



Office of HUMAN RESOURCES NEWSLETTER



June 2019

***New!* TCNJ Will Be Closed on July 5th**

President Foster has informed the community that Friday, July 5th will be added to the calendar as a day off for the campus and all administrative offices.

CWA Medical Plan Changes Go into Effect

A new medical plan for CWA employees becomes effective on July 1, 2019

- CWA Unity DIRECT will replace NJ DIRECT 15, 15/25, 20/30, 20/35
- CWA Unity Freedom will replace Aetna Freedom 15, 15/25, 20/30, 20/35

Medical plans that will remain unchanged and will continue to be offered are the HMO Plan, Tiered Network Plan and the High Deductible Health Plan (HDHP). For more information please visit: <https://cwanj.org/2019contract/>

CWA employees who wish to select another plan will be able to do so during the annual open enrollment period. Open enrollment will occur in October 2019. Any changes made during open enrollment will become effective January 1, 2020.

Oracle Cloud: Change is Coming!



of us complete our day-to-day responsibilities.

Last month we announced that Oracle Cloud will be deployed in January 2020, and will transform TCNJ operations and how many

HCM Cloud will enable a centralized system whereby HR will deliver an enhanced employee self-service dashboard, improved absence tracking, expedited approval processes, online performance evaluations for certain employees and improved turnaround time on reporting.

One exciting function of the HCM Cloud is the employee self-service dashboard. Think of a dashboard like the home page on your internet browser. Employees will be able to customize their home page to include links to websites, documents, and reports, but will also be able to view reports, alerts and action items. It is, essentially, a one stop page, allowing you to quickly locate links and web pages that you search for on a frequent basis.

The new Payroll module being implemented as part of the Oracle Cloud rollout will be more streamlined and intuitive for both the administrative staff processing payroll and the campus community.

Another benefit of the Cloud will be automatic updates related to taxes and other governmental changes, thereby furthering the reduction in administrative time and effort. End users will still have a lot of the same functionality as is currently offered through Self-Service in a clean and easily navigable interface that will serve as a one-stop-shop for all employee needs. All of these updates and integrations are meant to decrease compliance risk while providing timely and accurate payroll for everyone in the TCNJ community.

Starting in August, HR and Finance will be hosting a series of workshops to assist in the transition from current systems to Oracle Cloud. Dates will be announced in July and will be published on the



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Oracle Cloud Project website. Some of the workshops will include:

- Change is Coming: An Overview of HCM Cloud
- The Weather Forecast: How HCM Cloud Will Impact You?
- What's Your Change Style?
- Embracing Change: What to Expect

Welcome New TCNJ Employees

Please join us in welcoming the newest members of the TCNJ community!

Ariane Bruno, Off-Site Graduate Programs; Christine Buber, Development & Alumni Engagement; Michelle Forbes, Residential Education & Housing; Phillip Kruitwagen, Facilities; Chanelle Lester, School of Business and Mark Wisniewski, Facilities.

TCNJ's Newest Police Officers



Join us in congratulating TCNJ's newest officers! They are Kevin Cullen, Ryan Fratz, and Kyle Pukenas.

Penn Medicine Princeton Employee Assistance Program

TCNJ offers employees and their eligible family members an employee assistance program. The

EAP offers support for employees in resolving issues including, but not limited to:

Alcohol and/or drug problems, mental health and emotional concerns, legal and financial issues, relationship problems and stress management.

In addition to counseling, a 30 minute free legal consultation with an attorney is available; and, employees also have access to free financial consultations with a financial professional.

To contact the EAP, please call 1.800.527.0035 to speak with a clinician.

All interactions with the EAP are confidential.

Learning & Professional Development

As we near the end of the fiscal year, supervisors have performance reviews (PARs) due for CWA/IFPTE staff.

To assist supervisors in creating effective PARs, Learning & Development offers multiple sessions on how to complete a productive FINAL PAR as well as how to create effective expectations and criteria. This is the first step and a vital key to ensuring high performance. Be sure to bring your laptop, notes, forms and anything else you need to complete PARs for your supervisees.

You may register for the following sessions here: <https://hr.tcnj.edu/2019-ld-calendar/>

- Writing a FINAL PAR Evaluation, June 4 or 6
- Writing Effective PAR Expectations and Criteria, June 25 or 27