



RETROACTIVE SALARY REPORTING USER GUIDE

Employer Pensions and Benefits Information Connection (EPIC)

For more information about EPIC, see the *EPIC Users Information Guide* at: <https://www.nj.gov/treasury/pensions/epic-kit.shtml>

For help with establishing EPIC access, you may call the NJDPB's Office of Client Services at (609) 292-7524, Monday through Friday, 7:30 a.m. to 4:30 p.m. If you are the Certifying Officer and you need to grant a staff member access to EPIC, please follow the link to the EPIC Security System and follow the instructions to "Add New User."

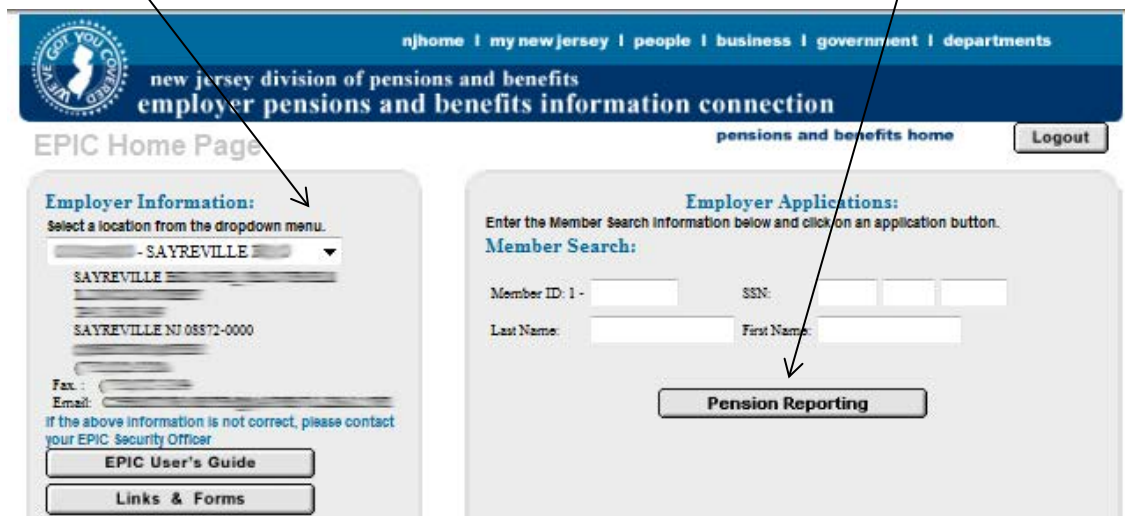
For help with completing the IROC or retroactive reporting, you may call (609) 777-2115, Monday through Friday, 8:00 a.m. to 4:00 p.m.

TO BEGIN PROCESSING

- Select the location for which you want to access or submit a retro salary report using the dropdown menu.
- To access or submit a retro salary report for another location you will need to return here and select the new employing location number before proceeding to the retro salary report.
- Click the "Pension Reporting" button from the list of applications on the right.

SELECT LOCATION

IROC AND RETRO REPORTING BUTTON



The following screen provides the instructions on how to proceed with retroactive salary reporting.

In order to process a retroactive salary report please submit to the Audit Section a signed contract, resolution, approved board minutes or signed salary guide approving the increase.

The document(s) should be emailed as an attachment to Pensions-Audit@treas.nj.gov. In the body of the 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:

The Division of Pensions and Benefits
Attn: Audit Unit
PO Box 295
Trenton, NJ 08625-0295

