



# The Quarterly Report of Contributions

Information for:  
Employers of All Funds

The defined benefit plans administered by the Division of Pensions & Benefits (NJDPB) — the Public Employees' Retirement System (PERS), Teachers' Pension and Annuity Fund (TPAF), Police and Firemen's Retirement System (PFRS), State Police Retirement System (SPRS), and Judicial Retirement System (JRS) — require that employee contributions be remitted regularly to the NJDPB:

- **State employers** that use the State Centralized Payroll system have employee contributions remitted for them by Centralized Payroll.
- **All other employers** that use their own payroll methods must report and reconcile employee pensionable service and salary each calendar quarter through the quarterly Report of Contributions (ROC), and remit employee contributions through the Transmittal Electronic Payments System (TEPS).

This fact sheet contains information on the reporting of employee pensionable service and salary to the NJDPB, and the completion of the quarterly ROC.

## Notification and Reporting Deadlines

Employers that report and reconcile employee pensionable service and salary each calendar quarter are notified by email from the NJDPB when the ROC is available for completion.

The deadlines for filing the ROC are as follows:

1st Calendar Year Quarter	Due no later than April 7
2nd Calendar Year Quarter	Due no later than July 7
3rd Calendar Year Quarter	Due no later than October 7
4th Calendar Year Quarter	Due no later than January 7

Should the report not be received within 15 days of the due date, it may not be used to update member accounts and interest penalties will begin to accrue.

## Internet-based Report of Contributions

Reporting is made using the Internet-based Report of Contributions (IROC) application that allows employers to view, update, and submit the quarterly ROC online. The IROC is accessed through the Employer Pensions and Benefits Information Connection (EPIC). For more information, visit [www.nj.gov/treasury/pensions](http://www.nj.gov/treasury/pensions) to log on to EPIC, review the *IROC Users Guide* and the *Employers Pensions and Benefits Administration Manual* (EPBAM).

When notified that the quarterly IROC is available, review it immediately. If you expect any problems in meeting the filing deadline, or if there is anything that you do not understand, contact the NJDPB's Audit/Billing Section at (609) 777-2115.

Normally, reporting inquiries can be resolved with a telephone call. If other arrangements need to be made to assist you, the sooner you request assistance, the better we can accommodate your needs.

## **Contribution Rate Changes Under P.L. 2011, c. 78**

P.L. 2011, c. 78 (the Pension and Benefit Reform Law) requires increased employee contributions for all members of the State-administered retirement systems. The contribution increases are applicable to the PERS, TPAF, and PFRS as indicated in the following chart:

## CONTRIBUTION RATE CHANGES

Retirement System	Effective Date	Change in Rate	
		From	To
PERS/TPAF	10/01/2011	5.50%	6.50%
	07/01/2012	6.50	6.64
	07/01/2013	6.64	6.78
	07/01/2014	6.78	6.92
	07/01/2015	6.92	7.06
	07/01/2016	7.06	7.20
	07/01/2017	7.20	7.34
	07/01/2018	7.34	7.50
PERS Prosecutors Part	10/01/2011	8.50	10.00
PFRS	10/01/2011	8.50	10.00

### PERS, TPAF, & PFRS Maximum Compensation Limits for Tier 2 and Above

Maximum compensation limits are in place for PERS and TPAF Tiers 2–5 (members enrolled on or after July 1, 2007) and for PFRS Tier 2 or 3 (members enrolled after May 21, 2010). The annual base salary for these members is limited and may not exceed the amount of the Social Security Taxable Wage Base.

The Social Security Taxable Wage Base and the compensation limit for PERS, TPAF, and PFRS members in Tiers 2 or higher has increased from **\$127,200 for 2017 to \$128,400 for 2018**. Please refer to P.L. 2007, c. 103 and P.L. 2010, c. 1 for details.

The capped base salary, the corresponding pension, and (when applicable) the contributory insurance deductions will be shown on the IROC, all in the quarter in which the members exceed the maximum allowable compensation.

*Note: Reporting procedures are in place for PERS, TPAF, and PFRS members who exceed the Social Security maximum. Employers should not include Defined Contribution Retirement Program (DCRP)-eligible salary on the IROC, nor should pension and contributory insurance contributions be submitted to the NJDPB for compensation above the capped amounts.*

### PERS & TPAF Tier 3 Minimum Annual Base Salary

Pursuant to the provisions of P.L. 2008, c. 89, the minimum annual base salary for participation in the PERS or TPAF for members enrolled under Tier 3 membership remains unchanged at **\$8,300 for calendar year 2018**. This minimum annual base salary continues in effect through December 31, 2018. The base will be reevaluated for calendar year 2019 with the results of that analysis announced before the end of 2018.

