

E-MAIL MESSAGE – August 30,2016

TO: Certifying Officers, All funds

FROM: The New Jersey Division of Pensions and Benefits

SUBJECT: REMINDER – Retirement Certifications Required Through EPIC

This message is to remind employers that **effective September 1, 2016**, the Certification of Service and Final Salary submitted for your employees' retirements **must be completed using the online *Retirement Certification* application** in the Employer Pensions and Benefits Information Connection (EPIC) whenever possible. Online certification is required when an employee first applies for retirement through the Member Benefits Online System (MBOS), when an employee's application is resubmitted for a new retirement date, or for certain changes to the retirement type.

The Certifying Officer Letter issued by the Division of Pensions and Benefits on July 28, 2016, explains the change and the online certification process in detail. View, or download and print, the letter from the Division's Web site at: <http://www.nj.gov/treasury/pensions/coltr16.shtml#009>

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 benefits for employees.

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

Please note: It is important that the Certifying Officer's and Supervisor's e-mail addresses are 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>