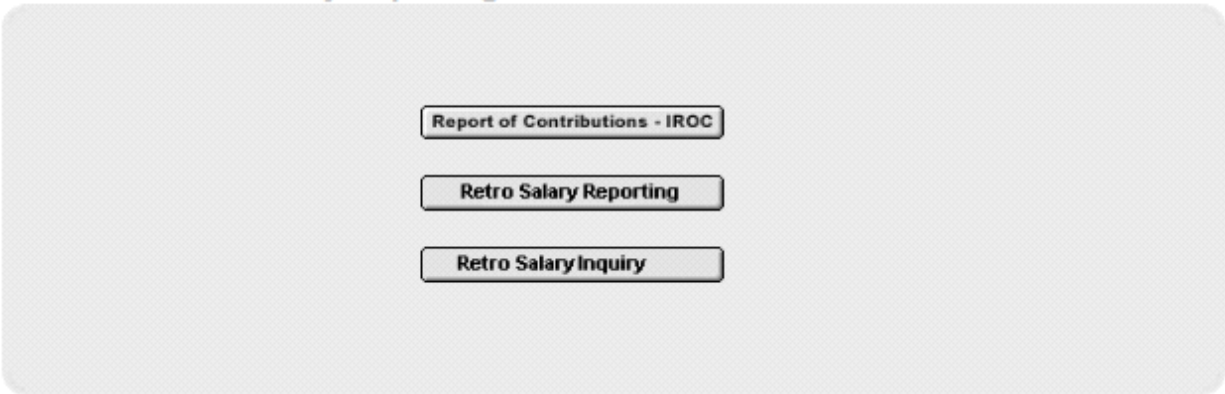
If you have any questions, please call Client Services at 609-292-7524

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Once the request has been processed by the Audit Section, you as the Certifying Officer will receive an email confirmation that you now have access to the IROC and Retro Salary Reporting screen. This screen allows the user to access any of the three pension reporting applications currently available:

- Click “Report of Contributions – IROC” to access the regular quarterly report.
- Click “Retro Salary Reporting” to create, modify, or submit a retro salary report.
- Click “Retro Salary Inquiry” to check the status of an existing retro salary report.

IROC and Retro Salary Reporting



IF THE REPORT OF RETROACTIVE SALARY DOES NOT RESPOND:

Whenever you are working on your report, any inactivity lasting 30 minutes or more will cause your session in the EPIC system to time out. You must log back into your myNewJersey portal account in order to continue from where you left off. All changes made in the IROC and Retro Salary Report screen up to that point will have been automatically saved.

Please remember that this is a secure website. This security measure is intended to protect the employee information you are submitting to the NJDPB.

THE PROCESS OR CANCEL RETRO SCREEN

From the Process or Cancel Retro screen, you can either:

- Click “Continue” to process or submit a retro report.
- Click “Cancel Retro” to delete the pending retro report.

Note: There can only be one retro salary report being processed for a location at any given time.

Process or Cancel Retro

Location Effective Date: 07/01/2013

Continue

Cancel Retro

ANNUAL SALARY AND EFFECTIVE DATE SCREEN

Use the Annual Salary and Effective Date screen to enter retro salary data for a member:

- Effective Date – enter the date (mm/dd/yyyy) of each salary change the member received during the retro period. The date entered cannot be earlier than the effective date of the retro.
- New Yearly Base Salary – use this field to input the new annual salary. Enter only a whole dollar amount and enter the member’s annual salary even if the member earned this salary for less than a full year.
- Click “Continue” to move on to the retro salary detail.
- Click “Reset” to delete all information entered into the page.
- Click “Return” to go back to the Member Listing Reporting page without saving any data that you have input during this session.

The information entered on this page will not be saved unless you use the "Continue" button.

Annual Salary and Effective Date

Member Name: Member ID:

Enter the Effective Date and New Yearly Base Salary

Effective Date (MM/DD/YYYY):	<input type="text" value="09/01/2013"/>	New Yearly Base Salary	<input type="text" value="150000"/>	<input type="text" value=".00"/>
Effective Date (MM/DD/YYYY):	<input type="text"/>	New Yearly Base Salary	<input type="text"/>	<input type="text" value=".00"/>
Effective Date (MM/DD/YYYY):	<input type="text"/>	New Yearly Base Salary	<input type="text"/>	<input type="text" value=".00"/>
Effective Date (MM/DD/YYYY):	<input type="text"/>	New Yearly Base Salary	<input type="text"/>	<input type="text" value=".00"/>
Effective Date (MM/DD/YYYY):	<input type="text"/>	New Yearly Base Salary	<input type="text"/>	<input type="text" value=".00"/>
Effective Date (MM/DD/YYYY):	<input type="text"/>	New Yearly Base Salary	<input type="text"/>	<input type="text" value=".00"/>

Date must be between Location Effective Date 07/01/2013 and Last Salary Posted Date: 06/30/2014
Salary must be greater than 0 and no decimals.

