



## State of New Jersey

DEPARTMENT OF THE TREASURY  
DIVISION OF PENSIONS AND BENEFITS  
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**TO:** Certifying Officers, Local Government, Local Education, and State Monthly Employers

**FROM:** Christin Deacon, Assistant Director  
Health Benefit Operations, Policy and Planning

**SUBJECT: Termination of Employment in EPIC**

The New Jersey Division of Pensions & Benefits (NJDPB) is providing notice of its revised procedure regarding how to report a member who has terminated employment using the Employer Pension and Benefits Information Connection (EPIC). This procedure applies to those employees who have a regular termination (event reason "T") and those who have terminated due to a Leave of Absence (event reason "L").

Previously, due to technical system limitations, terminations must have been received by the NJDPB by the fifth of any month for coverage in order to terminate on the first of the following month. For example, if a member terminated employment from January 6 – February 5, notification of termination must have been received by the NJDPB by February 5 in order for coverage to end on March 1.

Now, the *Transmittal of Deletions* application on EPIC will allow an employer to enter a termination retroactively up to one month. Therefore, members who terminate employment will have their coverage terminated the first of the month immediately following termination regardless of when the termination is actually reported in EPIC. For example, members who terminate employment from January 1 – January 31 will have their coverage end on February 1.

**Note:** 10- or 12-month members who retire on July 1 will have their coverage terminated on August 1.

### FOR ADDITIONAL INFORMATION

For more information about EPIC, please visit "EPIC links" on the Pensions Information for Employers page on our website at: [www.nj.gov/treasury/pensions](http://www.nj.gov/treasury/pensions)

If you experience problems logging into or using EPIC, or for other questions, contact the NJDPB at (609) 292-7524 and press prompt 3 to speak with a representative.