



Office of HUMAN RESOURCES NEWSLETTER



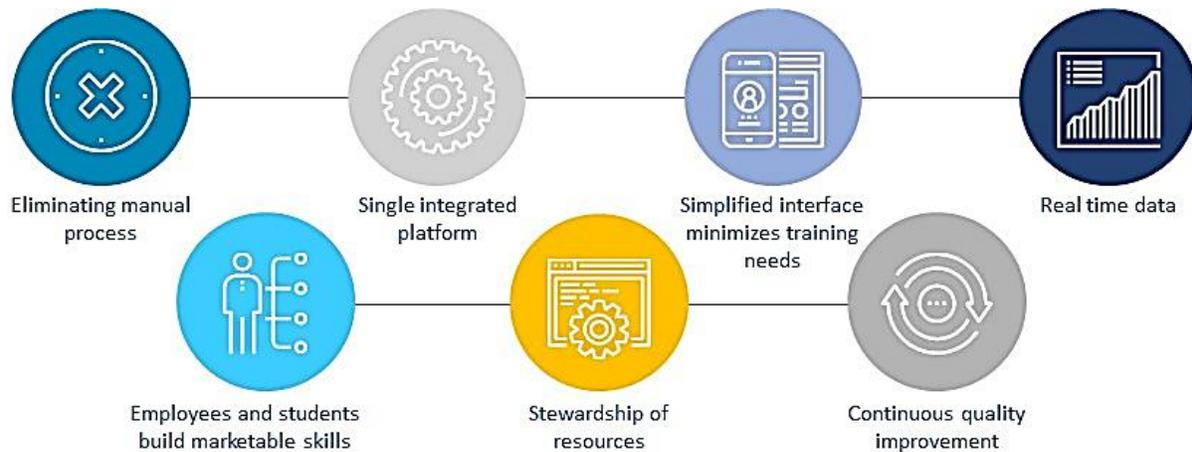
September 2019

Oracle Cloud Update!

The implementation of Oracle Cloud has entered the homestretch. If you aren't already aware, TCNJ will migrate to Oracle Cloud in January 2020, fulfilling a journey that began over a year and a half ago.

The Cloud will impact everyone – by design. Many of TCNJ's Finance, Budgeting, and Human Resources paper processes will be automated, providing for a modern, efficient, improved and "future proof" interface.

Oracle Cloud: ONE SYSTEM



The change management team is here to support you through this transformational period via coordination and facilitation of training, learning and development opportunities. Please check out the project management website for more specific information: [Cloud Project Learning Sessions](#)



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Annual Employee Benefits Fair

The annual health insurance open enrollment period will begin on October 1, 2019 through October 31, 2019.

On Wednesday, October 16, 2019, HR will host the Annual Benefits Fair from 9:00 am to 1:00 pm in the Brower Student Center. Join us to speak with representatives from insurance carriers, retirement plan vendors, financial institutions, an organic home delivery service, and more!

Get Your Free Flu Shot

TCNJ has partnered with Walgreens Pharmacy again this year to offer a FREE onsite Flu Clinic during the Benefits Fair.

In order to receive a flu shot, you need to bring your health insurance card and proof of identification. You will need to sign a consent form on the day of the event.



To register, click this link: [I want a flu shot](#)

2019-2020 Performance Evaluation Cycles Have Begun

Performance management is an ongoing process that is dependent upon regular engagement between the supervisor and the employee. Human Resources is available to assist supervisors navigate the performance management process throughout the evaluation cycle.

Below is important performance evaluation rating cycle information:

CWA/IFPTE/PBA/NJLESA (PAR) Staff Performance Evaluations

The 2019-2020 PAR evaluation rating cycle began on July 1, 2019. To view the timeline click here: [2019-2020 Performance Assessment Review \(PAR\) Schedule](#)

AFT Staff (Non-Faculty) Performance Evaluations

The 2019-2020 AFT staff evaluation cycle began on September 1, 2019, and will end on August 31, 2020. The evaluation cycle timeline may be found here: [AFT Staff Performance Management Timeline](#) Contact Trisha King to learn more at kingt@tcnj.edu.

New Employees

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

Danny Fessler, Facilities; Eun Lee, CELR Center; Chelsea Lebo, Nursing; Destiny De La Rosa, Bonner Institute; Matthew Carvin, Electrical Shop; Tyler McGillan, Campus Police; Adam Holsten, Communications, Marketing, & Brand Management; Michael Rivera, Library



2019 Vacation Time

As the calendar year end looms, consider reviewing your time off balances in the Softtime Online portal, and scheduling remaining vacation and administrative leave days. Log in here: [Softtime Portal](#)



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Keep in mind that carry over of vacation time to the 2020 calendar year is limited to the equivalent of one year of your vacation time allotment.

Employees who have worked/will work every Energy Leave Holiday will have ½ day available to take off and should schedule the ½ day prior to the end of the calendar year.

Administrative leave may not be carried over to 2020. This means that your administrative leave balance as of December 31, 2019, is lost effective January 1, 2020. You will receive a new allotment of administrative leave on January 1, 2020.

Wellness@TCNJ



Attention Faculty, Staff, & Students: did you know you have access to a variety of group fitness classes here on campus? The cost is only \$25 for the semester. Classes offered include Zumba, Cycling, Yoga, Pilates, Kickboxing and more. Click [here](#) to view the full group class schedule.

Visit [Group Fitness Membership](#) to complete the Group Membership Form and download the Athleto App to reserve your spot in classes!

Careers@ TCNJ

New jobs are posted on the internal careers site on a regular basis. Have you created a profile? Consider checking the site once or twice each week to learn about new and exciting opportunities. To see current openings, click here: [Current Job Openings](#).

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. To learn more: [Promotional Job Announcements](#)

B&N Bookstore at Campus Town

Take your employee ID to Barnes and Noble to enjoy 10% off your purchase! Every Tuesday the B&N Café offers 50% off sandwiches.

Learning & Development

On September 10th we're hosting "Cloud 2020: The Weather Forecast" from 9:30-10:15 AM. This is the second session in a series of 5 that addresses how the Cloud will change the campus and your role. We will discuss in more specificity which areas will be impacted, how they will be impacted, and why it matters. Please click [here](#) to register for this session.

Welcome Back to School from HR to YOU!

