Alternate Benefits Program (ABP) Carrier Allocation Form

The following describes the process of how to elect the carrier for your ABP pension plan in Workday. For the first year of your enrollment you can only select 1 carrier. Plan representatives are available for individual counseling and questions. View our website for their contact information.

Newly hired employees will be enrolled with the default vendor if their ABP Allocation form is not submitted within 45 days of their hire

Instructions

1) From your Workday homepage, click on **Apps** in the Menu Section on the left side of the page and select **Benefits and Pay**.

(If you do not see the "Benefits and Pay" tab available, click on "Add Apps" at the bottom and search for "Benefits and Pay" to be added to your menu apps.)
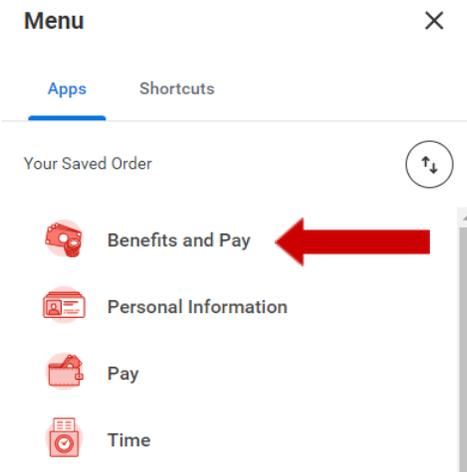
2) Click on **Change Benefits**

3) Select **New Hire** for the Change Reason and enter your **hire date** for the Benefit Event Date

Change Benefits

Change Reason *   ○ Adjuncts
                  ● New Hire

Benefit Event Date * | 05/01/2024 🗓 |

4) The link to the **ABP Allocation Form** will populate on the left after the event date is entered. **Download** the form and indicate the carrier you would like to invest your ABP pension.

∨ **Instructions**

Important
In order to be enrolled in the Alternate Benefit Program (ABP) you will need to select a carrier to invest with. For the first year of your enrollment you can only select 1 carrier.
Please indicate the carrier you would like to be enrolled with the form attached.

Pension Enrollment **Must Attach This Form**
Instructions: Click on the hyperlink below to access the required forms. Scan and upload your completed application and supporting documentation directly into Workday.
http://nj.gov/treasury/pensions/documents/forms/fp0777.pdf

5) **Attach** your completed ABP Allocation form to Workday and click **Submit**.

Attachments

Drop files here

or

Select files

enter your comment

Submit   Save for Later   Cancel

6) You will receive a separate email once your ABP pension has been processed.