



ANY REPLY OR SUBSEQUENT REFERENCE SHOULD BE ADDRESSED TO THE FINANCIAL SECRETARY AND THE FOLLOWING REFERENCE NUMBER QUOTED.

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**MINISTRY OF FINANCE AND PUBLIC SERVICE  
STRATEGIC HUMAN RESOURCE MANAGEMENT AND  
DEVELOPMENT  
30 NATIONAL HEROES CIRCLE  
P.O. BOX 512  
KINGSTON  
JAMAICA**

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**Circular No: 14  
File No: 31062**

Permanent Secretaries  
Heads of Departments  
Chief of Defence Staff  
Chief Personnel Officer  
Town Clerk  
Chief Executive Officers of Executive Agencies  
Chief Executive Officers of Municipal Corporations

**Re: Implementation of Public Employees' Pension Administration System (PEPAS)**

**Introduction**

The Pensions Administration Unit (PAU) under the Strategic Human Resource Management Division of the Ministry of Finance and the Public Service has implemented a new pension administration system known as Public Employees' Pension Administration System (PEPAS).

To allow the system to function effectively, entities that are part of the Pensions Public Service Scheme (Government of Jamaica pension arrangement) are required to do the following:

**1. Registration of Employees**

Register on PEPAS all employees who are members of the Public Service Pension Scheme. This should be done in phases:

- Phase 1 – Employees and deferred pensioners who have attained the normal retirement age
- Phase 2 - Employees who are scheduled to retire within the next two (2) years
- Phase 3 - Employees who are scheduled to retire within the next three (3) years
- Phase 4 – Remaining active employees
- Phase 5 – Former employees who are eligible for deferred pension

**2. Upload Service History Information**

PEPAS is designed to capture and store Employee's Service Information. Human Resource Practitioners must upload the Employee's Service Information using Historical Service Record (Batch 3), Monthly Service Record (Batch 2), Historical Leave and Historical Pension/Family Benefit Contribution excel templates.

**3. Workflow Management System**

Every Ministry, Department and Agency (MDA) is required to use PEPAS for the processing of retirement benefits. As of September 2, 2019 all applications for benefits **must** be submitted through the Public Employees' Pension Administration System.

All applications for employees who will attain the normal retirement age must be forwarded to PAU no later than six (6) months prior to the person's effective date of retirement.

#### **4. Mandatory Supporting Documentation**

The following documents should be uploaded to PEPAS for the processing of benefits, where applicable:

1. Election Form
2. Certified copy of Birth Certificate/Statutory Declaration of age
3. Certified copy of Marriage Certificate
4. Certified Copy of Decree Absolute
5. Certified copy of Death Certificate/Burial Order
6. Pension Particular (should state diligence and fidelity)
7. Statement of Earnings
8. Taxpayer Registration Number
9. Status Letter from Jamaica Civil Service Mutual Thrift Society
10. Application for Advance (until further advised)
11. Chief Personnel Officer Letter/Letter of Approval for retirement (where applicable)
12. Cover Letter from Department
13. Indebtedness
14. Medical Board Report/Letter from Senior Medical Officer

**Please note that a T 23 Form is no longer required to process benefits for persons with an effective date of retirement on or after April 1, 2018. The last employer is responsible for the payment of benefits.**

#### **Conclusion**

Permanent Secretaries, Heads of Departments, Chief of Defence Staff, Chief Personnel Officer and Chief Executive Officers must ensure that this Circular is brought to the attention of all relevant officers.



Darlene Morrison (Miss)  
Financial Secretary