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TO: Certifying Officers, Alternate Benefit Program (ABP)

FROM: Danielle Mason, Assistant ABP Manager
Division of Pensions and Benefits *Danielle Mason*
DB & DC Plans Reporting Bureau - Alternate Benefit Program

DATE: July 7, 2015

SUBJECT: **ABP Annual Report of Covered Lives - 2015**

The Division of Pensions and Benefits (DPB) is requesting the public Colleges and Universities to provide updated salary information for active members of the New Jersey Alternate Benefit Program (ABP).

Access to the ABP EPIC application is accessible to you under the DPB's EPIC program. This program is the preferred method of providing annual salaries and employment status updates for the ABP members enrolled at your institution as of June 30, 2015. The employee's annual salary information can be updated to the application daily. All information should be completed no later than August 7, 2015. As the security officer for the EPIC application, you may request authorization for selected staff so that they may update this information, in addition to yourself.

The DPB will stand firm on their policy that prevents any future employer reimbursements when required information is not submitted in a timely manner. Failure to provide updated information by August 7, 2015 will result in the withholding of all reimbursement of employer ABP matching contributions until your institution complies with the reporting requirement.

Detailed instructions for using the EPIC online application are attached. If you are not able to provide the information via the EPIC Web-based program, a rewritable CD or DVD is the next available method; however, a Microsoft Excel spreadsheet is acceptable and can be emailed to: danielle.mason@treas.nj.gov. Please include the following: ABP number (7 digits), member's last name & first name, contractual base salary, and vesting status.

Should you have any questions, I may be reached at (609) 341-2935. Thank you for your anticipated cooperation.

Instructions for completing the Annual Salary Report Online

Step 1 – Access to EPIC

If you currently do not have access to the application, please contact your security officer (identified in our cover memo) who will be able to request access to the application by the assistant plan administrator, Danielle Mason. Once connected, continue to step 2.

Step 2 – Access your ABP application

“Select a location from the dropdown menu” box, choose the employer identification “000nnnABP – name of employer” (the “nnn” and “name of employer” will be specific to your location). This will activate a button labeled “Alternate Benefit Program”. Select this button to access the application and proceed to step 3.

Step 3 – You have now accessed the application.

You will be presented with no more than five ABP members per screen. Individuals are listed in order by ABP member number. You can advance through the list by using the buttons located at the bottom of the page. You may leave the application by using the buttons at the top of the page labeled “Home” and “Logout”.

WARNING – When you decide to leave the application you will be presented with a question, “Are you finished updating the ABP?” ONLY answer “**YES**” if you have completed all entries and wish to submit your entire report for processing. Selecting “**NO**” will save your entries but permit you to return later to continue or review your work before final submission. Answering “**YES**” to this question will prohibit any further updates to the Annual Salary data field.

For each active member please indicate the member’s contractual base salary as of June 30, 2015, and modify vesting status if necessary. Salaries must be included for any member who terminated employment on or after June 30, 2015. Salaries are to be **reported in whole dollars only** and corrections may be made online until August 14, 2015, or until you choose to submit the report as noted above and explained again later.

For members absent from the online listing, but employed at your institution prior to June 30, 2015, please provide an Enrollment form or *Application for Transfer/Rehire* form indicating the individual’s hire date. If this information has previously been submitted to the Division, please contact the Defined Contribution Plans Unit at (609) 341-2935 to resolve the matter.

No salary information should be entered for members ceasing employment prior to June 30, 2015. However, leave or termination information must be submitted and may be done so through this online application as described in step 4. In addition to updating the online application, all leaves of absence, returns from absence and terminations of employment occurring at any time throughout the year must be submitted in writing to the Defined Contribution Plans Unit of the Division of Pensions and Benefits. A completed Leave or Termination memo must be submitted indicating the date(s) when an employee begins and terminates a leave of absence. This form must also be submitted indicating the date and reason, when the participant terminates employment. An Application for Retirement must be completed by you and the employee when the termination is the result of retirement. **This EPIC application does not replace the documentation required for notification of employment leaves or terminations.**

Step 4 – Reporting employment status changes

If a member has had a change in employment status and is no longer actively employed, while you should have reported that information to the Division in writing, you should also report this information by accessing the member specific update screen. This is done by clicking on the individual you wish to report the change for with your mouse. This will open a second window where you can select a leave or termination reason from a dropdown menu and insert the effective date for the leave (start date). If the individual is returned from a leave, the return date may be inserted here as well (end date).

Instructions for completing the Annual Salary Report Online

Once you have completed updating the individual member's record, please select "Submit" from this screen and you will be returned to the previous screen where you may update information for the same member, another member, continue entering annual salary information, updating vesting status or end your session.

Step 5 – Ending your session

When you have completed a work session in this application, please use the buttons at the top of the page labeled "Home" and "Logout". When you click on either of these buttons with your mouse you will be presented with a question, "Are you finished updating the ABP?" If you wish to return at a later time to continue working with this application select "NO".

If you have completed entering all salary information and wish to submit it for processing to the Division, select "**YES**" and the application will be locked and no one from your staff will be permitted to modify the information you have entered. If you have answered "YES" in error and wish to continue working on the report, please contact Danielle Mason at (609) 341-2935.

Step 6 – Give us your feedback!

Please submit any feedback on the use of this application to [*danielle.mason@treas.nj.gov*](mailto:danielle.mason@treas.nj.gov)