



State of New Jersey
DEPARTMENT OF THE TREASURY
DIVISION OF PENSIONS AND BENEFITS
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TO: Certifying Officers of the Public Employees' Retirement System (PERS)
Teachers' Pension and Annuity Fund (TPAF), and
Police and Firemen's Retirement System (PFRS)

FROM: Michael Connolly
Assistant Director, IT and Support Services

SUBJECT: New Secure File Transfer — Report of Salary Change Instructions

This letter contains important information concerning submission of your Report of Salary Changes (ROSC) through the Secure File Transfer (SFT) channel of the *MyNewJersey* portal. Please read this information before you transmit your next ROSC file.

The Division of Pensions and Benefits has enhanced the Secure File Transfer (SFT) system for Report of Salary Changes (ROSC). It will no longer be necessary to e-mail the Division when you transmit your ROSC file. You should send your file as usual through the SFT process. Salary changes will be automatically updated within 24 hours.

To ensure that all salary changes were processed, access the SFT channel on the next business day. Click the "Receive" button on the File Transfer Channel to reveal the "Business Files" that are available. Click on the "Salary Change Report File" to view or download. The file will contain a report informing you that all of your salary changes have been processed or a listing of any unprocessed salary changes with an explanation. Unprocessed salary changes can be reviewed and a new file resubmitted through the normal SFT ROSC process.

The new ROSC process will yield time savings that will allow the Division of Pensions and Benefits to update member accounts in a timely manner. Hence, all salary change files must be received no later than the 20th day of the last month of each quarter. For example, for second quarter processing, the ROSC file is due June 20th. Files not received by the due date may not be used to update your Report of Contributions (ROC).

Should you have any questions or need assistance in completing the Report of Salary Changes, please refer to: www.state.nj.us/treasury/pensions/epbam/finance/roc.htm or contact the Division's EPIC Help Desk at (609) 777-0534 or send e-mail to pensions.nj@treas.state.nj.us.