Employees who fall below the PERS or TPAF Tier 3 minimum annual base salary amount in any calendar year may be eligible to participate in the DCRP. Please review the *Defined Contribution Retirement Program (DCRP) if Ineligible for PERS or TPAF* Fact Sheet, for additional information.

### IROC Reporting for Members with Multiple Employment

A PERS or TPAF multiple member is an individual who is employed by more than one employer who participates in the *same* retirement system — that is, more than one PERS or TPAF employer (as appropriate) reports salary and service for that employee concurrently.

In the past, an employee already holding PERS or TPAF membership through one covered position could become a “multiple member” when taking additional covered positions.

P.L. 2010, c. 1 requires that an employee enrolled *after* May 21, 2010, be eligible for PERS or TPAF

membership based upon **only one position**. It also requires the retirement system to designate the position providing the higher or highest compensation for the member from among any concurrently held positions. This position will be used as the basis for eligibility for membership, service credit, the compensation base for pension contributions, and for other pension calculations.

Therefore, multiple membership is only available to PERS and TPAF Tier 1, Tier 2, and Tier 3 members enrolled on or before May 21, 2010 in PERS- or TPAF-eligible positions, provided that there has not been any “break in service” in any concurrently-held PERS- or TPAF-eligible position.

A “break in service” is any pension reporting period without pay — a month or a biweekly pay period as appropriate to the employer’s reporting method — with the exception of approved leaves of absence.

If there is a break in service with any concurrently-held PERS- or TPAF-eligible position after May 21, 2010, that employer will no longer be permitted to submit pension contributions for the multiple member. Furthermore, service credit or salary from any future employment with that employer will not qualify for the compensation base for pension contributions and calculation of retirement benefits for the multiple member.

**In addition, for all membership tiers**, any new, concurrently-held PERS- or TPAF-eligible position begun *after* May 21, 2010, will not qualify for service credit or the compensation base for pension contributions and calculation of retirement benefits for any PERS or TPAF member.

## Retirement Plan Limits

The Internal Revenue Code (IRC) limits applicable to pension and other retirement plans are noted here for your reference:

- **Annual compensation limit.** The maximum amount of annual compensation that can be taken into account for the purpose of determining benefits and contributions under IRC Section 401(a)(17) has increased from **\$270,000 for 2017 to \$275,000 for 2018**. Retirement plans administered by the NJDPB affected by this update include the PERS, TPAF, PFRS, Supplemental Annuity Collective Trust (SACT), Alternate Benefit Program (ABP), Additional Contributions Tax-Sheltered (ACTS) Program, Defined Contribution Retirement Program (DCRP), and the New Jersey State Employees Deferred Compensation Plan (NJSEDCP).
- **P.L. 1997, c. 113. N.J.S.A. 43:3C-9.3 & 43:3C-9.4** permits higher annual compensation limits for members of PERS, TPAF, PFRS, and ABP enrolled prior to July 1, 1996, if, prior to July 1, 1997, the employer certified to the NJDPB Director that the employer will pay the additional cost for not applying the lower IRC Section 401(a)(17) *Annual Compensation Limit* to these members. If you are such an employer, you may report pensionable salary in excess of the IRC Section 401(a)(17) limits mentioned earlier for those employees in the affected class. The higher limit permitted for members of PERS, TPAF, PFRS, and ABP enrolled prior to July 1, 1996, under the provisions of P.L. 1997, c. 113 has increased from **\$400,000 for 2017 to \$405,000 for 2018**.
- **Defined contribution plans.** The limitation on the annual additions to a participant's defined contribution account under IRC Section 415(c)(1)(A) has increased as the lesser of **\$55,000** or 100 percent of the participant's com-

ensation for 2018. Annual additions are the sum for any year of all employer and employee contributions to the defined contribution plan. For purposes of applying the limitations, all defined contribution plans of an employer are to be treated as one defined contribution plan. Defined contribution plans include an employee annuity plan and an annuity contract described in IRC Section 403(b). **The DCRP, ABP, SACT, the ACTS programs, and the NJSEDCP are affected by this update.**

