

E-MAIL MESSAGE – March 16, 2018

TO: All Cycle 1 Certifying Officers

FROM: The New Jersey Division of Pensions & Benefits (NJDPB)

SUBJECT: 1<sup>st</sup> Quarter 2018 IROC (Cycle 1 Locations)

### **IROC NOTICE**

This notice is to advise that your 1<sup>st</sup> Quarter 2018 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 NJDPB's Employer Education Unit for help at (609) 292-7524. You can also get help from the NJDPB's website at: [www.nj.gov/treasury/pensions/epic-kit.shtml](http://www.nj.gov/treasury/pensions/epic-kit.shtml) or by clicking the "EPIC User's Guide" button on your EPIC home page. Employer training is also available and designed for anyone in payroll or benefit administration responsible for completing the quarterly IROC. Visit <http://www.nj.gov/treasury/pensions/employer-training.shtml> to sign up for an IROC seminar or webinar.

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 [www.nj.gov/treasury/pensions/epic-kit.shtml](http://www.nj.gov/treasury/pensions/epic-kit.shtml) or by clicking "EPIC User's Guide" on your EPIC home page. Also attached is the *Quarterly Report of Contributions* Fact Sheet, 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.

Thank you in advance for your cooperation.

### **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.