

E-MAIL MESSAGE – March 14, 2016

TO: Certifying Officers and Supervisors of Certifying Officers

FROM: The New Jersey Division of Pensions and Benefits

SUBJECT: Introducing the Common Enrollment Application in EPIC

The Division of Pensions and Benefits is pleased to announce that the new **Common Enrollment Application** will become available to employers through the Employer Pension and Benefit Information Connection (EPIC) on Tuesday, March 15, 2016.

The new application guides employers through a single process when enrolling newly hired employees into the Public Employees' Retirement System (PERS), Teachers' Pension and Annuity Fund (TPAF), or Police and Firemen's Retirement System (PFRS).

ROLLOUT OF THE NEW APPLICATION

To facilitate the rollout of the Common Enrollment Application, **the current PERS, TPAF and PFRS Enrollment Applications in EPIC will be disabled as of 1:00 p.m. Monday, March 14, 2016.** After this time, employers should hold any new enrollments until the new application becomes available.

The new **Common Enrollment Application** is scheduled to come online in EPIC **the morning of Tuesday, March 15, 2016.**

USING THE COMMON ENROLLMENT APPLICATION

The new Common Enrollment Application will simplify the enrollment process for employers by removing the guess work when assigning a new employee to a retirement system.

When available, EPIC users who have access to the current buttons for PERS, TPAF or PFRS Enrollment will find them replaced by a single button labeled "Pension Enrollment."

Upon clicking the button, the common application will present a short series of questions. As each question is answered, the application will guide the user toward the appropriate retirement system for enrollment. Once the correct system has been determined the remaining enrollment process will

be similar to the pages and questions in the current PERS, TPAF, and PFRS applications.

As with current enrollments, dual certification from the Certifying Officer (CO) and the Supervisor of the Certifying Officer (SCO) are required under the provisions of Chapter 52, P.L. 2011. This procedure remains in place and unchanged for the Common Enrollment Application. The CO and SCO should check the list of pending applications in EPIC awaiting their approvals.

- Additional information about the Common Enrollment Application — including updates to the EPIC User's Guide — will be available from the Division of Pensions and Benefits in the immediate future.
- For more information about Chapter 52, visit: <http://www.nj.gov/treasury/pensions/enrollment-ch52.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 enrollment and/or the administration of pension benefits for employees.

If you or your staff have difficulty accessing EPIC or need additional assistance with EPIC applications, contact the Division's EPIC Help Desk at (609) 292-7524 or send e-mail via: <https://www.state.nj.us/treas/pensions/pensionmail.shtml>

Current and archived messages are available for viewing on the Division's Web site at: <http://www.nj.gov/treasury/pensions> At the home page, go to "Online Services — EPIC for Employers" and then select "Archive of E-Messages" on the EPIC page.

Please note: It is important that the Certifying Officer's and Supervisor's e-mail addresses are 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.