



# NATIONAL INSURANCE SCHEME



## NATIONAL INSURANCE SCHEME

Email: [nisgrenada@caribsurf.com](mailto:nisgrenada@caribsurf.com)  
Website: [www.nisgrenada.org](http://www.nisgrenada.org)

Box 322,  
Hillsborough Street, St. George's, Grenada.  
Tel. 473.440.3309/6647  
Fax. 473.440.6636

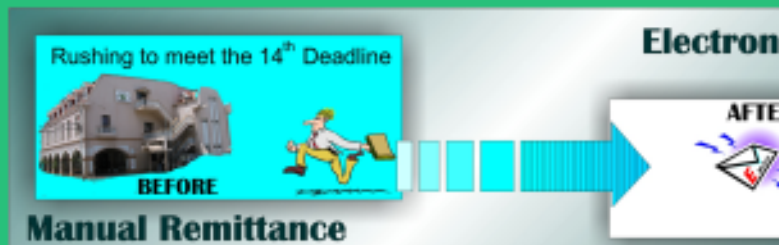
100 Hill Street, Grenville, St. Andrew's  
Tel. 473-442.6152

100 Hill Street, Hillsborough, Carriacou  
Tel. 473.443.8228



# EMPLOYER Technical Guide

*Easy Steps to NIS Compliance*





**EMPLOYER TECHNICAL GUIDE... Easy Steps to Compliance**

# Contents

---

Introduction ..... 2

Who is an Employer? ..... 3

Who is an Employee? ..... 3

Contract for/of Service ..... 3

Employees' Earnings ..... 4

Employer Registration and Registration Form ..... 5

Employee Registration ..... 6

Insured Persons ..... 6

Contribution Deductions ..... 6

Contribution Deadline ..... 6

Contribution Penalty ..... 6

Remittance of Contributions ..... 7

Remittances ..... 7

Remittance Form ..... 7

Electronic Remittance ..... 8-12

Notification of Termination ..... 13

Benefit Claim ..... 13

Table of Week Number for 2008 ..... 14

Table of Week Number for 2009 ..... 15

Contributions ..... 16



## EMPLOYER TECHNICAL GUIDE... Easy Steps to Compliance

# ● Introduction

---

The main objective of this Guide is to assist employers to comply with the Laws and Regulations of the National Insurance Scheme.

When the National Insurance Scheme began operations on April 4th, 1983, the aim was the provision of social security protection to all persons resident in Grenada. This is demonstrated through the provision of benefits to contributors such as sickness, maternity, employment injury, invalidity, old age, survivors, and funeral.

The timeliness in which benefits are paid to employees is important to the persons affected since they would be in a situation of loss or reduction of income which impacts directly on their quality of life. It is the desire of the NIS to significantly minimise the time between when a contributor makes a claim and the benefit is paid.

The National Insurance Scheme believes this can be achieved with full co-operation by all employers. It is extremely important for all employers to register with the NIS and to ensure that all their employees are registered. The employer also has a responsibility to pay his or her employees' contributions in a timely manner.

The **“EMPLOYER”** can also be used as a guide by new employers, and persons directly involved in the submission of remittance forms to the NIS to avoid common mistakes.

Employers should note that remittance information can also be submitted electronically via e-mail, diskette or computer disc. Any employer who is interested in submitting information electronically must first contact the National Insurance Scheme to receive the acceptable data format to submit information electronically.



## EMPLOYER TECHNICAL GUIDE... Easy Steps to Compliance

### ● Who is an Employer?

---

A person or body corporate with whom an employee has entered into a contract of service or apprenticeship expressed or implied whereby such person or body corporate is liable to pay salary, wages or other remuneration for services performed by the employee.

### ● Who is an Employee?

---

A person who performs services under a contract of service or apprenticeship with an employer. To register an employee must submit his or her birth /marriage certificate and all other relevant supporting documents where necessary (affidavit, deed poll, proof of citizenship, etc.)

*(All documents presented must be original)*

### ● Contract of Service

---

To determine the nature of any contractual relationship the following factors must be examined.

