

Government Superannuation Fund

Schemes Administration Newsletter

April 2017

The New GSF Business System

We are pleased to announce that on 28 November 2016, the new GSF business system went LIVE. Transition to the new system has been seamless.

Some key reminders and new procedures introduced with the new GSF business system are as follows:

❖ For payments made through the payroll, GSF will liaise with the Employer and not the Member

Employers are responsible for resolving issues relating to payments made through their payroll. GSF will not approach members directly for any discrepancies identified in payments made (or previously made) through the payroll, but will make contact with the payroll office to resolve.

❖ Employer Subsidy and Member Contributions Statement

This is a new feature being introduced progressively for all employers. Each pay period an Employer Statement will be generated. The statement will show any material differences (i.e. under or over payments above a threshold determined by the GSF Authority) in GSF amounts expected to be received and actually received from you. The statement will assist you in resolving discrepancies. We encourage employers to proactively work on resolving discrepancies on their statements as they arise. Datacom will be available for guidance on how to resolve discrepancies but employers will be expected to bring about resolution of overpaid or underpaid amounts themselves.

❖ Employer Superannuation Contribution Tax (ESCT) and Employer Subsidy for GSF Members

As part of transition to our new administration system, we have taken the opportunity to align the treatment of ESCT with the intent of the legislation (Section RD 67 of the Income Tax Act 2007), thus ensuring members receive the benefit from the application of the lower ESCT rate. A letter was sent out to all employers regarding this.

If you have any employee who has elected an ESCT rate lower than the default rate of 33%, please contact Datacom to advise us of the employee elected rate as you may also need to override the employer subsidy rate at employee level.

❖ Contribution Payments to GSF

When making payments into GSF's bank account, please use the following guide:

- | | | |
|---------------|------------------------------|----------------------|
| ▪ Particulars | - Payroll Code | e.g. T2PAYR |
| ▪ Code | - Employer number | e.g. 567 |
| ▪ Reference | - Pay period end date | e.g. 23042017 |

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

www.gsfa.govt.nz

The Datacom logo consists of the word "DATACOM" in white, uppercase, sans-serif font, centered within a dark blue rectangular background.

GSF Information Booklets

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

Payroll file tips:

- ❖ *CSV stands for Comma Separated Values; any extra commas in your data will split a data field and add an extra column into the file. Check for commas within the salary amount and reference fields (as there should not be any).*
- ❖ *Part Time Rates affect employee contributions- if a member's part time rate changes with their salary change, the new part-time rate should be on the payroll file.*

❖ Payroll Information and File Format

Employers are required to forward accurate member information and payments to GSF in a timely manner, by the end of each pay period. This means it is important that employers adhere to the required file formats.

When forwarding payroll files to GSF, ensure that:

- all the required payroll information is included in the payroll file.
- the payroll file format is in the approved format (dat or csv file).

If the above information and format is not followed, the payroll file will not upload into the GSF system. If this happens we will contact you and request you resend the file in the correct format.

Review of Subsidy Rates effective from July 2017

Employer subsidy rates are reviewed by the GSF Actuary on an annual basis. Your organisation should have received a letter from Datacom in February 2017 confirming the 2017/2018 subsidy rate to apply to GSF subsidy calculations from the first full pay period after 1 July 2017. Please contact us if you did not receive a copy of the subsidy rate letter, if you wish to confirm your subsidy rate or if you require any further information about GSF subsidy rates.

Leave Without Pay

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

It is important you encourage GSF members to contact Datacom **before** they take a period of LWOP. This will help ensure we can update our records and charge the member in a timely manner. This will avoid discrepancies in your GSF payroll file and Employer Statement.

As indicated above, all periods of LWOP will need to be up to date in the GSF system in order for your Employer Statement to balance and correctly reflect the adjusted contributions.

Datacom, GSF Schemes Administration

Contact Details

If you have any questions about the GSF scheme, please contact us and we will be happy to assist. If possible, please quote your GSF employer number when contacting us.

Phone	0800 654 731 or (04) 470 6348
Fax	(04) 470 6366
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