

Monthly Newsletter

OFFICE OF HUMAN RESOURCES

April 2025



April showers bring TCNJ flowers!

Welcome to the April edition of the HR Newsletter.

As spring arrives and the weather warms, the TCNJ community's energy and enthusiasm are on the rise. With the end of the semester quickly approaching, our team continues to work diligently to ensure a successful conclusion to the academic year.

We invite you to explore this month's newsletter and discover the exciting updates we have prepared for you this April.

-The HR team

Inside this edition:

Hr Staff Updates

Staff Achievement
Spotlight

Student Employee
Appreciation Week

April Benefit &
Wellness Events

Redwood:
Oracle Update

Campus Corner

Tax Season
& W-2 Information

Employee Appreciation Day 2025 - Recap

A Heartfelt Thank You for Attending Employee Appreciation Day

We want to extend our deepest gratitude to each of you for attending the Employee Appreciation Day event this March in the Human Resources office. Your presence made the day truly special, and we are incredibly grateful for the opportunity to celebrate and recognize the hard work, dedication, and passion that each of you brings to our community.

Your commitment to excellence is what makes our College thrive, and it was a joy to share this day, celebrating the exceptional contributions that you all make every day. We hope you enjoyed the event as much as we enjoyed hosting it and that you left feeling valued and appreciated.

We look forward to many more opportunities to celebrate your achievements and success.

With much appreciation,
The Office of Human Resources

Inside your goodie bag:



NEW LIONS

We are thrilled to announce new employees who have joined The College of New Jersey. Each new employee brings unique skills, experiences, and perspectives that will contribute to the continued success of the TCNJ community. Please join us in extending a warm welcome to our newest team members:



Madison Bronstein - Assistive Technology & Accessibility Specialist, Special Education Language & Literacy

Brian Acrin - Project Manager, Department of Campus Planning & Construction

Ryan Leon - Post Baccalaureate Research Assistant, Physics

Farewells

We would like to announce the departure of Alahni Gunn, the HR Office Assistant in charge of temporary and supplemental recruitment. Alahni has been an integral part of our team since joining in October of 2023, and in her year and a half with us, she has become a valued member of the HR department. We wish Alahni all the best in her future endeavors and thank her for the time, energy, and commitment she brought to the team. She will be greatly missed. Please join us in extending your best wishes to Alahni!



Changes to the HR Staff

Brianne Apostolico, HR Office Assistant, is the new point of contact for temporary employee recruitment and supplemental payment processing. We appreciate your understanding as we implement this change, and we are confident that it will contribute to a more seamless experience for everyone. If you have any questions or need further clarification, please feel free to reach out.

HR EMPLOYEE SPOTLIGHT

April 2025



Brianne Apostolico

Human Resources Office Assistant

Brianne is a 2024 graduate from The College of New Jersey, earning her B.A. in Psychology with minors in Sociology and Marketing. She had the best time as a student at TCNJ, which led her to pursue a career here. She could not be more happy to have ended up in the Office of Human Resources and is looking forward to learning and growing in her career.

Brianne is also pursuing an MBA at TCNJ, starting Fall, 2025. She says she looks forward to growing professionally and academically.



Brianne's favorite part about working in Human Resources is the people. She feels that she has many supportive and enthusiastic co-workers to lean on and loves interacting with and helping the TCNJ community.

Fun Facts about Brianne:

- Brianne is an avid gym-goer and loves staying active. Her mom teaches group fitness classes and she takes them when she can!
- She has an older brother who also attended TCNJ and graduated class of 2022 as a Mechanical Engineering major.
- She is never without a book on hand (you never know when you'll have time to read a page or two)! Her favorite genres are fantasy and romance, and sometimes she'll give memoirs a go.
- Brianne loves crafty hobbies, including (but certainly not limited to) crocheting, coloring, journaling, writing, and more.



"The only way to learn is to live."

- *The Midnight Library* by Matt Haig

STAFF SPOTLIGHT- APRIL

We are excited to spotlight a thought-provoking article by our very own Heather Mayen,

**“An Unlikely Partnership:
Creating a Win-Win Scenario
by Empowering Student
Workers in Research
Administration,”**



published in the March/April Edition of the National Council of University Research Administrators (NCURA) magazine themed *Partnerships*. You can read the full article [here](#).

Heather's article explains how involving student workers in research administration can streamline operations and enhance both student and office growth.



We encourage all staff to reflect on the ways we can support and engage with student workers to foster a collaborative and effective research environment.

