



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

Telephone No. 922-8600-16
Website: <https://www.mof.gov.jm>
Email: info@mof.gov.jm

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

REF No. 11180/4

April 21, 2023

Circular No. 16

Permanent Secretaries
Heads of Departments
Chief Executive Officers
Chairman of Boards

Re: Revised – Procedures for Submission of Salary Deductions for the Government Health Plans

Further to Circular No. 18 dated September 1, 2020, it is noted that several Ministries, Departments, Agencies (MDAs) and Schools have not been compliant with submissions of the monthly deductions and premium payments, payment via electronic submission, changes to plan type and conditions of enrolment. Consequently, all MDAs and Schools are hereby advised of the following procedures for the Government Health Insurance Plans.

With immediate effect, all pay sites must adhere to the following procedures. Failure to comply, will result in suspension from the Government Health Account.

1. Monthly Deduction Listings

- (a) Monthly deductions list (**in excel format only**) and the **Summary Form** by pay sites, are required to be submitted along with the monthly deductions (**by the 5th working day after the deduction has been made**). The payment and list must be submitted within 24-hours of each other. The deduction list should be sent as one (1) document representing each health plan. Please be reminded that the payments are to be deducted monthly and sent accordingly to the Administrator as one document only. No pay site should submit multiple lists broken down by fortnightly paid vs. monthly paid vs. individual or family plan type. The Administrator of the Health Plan will only accept one document per account held by the respective pay sites.
- (b) Payments must be sent to the Administrator of the Health Plans (namely: GEASO, GPASO, Supplementals, Senior Government Executives) with the submission of the deduction list and the summary form. Failure to submit the monthly payment and respective deduction lists will result in the following:
 - Over one (1) month - written warning of suspension of the account of the respective pay site.
 - Over two (2) months - automatic suspension of the account of the non-compliant pay site by the first working day of the third month.
 - Reinstatement will occur only on submission of full payment along with the accompanying summary form(s) and deduction list(s).

2. Monthly Payment of Deductions

- (a) The monthly deduction lists and the Summary Forms must be sent to the following email addresses: geasomof@mof.gov.jm and slj_geaso@sagicor.com by the 5th working day following the deduction.
- (b) With immediate effect, all pay sites are to submit all monthly deductions to the respective Health Insurance Bank Account via Electronic Funds Transfer. No cheque deposits to the Bank Accounts or any of Sagicor Offices will be accepted **effective May 1, 2023**. The MDAs and schools should include the reference number for all online transfers. **Monthly**

payments are to be transferred to the respective bank accounts below – within 5 days following the deduction.

Government Employees’ Administrative Services Only (GEASO)

Bank Name	Bank of Nova Scotia Jamaica Ltd (BNS)
Branch code	90365
Bank Branch	Liguanea -125 Old Hope Road, Kingston 6
Bank Account	74-12
Type of Account	Current
TRN on RTGS	000-137-243 Ext. 0037
Name on Account	Sagicor Life Jamaica Limited - GEASO

Government Pensioners’ Administrative Services Only (GPASO)

Bank Name	National Commercial Bank Jamaica Ltd (NCB)
Branch code	30
Bank Branch	Half Way Tree - 94 Half Way Tree Road, Kingston 10
Bank Account	301026161
Type of Account	Current
TRN on RTGS	000-137-243 Ext. 0036
Name on Account	Sagicor Life Jamaica Limited - GPASO

Senior Government Executives Administrative Services Only (SGE-ASO)

Bank Name	Sagicor Bank Jamaica Limited
Branch code	00021
Bank Branch	17 Dominica Drive, Kingston 5
Bank Account	5504815268
Type of Account	Chequing
TRN on RTGS	000-137-243 Ext. 0041
Name on TRN	Sagicor Life Jamaica Limited
Name on Account	SAGICORLIFEJAMAICA(ILTL) – SGE ASO

