate and in the correct format. Only three file formats are currently accepted by Datacom. They are csv, dat and Excel files – all in a prescribed format. Any file received containing incorrect information, or in non-standard formats, may be returned to you before processing for correction and resubmission.

Employers are also required to send to GSF a separate schedule, setting out what subsidy amounts have been calculated for each GSF member each pay period. This information speeds up the reconciliation process and helps to reduce the volume of enquiries sent back to your payroll office.

Datacom relies upon the information provided in the payroll file to calculate GSF members' retiring allowances and any under or overpaid contributions received (and corresponding employer subsidy). Correctly formatted payroll files must be sent to Datacom as soon as possible after the payroll run has been processed.

What does Defined Benefit mean?

Unlike most other superannuation schemes, GSF is a Defined Benefit Scheme. Members and their employers pay contributions and subsidy to GSF, which secures a retiring allowance when the employee, having met the Fund's entitlement requirements, ceases Government service.

GSF contributions and subsidy are calculated as a percentage of approved components of the employee's pay. This is referred to as their superable salary. GSF contributions and subsidy are calculated using the superable salary only. Typically this is ordinary (base) pay and excludes additional payments such as overtime and allowances.

It is important that the superable salary data provided in the payroll file sent to GSF is correct. Superable salary forms the basis for reconciliation and annuity calculations at retirement.

To ensure GSF members and employers have contributed the correct amounts to GSF, and that the member receives the correct annuity payment at retirement, we will consult with you when we find issues with the data. We may however return files or payments to you under the following circumstances:

- Payment regularly received without supporting payroll information (payroll file).
- The payroll file continues to contain incorrect information.

Reconciliation of GSF Member Files and Payments Received

As some of you may be aware through contact already made, Datacom is undertaking a reconciliation project to highlight and resolve any historical and current variations between payments calculated, advised and received on behalf of GSF members. The purpose of this project is to:

- Reduce the volume of queries going back to employers in future
- Resolve member account discrepancies as soon as possible
- Provide assistance and support to employers to understand GSF calculations and payroll file data
- Prepare for transition to the new Employer Portal

A number of you have been contacted during the last year to discuss and resolve discrepancies. We acknowledge your assistance and support and thank you for your co-operation to date.

Recently, in addition to the payroll file, we have asked employers to provide us with employer subsidy schedules for GSF. The schedules assist with the reconciliation process and reduce the number of times we need to contact employers with queries. If you are not already providing us with a subsidy schedule, please forward a schedule to us each pay period along with your payroll file.

New Employees Contributing to GSF

New employees who have been a GSF contributor in their previous roles, or existing employees who have a change in their employment contract, are not automatically eligible to continue to contribute to GSF.

Employees may be required to apply for approval from the GSF Authority to continue to contribute to GSF. If you have this situation with one of your current or new employees, and you are unsure whether the employee is eligible to continue to contribute to GSF, please contact our administration team prior to commencing GSF deductions.

Access to Information

Queries Relating to GSF

As part of our service commitment to GSF members and their employers, if you have any queries in relation to GSF, please contact our administration team. We can be reached by email at gsf@datacom.co.nz or by phone on 470 6348 or 0800 654 731 if calling outside of the Wellington area. If you have a query relating to a particular member, if known, it would assist if you have the employee's GSF reference number available when contacting us.

GSF Information Booklets

Booklets can be obtained from the Government Superannuation Fund Authority (GSFA) website: www.gsfa.govt.nz under the section 'Schemes Publications and Booklets'. These booklets contain information on GSF and the associated forms for each action or request.

Employer Newsletters

Copies of our previous newsletters can be found on Datacom's website: www.datacomgsf.co.nz.

Contact Details

Datacom GSF Schemes Administration

Phone: (04) 470 6348

Fax: (04) 470 6366

Email: gsf@datacom.co.nz

Freephone: 0800 654 731

Address: PO Box 3614,
Wellington 6140

Website: www.datacomgsf.co.nz

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