



## Office of Human Resources Newsletter

January 2018 Edition



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### Human Resources Website Enhancements

As we strive to provide the highest level customer service and to exemplify continuous improvement, the Office of Human Resources has enhanced our website. In response to feedback from the TCNJ community, we have updated the website to provide the names and direct contact information for the person or people with responsibility for each functional area of HR including: compensation administration, EEO matters, labor or employee relations issues, employment verifications, name changes, leave of absence management, changes to organizational structure, HR data reporting, learning and professional development, health care insurance assistance, retirement plans administration, recruitment matters, off boarding concerns, and more. Please view the HR website here: [Your HR Contacts](#)

### 2018 Benefit Plan Year

Changes made during the 2017 open enrollment period to your medical insurance plan, dependent care flexible spending account or health care flexible spending account are now effective.

### OptumRx

OptumRx is now the prescription drug carrier for the State of NJ. If enrolled in a medical plan, your prescription drug identification card was mailed to your home in mid-December. If you are covered by a medical insurance plan and did not receive your prescription drug card, you may contact 1 (844) 368-8740 to inform the carrier of your need for an OptumRx ID. The prescription drug carrier website is here: [OptumRx Website](#) . Please be aware:

- You will need to obtain a *new* prescription for any mail order medications.
- You will need to take your identification card with you the first time you go to the pharmacy to obtain a new prescription drug.
- You will need to provide to your pharmacist your new identification card when you re-fill any prescription that has re-fills still available.



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### Special Offer for TCNJ Faculty and Staff

Princeton HealthCare System Employee Assistance Program (EAP) has partnered with Pennington CrossFit to offer eligible TCNJ faculty, staff, and your adult household members, free membership to the Foundations program during the months of January, February and March. Foundations provides for 3 separate hour long sessions delivered with small group instruction and skill practice, preparing participants to join regular CrossFit classes.

When you're fit, you are less likely to get sick, you have more energy, and you experience less stress! To learn more about this program visit [penningtoncrossfit.com](http://penningtoncrossfit.com) or call (609) 647-6963.

### TCNJ Fitness Center at Campus Town

Did you know that you are eligible to register for membership to the TCNJ Fitness Center? For more information, click here: [Fitness Center at Campus Town](#)

### Learning & Professional Development

The 2018 Semester Course Calendar is being updated. Several workshops for the semester have already been scheduled.

**L&D Workshop Highlight:** Managing Multiple Priorities, Projects & Deadlines is a full day workshop being offered on January 31<sup>st</sup>. This course will focus on strategies to distinguish between matters which are urgent versus important, assessing value, ordering tasks by estimating effort, taking control of multiple tasks and managing your time.



### **New!** Leave Management System

The Office of Human Resources is pleased to announce that we have launched a new leave management system. Softtime Online is an easy to use, web based system and will replace the paper time sheet process currently in place.

HR and the IT division are now using this new technology for time off requests, reporting and record keeping. By mid-2018, we anticipate that Softtime Online will have replaced paper time sheets for all staff and faculty. Stay tuned to learn more as the launch date in your area draws near.