1. Who is in control
2. Who owns the tools or equipment
3. Who has the chance to make a profit or a loss

A **contract of service** exists if someone agrees that in consideration for wages or other remuneration he will provide his own work and skill in the performance of some service for another person. By so doing he agrees expressly or implied that in the performance of that service he will be subject to that person's control.

In the circumstances outlined above these conditions normally exist:

1. the person (employee) has no control over the duties performed
2. he personally has to provide the service
3. he does not own the tools or equipment used ( or only insignificant tools)



## EMPLOYER TECHNICAL GUIDE... Easy Steps to Compliance

4. he has fixed hours of work
5. he has a fixed salary or regular commission
6. he has no possibility of making a profit or loss

It should therefore be noted that a person who enters into a contract for a fixed time or a specific task is still an employee once the above conditions exist.

### ● Contract for Service

---

In the case where the above conditions do not hold in the contractual arrangement you may be considered as an independent contractor providing a service at a cost.

An independent contractor normally is not under the control of another person. He may or may not personally be responsible for the execution of the job and there is the possibility that he may be able to realize a profit or a loss.

Independent contractors are also obligated to register with the NIS as a self employed person and make contributions on their own behalf.

### ● Employees' Earnings

---

The following are taken into consideration for the purpose of determining the earnings of an employee:

- Overtime payment
- Cost of living bonus
- Additional payments in respect of dependants
- Supplements for long service in industry efficiency
- Commission on sales or similar payments
- Gratuities paid by the employer
- Payment for night or shift work
- Production bonus
- Danger or dirt money or similar payments
- Service charges



## EMPLOYER TECHNICAL GUIDE... Easy Steps to Compliance

- Any employee's liabilities (including tax) paid on his behalf by the employer
- Holiday pay or other amounts set aside out of the employee's remuneration throughout the year to be paid to him or her periodically

## ● Employer Registration

Every new employer must register with the NIS within **SEVEN** days of employing the first employee.

### Employer's Registration Form

**NATIONAL INSURANCE SCHEME**  
P.O. Box 322, Hillville Street, St. George's, Grenada P.O.  
Telephone Nos. (473) 441 1394/447 Fax: (473) 440 4436  
Email: nerric@nisgrenada.org I.B.L. <http://www.nisgrenada.org>

**Registration of Employers And Employees**  
Law 1983.

**Employer's Registration Form** REGISTRATION No. 

--	--	--	--	--	--	--	--	--	--

Name of Firm or Business \_\_\_\_\_  
or  
Employer's Name (if self-employed) \_\_\_\_\_  
Address of Business \_\_\_\_\_  
Mailing Address (if different) \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
Nature of Business \_\_\_\_\_

Number of Employees

Main	Female	Total

Name of Employee	NIS No.	Date Employed

Certified that the information above is correct  
Signature of Employer and Stamp of Firm \_\_\_\_\_  
Date \_\_\_\_\_

Notes: (1) This form is to be completed by every employer, that is someone who has an Individual Permanent job Body Employee with whom an employee has entered into service and who is liable to pay salary, wages or other remuneration for services performed.  
(2) Employer Indemnity Insurance, premiums and persons performing similar jobs whether of a full time or part-time nature.  
(3) Employers must attach the Certificate of Registration if the Business is a Company.

**For Official Use**

Industry Code: _____	Entered by: _____	File made by: _____
Colled by: _____	Checked by: _____	Checked by: _____

SI REVISED 2007



## EMPLOYER TECHNICAL GUIDE... Easy Steps to Compliance

### ● Employee Registration

---

An Employer shall ensure that every employee is registered with the National Insurance Scheme within **FOUR** days of commencing employment. If that employee is already registered then he/she should present his/her National Insurance card to his/her employer.

### ● Insured Persons

---

All insured persons must pay contributions. An insured person is anyone between the ages of 16 to 60 who resides and is employed in Grenada. A special provision is made for employers to pay a 1% contribution for employees over the age of 60 and under the age of 16 to be covered for employment injury benefit.

### ● Contribution Deductions

---

At the end of every pay period contributions must be deducted. At present it is 4% on the maximum limits of \$693 for weekly paid employees and \$3000 for monthly paid. The employer must contribute the equivalent of 5% of the wages of the employee.