Some key takeaways include:

- **Increased Efficiency:** Students help manage tasks like file preparation, compliance checks, and tracking submissions, lightening the administrative load and improving workflow.
- **Fresh Perspectives:** Students bring new ideas and tech skills, offering innovative solutions that can modernize processes and drive continuous improvement.
- **Skill Development:** Students gain valuable experience in project management and communication, preparing them for future careers.
- **Successful Models:** The College of New Jersey's partnership with student workers showcases how this collaboration leads to more efficient operations and offers students hands-on learning experiences.
- **Preparing for the Future:** By partnering with students, research administration offices are fostering the next generation of skilled professionals.

Congratulations, Heather!

Turn the page to see how we celebrate our TCNJ student workers for Student Employee Appreciation Week!

STUDENT EMPLOYEE APPRECIATION WEEK



APR
2025

Hosted by the Office of Human Resources

MONDAY

07

11 AM - 12 PM

BRICKS & TIX

Come join Residential Education and Housing to build some legos and receive some tickets to show our appreciation for you!

Location: Eickhoff Hall (outdoors if weather permits!)

SPONSOR:
**RES ED &
HOUSING**

MONDAY

07

12:30 PM - 2 PM

KICK OFF EVENT

Join us for some light refreshments, earn raffle tickets, and learn about other campus offerings!

Location: ED 212

SPONSOR:
**HUMAN
RESOURCES**

WEDNESDAY

09

11 AM - 1 PM

WE'RE THANKFUL FOR YOU!

Come see all the ways our campus is thankful for the work that you do and how you make an impact in our community. Connect with your friends, colleagues, and play some corn hole too!

Location: Outside Trenton Hall (AIMM side); if rain, Trenton Hall 123

SPONSOR:
ADMISSIONS

THURSDAY

10

1 PM - 3 PM

PRETZEL SOCIAL

Join the Engineering Department in the STEM machine shop! Enjoy pretzels from Philadelphia Pretzels (with dips), along with drinks (non alcoholic).

Location: STEM 106

SPONSOR:
ENGINEERING

FRIDAY

11

1 PM - 2:30 PM

CAMPUS APPRECIATION EVENT

Come hang out with Roscoe and other Student Employees on campus, redeem your raffle tickets, win prizes, and more!

Location: BSC 100 W

SPONSOR:
**HR & CO-
CURRICULAR/
LEADERSHIP
DEVELOPMENT**

This month of April...

Keeping Our Campus Clean

Earth Day is Tuesday, April 22nd. Taking care of our planet is how we show care to our lives and the lives of those around us.

TCNJ would not have the beautiful campus it does without our lush greenery and flora. Use this day as a reminder to keep our campus clean.



Thank You for Your Dedication and Hard Work.

On this Administrative Professionals Day, April 23rd, 2025, we want to take a moment to extend our heartfelt thanks and appreciation to each one of you. Your dedication, hard work, and unwavering support are what make the College of New Jersey such a great place to work. You truly make a difference in the lives of everyone at TCNJ, and today, we celebrate you!

With sincere appreciation,
Office of Human Resources

Mark your calendar for Alumni Weekend!

Join Us for TCNJ Alumni Weekend - April 25–26, 2025! Reconnect with fellow alumni and relive cherished memories on campus at TCNJ's Alumni Weekend! It's packed with fun events, including:

- Jazz Ensemble Performance
- Roscoe's Reunion
- Alumni Leadership Awards
- Golden Lions Induction
- Lions Leaders Meet & Greet

Register now to be part of this unforgettable weekend! View the full agenda or for more details and to sign up, visit: [TCNJ Alumni Weekend](#).

Take Your Child to Work Day 2025

The Division of Inclusive Excellence, TCNJ Parent Network, and its Co-Chairs invite you to attend or help facilitate Take Your Child to Work Day on April 24th, 2025!

There will be arts-and-crafts, read-alongs, sing-alongs, games, volunteering opportunities, and photos with Roscoe!



Campus Corner

Welcome to our Campus Corner, a place where we can spotlight campus announcements!

The following April events are courtesy of Colleen Schmidt, Staff Senate President.

Recognizing YOU.

Staff Senate's Staff Development and Recognition Committee would like to announce that the 2025 Staff Recognition Awards celebration will be held Thursday, April 17, 2025 beginning at 3pm in Education 212. Please mark your calendars and plan to attend to celebrate our deserving staff colleagues.



2025 Staff Senate Election

The general Staff Senate election is coming soon. Ballots will open April 14th and close on April 21st. View the Staff Senate Ballot Info Form by scanning the QR Code.



AAAPIC 2025

The AAAPIC affinity group will be hosting a day-long symposium on Wednesday, April 16th in the Intercultural Center. The all day event will include panels featuring students, staff, and faculty, including a roundtable on "AAPI Experiences in Higher Education" from 3:00-4:00 pm with staff colleagues, Dr. Avani Rana, Dr. Jonathan Murakami, Jordan Shyi, and Mei Zhao.



