

E-MAIL MESSAGE — March 5, 2019

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

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

SUBJECT: NEW Employer Training Opportunities Available

The NJDPB is pleased to announce the addition of NEW Employer Training Opportunities.

Navigating Pensions employer training seminars are designed for employers who have a working knowledge of the pension system basics but want to learn more about specific administrative duties. Attendees should have already completed the Pensions Processing Part 1 and Pensions Processing Part 2 training.

Navigating Pensions – Boost Your Knowledge.

In this session we focus on Retirements, Purchase of Service Credit, Retro Reporting, and the Defined Contributions Retirement Program (DCRP). We cover employer responsibilities when a member files for retirement and explore ways you can assist your employees who are interested in retirement — including running an estimate through EPIC and tracking the status of a member's application. We examine the purchase process including eligibility, cost, verification, and payment options. We will explain the reporting of pension contributions and salary after a retroactive contract is settled. We will also discuss eligibility and the enrollment of employees in the DCRP. This interactive classroom session is three hours in duration and includes a Q&A period. The training is approved by the Department of Community Affairs for: CMFO/CCFO – 3.5 CEUs in Financial and Debt Management; CPWM – 3.5 CEUs in Management; RMC – 3.5 CEUs in Professional Development; QPA – 3.5 Office Admin./General Duties.

Also, **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 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. **Employer Training Classroom sessions may be eligible for DCA approved Continuing Educational Credits (CEUs).** See our registration page for specifics.

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

REGISTER FOR TRAINING

For specific dates and times for employer training webinars/ seminars or to register for training, please visit our registration 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 the appropriate link under "Services."

DISTRIBUTION OF THIS MESSAGE

Certifying Officers should make this information available to their Human Resources staff, benefit administrators, and any other staff members responsible for the administration of pension and benefits for employees.

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