

DEPARTMENT OF PUBLIC ADMINISTRATION

Pension Secretariat

Glossary for Fields on the Pension Registration Form

Data Field	Definition
Bio-Data	
First Name	First Name or Given name (s) as seen on Birth Certificate
Middle Name	Name (typically a personal name) placed after the first name and before the surname as seen on birth certificate.
Last Name	Last Name or Surname as seen on Birth Certificate. If different, supporting documentation need to be provided e.g. Marriage Certificate
Maiden Name	The Maiden Name will be the surname that a used from birth, prior to it being legally changed at marriage.
Marital Status	Relationship with another person which distinguishes whether a person is single, married, divorced, separated or widowed.
Sex	Male or Female as on Birth Certificate
Date of Birth	Date as recorded as date of birth on birth certificate, Passport, or NIS Card (Day-Month-Year)
Date of Death	Date as recorded on death certificate
Contact Information	
Permanent Address	Place of fixed residence
Mailing Address	Location where mail is received
Telephone#	Number on which an employee can be reached outside of work can either be a fixed (Landline) or cell phone
e-mail address	An employee's electronic mail address
NIS#	Employee's National Insurance Scheme Number
Employee ID	This is the unique number generated by SMARTSTREAM for each employee
Emergency Contact	The person most likely be called first, should there be an emergency
Position Information	
Current Salary	The salary an employee receives (per annum) excluding allowances or perks
Ministry/Department	The name of the Ministry/Department
Current Position	The name of the post to which an employee was last appointed
Current Post Grade	The Grade of the post in which the employee was last appointed
Date of Entry	First date upon which a person commenced employment with the public service
Date of Present Appointment	Date of appointment to the post as seen on the Appointment letter to which the employee was last appointed

Date of First Definitive Appointment in the Public Service	Employee's first date of appointment to an established post as seen in the letter of appointment as issued by the Public Service Commission or the Judicial and Legal Service Commission
Date of Retirement	Date of last day of work as confirmed by issued letter of retirement
Post status	
Established	Post is reflected in the Estimates of Revenue and Expenditure and a Letter of Appointment is issued by the Public Service Commission
Un-Established	Instrument of appointment issued by the Secretary to the Cabinet or Permanent Secretary or Head of Non-Ministerial Department e.g by the GG in the case of legal appointment. This post is not necessarily reflected in the Estimates of Revenue of Expenditure
Service Provider	External individuals holding contracts for service/ service agreements, providing defined services under an independent contract/client relationship.
Man Status/Employment Status (Established Positions)	
Probation	Serving a probationary period and are awaiting confirmation of their appointment. Under this status the individual does not have confirmation of first appointment in an Established position.
Permanent	Definitively appointed/confirmed to an Established position by the Public Service Commission as seen in Letter of Appointment
PSC Contract	Appointed to a post on a contractual basis by the Public Service Commission
GoG Contract	An appointment by the Secretary to Cabinet on a contractual basis for a sum above \$18,000.00 per annum (basic salary) to a position which may not be listed in the Estimates of Revenue and Expenditure. Appointed on a contractual basis other than by Public Service Commission or Judicial and Legal Service Commission who is an employee of the Government of Grenada
Temporary	Appointed to an Established position on a temporary basis by the Public Service Commission as seen in Letter of Appointment
Month to Month	Appointed on a month to month basis by the PSC- it could be a fixed term or an open ended appointment.
Man Status/Employment Status (Un-Established Positions)	
Fixed Term Letter	A letter issued to a temporary employee by the Permanent Secretary/Head of Department that has a fixed start and end date
Until Further Notice (UFN) Letter	A letter issued to a temporary employee by the Permanent Secretary/Head of Department that has a start date and states Until Further Notice
Open Ended Letter	A letter issued to an employee by the Permanent Secretary/Head

	of Department that has no specified end date
Contract of Service/ GoG Contract	A contracted employee by the Government of Grenada with a salary above \$18,000.00 per annum (basic salary) to a position not listed in the Estimates of Revenue and Expenditure or where is listed e.g. Staff Nurse
Daily Paid (Permanent)	A status where an employee has a daily wage and works continuously, but is paid fortnightly/monthly at a daily rate. They all serve until the age of retirement
Monthly Paid/ Temporary or Part-Time	A status given to an employee who works continuously part time (for about 2 hours per day) but is paid on a monthly basis
Itinerant/ Daily Paid	A status given to an employee who is hired on a needs basis and receives a daily rate.
Allowances	
Good Conduct	An entitlement by law to officers who have served for twelve years in the Royal Grenada Police Force. Prorated by four phases of payment providing that the officer has not forfeited the payment in accordance with Section 11 of the Police Act. CAP.244.
Detective	Non-pay allowance to cover casual expenses incidental to detective work, for members of all ranks in the police force, who have been appointed under the authority of the Commissioner on detective duties.
Lodging and Housing	Rent-in-Aid in the police /prison context and is defined as an allowance paid to all female officers and to married male officers
Deed Poll	A legal document which commits the person who signs it to abandon their former name and adopt their new name at all times
Statutory Declaration	a written statement signed and declared to be true before an authorized witness