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September 2025

TO: Certifying Officers and Supervisors of Certifying Officers

FROM: New Jersey Division of Pensions & Benefits (NJDPB)

SUBJECT: **Renewal Required for Annual Membership Certification**

This letter serves as official notice to Certifying Officers[1] and Supervisors of Certifying Officers[1] that it is time to renew your *Annual Membership Certification* as required under the provisions of N.J.S.A. 43:3C-15 (P.L. 2011, c. 52).[2]

MEMBERSHIP CERTIFICATION MUST BE COMPLETED ONLINE IN EPIC

The Certifying Officer and Supervisor of the Certifying Officer are both required to complete the 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, 2025.

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

- Log on to EPIC – go to: *https://my.nj.gov/aui/Login* and log on to *myNewJersey* and EPIC;
- On your EPIC Home Page, click the button for the "Chapter 52 Annual Certification." If you cannot locate the button, click the "Additional Applications" button for more options. The first page 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;

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

[1] **"Certifying Officer"** is defined in the law as "an officer or employee of the State or an employer other than the State who is responsible for submitting to a pension fund or retirement system such information, and for performing the duties relating to matters concerning the pension fund or retirement system with respect to each of the employees of the employer, as required of the employer by law and the rules or regulations promulgated thereto, and by the Division and the board of trustees or the State House Commission, as appropriate." **"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] N.J.S.A. 43:3C-15 (P.L. 2011, c. 52) 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.

- 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 will be complete;
- 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 NJDPB. Employers also should remove any improperly enrolled individuals from the quarterly *Report of Contributions*. Once any instance of an improperly enrolled worker has been reported to the NJDPB, you will receive a follow-up email 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, 2025. Failure to do so will prevent the NJDPB from accepting any new enrollment applications from the employing location until the certifications are completed. Please note, if your location reports service and salary for more than one retirement system, you will need to complete the above steps for any other location where you act as the Certifying Officer or Supervisor of the Certifying Officer.

WHEN CERTIFICATION IS REQUIRED

Under N.J.S.A. 43:3C-15, Membership Certification is due annually. The NJDPB notifies the Certifying Officer and the Supervisor of the Certifying Officer in September of each year that the certification is due.

When a new Certifying Officer or new Supervisor of the Certifying Officer joins the employer, the new individual must complete the required Chapter 52 Enrollment Training and complete a new Membership Certification.

IMPORTANCE OF PROPER ENROLLMENT

Verifying the proper enrollment of only eligible members is critical to the fiscal and administrative integrity of the retirement systems. Improper enrollment results in pension abuse by ineligible individuals and a loss of public confidence in local and State administrators. Failure to complete the required training and/or Annual Membership Certification also may 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;
- Your employing location may 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 NJDPB expects that all Certifying Officers and their Supervisors will make every effort to ensure that their location is in full compliance with the law.

ENROLLMENTS AND TRANSFERS

It is required that employers use the online *Enrollment Applications* available in EPIC whenever possible. In cases in which paper *Enrollment Applications* or *Transfer Forms* are required to be submitted to the NJDPB, employers must use the most recent versions of the printable forms, which reflect the training and certification requirements of N.J.S.A. 43:3C-15. If obsolete versions of the forms are received, they will be rejected and returned to the employer.

Current versions of the *Enrollment Applications* and *Transfer Forms* can be obtained on the NJDPB website: *www.nj.gov/treasury/pensions*

ADDITIONAL INFORMATION

The NJDPB offers a variety of employer trainings, including the topic of enrollments. Any employer who would like to review enrollment procedures may sign up for the appropriate "Pension Processing Part 1" webinar on the Employer Training page of the NJDPB website located here: *www.nj.gov/treasury/pensions/employer-training.shtml*

If you have questions or require additional information about the training or certification requirements of Chapter 52 or about any of the information in this letter, contact the NJDPB Employer Helpline at (609) 292-7524, or send an email to: *pensions.nj@treas.nj.gov*