### ● Contribution Deadline

---

The total 9% contribution must be remitted to the National Insurance Scheme within fourteen days of the end of the month in which the contributions are due.

### ● Contributions Penalty

---

When an employer fails to make payment by the 14th, a penalty will be charged for non-compliance. There is an initial 10% surcharge placed on all late payments. For every month or part of a month that the contribution payment remains outstanding a further 1% interest is charged.

## EMPLOYER TECHNICAL GUIDE... Easy Steps to Compliance

### ● Remittance of Contributions

Contribution payment must be made together with a remittance form that clearly shows:

- The name and registration number of the employer
- The names and registration numbers of all employees and the month for which payment is being made.
- If there are weekly paid employees the amount earned for each week should be indicated.
- The name of the authorizing officer and signature.
- The insurable earnings and total 9% contribution.
- The total amount of National Insurance contributions to be paid.

### ● Remittances

Every employer must submit complete remittances on the relevant form when making payments.

### Completed Remittance Form

EMPLOYEE'S NAME (Surname First) and Christian Name (i)		EMPLOYEE'S REGISTRATION NUMBER	INSURABLE EARNINGS WEEK/FORTNIGHT WEEK NUMBER	TOTAL INSURABLE EARNINGS	TOTAL CONTRIBUTIONS (9%)
1 JONES KEISHA		150010-0	44 50 51 52	1600 00	144 00
2 THOMAS PAULA		158062-3	50 51 52 53 54	2200 00	207 00
3 ANDREW ALANA		115601-9	50 51 52 53 54	1200 00	108 00
4 JESSEP BICKY		120018-1	50 51 52 53 54	2098 00	188 82
5					
(Sub) Total (carry forward if applicable)				7098 00	651 82

**NATIONAL INSURANCE SCHEME**  
 P.O. Box 322, Melville Street, St. George's, Grenada W.I.  
 Telephone Num. (875) 440 3300/3773 Fax: (875) 448 6836  
 Email: nigrnada@trnbarbcom URL: http://www.nigrnada.org

**REMITTANCE FORM**  
 EMPLOYER ALANES COMPUTERS EMPLOYER REGISTRATION NUMBER 011830-4  
 MONTH DECEMBER 2005

Contributions are payable by the 14th of the following month.  
 Payment after this date must be accompanied by the penalty  
 charge of 30% flat and interest of 3% per month.

I certify that the information given hereunder is true and correct.  
02/10/2006 Date PAUL KEISHA Name of authorized officer  
Paul Keisha Signature

	\$	¢
Contribution	651	82
Penalty	0	00
Interest	0	00
Total	651	82

No. B4D Revised 2001  
**EFFECTIVE 1<sup>ST</sup> MARCH 1998**  
 THE INSURABLE EARNINGS LIMITS ARE \$683 WEEKLY AND \$3000 MONTHLY



## EMPLOYER TECHNICAL GUIDE... Easy Steps to Compliance

**N.B.** The National Insurance Scheme is encouraging all employers to submit their remittances electronically via the internet.

If you do not have internet facilities we also accept CD, diskette or flash drives. This process is faster and easier. **(To make an application to pay electronically see the following Form)**

	<b>NATIONAL INSURANCE SCHEME</b>
	<i>ELECTRONIC DATA SUBMISSION</i>
Dear Employer,	
If you wish to <b>submit your remittance via the internet</b> , kindly provide us with the following details to facilitate the process.	
<i>(PLEASE PRINT CLEARLY)</i>	
NAME OF EMPLOYER/BUSINESS	_____
NIS REGISTRATION NUMBER	_____
CONTACT TELEPHONE NUMBER (S)	_____
CONTACT PERSON	_____
EMAIL ADDRESS	_____
SIGNATURE	_____
	DATE ____/____/____
NATIONAL INSURANCE SCHEME, P.O. BOX 322, MELVILLE STREET, ST. GEORGE'S	
TELEPHONE# 440-33096647	

