



State of New Jersey

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MEMORANDUM

TO: Certifying Officers for ABP

FROM: Christine Salvatore
DC Plans Unit

DATE: March 24, 2023

SUBJECT: Covered Lives Report for ABP members

As we get closer to processing the Covered Lives Report, we are discussing some ways to make it easier for the employers to complete this report and provide accurate data to the Division of Pensions. We need you to review this memo and discuss it with your IT department and Human Resources to see if your location would be able to complete the report as stated below. This would eliminate updating each member's data manually. For the others that are not able to complete the report as below, you will complete the Covered Lives Report the same way on EPIC as it has been done in the past.

Microsoft Excel files will be provided via secure file transfer in MoveIT to each location and contain records for all ABP members currently listed as active on the Division's database. The files will contain several locked fields that will identify each member and a number of open fields to be updated.

The locations should run the provided file against their existing electronic payroll system and/or electronic personnel system to populate the open fields on the Excel file with up-to-date values. Once the updates are completed, the file must be returned to the Division via MoveIT secure file transfer. The updated file will be utilized to update the Division's ABP member database.

Attached is an example of what you would receive from the Division to complete the report.

Please respond via email by April 15, 2023, if this process can be completed by your location or if you have any questions or concerns. We can also schedule a meeting to clarify the process.

Thank you. We look forward to hearing from you.