



# State of New Jersey

DEPARTMENT OF THE TREASURY  
DIVISION OF PENSIONS AND BENEFITS  
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June 3, 2024

**TO:** Certifying Officers, Alternate Benefit Program (ABP)

**FROM:** Christine Salvatore, Supervisor  
New Jersey Division of Pensions & Benefits (NJDPB)  
Defined Benefit and Contribution Plan Reporting Bureau

**SUBJECT: ABP Annual Report of Covered Lives - 2024**

The New Jersey Division of Pensions & Benefits (NJDPB) requires that public colleges and universities provide updated salary and employment status information annually for active members of the Alternate Benefits Program (ABP).

Microsoft Excel files will be provided via secure file transfer in MoveIT to each location and contain records for all ABP members currently listed as active on the Division's database. The files will contain several locked fields that will identify each member and a number of open fields to be updated.

The locations should run the provided file against their existing electronic payroll system and/or electronic personnel system to populate the open fields on the Excel file with up-to-date values. Once the updates are completed, the file must be returned to the Division via MoveIT secure file transfer. The updated file will be utilized to update the Division's ABP member database.

Please provide the annual base salary and employment status updates for the employees who are active in the ABP at your institution as of June 30, 2024.

For each full-time active member, please provide the member's contractual base salary as of June 30, 2024, and modify their vesting status if necessary. For each adjunct member or other part-time member, provide the salary earned for fiscal year 2023/2024. If the adjunct member worked the Spring 2024 semester, the member would be considered active. Salaries must be included for any member who terminates employment on or after June 30, 2024. Salaries should be reported in whole dollars only. For members absent from the online listing, but employed at your institution prior to June 30, 2024, please provide an *Alternate Benefit Program Enrollment Application* or *Application for Transfer/Rehire* form indicating the individual's hire date. If you have previously submitted this information to the NJDPB, please contact the Defined Contribution Plans Unit at (609) 690-4906 to resolve the matter.

No salary information should be entered for members who cease employment prior to June 30, 2024. However, leave or termination information must be submitted. In addition to updating the online application, all leaves of absence, returns from leaves, and terminations of employment occurring in the past year must be submitted in writing to the Defined Contribution Plans Unit at the NJDPB. 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 report does not replace the documentation required for notification of employment leaves or terminations.

We will send the file within the first week of July 2024. We need the appropriate employee(s) email address in order to forward the file through MoveIT. Please contact me with the email addresses if you have not yet done so. This report will need to be completed by August 2, 2024.

Please contact the Defined Contribution Plans Unit at (609) 690-4906 regarding any questions or issues with completing this report.