

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 are the Changes?

Annual Review of Employer Subsidy Rates

The subsidy rate for your organisation is reviewed by an Actuary on annual basis. Your organisation should have received a letter from Datacom in June advising you of the subsidy rate to apply in your payroll for GSF subsidy calculations from 1 July 2012. Please do not hesitate to contact us if you wish to confirm your subsidy rate or require any further information on GSF subsidy rates.

GSF Employer Portal

As advised in our previous Employer Update newsletter, the GSF Authority has commissioned an upgrade of the GSF business system, which is used in the administration of the GSF schemes. We talked about the introduction of a new web based Employer Portal.

Access to the Employer Portal will require an iGovt logon to be established. The Employer Portal will enable you to view and update salary and part time rate information for employees who are GSF members online through the Employer Portal and to submit payroll files electronically.

This new feature will be made available to you mid-2013. Prior to implementation we will provide training material on how to arrange an iGovt logon and the features and correct use of the portal. Datacom staff will be available for support of employers during the transition period.

Employer Reconciliation Project

As many of you are aware, Datacom has been progressively working with employers to ensure that correct GSF contributions and subsidy amounts have historically and are currently being calculated at the payroll level and submitted through to GSF. The purpose of this exercise 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

We appreciate your cooperation and assistance. We appreciate that it is often difficult to address our requests within the busy schedules you work to. Please extend our thanks on to your payroll staff who have provided us information upon our request.

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

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.

Staff working variable part time hours

GSF members whose hours of work are not fixed or frequently change will be required to complete an annual Part Time Certificate. In order to complete the certificate, members and their employers will need to agree the hours for the year ahead and provide copies of employment contracts and any other correspondence confirming hours of work. Please refer any GSF members who you think may fit the variable part time criteria to booklet GS6 (on www.gsfa.govt.nz) or to Datacom for a copy of the Part Time Certificate.

Note: Employees working casual hours are not entitled to contribute to GSF.

Revised GS1000 Form

Datacom recently revised the GS1000 form. This is the form we ask you to complete when a GSF member ceases service with your organisation. In revising the form we endeavoured to clarify the information we require from you and to ensure that the correct last day of paid service is provided and has been agreed to by the member.

In future, we ask that you use the revised GS1000 form when any GSF member ceases service. We have attached a copy of the current form to this newsletter. If your organisation requires future copies please refer to the Employer Manual found on Datacom's website: www.datacomgsf.co.nz.

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

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