



# State of New Jersey

DEPARTMENT OF THE TREASURY  
DIVISION OF PENSIONS AND BENEFITS  
P. O. Box 295

TRENTON, NEW JERSEY 08625-0295  
Telephone (609) 292-7524 / Facsimile (609) 777-1779  
TRS 711 (609) 292-6683  
[www.nj.gov/treasury/pensions](http://www.nj.gov/treasury/pensions)

ELIZABETH MAHER MUOIO  
*State Treasurer*

JOHN D. MEGARIOTIS  
*Acting Director*

PHILIP D. MURPHY  
*Governor*

SHEILA Y. OLIVER  
*Lt. Governor*

April 21, 2022

**TO:** Local Employers

**FROM:** Robert Krencicki, Assistant Director  
IT and Support Services  
New Jersey Division of Pensions & Benefits

**SUBJECT:** **New Report of Contributions File Transfer Method Beginning July 1, 2022**

This Certifying Officer letter contains important information concerning a change in the file transmission method used for salary file exchanges with the Division of Pensions & Benefits (NJDPB).

Beginning July 1, 2022, employers must use a new method and platform called MOVEit to send or receive the following salary data files:

- Report of Salary Changes (ROSC)
- Report of Salary Changes Error Report
- Report of Contributions (ROC)

## EMPLOYER RESPONSIBILITIES

The DataMotion website will be operational through June 30, 2022. **As of July 1, 2022, DataMotion will no longer be operational and employers must use MOVEit.**

In the coming weeks, the Office of Information Technology will be submitting MOVEit registrations for each current DataMotion user. As part of the registration process, each DataMotion user will receive an e-mail from MOVEit with instructions on how to access MOVEit. In addition, the NJDPB will send communication to your location when you are scheduled for conversion with specific and important information regarding the platform and file submission guidelines.

Enclosed with this letter you will find the *MOVEit Reference Sheet*. This reference sheet has an introduction to this new platform and users' guide in a question and answer format. Please forward this letter and reference sheet to all staff members responsible for the administration of pension benefits for employees.

The *MOVEit Reference Sheet*, along with *MOVEit Password Change Instructions* and *MOVEit Upload Instructions*, can also be found on the "Pension Information for Employers" page of the NJDPB website: <https://nj.gov/treasury/pensions/pension-employers.shtml>

**FOR ADDITIONAL INFORMATION**

Should you have any questions or need additional assistance, please contact the Division's Office of Client Services at (609) 292-7524 or send an e-mail to: [pensions.nj@treas.nj.gov](mailto:pensions.nj@treas.nj.gov)

Enclosed  
*MOVEit Reference Sheet*