- **Elective deferrals.** The limitation under IRC Section 402(g)(1) on the exclusion for elective deferrals described in IRC Section 402(g)(3) has increased as the lesser of **\$18,500** or 100 percent of the participant's compensation for 2018. **The DCRP, ABP, SACT, and ACTS programs are affected by this update.**
- **Deferred compensation plans.** The limit on deferrals under IRC Section 457(e)(15) concerning deferred compensation plans of State and local governments and tax-exempt organizations has increased as the lesser of **\$18,500** or 100 percent of the participant's compensation for 2018. The **NJSEDCP** is affected by this update and is available to employees of the State and other State-chartered commissions, authorities, and boards. Other governmental employers in the State may offer similar, self-administered programs.
- **Catch-up contributions.** The dollar limit under IRC Section 414(v)(2)(B)(i) for catch-up contributions to an applicable employer plan, other than a plan described in IRC Section 401(k)(11) or IRC Section 408(p) for individuals aged 50 or over, remains unchanged at **\$6,000 for 2018**. **The ABP, SACT, and ACTS programs are affected by this update.**

## REPORTING OF RETROACTIVE SALARY

In order to process a retroactive salary report, please submit to the NJDPB's Audit Section a signed contract, resolution, approved board minutes, or signed salary guide approving the increase. The document(s) should be sent by email as an attachment to [pensions-audit@treas.nj.gov](mailto:pensions-audit@treas.nj.gov) with "Retroactive Salary Report" in the subject line. In the body of your email, please provide the start date and location number(s) covered by the contract period. If you do not have the capability to send an attachment via email, you may mail it to:

**New Jersey Division of Pensions & Benefits**  
**Attn: Audit Unit**  
**P.O. Box 295**  
**Trenton, NJ 08625-0295**

Once the documentation is approved by the Audit Section, the Certifying Officer will receive an email indicating that the report is available on EPIC and ready to complete.

Any retroactive salary increase paid to employees is subject to the employee contribution rate in effect at the time the retroactive salary would have been paid if the contract had been ratified prior to its effective date. Therefore, any retroactive salary increase paid on or after October 1, 2011, is subject to the prevailing contribution rate for each period of service under the retroactive period covered by the lump-sum payment of back wages (see chart of contribution changes, on page 2).

For example, for a 12-month retroactive salary increase paid on December 31, 2013, PERS employee pension contributions would be calculated using a rate of 6.64 percent of base salary covering the period of January 1 through June 30, 2013, and a rate of 6.78 percent of base salary covering the period of July 1 through December 31, 2013. For more information, see the Retroactive Salary Reporting User Guide on our website at: [www.nj.gov/treasury/pensions](http://www.nj.gov/treasury/pensions)

## THE EMPLOYER TRANSMITTAL ELECTRONIC PAYMENTS SYSTEM (TEPS)

### Accessing TEPS

The Transmittal Electronic Payments System (TEPS) application allows employers to remit employee contributions electronically to the NJDPB. Employers may also view past payments that have been made through TEPS. The TEPS application is accessed through the Employer Pensions and Benefits Information Connection (EPIC).

- To log on to EPIC, or for more information, visit the NJDPB website at: [www.nj.gov/treasury/pensions](http://www.nj.gov/treasury/pensions) and select the link for “Online Services — EPIC for Employers.”
- Detailed information on using TEPS can be found in the Employers Pensions and Benefits Administration Manual (EPBAM) at: [www.nj.gov/treasury/pensions/](http://www.nj.gov/treasury/pensions/)

### Changing Banking Information for TEPS

If changing bank information used in TEPS on or after the date that a new checking account becomes effective, a *TEPS Employer Authorization and Change Form* should be faxed to 1-866-568-2495 or mailed to:

**New Jersey Division of Pensions & Benefits**  
**P.O. Box 9581**  
**Trenton, NJ 08650-9581**

Please call the TEPS Helpline 1-888-835-3345 if you have any questions regarding the status of your change, your TEPS password, or the status of your transmittal payment.

## ADDITIONAL INFORMATION

Should you have any questions about the ROC or need assistance in completing the IROC, please refer to the EPBAM or contact the NJDPB's Audit/Billing Section at (609) 777-2115.

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*This fact sheet has been produced and distributed by:*

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