



## State of New Jersey

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June 8, 2018

**TO:** Certifying Officers, Alternate Benefit Program (ABP)

**FROM:** Christine Salvatore, Supervisor  
New Jersey Division of Pensions & Benefits  
Defined Benefit and Defined Contribution Plans Reporting Bureau

**SUBJECT: ABP Annual Report of Covered Lives – 2018**

The Division of Pensions & Benefits (NJDPB) requires that public colleges and universities provide updated salary and employment status information annually for active members of the Alternate Benefit Program (ABP).

Please provide the annual salaries and employment status updates for the employees who are enrolled in the ABP at your institution as of June 30, 2018. That report should be submitted on the ABP application via the Employer Pensions and Benefits Information Connection (EPIC). As the Certifying Officer, you may request authorization for select staff to act on your behalf and access and update this information. **All information should be submitted no later than August 7, 2018.**

The NJDPB stands firm on its policy that prevents any future employer reimbursements if required information is not submitted in a timely manner. *Failure to provide updated information by the established deadline will result in the withholding of all reimbursement of ABP employer contributions until your institution complies with the annual covered lives reporting requirement.*

Detailed instructions for using the EPIC ABP application are attached. If you are unable to provide the information via EPIC, a Microsoft Excel spreadsheet on a rewritable CD or DVD is the next preferred method. The Excel spreadsheet also may be submitted via email to the ABP Supervisor, Christine Salvatore, at: [Christine.Salvatore@treas.nj.gov](mailto:Christine.Salvatore@treas.nj.gov) Please include the following: ABP membership number (seven digits); member's first and last name; contractual base salary; and employment status. If you do not have the participant's ABP membership number in your records, you may obtain it from the EPIC application.

Should you have any questions, please contact Christine Salvatore at (609) 292-9902. Thank you for your anticipated cooperation.

### Step 1 – Access to EPIC

If you currently do not have access to the EPIC ABP application, please contact your Certifying Officer (identified in our cover memo) who can request access to the application from Christine Salvatore. Once connected, continue to Step 2.

### Step 2 – Access your ABP application

“Select a location from the dropdown menu box,” choose the employer identification “000nnnABP – name of employer” (the “nnn” and “name of employer” will be specific to your location). This will activate a button labeled “Alternate Benefit Program.” Select this button to access the application and proceed to Step 3.

### Step 3 – You have now accessed the application

You will be shown no more than five ABP members per screen. Individuals are listed in order by ABP member number. You can advance through the list using the buttons located at the bottom of the page. You may leave the application using the buttons at the top of the page labeled “Home” and “Logout.”

**WARNING** – When you decide to leave the application, you will be asked, “Are you finished updating the ABP?” ONLY answer “YES” if you have completed all entries and wish to submit your entire report for processing. Answering “YES” to this question will prohibit any further updates to the Annual Salary data field.

Selecting “NO” will save your entries but permit you to return later and continue or review your work before final submission.

For each active member, please indicate the member’s contractual base salary as of June 30, 2018, and modify their vesting status if necessary. Salaries must be included for any member who terminates employment on or after June 30, 2018. Salaries should be reported in whole dollars only, and corrections may be made online until August 7, 2018, or until you choose to submit the report as noted above.

For members absent from the online listing, but employed at your institution prior to June 30, 2018, please provide an *Alternate Benefit Program Enrollment Application* or *Application for Transfer/Rehire* form indicating the individual’s hire date. If you have previously submitted this information to the NJDPB, please contact the Defined Contribution Plans Unit at (609) 292-9902 to resolve the matter.

No salary information should be entered for members who cease employment prior to June 30, 2018. However, leave or termination information must be submitted and may be done so through the EPIC ABP application as described in Step 4. In addition to updating the online application, all leaves of absence, returns from leaves, and terminations of employment occurring in the past year must be submitted in writing to the Defined Contribution Plans Unit at the NJDPB. A completed Leave or Termination memo must be submitted indicating the date(s) when an employee begins and terminates a leave of absence. This form also must be submitted indicating the date and reason when the participant terminates employment. An *Application for Retirement* must be completed by you and the employee when the termination is the result of retirement. **This EPIC application does not replace the documentation required for notification of employment leaves or terminations.**

#### Step 4 – Reporting employment status changes

If members had a change in employment status and are no longer actively employed, you should report this information to the NJDPB in writing and also by accessing the member-specific update screen. Select the individual who has had a change in status. This will open a second window so you can select a leave or termination reason from a dropdown menu. Please provide the effective date for the leave (start date) or termination. If the individual has returned from a leave, the return date may be inserted here as well (end date).

Once you have completed updating the member's record, please select "Submit" from this screen, and you will be returned to the previous screen where you may update information for the same member, another member, continue entering annual salary information, update vesting status, or end your session.

#### Step 5 – Ending your session

When you have completed a work session in this application, please use the buttons at the top of the page labeled "Home" and "Logout." When you click on either of these buttons, you will be presented with a question, "Are you finished updating the ABP?" If you wish to return at a later time to continue working with this application select "NO."

If you have completed entering all salary information and wish to submit it for processing to the NJDPB, select "YES"; the application will be locked and no one from your staff will be permitted to modify the information you have entered. If you have answered "YES" in error and wish to continue working on the report, please contact Christine Salvatore at (609) 292-9902.

#### Step 6 – Give us your feedback!

Please submit any feedback on the use of the EPIC ABP application to Christine Salvatore at: *Christine.Salvatore@treas.nj.gov*