

Government Superannuation Fund

Schemes Administration Newsletter

April 2015

GSF Employer Portal

As you may be aware, GSF is preparing to launch the Employer Portal, an online statement of GSF payments. Via the portal, you will be able to access the online statement in order to verify the correct contributions and subsidy, plus any additional payments, due to GSF. The Employer Portal is designed to help you ensure the correct amounts are being paid to GSF and the records GSF hold for your employees are up to date.

When will the Employer Portal be released?

The Employer Portal is due to be launched at the end of 2015 and released to employers in groups over the following year. You will be advised as soon as the relevant release date is confirmed and will be provided with information and training on the new system.

What changes can employers expect?

The introduction of the Employer Portal may involve some changes to your processes. Here are some of the changes you can expect to see:

- You will have access to an online statement each pay period advising the amounts owed to GSF. This will be based on member superable salary, part-time rate and any other relevant information provided by you and held by GSF.
- The statement will be broken down into contribution and subsidy amounts per member, as well as any additional payments such as arrears or debt instalments.
- If changes to employee information are required, for example, if members' salaries have changed, you will have the option of either manually updating details for individual members or uploading a file to make bulk changes to multiple members.
- You will not be required to advise the contribution amounts paid per member, as the Employer Portal will calculate these based on the member data you have provided.
- Any difference between the statement and amount calculated by your payroll system will need to be identified and reconciled before the payment is made. If the amount paid does not match the statement, the discrepancy will carry over to the next statement period.

Quality of payroll files and amounts paid

For the last 18 months, GSF has been analysing incoming payroll files and payments received from employers, to identify any potential issues before transition to the Employer Portal. Most employers will have already been contacted regarding discrepancies in payments or data and the majority of these issues to date have now been resolved.

Thank you to those employers who have worked to resolve any issues raised by us – this will help ensure a smooth transition to the Employer Portal for both of us. We encourage employers to continue to work on outstanding issues or any new issues raised by the GSF team in the lead up to the launch of the Employer Portal.

Employer Update

This update is important to employers – it confirms Datacom's requirements for the collection and forwarding of contributions and associated data to the Government Superannuation Fund (GSF). Further information is available on the following websites:

www.datacomgsf.co.nz and www.gsfa.govt.nz

Last Day of Paid Service

GSF members are entitled to receive their entitlements from the day following their last day of paid service (LDOPS). The LDOPS is the day when the employment agreement between you and the employee ceases and may include periods of paid leave.

For example, a member's last day of duty is 1 May 2015. However, the member has 10 days outstanding annual leave and you and the member agree that their employment does not cease until the end of the period of annual leave. This means the LDOPS that should be advised to GSF would be 15 May 2015, being the last of duty plus 10 working days. Contributions and subsidy to GSF must balance to this date.

It is important to calculate and advise the correct LDOPS to GSF, as incorrect information will lead to additional work for both you and GSF. This can also lead to delays in paying the member their GSF entitlements or require the member's GSF entitlements to be recalculated.

If you are not able to accurately calculate a member's LDOPS at the time that GSF requests it, please advise that this is the case and the approximate date that this will be provided.

Please ensure you use the LDOPS for the purpose of calculating final member contributions and employer subsidy.

Leave Without Pay

When a member takes a period of unpaid leave, you as the employer are not required to deduct contributions or subsidy to GSF for the leave without pay (LWOP) period. The member is required to pay both their standard contributions as well as the employer subsidy to GSF directly.

It is important that you encourage GSF members to contact Datacom before they take a period of LWOP. This will ensure that we can update our records and charge the member in a timely manner. Once the Employer Portal is launched, all periods of LWOP will need to be up to date in our system in order for your online statement to balance and correctly reflect the adjusted contributions.

The member booklet **Information on Leave Without Pay (GS7)**, which contains the required form for members to complete, is available on the Authority's website: www.gsfa.govt.nz.

GSF Information Booklets

Booklets can be obtained from the GSF Authority's website www.gsfa.govt.nz under Members > Forms and Booklets. These booklets contain information on GSF and the forms for member requests.

Information for Employers

Copies of previous Employer Newsletters and Employer Updates can be found on the Datacom website www.datacomgsf.co.nz, along with the most up-to-date version of the GSF Employer Manual.

Contact details

As part of our service commitment to GSF employers, we ask that any queries you have in relation to GSF are referred to our finance team. If possible, please quote your GSF employer number when contacting us.

Datacom GSF Schemes Administration

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