

EMAIL MESSAGE – July 3, 2019

TO: State Biweekly Certifying Officers

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

**SUBJECT: Certification of Service and Final Salary for Retirement**

This email is a follow up to the Certifying Officer letter dated June 2019, and contains specific information for State Biweekly Certifying Officers with regard to reporting Certification revisions after retirement.

State biweekly employers who do not remit their salary information via Centralized payroll will be required to submit a revised paper *Certification of Service and Final Salary* to the NJDPB's Audit Unit to report an increase in salary after retirement and indicate the pension contributions that were remitted. Upon receipt of this document, the Quality Control Unit within the Retirement Bureau will audit and recalculate the retirement benefit and the member will receive the increase in their benefit check, as well as a retroactive benefit if applicable. If the information on the revised form conflicts with the salary and pension contribution that was reported to the NJDPB, the retirement benefit will not be recalculated and the employer and member will be notified.

If you have further questions, please contact the NJDPB Office of Client Services at 609-292-7524 (select prompt #2 for the Employer line), or send an email to: [pensions.nj@treas.nj.gov](mailto:pensions.nj@treas.nj.gov)