



Office of HUMAN RESOURCES NEWSLETTER



April 2019

Staff Recognition Awards ~ April 10th

The Staff Senate and the Staff Development and Recognition Committee invite the TCNJ community to a celebration and reception for all *2019 Staff Recognition Award* winners. The event will take place on April 10, 2019, 3:30 to 5:00 p.m., in the Education Building, room 212. Please join us to congratulate Chelsea Jacoby, Scott Leusner, Rachel Lichtenberg, Gem Perkins, Amy Loprinzi, Jamal Johnson and Joan Pageau.

Administrative Professionals Appreciation Breakfast ~ April 24th

TCNJ's expression of appreciation for Administrative Professionals will take place on April 24th. Invitations have gone out in the "E" mail. We very much look forward to spending a fun, interesting and enjoyable morning celebrating *you!* If you missed your invitation, or with questions about the event, please contact Yvonne Catino at catinoy@tcnj.edu

Take Our Daughters and Sons to Work Day ~ April 25th

Take Our Daughters and Sons to Work Day is a national day that enables children a glimpse into what happens when parents go off to work, an understanding of the concept of work-life balance and to experience, firsthand, the work parents perform outside of the home.



Please check with your manager to make arrangements to bring your children to work for the day.

On-site Lactation Facilities

TCNJ is dedicated to ensuring that nursing mothers have available spaces in which breast milk may be comfortably expressed. These locations, known as lactation rooms, are available to all TCNJ students, faculty, staff and campus visitors who need a private lactation space. Lactation rooms are available across campus and are open on the days and times as follows:

STEM Building Room 209: Monday through Friday from 7:00 a.m. – 12:00 a.m.

Education Building Room BS2: Monday through Friday from 7:00 a.m. – 12:00 a.m. and Saturday and Sundays from 7:00 a.m. to 7:00 p.m.

Green Hall - Mamava Pod (lower level): Monday through Friday from 6:00 a.m. - 6:30 p.m.

Please direct questions about lactation facilities to Krystal Corbett at corbettk@tcnj.edu.

YESS Portal will be Down April 12 through April 14th: Tax Deadline is April 15, 2019

Due to a scheduled systems upgrade, the YESS Portal will be unavailable beginning April 12th through April 14th. Should you require a copy of your 2018 W-2 form, access YESS here: <https://yess.tcnj.edu:7552/psp/hrtcnj/> to print your tax document *prior to April 12th*. Questions about this may be directed to Kimberly Woods via email at woodski@tcnj.edu.



Office of HUMAN RESOURCES NEWSLETTER



April 2019

Anti-Violence Initiatives: Day to End Rape Culture Event ~ April 9th

With the goal to empower and educate students, TCNJ's Office of Anti-Violence Initiatives provides counseling and advocacy, and leads violence prevention efforts. *A Day to End Rape Culture* is a collaboration between various student groups, faculty, staff, and campus organizations to educate the community about rape culture through interactive presentations. During the expo-style event, students will present on certain aspects of rape culture and will facilitate rich discussions with peers, staff and faculty. Please attend, and bring your colleagues on April 9th to the Brower Student Center, room 100 between 10:00 a.m. and 2:00 p.m.



New Employees in April

Please join us in welcoming the newest staff members to the TCNJ community! They are: Jon Cochran, Human Resources and Maritza McGraw, Facilities Operations

Understanding Social Security ~ April 30th



A representative from the Social Security Administration will be on campus to offer tips and information aimed at helping you to figure out when the best time to retire could be, given your individual circumstances.

Topics of discussion will be: Early vs. delayed retirement; Auxiliary benefits; Spousal/Survivor benefits; and How to access your account online.

This is always a well-attended program and "sells out" quickly. To register, click [here](#). With questions

about the workshop contact Samantha Szakacs at szakacss@tcnj.edu

Learning & Professional Development

Check out the April Learning & Development Series. To learn more and to register, please view the [L&D calendar](#).

- Retirement Life Planning, 4/2
- Pillars of Performance Management, 4/9
- Your Supplemental Retirement Plan Options at TCNJ 4/12
- Social Styles at Work, 4/16
- Conducting an Effective 1:1, 4/26

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 apply for positions within minutes. To learn about current job vacancies please check TCNJ's [Current Openings](#).

TCNJ 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](#)