

## **CERTIFYING OFFICER LETTER– June 2, 2016**

**TO:** Certifying Officers, All funds

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

**SUBJECT: New Processes and Procedures for Updating or Adding Certifying Officers and Supervising Certifying Officers in EPIC**

The attached Certifying Officer letter contains important information concerning changes to how your employing location must update the Certifying Officer (CO) or Supervising Certifying Officer (SCO) in the Employer Pensions and Benefits Information Connection (EPIC).

### **FOR ADDITIONAL INFORMATION**

Should you have any questions or need additional assistance, please contact the Division's Employer Education Unit at (609) 292-7524 or send an e-mail to [pensions.nj@treas.nj.gov](mailto:pensions.nj@treas.nj.gov)

Please note: It is important that the Certifying Officer's e-mail address is kept current with EPIC to assure the accurate and timely delivery of this information.