**EMPLOYER TECHNICAL GUIDE... Easy Steps to Compliance**

**Sample of an Excel Spreadsheet**

Employer Number	Contributions Sub	Year	Month	Employee Number	Employee Name	Frequency	Weeks Worked	Insurable Earnings	Contributions	Insurable				
										Week1	Week2	Week3	Week4	Week5
102962	0	2007	4	1143669	Doe, John	Month	5	\$3,000.00	\$270.00	X	X	X	X	X
102962	0	2007	4	1411396	Baptiste, Rondele	Month	5	\$1,197.00	\$107.73	X	X	X	X	X
102962	0	2007	4	1414465	Smith, Kassandra	Month	5	\$2,089.00	\$188.01	X	X	X	X	X
102962	0	2007	4	1314402	Thomas, Elroy	Month	5	\$1,200.00	\$108.00	X	X	X	X	X
102962	0	2007	4	1444074	James, Kenia	Month	5	\$2,089.00	\$188.01	X	X	X	X	X
102962	0	2007	4	1663012	Antoine, Joycelyn	Month	5	\$1,302.00	\$117.18	X	X	X	X	X
102962	0	2007	4	1621836	Welsh, Anna	Month	5	\$1,147.00	\$103.23	X	X	X	X	X

## ● Explaining the Excel Spreadsheet

The excel file which provides the electronic contribution submission displays information in Columns “A” to Column “O”.

1. Column A provides for the Employer Registration Number without any dash.
2. Column B provides for the Sub-Number, which for most employers is Zero (0).
3. Columns C and D provide for the year and month the employer is paying **FOR**.
4. In Column E the Employee Registration Number must be inserted without any dash.
5. In Column F the employee name, in the order Last name, First Name must be inserted.
6. Column H represents the number of weeks the employee worked for. For NIS purposes the number of weeks in any given month is base on the number of Mondays in that given month. So the month of January, 2007 has 5 weeks, which begin on the 1st, 8th, 15th, 22nd, 29th. The “NIS week” begins on a Monday and ends on a Saturday. If an employee works one (1) day in any given week he/she is deemed to have worked that week.

**(see the Table of Weeks on pages 14 and 15 for guidance)**

7. Column I provides for the insurable earnings of each employee. Remember the ceiling on which NIS contribution is deducted is \$3000 for monthly paid employee and \$693 for weekly paid employees.
8. Column J is 9% of Column I. Remember however for employees over the age of 60 or under the age of sixteen years, 1% is payable and not 9%.
9. Columns K to O represent the actual weeks the employee worked. For example, for January, 2005
  - a. X under week 1 means the employee worked for the whole or part of the period January 1, 2007 to January 6, 2007
  - b. X under week 2 means the employee worked for the whole or



## EMPLOYER TECHNICAL GUIDE... Easy Steps to Compliance

- part of the period January 8, 2007 to January 13, 2007
- c. X under week 3 means the employee worked for the whole or part of the period January 15, 2007 to January 20, 2007
  - d. X under week 4 means the employee worked for the whole or part of the period January 22, 2007 to January 27, 2007
  - e. X under week 5 means the employee worked for the whole or part of the period January 29, 2007 to February 3, 2007

If an employee **DID NOT WORK** for the period say January 15, 2007 to January 27, 2007 then there must be no X's under week 3 and week 4. But X's under week 1, Week 2 and Week 5.

10. In **ALL CASES** the number of weeks under Column H **MUST EQUAL** to the number of X's under Column K to Column O

A number of employers have the practice (where NIS benefits are concerned) of paying the employee their full salary and recovering that amount from the benefit cheque. Where that is done the employer has to adjust the weeks and insurable earnings.

For example, if an employee is earning \$3000 monthly and is sick for 2 weeks starting from January 1, 2007 to January 13, 2007 and the sickness benefit is \$900, the employer would have to do the following on the spreadsheet;

Under Column H the number of weeks should be 3 instead of 5. The insurable earnings in Column I should be \$2100 (\$3000-\$900). And there must be no X's under Week 1 and Week 2, but X's under Week 3, Week 4 and Week 5.