TCNJ & GeoGreens



Speaking of Earth Day, did you know there's a hydroponic farm on TCNJ's campus? Come see how to get involved! All faculty, staff, and students are invited to explore the Indoor Agriculture (iA) Labs, a partnership between TCNJ & GeoGreens!

Walk for Mental Health

Staff Senate's Mental Health Council is sponsoring a team for the "Out of the Darkness Campus Walk" to raise awareness and funds for the American Foundation for Suicide Prevention (AFSP). The walk will take place on Saturday, April 12th beginning at 9am at TCNJ's Alumni Grove. See the flyer for details to donate or join in the walk.

Dress for Success!

TCNJ is looking for new or gently used items for students who are building their teacher wardrobes.

Help support the Dress For Success Professional Clothing Drive by dropping off your donations to Education, Room 202 by April 9, 2025.



If you're interested in boosting an event your department is hosting, feel free to email us at hr@tcnj.edu for it to be featured in our next newsletter!

Benefit Events in April

State employees are invited to join the NJDPB live webinars in April! You can sign up to attend the session or view the recording at a later date!

Tuesday, April 8, 2025	1:00 PM	<i>Retirement Planning for PFRS (Police & Fire) Members</i>	Click Here to Register for Police & Fire Retirement Planning
Thursday, April 10, 2025	1:00 PM	<i>Overview for Employees in the DCRP</i>	Click Here to Register for Overview for Employees in DCRP
Friday, April 11, 2025	10:00 AM	<i>Deferred Compensation (NJSEDCP) Plan Overview for State of N.J. Employees</i>	Click Here to Register for Deferred Compensation
Monday, April 14, 2025	10:00 AM	<i>Understanding Your Pension Benefits for PERS & TPAF Members - State Employees Only</i>	Click Here to Register for PERS/TPAF Understanding Benefits
Wednesday, April 16, 2025	10:00 AM	<i>Social Security Benefits for Members of all N.J. State Administered Retirement Systems</i>	Click Here to Register for Social Security Benefits
Thursday, April 17, 2025	9:00 AM	<i>Retirement Types, Eligibility & Calculations for PERS & TPAF Members</i>	Click Here to Register for PERS/TPAF Retirement Types, Etc.
Thursday, April 17, 2025	11:00 AM	<i>PERS and TPAF Pension Payment Options</i>	Click Here to Register for PERS/TPAF Pension Payment Options
Thursday, April 17, 2025	1:00 PM	<i>PERS and TPAF Retirement Estimates</i>	Click Here to Register for PERS/TPAF Retirement Estimates
Thursday, April 17, 2025	2:00 PM	<i>Reviewing a Sample Retirement Application for PERS and TPAF Members</i>	Click Here to Register for PERS/TPAF Retirement Application
Monday, April 21, 2025	10:00 AM	<i>Reviewing a Sample Retirement Application for PFRS (Police & Fire) Members</i>	Click Here to Register for Police & Fire Retirement Application
Monday, April 21, 2025	1:00 PM	<i>Deferred Compensation (NJSEDCP) Plan Overview for State of N.J. Employees</i>	Click Here to Register for Deferred Compensation
Thursday, April 24, 2025	1:00 PM	<i>Retirement Planning for PERS & TPAF Members - State Employees Only</i>	Click Here to Register for PERS/TPAF Retirement Planning
Friday, April 25, 2025	10:00 AM	<i>Overview for Employees in the DCRP</i>	Click Here to Register for Overview for Employees in DCRP
Monday, April 28, 2025	1:00 PM	<i>Retirement Readiness for State Employees</i>	Click Here to Register for Retirement Readiness



Live webinar recordings and PowerPoint presentations are not available for distribution. A selection of recorded topics are available on our website for viewing at your leisure.



Visit the NJDPB's website: www.nj.gov/treasury/pensions

Mail: P.O. Box 295, Trenton, NJ 08625-0295 | Phone: (609) 292-7524 | Email: pensions.nj@treas.nj.gov

Student Employment Hiring Manager Training

The Student Employment Overview for Hiring Managers sessions are being offered by HR in the month of April!

If you were not able to attend the first session, or would like to reference the content at a later time, you may view the recorded training by clicking the recording link below or view the presentation overview.

