E-MAIL MESSAGE TO EMPLOYERS — February 10, 2015

TO: Certifying Officers, Local Education Employers, Local Government Employers, and State Employers

FROM: The New Jersey Division of Pensions and Benefits, Benefits Education

SUBJECT: Employer Training Sessions Available

The Division of Pensions and Benefits is pleased to announce our updated employer training via webinar. These webinars will be offered quarterly for Local Education Employers, Local Government Employers, and State Employers.

Each employer training session is comprised of two parts with the exception of State Employers, which is a single session. In order to provide the most up-to-date and comprehensive learning experience, we suggest you attend the training in scheduled order, keeping in mind the prerequisites and recommendations for future training opportunities.

Register at: http://www.state.nj.us/treasury/pensions/training-intro.shtml

NOTE: These are NOT a substitute for the enrollment training required by Chapter 52 P.L. 2011.

The descriptions and dates of the webinars offered are as follows:

LOCAL EDUCATION EMPLOYER TRAINING

TUESDAY FEBRUARY 24, 2015 – 10:00 AM – 1:00 PM: PENSION PROCESSING for Local Education Employers — Part 1

Enrollments Overview, Benefits Overview and Online Systems: This employer training session covers enrollment rules and procedures for PERS, TPAF and DCRP and presents a brief overview of the benefits of each of the plans. We introduce the Employer Pensions and Benefits Information Connection (EPIC) where employers can access employees' pension account information for processing and inquiry. We also introduce the Member Benefits Online System (MBOS), which allows employees and retirees to access their own accounts. RECOMMENDED ADDITIONAL TRAINING: Pension Processing/EPIC Local Education - Part 2; and Internet Report of Contributions (IROC).

TUESDAY MARCH 3, 2015 – 10:00 AM – 1:00 PM: PENSION PROCESSING for Local Education Employers — Part 2

Employer Responsibilities: Pension Processing/Employer Pension Information Connection (EPIC) – PREREQUISITE: Pension Processing Local Education - Part 1. This employer training session provides training on the employer's responsibility in the pension and benefit process including purchase of service credit, loans, retirement, health benefits and death claims and how to use the Employer Pensions and Benefits Information Connection (EPIC) for these tasks. RECOMMENDED ADDITIONAL TRAINING: Internet Report of Contributions (IROC).

LOCAL GOVERNMENT EMPLOYER TRAINING

THURSDAY MARCH 12, 2015 – 10:00 AM – 1:00 PM: PENSION PROCESSING for Local Government Employers — Part 1

Enrollments Overview, Benefits Overview, and Online Systems: This employer training session covers enrollment rules and procedures for PERS, TPAF and DCRP and presents a brief overview of the benefits of each of the plans. We introduce the Employer Pensions and Benefits Information Connection (EPIC) where employers can access employees' pension account information for processing and inquiry. We also introduce the Member Benefits Online System (MBOS), which allows employees and retirees to access their own accounts. RECOMMENDED ADDITIONAL TRAINING: Pension Processing/EPIC Local Government - Part 2; and Internet Report of Contributions (IROC).

THURSDAY MARCH 19, 2015 – 10:00 AM – 1:00 PM: PENSION PROCESSING for Local Government Employers — Part 2

Employer Responsibilities: Pension Processing/Employer Pension Information Connection (EPIC): PREREQUISITE: Pension Processing Local Government - Part 1. This employer training session provides training on the employer's responsibility in the pension and benefit process including purchase of service credit, loans, retirement, health benefits and death claims and how to use the Employer Pensions and Benefits Information Connection (EPIC) for these tasks. RECOMMENDED ADDITIONAL TRAINING: Internet Report of Contributions (IROC).

STATE DEPARTMENT/AGENCY EMPLOYER TRAINING

TUESDAY MARCH 24, 2015 – 10:00 AM – 1:00 PM: PENSION PROCESSING for State Employers

Enrollment Overview, Benefits Overview, Employer Responsibilities and Online Systems: This employer training session covers enrollment rules and procedures for PERS, TPAF and DCRP and presents a brief overview of the benefits of each of the plans. We introduce the Employer Pensions and Benefits Information Connection (EPIC) where employers can access employees' pension account information for processing and inquiry. We also introduce the Member Benefits Online System (MBOS), which allows employees and retirees to access their own accounts. Unlike training for Local Education and Local Government Employers, this training for State Employers is only one session.

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