RETRO SALARY DETAIL SCREEN

The Retro Salary Detail screen displays the member's new earnings, broken down by quarter(s), calculated from the base retro salary information you have entered. It includes the following fields:

- Originally Reported Months – the number of months the member worked in the quarter in question.
- Originally Reported Salary – the salary the member earned in this quarter before the retro is applied.
- New Base – the member's new quarterly base salary, as calculated from your retro data.
- Pension – the pension contribution due from the member for the additional salary.
- CI – the contributory insurance due from the member for the additional salary.
- Comments – this field will display any pertinent comments from the system or IROC.

Use the buttons at the bottom of this page to:

- Click "Modify Annual Salary" to return to the Annual Salary and Effective Date screen and revise the retro data.
- Click "Continue" to save the data input during this session and return to the Member Listing Reporting page.
- Click "Return" to go back to the Member Listing Reporting page without saving any data that you have input during this session.
- Click "Cancel Retro" to delete all retro information input for this member including data input during previous sessions.

Leaving this page via any means other than the "Continue" button will delete any changes made during this session only.

Retro Salary Detail

Member Name: ██████████

Member ID: ██████████

	Originally Reported		New Base	Pension	CI	Comments
	Mos	Salary				
2011						
1QTR. 2011	3	26889	37500	901.94	0.00	SALARY INCREASE
2QTR. 2011	3	26889	37500	901.94	0.00	
3QTR. 2011	3	26889	37500	901.94	0.00	
4QTR. 2011	3	26889	37500	901.94	0.00	
Year Total			150000	3766.92	0.00	
2012						
1QTR. 2012	3	28673	37500	882.70	0.00	SALARY INCREASE
2QTR. 2012	3	28673	37500	882.70	0.00	
3QTR. 2012	3	28673	37500	882.70	0.00	
4QTR. 2012	3	28673	37500	882.70	0.00	
Year Total			150000	3530.80	0.00	
2013						
1QTR. 2013	3	30519	37500	698.10	0.00	SALARY INCREASE
2QTR. 2013	3	30519	37500	698.10	0.00	
3QTR. 2013	3	30519	37500	698.10	0.00	
4QTR. 2013	3	30519	37500	698.10	0.00	
Year Total			150000	2792.40	0.00	
Grand Total			450000	10090.12	0.00	

Modify Annual Salary

Continue

Return

Cancel Retro

WHEN DONE MAKING CHANGES

Click the "Retro List Complete" button and go to "Location Totals."

Member Listing Reporting

Employees Summary					
Name	Member No	Salary Difference	Pension	CI	Flag
XXXXXXXXXX	1100000	59045	4003.25	236.18	Y
XXXXXXXXXX	1100000	0	0.00	0.00	
XXXXXXXXXX	1100000	0	0.00	0.00	
XXXXXXXXXX	1100000	0	0.00	0.00	
XXXXXXXXXX	1100000	0	0.00	0.00	
XXXXXXXXXX	1100000	17672	1198.16	70.69	Y
XXXXXXXXXX	1100000	0	0.00	0.00	
XXXXXXXXXX	1100000	0	0.00	0.00	
XXXXXXXXXX	1100000	0	0.00	0.00	
XXXXXXXXXX	1100000	0	0.00	0.00	
XXXXXXXXXX	1100000	0	0.00	0.00	
XXXXXXXXXX	1100000	0	0.00	0.00	
XXXXXXXXXX	1100000	1500	101.71	6.00	Y
XXXXXXXXXX	1100000	0	0.00	0.00	
XXXXXXXXXX	1100000	0	0.00	0.00	
XXXXXXXXXX	1100000	0	0.00	0.00	
Bureau Totals		91736	6219.72	366.93	

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Please Double Click the row to see details.

LOCATION TOTALS SCREEN

The Location Totals screen displays the following fields:

- Salary Difference – the salary difference for all members at your location for this retro increase.
- Pension – the pension contributions due for this salary increase.
- CI – the contributory insurance due for this salary increase.

Click “Modify” to return to the Member Listing Reporting screen if you need to make changes to the retro report before submission.

Location Totals

Calendar Year totals:

Type	Salary Difference	Pension	CI
Total Retro 2013	46593	3159.01	186.36
Total Retro 2014	36408	2468.46	145.63
Location Totals	83001	5627.47	331.99

Payment Information:

Type	Pension	CI
DUE	5627.47	331.99
Payment	0.00	0.00
Difference	-5627.47	-331.99

Note: You cannot submit your report until Full Payment is received.

Modify