

Government Superannuation Fund

Schemes Administration Newsletter

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



Employer Update

October 2017

❖ Accuracy of payroll information and adhering to the required file format

Employers are required to forward **accurate** member information and payments to GSF in a timely manner. The employer must ensure that the current salary, effective date of salary and any part-time rate is correct for each member. Any changes to the current salary, effective date of salary or part-time rate will affect the employee contribution amount.

Employers are also required to adhere to the file formats required by the new system. When forwarding the payroll files to GSF, **please check** and ensure that all the required payroll information is included in the payroll file and the data is in the approved format (dat or csv). If the file format is not adhered to, the new business system will not upload the payroll file. Incorrectly formatted payroll files will be sent back to the employer for correction.

It is the employer's responsibility to deduct the correct amounts from the member's salary and forward them to GSF. If the amounts are incorrect this will be recorded by GSF as a credit or debit on the employer statement. Datacom will not contact the member direct regarding any discrepancy in the GSF deductions made from the member's salary by the employer payroll.

❖ Last Date of Paid Service (LDOPS) and final contributions to GSF

- The LDOPS must be the last **FULL DAY** of service and cannot be a part day.
- It is the employer's responsibility to calculate the LDOPS in consultation with the member. **The employer is required to calculate and pay the correct member contributions and employer subsidy to GSF up to the LDOPS.** If the LDOPS is incorrect, this will result in under or overpayments to GSF, which will need to be accounted for by the employer. GSF will not contact the member directly for any discrepancies in their final payments to GSF.

GSF Information Booklets

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

❖ Employer subsidy and member contributions statement

By now most employers will have received an employer statement indicating their payroll has been reconciled or highlighting differences that need to be resolved. Where a difference has been identified we request that the employers take action to adjust their payment to GSF, as indicated in the employer statement, in the next available pay period.

If you have not received an employer statement it is because the payroll is unreconciled due to unresolved issues. For those employers with unresolved issues it is important that we continue to work together to resolve the discrepancies. We are happy to meet with employers to proactively work through issues and seek acceptable solutions.

❖ Subsidy Rates

It is important that employers apply the correct subsidy rate advised in July each year. If the subsidy rate is not implemented in a timely manner this will result in under or overpayments which will need to be resolved by the employer. If you are yet to update the subsidy rate for July 2017 and are experiencing issues, please contact Datacom for assistance.

❖ Leave Without Pay (LWOP)

When a member takes a period of unpaid leave, they are 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, to avoid discrepancies with your GSF payroll file

All periods of LWOP need to be recorded in the GSF business system in order for your statement to balance and correctly reflect the required contributions.

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

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.

Disclaimer

This newsletter is a summary of some of the provisions of the GSF Act, regulations made pursuant to the GSF Act and policy decisions including those set out in the statement of policies. While every effort is made to ensure the information contained in this newsletter is accurate, it is intended as a guide only and is in no way binding on any person, and does not prevail over any applicable law or policy decision. To the fullest extent permitted by law, neither the Authority, Datacom, nor any person accepts any liability for any loss, damage, cost or expense that may arise from any reliance on any information contained in this newsletter. This newsletter does not create any legal or equitable rights exercisable by any person.

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