

**E-MAIL MESSAGE — February 10, 2020**

**TO:** Local Government and Local Education Certifying Officers, Human Resource Representatives, and Benefit Administrators

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

**SUBJECT: NEW Employer Training Opportunities Available**

New dates for **Employer training opportunities** have been posted to the Division of Pensions & Benefits website. Available training sessions are offered via classroom seminars and/ or live interactive webinars. These sessions address a wide range of topics and are available to Certifying Officers and other personnel who are responsible for the administration of pensions and benefits.

**Note:** These are **NOT** a substitute for the enrollment training required by Chapter 52 P.L. 2011.

**NEW Employer Training Webinar:**

The NJDPB is pleased to announce **Reporting Retroactive Salaries for Local Education or Local Government Employers**. This employer training is designed for anyone in payroll or benefit administration who is responsible for reporting salaries and pension contributions to the NJDPB. In this webinar, we will explain the process of reporting salary and pension contributions after a retroactive contract has been settled. We will take a step-by-step look at the process beginning with the required documentation through the actual submission of the Retro Active Salary Report via Employer Pensions and Benefits Information Connection (EPIC). The webinar is approximately 45 minutes in duration and includes a Q & A period. Recommend Prerequisite Training: Internet Report of Contributions (IROC)

**Live Classroom Training Sessions at Two New Locations:**

The NJDPB now offers employer training at the **Meadowlands Environment Center**, Lyndhurst and **Camden County Community College**, Blackwood.

**Note:** Employer Training Classroom Sessions may be eligible for DCA approved Continuing Educational Credits (CEUs). See our registration page for specifics:

[https://tre-dotnet.state.nj.us/TYP\\_PBOSRENROL/SemRegHome.aspx](https://tre-dotnet.state.nj.us/TYP_PBOSRENROL/SemRegHome.aspx)

**REGISTER FOR TRAINING**

For specific dates and times for employer training webinars/seminars or to register for training, please visit our Employer Training page at <https://www.nj.gov/treasury/pensions/employer-training.shtml> or visit our website at: <http://www.nj.gov/treasury/pensions/> and click on "Employer Training Sessions" under "Services" to select the appropriate program.

Please check our website regularly for newly added seminar/webinar dates and/or locations.

**DISTRIBUTION OF THIS MESSAGE**

Certifying Officers should forward this message to their human resources staff, benefit administrators, and any other staff members responsible for the administration of pension benefits for employees.

Please note: Please note: It is important that the Certifying Officer's and staff members' email addresses are kept current in EPIC to assure the accurate and timely delivery of this information.

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