

MOVEit Reference Sheet

EPIC IROC processing remains the same; there is no MOVEit impact to EPIC IROC.

GENERAL QUESTIONS:

1. **WILL I NEED TO USE THIS / HOW DO I KNOW IF I AM AFFECTED?** Only employers currently using DataMotion to exchange the following Salary files with the Division of Pensions & Benefits are affected:

- ❖ Report of Salary Changes (ROSC)
- ❖ Report of Salary Changes Error Report
- ❖ Report of Contributions (ROC)

If you have not previously used DataMotion to exchange Salary files with the Division, you are not affected by this change.

2. **I DIDN'T RECEIVE OR I LOST THE MOVEit INSTRUCTIONS. HOW DO I GET ANOTHER COPY?**

- ❖ A copy of the *MOVEit Password Change Instructions* and *MOVEit Upload Instructions* can be found on the Division of Pensions & Benefits website:

- Go to the “*Pension Information for Employers*” page:

<https://nj.gov/treasury/pensions/pension-employers.shtml>

3. **WHAT IS CHANGING?** The file transmission method is changing: DataMotion will be replaced by MOVEit.
4. **HOW WILL IT CHANGE?** The DataMotion website will no longer be used; employers will instead log into MOVEit’s website to exchange Salary Data with the Division at: <https://njgov.moveitcloud.com>
5. **WHY IS IT CHANGING?** MOVEit will provide stronger security and no restrictions on file size.
6. **WHEN IS IT CHANGING?** DataMotion will no longer be available as of July 1, 2022:
- ❖ Once you are notified of your conversion to MOVEit, employers who previously used DataMotion must use MOVEit for Salary file transmissions.

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7. **WILL THE FILE LAYOUT NEED TO CHANGE WHEN I USE MOVEit?** No. The file layouts and file contents remain the same; only the transmission method is changing. Also, the due dates and schedules remain the same.
8. **WILL THE FILE NAME NEED TO CHANGE WHEN I USE MOVEit?** Yes. You must change your filename to the unique name sent to your location in the MOVEit email. If you do not use this name your file will NOT be processed.
9. **WHAT DO I DO IF I FORGOT THE UNIQUE FILENAME ASSIGNED TO MY LOCATION?** Send an email to oit-dpbacct@tech.nj.gov for assistance, please include your username.
10. **DO I NEED TO DO ANYTHING TO USE MOVEit?** Yes. All current users of DataMotion will automatically be registered for MOVEit. Each person/employer will receive an email with instructions to login to MOVEit and set up their password. Additional details explaining this process will be found in the email and MOVEit Instructions.
 - ❖ Email notifications will be sent to each current DataMotion user as the individual accounts are set up. As a result, employer staff will receive these initial DataMotion email notifications at different times throughout April, May, and June.
11. **IF I DON'T CURRENTLY USE DATAMOTION, CAN I BE SET UP FOR MOVEit?** The Division is focusing on the conversion of existing DataMotion users; new MOVEit users will be set up at a later date. If you want to be set up as a new MOVEit user, your Certifying Officer should send an email request to: Nicole.Herbert@treas.nj.gov

MOVEit USAGE QUESTIONS:

12. **WHERE DO I GO TO GET TO MOVEit?** The MOVEit web address: <https://njgov.moveitcloud.com>
13. **I SET UP MY MOVEit, BUT I HAVE FORGOTTEN MY PASSWORD:**
 - ❖ Page 1 of the *MOVEit Password Change Instructions* displays the MOVEit Login screen. In the middle of the Login screen is password assistance: "Forgot Password?"
 - ❖ After clicking on the words "Forgot Password" the user will be taken to a screen with the question "Forgot Your Password?" Enter your username and click the orange "Continue" button. You will receive an email with a link to change your password.

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14. I DIDN'T RECEIVE MY PASSWORD RESET EMAIL OR I CAN'T RESET MY PASSWORD. Send an email to oit-dpbacct@tech.nj.gov for assistance, please include your username.

15. HOW WILL I KNOW I HAVE RECEIVED A FILE? Users will receive an email notification from MOVEit stating that a file has been delivered to your inbox:

❖ The email will provide a link that will allow you to login and view or download your file.

16. I WENT TO MOVEit BUT I AM NOT SEEING ANY FILES TO DOWNLOAD? If the user previously received email notification that a file was received, and 14 days have elapsed, it is due to the fact that files are available for downloading for a period of 14 calendar days.

❖ In this instance, please provide contact information for follow-up (NELP):

- Name
- Email
- Location
- Phone

This information should be emailed to Nicole Herbert at: Nicole.Herbert@treas.nj.gov