

**Employer Responsibilities:**

In most instances, the employer employs the members of a particular fund.

Specific details of the employer's role will include one or more of the following:

- bearing responsibility for a certain level of funding, i.e. paying the employer contributions
- paying over employer and employee contributions to the fund or the administrator as per Sec 13 of the Act
- maintaining records for proper fund administration, such as:
  - personal details of members
  - date of entrance and exit of a member into or from the fund
  - any salary adjustments
  - payroll records.
- Providing the Administrator with monthly data as prescribed by the Act
- Complete and submit claims for employees