



Office of HUMAN RESOURCES NEWSLETTER



December 2018 **Special** Edition

Dear TCNJ Faculty and Staff:

In *Kavanagh: A Tale* (1849), poet Henry Wadsworth Longfellow wrote,

“Give what you have. To someone, it may be better than you dare to think.”

Longfellow’s encouragement resonates as I ask you to consider participating in the New Jersey Employees Annual Charitable Campaign, which began November 1, 2018 and closes December 31, 2018.

It is a deserved point of pride for The College of New Jersey that our campus community connects to and beyond the Ewing-Trenton region in many ways, including volunteerism, service, internships, board memberships and attendance at cultural and civic events. Direct support through a donation each pay period is one of our most important connections, a way to “give what you have” to those in need, people who may be your neighbors, friends, co-workers, and family members.

The New Jersey Employees Charitable Campaign supports more than 1,100 local, national, and international charities, including those with focus on health, welfare, environmental and educational endeavors. (Among the recipient organizations is the TCNJ Foundation, which supports scholarships and other efforts at the College.)

Please take a moment to learn about these groups and considering participating in this important appeal. To make an online donation, visit [Pledge Now!www.charities.org/NJECC](http://www.charities.org/NJECC) . You may alternatively request a paper pledge form from Trisha King at kingt@tcnj.edu by December 21, 2018.

Your generosity at any level expresses TCNJ’s commitment to and connection with our community, state and world. How fortunate we all are to have this opportunity to “be better than we dare to think.”

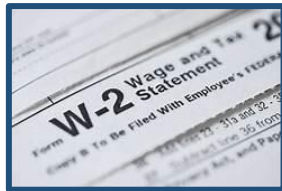
With sincere appreciation and warm regards,

Kathryn A. Foster, Ph.D.
TCNJ President

Human Resources: Building Foundations, Creating a Unified Community



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Tax Season is Coming!

TCNJ is offering you the option to receive form W-2 (Wage and Tax Statement) electronically through YESS (Your Employee Self Service). You are encouraged to go paperless by providing consent to receive your 2018 IRS W-2 form electronically through YESS. Receiving an electronic W-2 form **Safer. Faster. Accessible. Green.** If you have not signed up for an electronic copy of your W-2 form, you may do so at this time.

How do I sign up to receive your W-2 form electronically?

To provide consent to receive an electronic W-2 form and to stop receiving a paper W-2 form in the mail, please click here for instructions: [How to Access Your W-2 in YESS](#) . Alternately, you may visit the payroll website here: payroll.tcnj.edu. You will be notified via email when your electronic W-2 statement is available. If you provided consent last year, your consent remains in effect until you choose to withdraw it or you terminate employment with TCNJ.

Please keep in mind that you are responsible for updating your contact information in YESS.

The Affordable Care Act and Form 1095

In March 2010, Congress passed the Health Care and Education Reconciliation Act (HCERA) of 2010 and the Patient Protection and Affordable Care Act (PPACA) – collectively referred to as the Affordable Care Act (ACA).

The Internal Revenue Service requires that TCNJ provide each employee who is *eligible* for medical

insurance a Form 1095-C in early 2019. This means that eligible employees who enrolled in the health plan and those who did not enroll in the health plan will receive a 1095-C. This form is for tax record keeping purposes only and should not be attached to your tax return or submitted to the IRS.

In the coming weeks, you will be offered the option to choose electronic delivery of the form. If you do not consent to electronic delivery of Form 1095-C, TCNJ will send you the document via US mail.

Supplemental Retirement Plan Limits

The IRS has announced the 2019 contribution limits for the Supplemental Retirement Savings Plans. The contribution limits are as follows:

-Employees under the age of 50 may defer up to \$19,000 to their 403b (SACT/ACT) and/or \$19,000 in the Prudential Deferred Compensation plan.

-Employees age 50 or older may defer an additional \$6000 per year into their 403b (SACT/ACT) and/or Prudential Deferred Compensation Plan.

To learn more, to enroll or to change your contribution to one or more plans, please contact Samantha Szakacs at szakacss@tcnj.edu or 609-771-2283.

Learning and Professional Development

Back by popular demand, two offerings have been added to the calendar. Google Apps training, part 1 is scheduled for early January. To register, please click here: [Google Apps Expert Part 1](#). Introduction to Excel training will also take place in January. To register, click here: [Introduction to Excel](#) .



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HR: What We Do & Who We Are

This month, we introduce Jeff Hufnagle, aPHR, Trisha King, Samantha Szakacs and Tracey Sullivan. For contacts on whom to call for your HR needs click: [Reach us here](#)



Jeff Hufnagle has eight years of higher education experience in administration, recruiting support, and new hire process management. Jeff joined TCNJ three years ago as the administrative

support professional to the Vice President, Office of Human Resources, Dr. Gregory Pogue. Jeff was recently promoted to the Senior HR Business Partner role where his primary areas of attention are in recruitment and talent acquisition. Jeff holds a Bachelor's degree from Penn State, is certified by the Society for Human Resource Management, is certified as an internet recruiter and is currently enrolled in an HR Master's program at Villanova University.



Trisha King has 15 years of human resources experience including training, recruiting, EEO administration, benefits administration, employee relations and payroll administration. Trisha joined TCNJ over a year ago and

serves as a Senior HR Business Partner focusing on health and welfare benefits and leaves of absence administration. Trisha has a Master's of Science degree in management from Liberty University and a BA in Communications from Rutgers University.

Samantha Szakacs joined the Office of Human Resources two years ago after working for ten years in private industry in various HR capacities. At TCNJ Sam is an HR Operations Lead and specializes in retirement plans administration, health and welfare benefits administration and is a project lead for a multitude of HR initiatives. Samantha has a Bachelor's degree in finance from California State University.



Tracey Sullivan joined TCNJ almost four years ago as a talent management assistant and has risen through the ranks to become a Recruiting Coordinator. She is responsible for working with both staff and faculty hiring managers to fill open positions as quickly as possible and with the best talent. Tracey has over 20 years of professional experience.

2018 Comes to an End

This is the last newsletter for the 2018 calendar year. The Office of Human Resources wishes each and every one of you a healthy, happy and restful winter break and a Happy New Year!

