

### Former higher salary members – immediate change to payroll requirements

In preparation for moving to the GSF Employer Portal, Datacom has made a change to the required payroll file data. The change relates to the superable salary for GSF members who have made a former higher salary (FHS) election. There are no other changes to the payroll file requirements at this time.

### Salary for members on an FHS

Up until now, we required a member's FHS figure to be reported as the superable salary in the payroll file.

Upon transition to the Employer Portal, you will be required to advise the actual superable salary, not the FHS. To facilitate a smooth transition to the new system, this change is being implemented immediately. This will allow employers to change their payroll system/process well in advance and avoid unnecessary problems on the launch of the Portal.

If you are not already doing so, we ask that from **now on** you record **actual superable salaries** and their effective dates for all employees in your payroll files. FHS employees should no longer be treated differently in the payroll file (see example below).

Datacom will administer FHS information for individual members, both in the current GSF business system and upon transition to the Portal, and adjust the FHS figure where appropriate.

It will remain the employer's responsibility to keep us updated of changes to the member's actual salary. Prior to the launch of the Employer Portal, this will be done via the payroll file. After transition, updating actual superable salary will be done online via the Portal. Please note that all salaries provided must be the full-time equivalent.

*Example:*

FHS	\$145,029.00	effective 1 July 2013
Actual salary	\$85,059.00	effective 1 September 2013

**Previous data requirement**

CSV file: GSF10,123456,361.58,**145029.00,01/07/13**,6548

DAT file: GSF10123456 0000361580**1450290001072013**6458

**New data requirement**

CSV file: GSF10,123456,361.58,**85059.00,01/09/13**,6458

DAT file: GSF10123456 0000361580**0850590001092013**6458

*Note: FHS contributions may also be reported on two lines in the file.*

We will be reviewing incoming payroll files with FHS members over the coming months to ensure the required changes are being implemented. If you have any questions about the GSF Employer Portal, please contact by return email.