



MAILING ADDRESS:
PO Box 295
TRENTON, NJ 08625-0295

LOCATION:
50 WEST STATE STREET
TRENTON, NEW JERSEY

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

State of New Jersey
DEPARTMENT OF THE TREASURY
DIVISION OF PENSIONS AND BENEFITS
(609) 292-7524 TDD (609) 292-7718
www.state.nj.us/treasury/pensions

ANDREW P. SIDAMON-ERISTOFF
State Treasurer

FLORENCE J. SHEPPARD
Acting Director

September 2013

TO: Certifying Officers and Supervisors of Certifying Officers
FROM: Florence Sheppard, Acting Director 
Division of Pensions and Benefits
SUBJECT: Renewal Required for Annual Membership Certification

This letter is official notice to Certifying Officers¹ and Supervisors of Certifying Officers¹ that it is time to renew of your *Annual Membership Certification* as required under the provisions of Chapter 52, P.L. 2011.²

MEMBERSHIP CERTIFICATION AVAILABLE ONLINE IN EPIC

The Certifying Officer and Supervisor of the Certifying Officer are both required to complete the Chapter 52 Annual Membership Certification, which is available as an online application in the Employer Pensions and Benefits Information Connection (EPIC). All certifications must be completed **no later than September 30, 2013**.

The Certifying Officer and Supervisor of the Certifying Officer should immediately:

- Log on to EPIC — go to: www.state.nj.us/treasury/pensions/ and click the link “Log on to MBOS or EPIC.” Then log on to *myNewJersey* and EPIC.
- On your EPIC Home Page you will see a button for the “Chapter 52 Annual Certification.” Click the button and the first page of the application will show the Chapter 52 training and certification status of the Certifying Officer and the Supervisor of the Certifying Officer. To complete the Annual Membership Certification, click the “Complete Certification” button to open the certification page.

Note: If Chapter 52 training has not been completed by both individuals, it must be done immediately. The “Complete Certification” button will not be available until required Chapter 52 training is completed.

- If you are able to certify that each member of the retirement system is properly enrolled, click “Yes.” You will receive an online confirmation and the process is completed.

¹ “**Certifying Officer**” is defined in the law as an officer or employee of the State or of an employer other than the State who is responsible for submitting information to and performing the duties relating to matters concerning the retirement system with respect to each of the employees of the employing location, as required by law, the board of trustees or commission, and the Division of Pensions and Benefits. “**Supervisor of the Certifying Officer**” is designated by the employing location and is required to be the immediate supervisor of the Certifying Officer as defined above.

² Chapter 52, P.L. 2011, (N.J.S.A. 43:3C-15) requires that both the Certifying Officer and the immediate Supervisor of the Certifying Officer receive training in enrollments and annually certify for each member of the retirement system, that the enrolled person is eligible for membership in the retirement system in accordance with the statutes and regulations of the retirement system. Visit: www.state.nj.us/treasury/pensions/enrollment-ch52.shtml for more about Chapter 52.

- If you are unable to certify that each member of the retirement system is properly enrolled, click “No” and you will be shown a page with detailed instructions on how to report any improperly enrolled individuals to the Division of Pensions and Benefits — employers should also remove these individuals from the quarterly *Report of Contributions*. Once any instance of an improperly enrolled worker has been reported with the Division, you will receive a follow-up e-mail from the Division with instructions that you may return to EPIC and complete the Annual Membership Certification.

Immediate action is required. The Certifying Officer and Supervisor of the Certifying Officer must each complete the Annual Membership Certification **no later than September 30, 2013**. Failure to do so will prevent the Division from accepting any new enrollment applications from the employing location until the certifications are completed.

CERTIFICATION IS REQUIRED ANNUALLY

Under the provisions of Chapter 52, Membership Certifications are due annually each September. Employers will receive notification that memberships are again due for certification in September 2014³ and each year thereafter.

IMPORTANCE OF PROPER ENROLLMENT

Improper enrollment of ineligible individuals in the retirement systems results in pension abuse and a loss of public confidence in local and state administrators. Failure to complete the required training and/or Annual Membership Certification may also result in financial hardship for your employees and financial harm or other penalties for you, the employer.

Until Chapter 52 training and the Annual Certification is completed:

- Your employing location cannot process enrollment applications or transfers until both the Certifying Officer and the Supervisor complete training.
- Employees with delayed enrollments will have significantly larger back deduction amounts resulting in longer repayment schedules and in some cases, assessment of interest charges.
- Your employing location may also be subject to a delayed enrollment liability if an employee is not properly enrolled in the pension system in a timely manner.
- An employer who enrolls, or permits the continued enrollment of, an individual who is ineligible for membership in the retirement system will be subject to prosecution under N.J.S.A. 43:3C-15 — “any person who knowingly makes a false statement, or falsifies or permits to be falsified any record, application, form, or report of a pension fund or retirement system, in an attempt to defraud the fund or system will be guilty of a crime of the fourth degree.”

It is essential that public employers remain up to date with the enrollment eligibility training and certification requirements. The Division of Pensions and Benefits expects that all Certifying Officers and their Supervisors will make every effort to ensure that their location is in full compliance with this law.

³ In the event of a change in either the Certifying Officer or the Supervisor of the Certifying Officer, the new individual must complete both Chapter 52 training in enrollments and complete a new membership certification.

ENROLLMENT AND TRANSFER FORM UPDATES

Please also note that the Division has updated its online and paper *Enrollment Applications* and *Report of Transfer* forms to reflect the Chapter 52 training and certification requirements.

While it remains a requirement that employers use the *online* Enrollment Applications available in EPIC whenever possible, in cases where paper *Enrollment Applications* or *Transfer Forms* need to be submitted to the Division, employers must use the most recent versions of the printable forms. **Older versions of the forms will be *rejected* and returned for employer compliance.**

Current versions of the *Enrollment Applications* and *Transfer Forms* can be obtained from the "Forms Index" of the *Employers' Pensions and Benefits Administration Manual* (EPBAM) at: www.state.nj.us/treasury/pensions/epbam/

ADDITIONAL INFORMATION

If you have questions or require additional information about Chapter 52 or any of the information in this letter, contact the Division of Pensions and Benefits, Employer Education Unit at (609) 292-7524, or send e-mail to: pensions.nj@treas.state.nj.us