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DEPARTMENT OF THE TREASURY  
DIVISION OF PENSIONS AND BENEFITS  
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[www.state.nj.us/treasury/pensions](http://www.state.nj.us/treasury/pensions)

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**TO:** Certifying Officers of the Police and Firemen's Retirement System (PFRS)  
**FROM:** The New Jersey Division of Pensions and Benefits  
**SUBJECT: New Online PFRS Enrollment Application**

The Division of Pensions and Benefits is pleased to announce a new online application is accessible through the Employer Pension and Benefit Information Connection (EPIC). Police and Firemen's Retirement System (PFRS) members can now be enrolled online via the 'PFRS Enrollment Application.' When an employee is eligible to become a member of the PFRS, log on to EPIC and select the online PFRS 'Enrollment Application' button. Paper *Enrollment Applications* mailed to the Division of Pensions and Benefits will be returned to you for processing through EPIC, with the exception of paper applications accompanied by an *Application for Interfund Transfer*.

### EMPLOYER RESPONSIBILITIES

Under Chapter 52, P.L. 2011 (N.J.S.A. 43:3C-15), all retirement system enrollments must be certified by the Certifying Officer and the immediate supervisor of the Certifying Officer. Once a new 'Enrollment Application' is entered online through EPIC, the information will be saved pending the required certifications from the employing location's Certifying Officer and the Supervisor of the Certifying Officer.

*Please note: In order to submit an 'Enrollment Applications' to the Division, you, the Certifying Officer and your supervisor must complete the required Chapter 52 Training and the Annual Membership Certification.*

When a new 'Enrollment Application' is successfully submitted, a confirmation is automatically generated from the Division of Pensions and Benefits. A PFRS membership number and start date for payroll deductions will be displayed. Please print a copy of the confirmation page for your records. Shortly thereafter, you will receive an e-mail notification with a copy of the completed application attached for your records. If you require a correction to an account already established, the EPIC system will not produce a corrected copy of the 'Enrollment Application.' The Division will mail the payroll certification to you; however, payroll certification information can be viewed on EPIC once a certification is generated.

The online PFRS 'Enrollment Application' **does not** include a designation of beneficiary page, like the paper version. Instead, once enrolled, the employee can register with Member Benefits Online System (MBOS) at:

[www.state.nj.us/treasury/pensions/mbosregister.shtml](http://www.state.nj.us/treasury/pensions/mbosregister.shtml) and complete the online 'Beneficiary Designation' form. Until the employee completes his or her designation, the employee's "Estate" will be the beneficiary of record. It is important to urge your employees to register for MBOS and complete the online 'Designation of Beneficiary' as soon as possible. Members should not complete their beneficiary designation on a paper *Enrollment Application* since it will not be accepted.

### **ACCESSING NEW EPIC APPLICATIONS**

Your designated EPIC Security Officer must assign access to new applications for EPIC users registered at your employing location (Note: *the Certifying Officer can assign the applications to the Security Officer.*). For information about how to assign access to new applications, follow the link in the EPIC User's Guide to the EPIC Security help pages. The link to the User's Guide is found on the EPIC home page or on the Division of Pensions and Benefits Web site at: [www.state.nj.us/treasury/pensions](http://www.state.nj.us/treasury/pensions) — at the home page, select "Online Employer Services – EPIC". Please ensure all EPIC users at your location are aware if you are a Civil Service location or a non-Civil Service location.

### **FOR MORE INFORMATION**

Additional information about using EPIC applications is available in the EPIC User's Guide. The link to the User's Guide is found on the EPIC home page or on the Division of Pensions and Benefits Web site at: [www.state.nj.us/treasury/pensions](http://www.state.nj.us/treasury/pensions) — at the home page, select "Online Employer Services – EPIC".

For related topics, please refer to the Employer's Pension and Benefits Administration Manual (EPBAM) at: [www.state.nj.us/treasury/pensions/epbam/](http://www.state.nj.us/treasury/pensions/epbam/)