

E-MAIL MESSAGE – April 4, 2017

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

FROM: The New Jersey Division of Pensions and Benefits

SUBJECT: DCRP Account Overview Seminars for Employees

Do your employees need help understanding their Defined Contribution Retirement Program (DCRP) benefit information?

Our new **DCRP Account Overview for Employees Seminars and Webinars** provide information about DCRP eligibility, contributions rates, the investment funds available within the DCRP, the Goalmaker investment allocation tool, withdrawals, and the overall rules of the program. We also take a look at Prudential's DCRP Web site and how to process all changes such as adding a beneficiary and processing a withdrawal online.

Classroom Seminars are available at locations across the state. **Live Webinars** cover all of the information in our seminars but can be viewed from your own computer without the need to travel. Sessions are approximately 45 minutes in duration and conclude with a Q&A period.

The attached file provides details on Seminar dates, times, and locations. The file is in PDF format and requires Acrobat Reader which is available free from Adobe via a link at: <http://www.state.nj.us/acrobat.htm>

Upon an employer's request, a **DCRP Overview for Employees session can be provided for your location**. If you would like to schedule an on-site Seminar or Webinar for your employees, please complete the attached *DCRP Employee Seminar/Webinar* request form.

ADDITIONAL TRAINING DATES

Please regularly check our Web site for newly added seminar/webinar dates and/or locations. For a complete list of employee pension training opportunities, visit the Division of Pensions and Benefits' DCRP Seminar Registration page at: <http://www.nj.gov/treasury/pensions/dcrp-seminars.shtml>

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.

Attachment: [Request for DCRP Employee Seminars](#)