Government Supplemental Health Insurance Plans

(Medigap, Medigap Plus, Parental Health & Life, Family Life and GPASO Medigap)

Bank Name	Sagicor Bank Jamaica Limited (SBJ)
Branch code	00021
Bank Branch	Head Office - 17 Dominica Drive, Kingston 5
Bank Account	5501858597
Type of Account	Current
TRN on RTGS	000-137-243 Ext. 0038
Name on Account	SLJ Group Insurance Main Account

- (c) For each bank transfer, the following information (which should not exceed 30-character spaces) must be inserted in the description area on the commercial bank platform:
- Name of Pay site/Location
 - Period of Payment (e.g. April 2023)
 - Group & Account Number (i.e. 910000-0XXXX)
 - EFT Reference Number

Examples for each description:

- **GEASO:** Braet.Prim-Apr2023(GEASOAC#7528)
- **GPASO:** StMaryPC-Apr2023(GPASOAC#0827)
- **SGE-ASO:** HOUSESOFPARL-APR2023(SGE-AC#5000)
- **Supplemental:** SERHA-APR2023(GEASOAC65064)

- (d) Please note the implications of the following infractions:
- ***Incorrect or incomplete description of the monies being transferred*** – the respective account will not be reconciled (i.e. no additions, terminations, or changes to the account will be completed) until the funds are identified and placed in the correct bank account and posted to the pay sites health account.

- **Transfer to the wrong account** – a penalty of \$750 will be charged by the Administrator of the Health plan per infraction. The amounts will be billed to the respective paysite for immediate payment prior to the completion of the transfer.

3. Changes to the employee/pensioner policy

- (a) As a reminder, the Administrator of the Health Insurance Policies (Sagikor) is authorized to request of Employers (pay-sites), to revert their Employees'/Pensioner's payments to the individual plan type, where no dependent is currently enrolled and family premium continues to be deducted. As such, all paysites are asked to immediately act on the request of Sagikor once received.
- (b) Paysites are urged to submit the enrolment forms and accompanying documentation on commencement of the employee's deduction. Only forms sent one month prior to the start of the deduction will be accepted from the paysite.
- (c) All paysites are asked to ensure that an exemption list which includes all the employees terminated (i.e. voluntary, by force or retirement) during the month be sent to MOFPS and Sagikor via geasomof@mof.gov.jm and slj_geaso@sagikor.com by the last working day of each month. The list must be sent in excel format and should include the name, TRN, employee number, reason for termination and effective date of termination.
- (d) Effective May 1, 2023, employees will be asked to make changes to their policies (i.e. addition/termination of dependents, contact details – telephone, email and address, change/addition of beneficiaries, and addition/change of banking information etc.) via their respective Human Resource Departments/Bursars. Sagikor will no longer accept the Subscriber Change Forms from the employees directly. The employees will be asked to submit the form to their respective HR.
- (e) Paysites are being reminded that all queries relating to the following issues should be directed through their respective HR and Accounts Departments/Bursars only and not to Sagikor:
 - ✓ Status of Card (i.e. new or change of plan)
 - ✓ Addition/termination of dependents or beneficiaries
 - ✓ Policies for transfers, secondment, and termination
 - ✓ No-Pay leave/break in coverage

Sagikor will only respond directly to the employees via 876-929-8920-9 Option 3 or email: infoja@sagikor.com for queries relating to:

- ✓ Claims and Benefit queries
- ✓ Pre-Authorization Requests

Kindly bring this to the attention of all HR/Accounts Department and Bursars under your purview. Your usual cooperation is anticipated.

In case of doubt or difficulty, please contact the Employee Welfare Management Unit within the Strategic Human Resource Management Division of this Ministry for clarification.



Darlene Morrison
Financial Secretary

Copy:

GEASO Monitoring Committee
GPASO Monitoring Committee
SGE-ASO Monitoring Committee
Sagikor Life Jamaica Limited