



Office of HUMAN RESOURCES NEWSLETTER



July 2019: Special Edition

From Hire to Retire: The Promise of Oracle HCM Cloud



Standardized end-to-end processes... Clear roles and responsibilities... Consistent employee experiences

The Office of Human Resources invites YOU to collaborate with us as we implement Oracle Human Capital Management Cloud. In 2020, each and every one of us will get to know, firsthand, HCM Cloud as a one-stop replacement for many of the processes and procedures in place today.

How Will HCM Cloud Affect Me, You Ask?

Some of the changes to current processes include:

- * The Cloud absence module will replace Softtime Online. Each time you wish to schedule any type of paid time off, you will do so through the HCM Cloud.
- * The applicant tracking system will be more robust, most paper processes become extinct, and everyone who has a role in hiring temporary, or supplemental, or regular staff, or full time faculty, or adjunct faculty, or *students* will learn how to leverage the new Taleo recruiting and onboarding portal.
- * Employees will enter, and supervisors will approve overtime and compensatory time in the Cloud.
- * Performance management and performance evaluations will be tracked in the Cloud. Employees and their supervisors will have a repository for important and pertinent job related information and will have access to performance evaluations, both current and past, with the click of a button on the self-service menu.

We Want YOU to Become a Change Champion!

Change champions should:

- * Be open to feedback, new ideas... and creativity helps. Are you an “out of the box” thinker?
- * Embrace change, think critically, and be open to new circumstances, situations and forward movement
- * Know TCNJ, how the organization works, our culture, challenges and strengths
- * Be a risk taker and recognize that we can identify that which is imperfect, then build upon it as a learning opportunity
- * Welcome problem solving and removing barriers, while at the same time creating supports for the change

To learn more about the Change Champion role or to volunteer, click here: [**BE CALM: LEAD THE CHANGE**](#)

Human Resources: Building Foundations, Creating a Unified Community



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R. Barbara Gitenstein Staff Senate Governance Award

The 2019 award winner of the R. Barbara Gitenstein Staff Senate Governance Award is Devon DiBella!

The R. Barbara Gitenstein Staff Senate Governance Award acknowledges the Staff Senator who is recognized by peers as having contributed with tremendous effort, focus and commitment to facilitate and ensure that TCNJ's governance process is successful.



Shared Governance at TCNJ is a process, authorized by the Board of Trustees, designed to promote efficiency and facilitate the work of the College in achieving its institutional mission and goals. The structure is intended to support the president and other cabinet members by providing an organized forum for all stakeholder and constituency groups to become informed about issues and to influence the decision-making process.

Summer Outings for Staff Members

In keeping with TCNJ's tradition during the summer, each department has an opportunity to schedule a staff picnic or outing between the hours of noon and 4:30



p.m. All summer outings are required to be scheduled by August 30th. Be sure to coordinate phone coverage for your office during a scheduled outing, make arrangements with an alternate office for

coverage and send an email to hr@tcnj.edu with the date your office will be closed.

Offices that wish to have some great summer fun and great eats right here at TCNJ might consider [Sodexo at TCNJ](#) for your catering needs.

Energy Program Extended Work Day

On Monday, July 8th, we will begin the extended work day program. Employees will work an extended schedule Monday through Thursday and will have Friday off for six consecutive weeks. An extended day would typically be eight hours and forty-five minutes for employees on a 35 hour per week work schedule and 10 hours per day for employees on a 40 hour per week work schedule.

Softtime Online

During the extended work day program, employees who take off a day should drag and drop the respective time off icon onto your calendar. With questions about how to navigate the softtime portal, please contact Trisha King at kingt@tcnj.edu.

TCNJ Is a Honey Brook Organic Farm Drop Off Location

Honey Brook Organic Farm delivers Boxed Shares of the Community Supported Agriculture program to TCNJ! The drop off is at the Administrative Services Building in front of the Human Resources entrance every Thursday from 3:00 pm until 7:00 pm. Boxed Share members receive an assortment of seasonal, fresh vegetables, fruits and herbs during the harvest season in exchange for a membership fee. The farm's produce is grown on certified organic fields in central NJ. Pick your own privileges for a share of crops.



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To sign up, please visit:

<http://honeybrookorganicfarm.com/boxed-shares>

New Hires

Welcome new TCNJ staff members!

Steven Rudenstein, Development and Alumni Engagement ; Jasmine Kelly, Psychology; Briana Fleming, Health and Wellness; Gina Marano, Center for Student Success; Joanne Gibison, Engineering; Althia Muse, Academic Affairs; Melissa Chessler, Physics; Caitlin Babcock, Student Affairs

Service Awards

TCNJ Service Awards recognition dinners occurred throughout the month of June. Employees with anniversaries at 50, 35, 20, 15, 10 and 5 years of service were recognized and celebrated during a lovely evening hosted by President Kate Foster.



To view photos taken at the awards ceremonies, click here: [Service Award Recipients](#)

Penn Medicine Princeton Employee Assistance Program

TCNJ offers employees and their eligible family members an employee assistance program through Penn Medicine Princeton. 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
- Stress management

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

Learning & Professional Development: General

Understanding the psychology of communicating and receiving feedback can make or break the success of a difficult conversation for the deliverer of the feedback, or for the recipient of the feedback. Join us to learn the “what” and “how” associated with effectively delivering and receiving feedback. The session will address what happens to your brain when you receive feedback, the difference between communication styles, redirection and reinforcement, and identifying a growth mindset. This session is open to everyone.

[Feedback for Optimal Performance](#) will take place on August 6th. You may register through the Learning & Development calendar located here: [Optimizing Feedback Workshop](#)

Learn & Professional Development: Oracle Cloud

Our first Oracle Cloud L&D session is an informational overview of how the Cloud will impact some aspects of your employment at TCNJ. We will discuss what the Cloud is, why we need it, how it might impact your work, and what HR will do to support the transition. This session is open to everyone.

[Oracle Cloud 2020 - A Change is Coming!](#) is scheduled for August 8th. This is the first of five workshops that will address how change impacts each of us. To attend, register here: [Oracle Cloud: Change - Module #1](#)