



Office of HUMAN RESOURCES NEWSLETTER



February 2019

Health Insurance Plans Dependent Eligibility Audit

Deadline to submit documents: MARCH 1, 2019

The state of NJ is in the midst of conducting a Dependent Eligibility Audit 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 are required to submit verification documents to Alight, the New Jersey Division of Pensions and Benefits audit partner. Please be mindful that failure to provide documents on a timely basis could result in a disruption of health care insurance benefits.

To view Frequently Asked Questions and Answers, click here: [Audit Questions and Answers](#)

Career Progression at TCNJ



Are you ready to pursue your next career opportunity within the College? New jobs are posted on the internal careers site on a regular basis. Consider checking the site once or twice each week to learn about new opportunities. Our streamlined application process enables you to review role descriptions and to apply for positions within minutes. To learn about current job vacancies please check TCNJ's [Current Openings](#).

Job Announcements: NJ Civil Service Commission

The New Jersey Civil Service Commission posts promotional announcements on the 1st of each month.



The application filing deadline for accepting applications is indicated on each announcement, here: [Promotional Job Announcements](#)

New Employees in January

Welcome to the newest members of our TCNJ community!



Learning & Professional Development

The following workshops and seminars will take place in February and March. To learn more or to register please visit our [L&D calendar](#).

- Your Financial IQ/Retirement Risk: February 14th
- Google Apps: February 19th
- Women and Money: February 21st
- Excel I: February 26th



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- Excel II: February 28th
- Strategies to Maximize Your Social Security Retirement Benefits: March 5th

With questions about the process please contact Trisha King at kingt@tcnj.edu.

HR: What We Do & Who We Are

This month, we introduce Agnieszka Baczyk and Cynthia Bishop-Lyons. HR contacts are: [Reach us here](#)

Performance Management



Supervisors who meet regularly with their staff increase the likelihood of departmental goals being met, enhance employee engagement and increase employee job satisfaction!

Non- Unit Employees

The performance cycle for non-unit employees begins in January and ends in December. Managers and employees should be meeting to discuss the performance outcomes for 2018, and identifying goals and objectives for 2019. Please click [Non-Unit Performance Evaluation Schedule](#) for a reminder of the timeline associated with non-unit evaluations.

CWA, IFPTE, PBA and NJLESA Employees

The performance year begins on July 1st and ends June 30th for members of the CWA, IFPTE, PBA and NJLESA bargaining units. To view where you should be in the yearlong process click here: [Performance Assessment Review \(PAR\) Schedule](#).

AFT Staff

The AFT Staff evaluation cycle began on September 1, 2018 and will end on August 31, 2019. The evaluation cycle timeline may be found [AFT Staff Evaluation Timeline](#).

Agnieszka Baczyk is an Associate Director and



leads all recruitment functions for staff and faculty hiring. Angie is an alumna of TCNJ, and received a bachelor's degree in finance. She returned to TCNJ in 2017 after working for 10 years in the private sector. Angie has an MBA with a concentration in Human Resources, and is a Society for Human Resource Management Certified Professional (SHRM-CP).

Cynthia Bishop-Lyons serves as the Benefits Officer and provides leadership over health care and retirement plans administration and compliance, and management of leave of absence and ancillary benefit programs offerings. Cyndi is a graduate of Elizabeth City State University. Prior to joining TCNJ three years ago, Cyndi worked for 20 years at the NJ Division of Pensions and Benefits.

