



State of New Jersey
DEPARTMENT OF THE TREASURY
DIVISION OF PENSIONS AND BENEFITS
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September, 2007

TO: Certifying Officer – Teachers' Pension and Annuity Fund,
Public Employees' Retirement System &
Police and Firemen's Retirement System

FROM: John D. Megariotis
Deputy Director, Finance

**SUBJECT: Report of Contributions, 3rd Quarter 2007
(July 1st to September 30th)**

This memorandum has pertinent information concerning the completion of your Report of Contributions (ROC). Please read this memorandum before you make any changes to the ROC.

If you have any questions or need assistance in completing the Report, please refer to the section of the *Employers' Pensions and Benefits Administration Manual* (EPBAM) devoted to the ROC and located on the Division's website at –

www.state.nj.us/treasury/pensions/epbam/finance/roc.htm

Update - Deadline for Filing

Due to the overwhelming popularity of the I-ROC program and the time saved in preparing the report of contributions, the Division is now updating member accounts in a timelier manner. As a result, **all reports must be received no later than 5:00pm on Thursday, October 25, 2007.** Reports received after this time may not be used to update member accounts.

Please remember that all funds related to your employees' reported contributions must be remitted to the Division through the Transmittal Electronic Payment System (TEPS) before the ROC may be submitted for processing. The TEPS processing may take up to 2 business days for funds to be transferred so plan your ROC submission accordingly.

Delays in receiving reports affect the timeliness of the Division providing services to ALL pension plan members, not just your employees and retirees. Unfortunately, we continue to experience delays associated with employer late reporting. This new policy, of strict adherence to the established reporting deadline, will alleviate that problem.

When you receive your quarterly ROC, you should review it immediately. If you think you will have a problem in meeting the filing deadline, or if there is anything you do not understand, contact the Audit/Billing Section at (609) 292-3630. Normally, reporting inquiries can be resolved with a telephone call. If other arrangements need to be made to assist you in the completion of your ROC, the sooner you communicate that fact to the Division the better for everyone involved.

Procedure Change Reminder – Reports of Salary Change

The Division of Pension and Benefits is no longer providing to you reports of salary change. Now that the majority of employers are reporting through the I-ROC, we recommend that you use the “Projected Salary” field on the Member Update screen to submit these changes for the next calendar quarter. Should you need an alternative approach for reporting salary changes, please call (609) 292-3630 and speak with a representative. **This request should be made no later than November 1, 2007, to allow for processing time.**

TEPS - Transmittal Electronic Payment System

Please note that the only payments that should be submitted through TEPS are for monthly transmittal and annual appropriation payments. **Employee shortages are not to be submitted through TEPS.**

The fax number and address that you use to submit the Employer Authorization Forms to the Division of Pensions and Benefits is (866) 568-2495 or it may be mailed to State of New Jersey, Department of Treasury, Division of Pensions and Benefits, P.O. Box 9581, Trenton, NJ 08650-9581.