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TO: Certifying Officers of Local Government and Local Educational
FROM: The New Jersey Division of Pensions and Benefits
SUBJECT: NEW HEALTH BENEFIT APPLICATION ON EPIC

The Division of Pensions and Benefits is pleased to announce a new online application that will soon be accessible through the Employer Pension and Benefit Information Connection (EPIC). Providing this information to employers online will allow for greater security of employee information, allow easier access to the information to employers, reduce paper and mailing costs for the Division and save employer reproduction and storage costs.

SHBP/SEHBP LIST OF COVERED EMPLOYEES

Effective with the October 2009 coverage report (issued in September), the new, online, **HB List of Covered Employees** application will be available to employers who provide coverage in the State Health Benefits Program (SHBP) – for Government Employers - or the School Employees' Health Benefits Program (SEHBP) – for Local Educational Employers. This includes employers who do not participate in the SHBP/SEHBP but who pay for coverage of certain retirees under an Early Retirement Incentive.

The **Alpha List, Activity Report**, and the **Monthly Bill** will all now be available to employers through EPIC. The online applications mirror the paper versions of the documents that you now receive through the mail. All of the information you currently receive will be available online. You will be able to review, print or download (and save) the reports from EPIC. The system maintains historical data for 11 months in addition to the current month.

This application will be on EPIC by mid-September 2009 for the October 2009 billing period. Employers will be able to compare the paper bill to the online system for that billing period. Employers will no longer receive a paper **Alpha List** or **Activity Report** after the September mailing. The **Monthly Bill** will continue to be sent through the mail.

Please make sure that your employees who require access to these reports have the appropriate EPIC access prior to the September release date. Information and links for assigning EPIC applications is provided below. As always, keep the EPIC security access of your employees up-to-date. Be sure to terminate access for those employees who leave your employment or whose duties change and who no longer require EPIC access.

Information about using EPIC applications is available in the EPIC User's Guide at: www.state.nj.us/treasury/pensions/epickit.htm A link to the User's Guide is also found on the EPIC home page.

ASSIGNING ACCESS TO NEW EPIC APPLICATIONS

Your designated EPIC Security Officer must assign access to new EPIC applications to users registered through your employing location. (Note: the Certifying Officer can assign the applications to the Security Officer.) For information about how to assign access to new applications, see the EPIC Security Help Page at: www.state.nj.us/treasury/pensions/epic-security.htm A link to the EPIC Security Help Page is also found in the EPIC User's Guide.

If you experience problems logging onto or using EPIC, you may e-mail the EPIC Help Desk at: www.state.nj.us/treasury/pensions/epic-mail.html or call the EPIC Help Desk at (609) 777-0534.