



1 March 2019

The countdown has begun for the ISASA Old Mutual System Enhancements...We Go Live in 18 days!

You can anticipate the following exciting changes:

- New menu icon called "My Corporate Business" to access Payroll and electronic claim submission(eClaims)
- Flexible file format with additional validation steps when loading payroll data.
- New improved eClaim with new validations and online assistance (Old Mutual will no longer accept paper claim forms from 1 March 2019)
- Ability to "fast track" a retirement and withdrawal benefit (subject to certain terms and conditions) by utilising the "Pre-Funding" offering. More detailed information will be communicated to qualifying schools in due course.
- Quarterly administration reports to better keep track of your school's membership and financial movements.

Members of the ISASA project team (Domesia Buchanan, Fraser Johnston or Zain Ryklief) would have made contact with you via email or telephone regarding:

- Data requirements for uploading the payroll file to include correct identity numbers (or passport numbers were applicable) and full name of the members. Kindly address the issues already identified when doing your February 2019 payroll submission
- Registration for secure services - Ensuring that you are correctly registered for the secure services
- Scheduling time for the support of the March 2019 payroll and eClaim submission

The ISASA Project Team is Here To Help

The following support will be provided to you:

- Telephonic training sessions will be arranged for all schools
- Old Mutual will arrange access to the enhanced platform. You will not be required to submit any new access forms.

- The new payroll layout will be pre populated by Old Mutual by 18 March 2019. Users can then access the website to download the current payroll data
- Updates can be done on these payroll files prior to the scheduled telephonic payroll training session or during this session
- Further to the telephonic support, an e-mail will be sent containing the steps on how to download this file and information how to process all other relevant changes e.g. how to indicate temporary absence members, inter school transfers etc.

The ISASA Project Team will guide you through the system enhancements to ensure a smooth transition to the new platform. We encourage you to take advantage of the time offered by the dedicated members of the Project Team.

We are looking forward to sharing an improved administration system with you.

Regards

ISASA Team