

New employees contributing to GSF

When a GSF member commences employment with your organisation, you must ensure the member has completed an application to GSF to continue their contributions and had it approved by GSF before you start deducting and paying contributions to GSF for that employee. An application can be made using the **Rejoining Form (GS1)**, found on www.gsfa.govt.nz.

Eligibility requirements

Eligibility to contribute to GSF is dependent on several factors, including the legislation governing the employing entity, the nature of the member's employment and their previous employing entity. In some cases, the member's eligibility to contribute may be affected by when they ceased with the previous employer and re-commenced employment with the new employer.

The following points are relevant to new employees who are GSF members:

- ⚙ All employees wishing to continue to contribute to GSF must complete the Rejoining Form
- ⚙ Only permanent employment is superable; members are not eligible to contribute to GSF in respect of fixed-term or casual employment
- ⚙ New employment with a Crown entity, State Owned Enterprise or Crown Research Institute may not be Government service for GSF purposes. These entities should contact Datacom to ensure the correct treatment of any new employees for GSF purposes

If there is no break in employment between their previous and new positions, or if the member can show contractual acceptance of the new position before ceasing the previous position, the member is more likely to be eligible to contribute to GSF with the new employer.

The January 2014 version of the **GSF Employer Manual** provides an updated summary of employer eligibility to contribute to GSF. Visit our website for the latest copy of the manual:

www.datacomgsf.co.nz.

Please note: although you may be contributing to GSF for current employees or may have contributed in respect of employees in the past, new employees are not automatically eligible to contribute to GSF.

Your Employer Portal statement

Once the Employer Portal is launched, new employees will only be added to your online statement where their Rejoining Form has been approved and processed by GSF. If you intend to upload a payroll generated file to the Employer Portal, adding an employee to the file will not add them to your online statement.

Any contributions received for members who are not on your online statement will be treated as an overpayment. If these members are not subsequently approved to continue contributing to GSF you, as the employer, will need to resolve the overpayment and reimburse the employee for any member contributions.