

**E-MAIL MESSAGE — March 28, 2018**

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

**FROM:** The New Jersey Division of Pensions & Benefits

**SUBJECT: Upcoming Internet Report of Contributions (IROC) Training Sessions**

The Division of Pensions & Benefits (NJDPB) has upcoming dates for **Internet Report of Contributions (IROC) Training opportunities**. Both **live classroom sessions** and **online webinars** are available.

**Please share this notice with any of your staff who participate in the completion of the IROC.**

**Space is limited – Register Online at:**

<http://www.nj.gov/treasury/pensions/employer-training.shtml>

**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 (IROC). Whether you are brand new or a seasoned veteran, we are sure that you will benefit from this comprehensive IROC training. The classroom session is approximately three hours in duration. The webinar version is approximately two hours in duration. Both sessions include a Q&A period.

**Classroom Sessions:**

Monday, April 16, 2018 – 9:00 a.m. – Richard J Hughes Justice Complex – Trenton

Monday, June 25, 2018 – 9:00 a.m. – Richard J. Hughes Justice Complex, Trenton

**Webinars:**

Wednesday, April 11, 2018 – 10:00 a.m.

Wednesday, May 2, 2018 – 10:00 a.m.

Wednesday, June 13, 2018 – 10:00 a.m.

**IROC Quick Tips**

This employer training is designed as a review for those who have completed the more comprehensive IROC training or who have experience completing the IROC but need to refresh their IROC knowledge. Topics include adding and deleting members from the IROC and particulars to be mindful of when making such changes. We examine the IROC reconciliation page and how to use it to complete your IROC submission. Also included is an overview of the Transmittal Electronic Payment System (TEPS), how to make changes in TEPS, and how to find help regarding TEPS payment issues. The webinar is approximately 15 to 20 minutes in duration and includes a Q&A period.

**Webinars:**

Monday, April 9, 2018 – 9:00 a.m.

Thursday, May 10, 2018 – 11:30 a.m.

Tuesday, June 5, 2018 – 9:00 a.m.

## ADDITIONAL TRAINING

**Employer training with a wide range of topics and dates are available on our website.** For a complete list and to register, visit the NJDPB Employer Training page at:

<http://www.nj.gov/treasury/pensions/employer-training.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 benefits for employees.

**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.

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Do not reply to this e-mail message or mailbox -- Incoming messages cannot be received.

If you have questions or concerns about the content of this message, contact the NJDPB at: [pensions.nj@treas.nj.gov](mailto:pensions.nj@treas.nj.gov) or go to: <https://www.nj.gov/treas/pensions/pensionmail.shtml>