

Subject:

ISASA Bursars Bulletin 10/2018: News Flash-Enhancing Administration platform



Dear Bursar

Please find the following documentation attached as promised:

- Copy of Presentation - Payroll and eClaims Information sharing on Enhancements effective November 2018
- New Excel payroll layout (effective November 2018 payroll submission)
- New Payroll layout format - document outlining requirements (effective November 2018 payroll submission)

Please note that additional information needs to be captured on the current payroll file submission – this change is effective immediately. Please note, this information is currently available on the ISASA payroll systems, but not submitted to Old Mutual:

- ID / Passport Number (**effective November 2018 data submission we will require the Country of Origin for passport numbers**)
- First Names
- Title
- Gender
- Contact details (address, telephone / cell number, e-mail addresses)

Please further note that all Users should be logging into the Old Mutual Secure Services website with their own unique Client id/name; ID or passport number and Password. Where this is not happening, please provide Domesia with the contact details of the affected Users and she will liaise with them to assist with the registration process.

Domesia will also require the following:

- What Payroll System is in use
- Is there an Automated extract from payroll in use
- If there is a Third Party submitting the monthly data to Old Mutual – please provide details

The contact details for Domesia are:

Domesia Buchanan
dbuchanan@oldmutual.com
(021) 509-0419
0823704690

Regards,
ISASA Team