



## January 2019

### **Health and Welfare Plans: New Benefits Year Has Begun**

Changes made to your medical, prescription drug, dental plan or flexible spending account are now in effect. If you made any change to a health care plan and have not received an identification card please contact the carrier directly. To obtain insurance carrier contact information, click here: [Carrier Contact Information](#) If you enrolled in a flexible spending account, you should set up an account on the [Wageworks website](#).

### **NJ Division of Pensions & Benefits: Dependent Eligibility Audit**

The NJ State Health Benefit Program will conduct a Dependent Eligibility Audit beginning this month. The purpose of the audit is to ensure that all individuals who are covered by State of New Jersey insurance plans are eligible to participate. If you have one or more covered dependents you will be required to submit verification documents to Alight, the New Jersey Division of Pensions and Benefits benefit audit partner.

Over the course of the next several weeks, participants with covered dependents will receive several notifications, via US mail, with instructions on how to comply with the dependent(s) verification. Please be mindful that failure to provide documents on a timely basis could result in a disruption of health care

insurance benefits. The State has published of Frequently Asked Questions and Answers. To view the document, click here: [Audit Questions and Answers](#)

### **Enhanced New Hire Orientation Program**

*Hi! Two letters. One syllable. Zero Pretension. Because today, a small gesture like this truly makes all the difference...*

We are pleased to announce the unveiling of a reimagined New Hire Orientation & Onboarding program.

Orientation will now be a full day event held on the first Wednesday of the month. We are excited to partner with various presenters, and TCNJ historical experts from an array of divisions across the campus community. In addition, new TCNJ employees will enjoy training workshops that will facilitate success and engagement in each employee's new role. This program, more robust, bolder, better and brighter than the orientation of old, will provide a welcoming experience for TCNJ's newest Lions. Please join us in welcoming our newest employees!

### ***New Hires in January***

- Shorouq Hamdan: Engineering Department
- Wambui Gilbert: Center for Future Educators
- Babayemi Aiyegbo: Counseling & Psychological Services



## Office of HUMAN RESOURCES NEWSLETTER



### January 2019

- Chelsea Gonzalez: Residential Education & Housing

#### HR on Twitter!

HR now provides updates about upcoming trainings, events, and news. Stay up-to-date by following us @TCNJ\_HR!



#### HR: What We Do & Who We Are

This month, we introduce Colleen Ramos and Antoinette DeLeon. For contacts, click: [Reach us here](#)

**Colleen Ramos** has worked at TCNJ for over five years in the Office of Human Resources and is the resident expert in human resources information systems administration, oversight and coordination. With many years of HR, payroll, systems and HRIS experience, Colleen is a great resource for the TCNJ community, and HR, on both past practices and best industry practice.

**Antoinette DeLeon** provides front desk support and is typically the first person employees, clients and customers encounter in the Office of Human Resources. In addition to her customer service role, Antoinette assists with health care and pension plans administration. Antoinette has 20 years of professional experience.



#### Learning & Professional Development

On Tuesday, January 22<sup>nd</sup>, [Succeeding as an Administrative Professional](#) will be held for administrative professionals who are interested in committing to their own success.

Participants will learn practical, hands-on tips to assist you to become more productive and more satisfied in your job than ever before. We'll demystify essential professional skills, such as: prioritizing, problem solving, delegating, political and people skills, managing time, resource and crises, decision making, and much more! After this training, you'll handle the demands of your job with a high level of confidence, judgment and professional acumen. To register, click here: [Succeeding as an Administrative Professional](#)



*Happy New Year from the Office of Human Resources!*