



Office of HUMAN RESOURCES NEWSLETTER



October 2018 Edition

Benefits Open Enrollment Has Begun

The state of NJ benefits programs annual open enrollment period began on October 1st and will end on October 31st. The Office of Human Resources is here to help. Anticipate information about benefit options, enhancements and changes by the end of this week. Please feel free to contact HR at extension 2282 with questions.

Annual Benefits Fair is Coming

On Wednesday, October 10, 2018, HR will host the Annual Benefits Fair from 9:00 am to 2:00 pm in Brower Student Center, first floor. Join us to speak with representatives from insurance carriers, retirement plan vendors, financial institutions, an organic home delivery service, and more!

Get Your Free Flu Shot

TCNJ has partnered with Walgreens Pharmacy to offer a FREE onsite Flu Clinic during the Benefits Fair – Wednesday, October 10th in Brower Student Center.

In order to receive a flu shot, you need to bring your health insurance card and proof of identification. You will need to sign a consent form on the day of the event.

To register, click this link: [I want a flu shot](#)

2018 Vacation Time

As the calendar year end looms, consider reviewing your time off balances in the Softtime Online portal, and scheduling remaining vacation and administrative leave days. Log in here: [Softtime Portal](#)

Keep in mind that carry over of vacation time to the 2019 calendar year is limited to the equivalent of one year of your vacation time allotment. Administrative leave may not be carried over. This means that your administrative leave balance as of December 31, 2018, is lost effective January 1, 2019. You will receive a new allotment of administrative leave on January 1, 2019.

Veterans Appreciation Breakfast



With respect and gratitude, The College of New Jersey thanks our Veterans for your service and sacrifices.

To honor and celebrate the contributions of TCNJ veterans, we invite all staff and faculty members to join us for a *Veterans Appreciation Breakfast* on Friday, November 9, 2018.



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To attend, register here: [Veterans Appreciation Breakfast](#)

New Commissioned Campus Police Officers

Campus Safety Services has two new officers.



Desi Fioravanti and Nicholas O'Brien were sworn in as Campus Police Officers on September 19th.



Please join us in congratulating the newest Police Officers on TCNJ's campus police force!

Training & Development Workshops

The Office of Human Resources adds workshops and seminars to the L&D calendar on a regular basis. In October there is still space for the following programs:

- Enhancing Productivity Through Mindfulness: October 16th
- Financial Management: October 17th
- Softtime Online Training: October 23rd and October 30th

To learn more about upcoming workshops, contact Kimberly Woods at extension 3079.

Performance Management Tip

When supervisors meet regularly with their staff, departmental goals are more likely to be met!

Daylight Savings Time Begins Sunday November 4th

Remember to turn your clocks back and enjoy an extra hour of sleep!

