

E-MAIL MESSAGE – March 1, 2017

TO: Certifying Officers, Human Resource Representatives, and Benefit Administrators

FROM: The New Jersey Division of Pensions and Benefits

SUBJECT: EMPLOYER TRAINING WEBINARS – NEW TOPICS FOR 2017

The Division of Pensions and Benefits is pleased to announce the addition of four NEW Employer Training Topics. These are in addition to our regular employer training topics, which are listed in the attached schedule.

The new topics include:

Pension Resources for the Employer

This employer training session is an employer's guide to Pension resources and is designed to assist anyone working in a payroll or benefit administration position. The webinar covers access to the online Employer Pensions and Benefits Administrative Manual (EPBAM), archived Certifying Officer letters, handbooks, fact sheets, retirement resources, online user's guides, and other important links available on our Web site. The webinar is approximately 20-25 minutes in duration and includes a Q&A period.

Completing Certifications

This employer training session is designed for anyone responsible for submitting certifications through the Employer Pensions and Benefits Information Connection (EPIC). The webinar focuses on Purchase, Withdrawal, and Death Certifications. We review each certification question line-by-line and discuss additional documentation that may be needed by the Division once the certification is submitted. The webinar is approximately 20-25 minutes in duration and includes a Q&A period. (For Retirement Certifications, please attend Pension Processing Part 1 and/or The Employer's Role When a Member Retires.)

IROC Quick Tips

This employer training session is designed as a review for those who have recently completed the more comprehensive IROC training or who have experience completing the IROC but need to refresh their IROC knowledge. Topics include adding and deleting members from the IROC and particulars to be mindful of when making such changes. We examine the IROC reconciliation page and how to use it to complete your IROC submission. Also included is an overview of the Transmittal Electronic Payment System (TEPS), how to make changes in TEPS, and how to find help regarding TEPS payment issues. The webinar is approximately 15 to 20 minutes in duration and includes a Q&A period.

COBRA When, Why & How?

This employer training session is designed for anyone in benefit administration or responsible for maintaining their location's health benefits under the State Health Benefits Program (SHBP) or School Employees' Health Benefits Program (SEHBP). The webinar focuses on guidelines to follow when a COBRA offering is due for an employee or their eligible dependent. The training defines COBRA and outlines the qualifying events for eligibility. We review the mandated timeframes, payment processing, and required mailing procedures under the federal guidelines. The webinar is approximately 15-20 minutes in duration and includes a Q&A period.

Register Online at: <http://www.nj.gov/treasury/pensions/training-intro.shtml>

DISTRIBUTION OF THIS MESSAGE

Certifying Officers should forward this message to their Human Resources staff, benefit administrators, and any other staff members responsible for the administration of pension and benefits for employees.

PLEASE NOTE: It is important that the Certifying Officer's e-mail address is kept current with the Employer Pensions and Benefits Information Connection (EPIC) to assure the accurate and timely delivery of this information. Update your information using the Employer Demographics application in EPIC.

If you have questions or concerns about the content of this message, contact the Division of Pensions and Benefits at: pensions.nj@treas.nj.gov or go to: <https://www.state.nj.us/treas/pensions/pensionmail.shtml>

Attachment: [Seminar and Webinar Dates](#) Adobe PDF (197K)