E-MAIL MESSAGE – March 2, 2016

TO: Certifying Officers, Local Education Employers, Local Government Employers, and State Employers

FROM: The New Jersey Division of Pensions and Benefits Education Unit

SUBJECT: Employer Training Sessions Available

New dates for **Employer training webinars** have been posted to the Division of Pensions and Benefits Web site. These webinars are offered for Local Education Employers, Local Government Employers, and State Employers.

The Pension Processing session is comprised of two parts. In order to provide the most up-to-date and comprehensive learning experience, we suggest you attend the training in scheduled order, keeping in mind the prerequisites and recommendations for future training opportunities.

Register at: http://www.state.nj.us/treasury/pensions/training-intro.shtml

Note: These are **NOT** a substitute for the enrollment training required by Chapter 52 P.L. 2011.

The descriptions of the sessions offered are as follows:

PENSION PROCESSING — PART 1 —for Local Education Employers

Enrollments Overview, Benefits Overview and Online Systems: This employer training session covers enrollment rules and procedures for PERS, TPAF and DCRP and presents a brief overview of the benefits of each of the plans. We introduce the Employer Pensions and Benefits Information Connection (EPIC) where employers can access employees' pension account information for processing and inquiry. We also introduce the Member Benefits Online System (MBOS), which allows employees and retirees to access their own accounts. RECOMMENDED ADDITIONAL TRAINING: Pension Processing - Part 2; and Internet Report of Contributions (IROC).

PENSION PROCESSING — Part 1 — for Local Government Employers

Enrollments Overview, Benefits Overview, and Online Systems: This employer training session covers enrollment rules and procedures for PERS, PFRS and DCRP and presents a brief overview of the benefits of each of the

plans. We introduce the Employer Pensions and Benefits Information Connection (EPIC) where employers can access employees' pension account information for processing and inquiry. We also introduce the Member Benefits Online System (MBOS), which allows employees and retirees to access their own accounts. RECOMMENDED ADDITIONAL TRAINING: Pension Processing - Part 2; and Internet Report of Contributions (IROC).

PENSION PROCESSING —Part 1 — for State Employers

Enrollment Overview, Benefits Overview, Employer Responsibilities and Online Systems: This employer training session covers enrollment rules and procedures for PERS, TPAF, PFRS and DCRP and presents a brief overview of the benefits of each of the plans. We introduce the Employer Pensions and Benefits Information Connection (EPIC) where employers can access employees' pension account information for processing and inquiry. We also introduce the Member Benefits Online System (MBOS), which allows employees and retirees to access their own accounts.

PENSION PROCESSING — Part 2 — for Local Education, Local Government Employers and State Employers

Employer Responsibilities: Pension Processing/Employer Pension Information Connection (EPIC) – PREREQUISITE: Pension Processing - Part 1. This employer training session provides training on the employer's responsibility in the pension and benefit process including purchase of service credit, loans, retirement, health benefits and death claims and how to use the Employer Pensions and Benefits Information Connection (EPIC) for these tasks.

DCRP ENROLLMENT AND PROCESSING
This employer training session covers the enrollment rules for the Defined Contribution Retirement Program (DCRP) in detail. We will discuss permanent, temporary, and on-call enrollment rules and show you how to enroll employees using the Employer Pensions and Benefits Information Connection (EPIC). Representatives from the Division and Prudential will explain DCRP benefits and the reporting process. Time will be allowed for questions and answers.

INTERNET REPORT OF CONTRIBUTIONS (IROC) TRAINING

This employer training is designed for anyone in payroll or benefit administration who is responsible for completing the quarterly pension *Internet Report of Contributions* or IROC. Whether you are brand

new or a seasoned veteran, we are sure that you will benefit from this training. Enrollment is limited.

TRAINING DATES

For a complete list of **employer** training webinars and available dates, visit the Division of Pensions and Benefits' Registration page at: http://www.state.nj.us/treasury/pensions/training-intro.shtml

DISTRIBUTION OF THIS MESSAGE

Certifying Officers should forward this message to their Human Resources staff, benefit administrators, and any other staff members responsible for the administration of pension and benefits for employees.

Current and archived messages are available for viewing on the Division's Web site at: *http://www.state.nj.us/treasury/pensions* At the home page, go to "Online Services — EPIC for Employers" and then select "Archive of E-Messages" on the EPIC page.

PLEASE NOTE: It is important that the Certifying Officer's e-mail address is kept current with the Employer Pensions and Benefits Information Connection (EPIC) to assure the accurate and timely delivery of this information. Update your information using the Employer Demographics application in EPIC.

If you have questions or concerns about the content of this message, contact the Division of Pensions and Benefits at: pensions.nj@treas.nj.gov or go to: https://www.state.nj.us/treas/pensions/pensionmail.shtm