**Email the completed spreadsheet to:**  
[nisremittance@spiceisle.com](mailto:nisremittance@spiceisle.com)



## ● Notification of Termination

---

When an employee leaves the employ of his/her employer then notification in writing of this should be promptly sent to the National Insurance Scheme's office.

## ● Benefit Claim

---

All benefits are processed based on the wages submitted by the employer. An employer should therefore facilitate his employees' benefit claims by:

- Submitting the payments on time
- Ensuring that all registration numbers are quoted on the remittances
- signing the appropriate forms and
- Providing any information that may be required to process the benefit.

**NOTE:** The National Insurance Scheme is encouraging employers with fortnightly paid employees to submit their contribution information on a weekly basis.

## EMPLOYER TECHNICAL GUIDE... Easy Steps to Compliance

The Tables on pages 14 and 15 are a guide for the proper completion of the Remittance Form.

**Table of Week Number for 2008**

Wk. No.	Week Beginning	Wk. No.	Week Beginning	Wk. No.	Week Beginning	Wk. No.	Week Beginning
1	07-01-08	5	04-02-08	9	03-03-08	14	07-04-08
2	14-01-08	6	11-02-08	10	10-03-08	15	14-04-08
3	21-01-08	7	18-02-08	11	17-03-08	16	21-04-08
4	28-01-08	8	25-02-08	12	24-03-08	17	28-04-08
				13	31-03-08		
18	05-05-08	22	02-06-08	27	07-07-08	31	04-08-08
19	12-05-08	23	09-06-08	28	14-07-08	32	11-08-08
20	19-05-08	24	16-06-08	29	21-07-08	33	18-08-08
21	26-05-08	25	23-06-08	30	28-07-08	34	25-08-08
		26	30-06-08				
35	01-09-08	40	06-10-08	44	03-11-08	48	01-12-08
36	08-09-08	41	13-10-08	45	10-11-08	49	08-12-08
37	15-09-08	42	20-10-08	46	17-11-08	50	15-12-08
38	22-09-08	43	27-10-08	47	24-11-08	51	22-12-08
39	29-09-08					52	29-12-08

**NOTE:** The number of weeks for which contributions are paid must at all times be inserted on the remittance form. Bear in mind that a contribution week starts on a Monday. The table above shows the appropriate week number applicable for the year 2008.

## EMPLOYER TECHNICAL GUIDE... Easy Steps to Compliance

**Table of Week Number for 2009**

Wk. No.	Week Beginning	Wk. No.	Week Beginning	Wk. No.	Week Beginning	Wk. No.	Week Beginning
1	05-01-09	5	02-02-09	9	02-03-09	14	06-04-09
2	12-01-09	6	09-02-09	10	09-03-09	15	13-04-09
3	19-01-09	7	16-02-09	11	16-03-09	16	20-04-09
4	26-01-09	8	23-02-09	12	23-03-09	17	27-04-09
				13	30-03-09		
18	04-05-09	22	01-06-09	27	06-07-09	31	03-08-09
19	11-05-09	23	08-06-09	28	13-07-09	32	10-08-09
20	18-05-09	24	15-06-09	29	20-07-09	33	17-08-09
21	25-05-09	25	22-06-09	30	27-07-09	34	24-08-09
		26	29-06-09			35	31-08-09
36	07-09-09	40	05-10-09	44	02-11-09	49	07-12-09
37	14-09-09	41	12-10-09	45	09-11-09	50	14-12-09
38	21-09-09	42	19-10-09	46	16-11-09	51	21-12-09
39	28-09-09	43	26-10-09	47	23-11-09	52	28-12-09
				48	30-11-09		

**NOTE:** The number of weeks for which contributions are paid must at all times be inserted on the remittance form. Bear in mind that a contribution week starts on a Monday. The table above shows the appropriate week number applicable for the year 2009.



## EMPLOYER TECHNICAL GUIDE... Easy Steps to Compliance

### ● Contributions

---

The **maximum earnings** on which contributions are payable are:

**\$693.00 per week**

**\$3,000.00 per month**

The **maximum 4% deductions** for any given period:

**\$27.72 per week**

**\$120.00 per month**