



CIRCULAR

STATE OF NEW JERSEY

DEPARTMENT OF THE TREASURY

NO.: 08-17-OMB	ORIGINATING AGENCY: OFFICE OF MANAGEMENT AND BUDGET CENTRALIZED PAYROLL	PAGE 1 OF 1
EFFECTIVE DATE: 01-03-2008	EXPIRATION DATE: INDEFINITE	SUPERSEDES: 86-04
SUBJECT: RECOVERY OF UNEMPLOYMENT BENEFITS FROM BACK-PAY AWARDS		
ATTENTION: ALL DEPARTMENT PERSONNEL AND PAYROLL OFFICERS		
FOR INFORMATION CONTACT: KEVIN McMULLEN		PHONE: (609) 984-6363

The State of New Jersey's Unemployment Compensation Law requires that the Unemployment Fund be reimbursed for benefits paid to individuals who subsequently receive back-pay awards. In order to recover unemployment benefits paid to State employees receiving back-pay awards, the following procedure must be strictly adhered to:

- A. The Department of Personnel will forward commission minutes of all cases awarded in employees' favor to the Director, Division of Unemployment, Department of Labor and Workforce Development.
- B. The Department of Labor and Workforce Development will notify the appropriate appointing authority of any employees who have received unemployment benefits during the period of the back-pay award and the total amount to be recovered.
- C. The appointing authority must prepare a payment voucher, which includes the employee's name and Social Security number for the amount to be recovered, payable to the New Jersey Division of Employment Security. The check must be forwarded to:

New Jersey Department of Labor and Workforce Development
Bureau of Benefit Payment Control
Attention: Investigations – Back-Pay
PO Box 043
Trenton, New Jersey 08625-0043

- D. Lump sum PMIS actions for back-pay awards must reflect a reduction in the total due to the employee by the amount of unemployment benefits being recovered.

Charlene M. Holzbaaur
Director