3/27/25 Recording: [TCNJ Student Hiring Manager Training](#)

Passcode: 5v+F=!Ga



Topics covered:

- HR Contact Info
- #1 Rule of Hiring Students
- Policies for Student Employment (vs. Best Practices)
- 4 Key Items for a Successful Hiring Process
- The People Involved in the Hiring Process
- The 7 Checkpoints of the Student Hiring Process
- Information Needed for Your Requisition
- Navigating Your Requisitions & Offer Letters in Taleo
- Managing Your Applicant/Candidate List
- Onboarding Steps
- The "Fully Hired" Email Notification
- Recommended Tracking Information

Sign-up for these upcoming workshops in April:

- April 14th (11 AM) - Requisition Process/ Q&A - [Zoom Link](#)
- April 24th (11:30 AM) - Offer Letter Process/ Q&A - [Zoom Link](#)

We are always striving to improve our communication. Scan this QR code to provide feedback on the training session you attended. Your feedback is very much appreciated!

For more student hiring information, visit the student employment website -> studentemployment.tcnj.edu/.



Redwood - Oracle Update

NEW!

The TCNJ Enterprise Application, Human Resources, and Payroll offices would like to announce that Oracle Cloud is enhancing the user experience and introducing upgrades called “Redwood” for the various modules across the Cloud platform. The start of Redwood rollouts began Monday, March 24th, 2025, with the Time and Labor module for all time-card-eligible employees.

Oracle has shared some of the following benefits of this upgrade:

- Intuitive, eye-catching design.
- A modern, optimized user interface.
- Enhanced workflows.

Time card employees and supervisors who approve time cards will see the updated screens and, in some instances, may need to navigate around a bit differently. While the navigation to these modules will be unchanged, there will be some visual adjustments and enhancements.

This will include display changes to:

- Absence Balance page
- Existing Absences page
- Absence Type dropdown
- Add Absence page

Our offices have been working to prepare job aids for time card employees and time card supervisors that can be found on the payroll web page under the Self-Service tab. The payroll calendar with these due dates can be found on the payroll website.

Please direct questions or concerns to payroll@tcnj.edu.

Thank you,
Enterprise Application
Human Resources
Payroll



Tax season is here.

Access your W-2 and Tax Data

Did you know you can access your W-2 via ADP iPay? You can find the ADP login by going to the Payroll website or by visiting my.adp.com. Employees who are no longer with TCNJ continue to have ADP iPay access for 3 years to access pay slips and tax documents!

TCNJ THE COLLEGE OF NEW JERSEY

APPLY VISIT GIVE | ALUMNI PARENTS OFFICES TCNJ TODAY

Payroll Office of the Treasurer

WELCOME GENERAL INFO ▾ PAYROLL SCHEDULES SELF-SERVICE FORMS TAXES ▾ ADP ▾ 🔍

Welcome

This site contains information related to all aspects of the payroll process at TCNJ, including biweekly payroll cycles for all faculty, staff and student employees, tax information, forms and timely announcements.

Please spend some time exploring the payroll site to learn how we can best meet your needs.

[FAQ](#) [STUDENT TIMESHEETS](#)

Logins

[Oracle Cloud](#) – Sign in view/edit direct deposit, tax withholding, and pay stubs.

[ADP Login](#) – Sign in to view/Download pay stubs and W2 forms beginning January 2020 to the present.

[Payroll Portal](#) – Sign in for payroll services and requests.

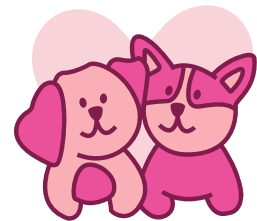
State of NJ Tax ID Number

Please Note: Box 15 of the W-2 is missing The College of New Jersey State ID for New Jersey.

The ID number is 22-2797398000. This information can also be found under the Tax Tab of the TCNJ Payroll page under 'Taxes'.

Contact Payroll at payroll@tcnj.edu for any questions about your tax documents.

TCNJ Pet Pride Corner



To finish out this edition of the HR newsletter, below you can find the April submissions for TCNJ's Pet Pride Corner!



Michelle Andrews' cat
Cali who loves to
snuggle with everyone!



Craig Driscoll's dog
Charles Arthur
participating in charity
walks for Alzheimer's and
suicide prevention.

Alexis Zahorsky's
dogs, brother and
sister named after
the Princess Bride
(Fezzik the Brute &
Princess Buttercup,
respectively).



If you'd like your pet to be featured, submit a photo of them to hr@tcnj.edu. Please include their name and a fun fact/short description about them.



Thank you for reading the 2025 April edition of TCNJ's
Office of Human Resources Newsletter!

You can reach our office by emailing hr@tcnj.edu or by submitting a ticket in the HR Service Portal. You can also give us a call at (609) 771-2282 to speak to a representative.

We are located in the Administrative Services Building (ASB), Room 101. Our office hours are from 8:00 AM to 5:00 PM, Monday through Friday!

Thank you for all that you do!

