

## **E-MAIL MESSAGE – March 14, 2016**

**TO:** All Cycle 1 Certifying Officers

**FROM:** The New Jersey Division of Pensions and Benefits

**SUBJECT: 1st Quarter 2016 IROC (Cycle 1 Locations)**

### **IROC NOTICE**

This notice is to advise that your 1st Quarter 2016 Internet-based Report of Contributions (IROC) is ready for processing.

The IROC is accessed through the Employers Pension Information Connection (EPIC), the secure and fast method for pension information and processing. The Certifying Officer at your employing location has the ability to grant IROC access to other staff persons by using the "Security" function in EPIC.

If you have questions about how to use EPIC, please contact the Division's Employer Education Unit for EPIC help at (609) 292-7524. You can also get help from the Division's Web site at: <http://www.nj.gov/treasury/pensions/epickit.htm> or by clicking the "EPIC User's Guide" button on your EPIC home page.

1. The Certifying Officer and Supervising Certifying Officer are the only persons to receive correspondence about IROC;
2. Because the Certifying Officer is authorized to grant IROC access to the staff person who does the report, you should ensure this staff person has EPIC access and is familiar with its use;
3. For questions concerning how to complete the Report of Contributions correctly, please feel free to contact the IROC Helpline at (609) 777-2115, or access the IROC Manual at <http://www.nj.gov/treasury/pensions/epickit.htm> or by clicking "EPIC User's Guide" on your EPIC home page. Also attached is [Fact Sheet #77, The Quarterly Report of Contributions](#), which contains general information on completing and submitting the IROC.
4. A "Print" button is available on the IROC main page. You may create a print copy of your Report at any time before, during, or even after you have completed the ROC. Just click "Print" at the top of the main page and you will get your print copy. This feature also is useful for printing copies of Reports of Contributions completed for earlier quarters.

Employers who use the IROC have reported that this method is easier and much more efficient; for many it reduces the completion time by half or more. If you are new to using

the IROC, it will only take a few minutes to learn the new method and we believe you will find it very much worth your while.

At the Division, we truly appreciate the dedication and hard work you bring to your job administering your employees' pension and benefits. We also want to thank you in advance for your cooperation in making the change to this online reporting system. We hope you will find that using the IROC will greatly improve your quarterly reporting experience.

#### **DISTRIBUTION OF THIS MESSAGE**

Certifying Officers should make this information available to their employees, and 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.