



Office of Human Resources Newsletter

May 2018 Edition

Administrative Professionals Appreciation Program

TCNJ's annual Administrative Professionals Appreciation Program took place on Tuesday, April 24th. The theme of the event was, "Own Your Growth". TCNJ's



Provost, Dr. Jackie Taylor, welcomed 50 administrative professionals to celebrate their contributions to TCNJ. Jackie thanked participants for being unsung heroes of the college, working tirelessly - typically behind the scenes - to ensure that the needs of students, faculty and other staff members are met, and that business operations function smoothly. We enjoyed a delicious buffet breakfast, a TCNJ trivia game (our administrative professionals are highly competitive!) and a photo station.

Keynote speaker, Donna Peter, Life Coach, shared her story of humble beginnings, followed by a long career during which she "owned her growth". Though Donna experienced hardships and sacrificed greatly along the way, she told of accepting opportunities that stretched her abilities, and of taking responsibility for attaining formal training, identifying a mentor and learning from others around her. The pinnacle of Donna's career was attaining the role of CEO of Munich Re/Munich Health North America.

Photos of the event are here:

[Photos of Administrative Professionals Recognition Program](#)

2018 Energy Fridays

The first energy Friday of the year will be on

May 25, 2018! Following, you'll enjoy a very long weekend because Monday, May 28th is the Memorial Day holiday and TCNJ offices will be closed.



TCNJ **will be open** for regular business hours **on Friday, June 1st**. Anyone who is regularly scheduled to work on Fridays should report to work.

Subsequent energy Fridays for which your accrued energy leave will be used are June 8th, June 15th, June 22nd and June 29th.

Once energy Fridays transpire, Human Resources will update your accrued energy leave balance in Softtime Online. You are not required to update your Softtime Online record for energy Fridays.

More Softtime Online Training

Still interested in learning how to navigate Softtime Online? Additional trainings have been scheduled:



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May 4 - 9:00 am -10:00 am Bliss Hall Rm 031

May 7 - 9:00 am -10:00 am Bliss Hall Rm 028

New! Softtime Online Training: Supervisor Generated Reports

Training on supervisor generated reports is a “must attend” seminar for supervisors who would like to leverage the reporting functionality of Softtime. At the click of a button, reports may be run to assist you with business unit planning, auditing, and time off verifications. Reports may be run on an individual employee basis, or for the entire department. Registration is not required to attend this training.

Training dates:

May 8 - 11:00 am -12:00 pm Bliss Hall Rm 028

May 11 - 9:00 am - 10:00 am Bliss Hall Rm 028

Learning & Professional Development

How to Deliver Presentations with Ease and Confidence is a seminar that will take place tomorrow, Wednesday, May 2nd, from 9:00 a.m. until 4:00 p.m. To learn more about this seminar please review the course description here: [Course Descriptions](#) There are still a few spots available for this training session. If interested in attending, please contact Kimberly Woods at woodski@tcnj.edu or at extension 3079 today. Also scheduled for May is Safe Zone training. Please register for this course by completing the [Registration Form](#)

Access to Your Social Security Information

The Social Security Administration enables you to manage your Social Security account on line. Services available include: requesting a replacement Social Security card, applying for Social Security benefits, obtaining your Social Security statement, and other programs and services are offered. Consider creating an online account to keep track of information such as your yearly earnings and estimate future benefits. To learn more, visit the [Social Security Administration website](#)

National Women’s Health Week

May 13th through May 19th

National Women’s Health Week begins on Mother’s Day each year. This designation is a reminder to women to take care of yourself, and to make your health a priority. Pay attention to mental health, including getting enough sleep and managing stress. Learn about depression among women. To improve your physical and mental health, consider:

- Visiting your doctor or nurse for a checkup and preventive screenings
- Getting active
- Eating healthfully

