

You are attempting to update the pre populated pensionable salary information, which was submitted to support contribution payments made. Be cognisant that information submitted would differ from the reconciliation information held by the GPAA and thus please ensure that:

- The amended/updated pensionable salary is in line with the pensionable salary information based on and supported by payroll deductions; note that:
 - Pensionable salary on the service record is not necessarily correct as it must be a full period employed for which contributions were deducted and paid over;
 - Contributions are based on Pensionable Salary, not Total Cost to Company (TCT);
 - Confirm whether there was any non-systematic salary payment(s) which affects Pensionable Salary was processed, i.e. BASS Payments etc. - please attach proof;
 - Confirm whether there was any Arrear or Supplementary payments that affects Pensionable Salary and whether it was processed for the correct periods – please attach proof;
 - Confirm whether there were any reversal on member and employer's contribution for a particular period and whether it was processed correctly – please attach proof;
 - That in the event of arrear contribution payments and or reinstatements there may have been late payment interest that will accrue.

- In the event of any period of leave without pay, suspension without pay or salary frozen period, note that:
 - The employer is liable to withhold and pay contributions for any period 120 days or less as provided for in Rule 8.2 and 8.3 to the GEP Law;
 - Rule 8.2.2 and 8.3 provides as follow:
 - “8.2 A member shall contribute to the Fund;
 - 8.2.2 While he or she is absent on leave without pay for a continuous period of 120 days or less calculated on his or her full pensionable emoluments on the day immediately prior to the day on which such leave of absence commenced.”
 - “8.3 With due consideration of the contents of rule 10.1(a) , if a member is absent on leave without pay for a continuous period of more than 120 days, he or she remains a member of the Fund after the expiry of the first 120 days of such period, and no contributions are payable to the Fund by or in respect of the member after expiry of the period of 120 days.”
 - The payroll system (Persal/Persol etc.) will reduce the Pensionable salary for any such periods as what it was prior of reduction of the 120 day period;
 - All periods of leave without pay, suspension without pay or salary frozen in excess of 120 days are to be correctly disclosed on the exit documentation submitted.

- In the event of contributions not correctly withheld and paid, Late Payment Interest will accrue for both member and employer contributions until date of payment.

- Late Payment Interest cannot be waived or written off as there is no Legal Provision for such.

- In the event of pensionable salary reversals, ensure that contributions payable for a portion of a month was paid and attach proof thereof if not Interest will be levied from when contributions was due to date of payment.

- If need be liaise with your Salary Section to confirm the correctness of the Pensionable Salary and reconciliation thereof based on contribution deductions.