



## Office of HUMAN RESOURCES NEWSLETTER



### December 2019 Edition

#### **Helen Shaw Staff Excellence and Special Achievement Awards**

The Helen Shaw Staff Special Achievement Award was established by the Helen Shaw Endowment as a memorial in honor of Helen Shaw, Class of 1936. The award recognizes the essential role TCNJ staff members play as full partners in the College's educational process and institutional activities, and acknowledges staff commitment to varied models of excellence.

Join us in congratulating the 2019 Helen Shaw Award Winners!

**Residential Education's Residence Director Team:** Alex Wehrenberg, Brenelle Tyus, Joe McQuoid, Hannah Yohe, Quindell Moore and Chelsea Gonzalez

**SLATE Implementation Team:** Stephen Tomkiel, Matthew Middleton and Michael Ellard

**Kathleen Richardson**, assistant to the dean of the School of the Arts and Communication



#### **Winter Break 2019**

The first day of winter break is Monday, December 23<sup>rd</sup>. Administrative offices re-open on January 2, 2020.

#### **Vacation Time & Carry-over Limits**

As we come to the end of the year, consider reviewing your time off balances in the [SoftTime Portal](#), and scheduling remaining vacation and administrative leave days. To learn more, you may review time off policies here: [Unclassified Employees](#) or here: [Classified Employees](#)

#### **2020 Holiday Schedule**

The Human Resources website has been updated with the 2020 holiday calendar:

[Holidays, Summer Closures & Winter Break](#)

#### **New Jersey Employees Charitable Campaign**

The NJECC provides crucial funding to more than 800 participating charities that assist the State's most vulnerable citizens. The NJECC campaign is happening now and will continue until December 31, 2019. Year-after-year, your generous donations provide vital assistance to thousands of New Jersey citizens who otherwise have little or no resources.

To make an online donation please visit: [www.charities.org/NJECC](http://www.charities.org/NJECC) Alternately, you may request a paper pledge form from the office of Human Resources [hr@tcnj.edu](mailto:hr@tcnj.edu) by December 20, 2019. We hope you will participate in the campaign this year!

#### **Welcome to New TCNJ Employees!**

Please join us as we welcome TCNJ's newest staff members: Shannon Conklin, Meaghan Resta, and Marvin Carter.



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### Oracle Cloud 2020

TCNJ's large scale technology implementation is coming to fruition. On January 3, 2020, we will go live with Oracle Cloud.

#### Human Capital Management (HCM) Cloud

Many of TCNJ's HR paper processes, and those that are currently located in YESS, will be automated through an online self-service dashboard in Cloud.

The Office of Human Resources is providing resources to support you through this transformational period. Following are some current activities:

Recruitment training begins on **December 4**, and targeted events and trainings are scheduled beginning **December 5**.

#### HCM Cloud Previews

HR is hosting previews of the HCM Cloud. Those who participate will learn how to navigate the Cloud dashboard, and will generally get a feel for the system. Dates and times are:

December 5, EDU 115, 12:30 pm -1:30 pm

December 9, EDU 115, 9:00 am-10:00 am

December 9, EDU 115, 2:00 pm-3:00 pm

A complete list of HCM Cloud events and trainings, may be found here: [HCM Cloud Updates and Training Sessions](#)

#### Cloud 2020: Embracing Change

Implementing the College's goals requires change, yet most employees initially resist doing things differently from what they are accustomed to. This last session on change management will culminate in synthesizing previous sessions into a plan for you. We'll review what is considered "normal", the application of grief to change, building "personal hardiness" and working your plan when change happens to you. To register: [Embracing Change Workshop](#)

***Wishing you a safe and healthy winter break, and a Happy New Year!***

