The below is the step by step process guide for capturing and confirmation of member's pensionable period and salary amount/notch when exiting a case. Exit type would include resignation, discharge, retirement, and death.

Remember, the member's pensionable salary and period is essential for the calculation of benefits payment. The benefits' formulae mainly consist of:

  • Member's final average pensionable salary;

  • Member's years of pensionable service; multiplied with an Actuarial accrual factor.

What is Member's pensionable period/year/s and Pensionable Salary amount.

  - Member pensionable period/years: Is referred as the period that the member has been contributing to the GEPF from date of appointment until the exit date.
  - Member's Pensionable salary: Is referred as the amount used to calculate the member and employer contribution during the member's service years.

Note: When a member's exit case is captured on PCM applications, the member's pensionable period and salary information is pre-populated as per GEPF Financial reconciliation information, as received on monthly basis from the employer. This information is editable or amendable by the capturer. It should be noted that the GEPF reconciliation information is one months in arrears and might differ slightly with employer's records. Employer must confirm if those records corresponds and where necessary amend.

There are two types of salary structure applicable:

1. Non SMS/MMS – Refer to as members with Salary Level 1 – 10. Their pensionable salary amount is at 100%;
2. SMS/ MMS – Refer to as members with salary level 11 to 16, they received Total package/Annual Package salary to structure their pensionable salary amount at 60%/70%/75%.

Depending on how the salary has been structured, that amount will be used as a pensionable salary amount.

For this purpose, we covered two scenarios.

Scenario number 1: Resignation - Non MSM/ MMS member with 100% pensionable salary, where the member exited during the month - 20th December 2022

The member's service records would display the following:

```
SERVICE RECORD ENTRIES:

DATE       EVENT                    COMP   SUBCOMP RANK   UR LEVEL NOA NOTCH
--------   -----------------------  ------ ------- -----  -- ----- --- ----------
20221220   TERM. OF SERVICE         000109 002419  80149 00  05    01  187101.00
20220701   NOTCH ITO PAY PROGR      000109 002419  80149 00  05    01  187101.00
20220401   ADJUSTMENT               000109 002419  80149 00  05    01  184308.00
20210701   PAY PROG/ADJUSTMENT      000109 002419  80149 00  05    01  178941.00
20200701   NOTCH ITO PAY PROGR      000109 002419  80149 00  05    01  176298.00
20190401   ADJUSTMENT               000109 002419  80149 00  05    01  173703.00
20181120   TRANSL. IN NAT. APP.     000109 002419  80149 00  05    01  163563.00
20180401   ADJUSTMENT               000109 002419  80149 00  05    02  163563.00
```

The above member's Annual Pensionable salary must be populated as follows:

| Personal Details | Employment Details | Payment Details | Supporting Documents | Employer Representative |

The (*) refers to a mandatory/required field.   Pension Number: ▮▮▮▮

Employer Code *	Employer Name *	Occupation Code *
000055	S A POLICE SERVICE	Public Service

Commencement date:
Period covered by pension contributions: 2017-11-01

Service Termination Date *: 2022-12-20

Pension Retirement Age :
(As per service conditions): 60

Annual pensionable salary reflecting the increase periods during last three (3) years or whole period if shorter. Please do not capture cents in the salary values, please round to the nearest rand value. When completing salaries, please round down from 49 cents downwards and round up from 50 cents up. Examples : (1) R535435.40 round down to R535,435 (2) R535435.60 round up to R535,436

Sort

PLEASE NOTE ANY CHANGES IN THE SALARY PERIODS WILL RESULT IN CONTRIBUTIONS ERRORS

Period From*	Period To*Required	Annual Salary *
2022-07-01	YYYY-MM-DD	187101
2022-04-01	2022-06-30	184308
2021-07-01	2022-03-31	178941
2020-12-21	2021-06-30	176298

- **Importantly: Where the member might have worked for less than year or a month, the employer must not calculate the month's or day's pensionable salary, rather capture the provided member's annual pensionable salary amount as reflected on the member's service record.**

Scenario number 2: Retirement - SMS/ MMS member with Annual Package Salary structure.

Member's service record.

```
                          SALARY
 DATE    RANK / SALARY CODE   NOA LEV. NC   NOTCH      EVENT                NOTE
 0211130 MEDICAL OFFICER       2  12   034  953049.00 0008 TERM. OF SERVIC
 20210701 MEDICAL OFFICER      2  12   034  953049.00 0087 PAY PROG SMS/MM
 20190701 MEDICAL OFFICER      2  12   034  938964.00 0084 ACC GRADE PROG:
 20190401 MEDICAL OFFICER      2  11   026  833529.00 0056 SALARY ADJUSTME
 20180701 MEDICAL OFFICER      2  11   026  792327.00 0069 PAY PROGRESSION
 20180401 MEDICAL OFFICER      2  11   025  780612.00 0056 SALARY ADJUSTME
 20170401 MEDICAL OFFICER      2  11   025  736425.00 0056 SALARY ADJUSTME
 20160401 MEDICAL OFFICER      2  11   025  686322.00 0056 SALARY ADJUSTME
 20150401 MEDICAL OFFICER      2  11   025  637845.00 0056 SALARY ADJUSTME
 20150126 MEDICAL OFFICER      2  11   025  596118.00 0050 TRANSLATION PAC
```

The calculation of Member's Annual pensionable amount is as follows:

*Annual Package salary *60%/70%/75% - Depending on member's choice to structure the salary

Period From	Period to	Annual Package Salary	Annual Pensionable salary @ 70%
7/1/2021	11/30/2021	953,049	667,134
7/1/2019	6/30/2021	938,964	657,275
4/1/2019	6/30/2019	833,529	583,470

The above member's Annual Pensionable salary is then populated on PCM as follows

Personal Details	Employment Details	Payment Details	Supporting Documents	Employer Representative

ℹ The (*) refers to a mandatory/required field.   Pension Number: ▮▮▮▮

Employer Code *   Employer Name *   Occupation Code *
EC022E   ECP HEALTH OR TAMBO HOSPITAL   Public Service

Commencement date: Service Termination Date *
Period covered by pension contributions   2015-01-26   2021-11-30

Pension Retirement Age :
(As per service conditions)   60

Annual pensionable salary reflecting the increase periods during last three (3) years or whole period if shorter. Please do not capture cents in the salary values, please round to the nearest rand value. When completing salaries, please round down from 49 cents downwards and round up from 50 cents up. Examples : (1) R535435.40 round down to R535,435 (2) R535435.60 round up to R535,436

Sort

PLEASE NOTE ANY CHANGES IN THE SALARY PERIODS WILL RESULT IN CONTRIBUTIONS ERRORS

Period From*	Period To*	Annual Salary *		
2021-07-01	2021-11-30	667134	+	-
2019-07-01	2021-06-30	657275	+	-
2019-04-01	2019-06-30	583470	+	-

Add Item(s)