E-MAIL MESSAGE — June 20, 2017

TO: Certifying Officers, Human Resource Representatives, and Benefit Administrators

FROM: New Jersey Division of Pensions and Benefits, Benefits Education

SUBJECT: EMPLOYER TRAINING WEBINARS — NEW TOPICS FOR SUMMER 2017

The Division of Pensions and Benefits is pleased to announce the addition of **three NEW Employer Training Topics**. These are in addition to our regular employer training topics.

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

The new topics include:

EPIC Security Features:
This employer training session covers the four Security applications within the Employer Pensions and Benefits Information Connection (EPIC). They are the Address Change, Add New User, Apps to Multi Users, and Search/Modify User applications. We will review each Security application, including what the applications do and how to navigate them. Please note that only Certifying Officers (CO) and Supervising Certifying Officers (SCO) have access to the Security features — although the webinar is open to anyone. The webinar is approximately 15- 20 minutes in duration and includes a Q&A period.

The Employer's Role When a Member Retires:
This employer training session covers the employer's role when a member has filed for retirement. Topics include how to complete a Certification of Service and Final Salary for a Service, Early, or Veteran's retirement, an Ordinary Disability retirement, or Accidental Disability retirement. We review each certification question line-by-line and discuss additional documentation that may be needed by the Division once the certification is submitted. The webinar is approximately 30 minutes in duration and includes a Q&A period.

When a Member Retires: Going the Extra Mile:
This employer session covers retirement basics for PERS, TPAF, and PFRS members. Topics include retirement types, pension options, and retired group life insurance. We will review a sample retirement application and you will learn how to run a retirement estimate for a member and check the status of a pending application. Corresponding fact sheets and other resources will be covered as well. The webinar is approximately 45-50 minutes in duration and includes a Q&A session. **The material covered in this presentation is NOT a requirement for any employer. It is presented for employers who choose to assist their employees with retirement planning.**

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 or visit our website at: *http://www.state.nj.us/treasury/pensions/* and click on "Employer Training Sessions."

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 website 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.shtml

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