



## Office of HUMAN RESOURCES NEWSLETTER



### January 2020 Edition

#### **New Jersey Employees Charitable Campaign is Extended**

The NJECC provides crucial funding to more than 800 participating charities that assist New Jersey's most vulnerable citizens. The deadline to contribute to the NJECC campaign has been extended until January 15, 2020.

To make an online donation, visit: [www.charities.org/NJECC](http://www.charities.org/NJECC)

#### **Health Care Insurance Elections Take Effect**

Changes made during open enrollment became effective January 1, 2020. If you changed your medical, dental, or prescription drug plan, or you enrolled in a flexible spending account, and you have not received an identification card, please contact the Office of Human Resources at [lytlem@tcnj.edu](mailto:lytlem@tcnj.edu).

Employees who were covered by Aetna during 2019, and made no changes during open enrollment, are now enrolled in a comparable medical plan under Horizon Blue Cross Blue Shield. You should have received your new identification card in December 2019. If you have not received a new ID card, please contact the Office of Human Resources at [lytlem@tcnj.edu](mailto:lytlem@tcnj.edu).

Dental insurance carriers were not affected by the termination of the state of New Jersey's relationship with Aetna. Unless you made changes during open enrollment, your dental insurance is unchanged.

#### **Your Life Insurance Beneficiary**

The state of New Jersey Division of Pensions and Benefits is the only recordkeeper of your life insurance beneficiary designation. If you are unsure of your life insurance designation, or which to change your designation, we encourage you to submit a new [Life Insurance Beneficiary Designation Form](#) to the division of pensions and benefits. The Office of

Human Resources does not retain a copy of this important document.

#### *Alternate Benefit Program (ABP) Members*

Employees who are members of the Alternate Benefit Program (ABP) may obtain the form, here: [ABP/DCRP Beneficiary Designation Form](#) ABP members may opt to send their form directly to the state or, as a courtesy, you may send your form to the Office of Human Resources. In turn, we will hand deliver your document to the division of pensions and benefits.

#### *Public Employees Retirement System (PERS) & Police and Fireman's Retirement System Members*

Participants of the Public Employees Retirement System and Police and Fireman's Retirement System, must use the Member Benefits Online System (MBOS) to designate your beneficiary (ies). MBOS is an online tool to view and/or update beneficiary information. You may access MBOS, or register your account here: [MBOS Access](#)

#### **Voluntary Supplemental Tax Deferred Retirement Plan Savings Plans**

As an employee of The College of New Jersey, you have the opportunity to participate in a voluntary tax deferred savings plan. This means that the IRS allows you to voluntarily shelter a portion of your wages from federal income taxes while saving for retirement. Voluntary contributions supplement your mandatory retirement plan and your social security benefits.

There are two voluntary supplemental tax deferred plans:

- The Additional Contributions Tax-Sheltered Program (ACTS) is a plan permitted under section 403(b) of the IRS tax code.



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### January 2020 Edition

- New Jersey State Employees Deferred Compensation Plan (NJSEDCP) is a plan permitted under section 457(b) of the tax code.

The IRS contribution limit for a 403(b) and 457(b) account for an individual who is under age 50 is \$19,500. The total contribution limit for both plans is \$39,000.

The IRS contribution limit for a 403(b) and 457(b) account for an individual who is 50 or older\* is \$26,000. The total contribution limit for both plans is \$52,000.

*\*Plan participants who are or will turn 50 years of age during the calendar year are eligible to make catch-up contributions.*

#### **Voluntary Tax Deferred Retirement Plans: New Contribution Limits for 2020**

##### *Individuals under the Age of 50*

The IRS contribution limit for a 403(b) and 457(b) account for an individual who is under age 50 is \$19,500. The IRS maximum (total contribution) limit for 403(b) and 457(b) plans is \$39,000.

##### *Individuals Age 50 or Older*

The IRS contribution limit for a 403(b) and 457(b) account for an individual who is 50 or older is \$26,000. The IRS maximum (total contribution) limit for 403(b) and 457(b) plans is \$52,000.

Employees age 50 or older who are currently contributing at the maximum limit and wish to keep elections the same are not required to take any action.

Employees who are contributing to a savings plan and would like to make changes to their current provider, election amount and/or allocation, should contact [kaurs@tcnj.edu](mailto:kaurs@tcnj.edu) for assistance.

#### **NJM Insurance Group to Offer Virtual Insurance Quotes**

NJM Insurance Group, a regional insurance carrier with a national reputation for outstanding customer and claims satisfaction based entirely on policyholder feedback, is offering phone appointments. You'll have the opportunity to speak with Dana Rodriguez about auto, home, condo, renters, or umbrella insurance and receive quotations.

New Jersey and Pennsylvania residents are eligible to apply! Please schedule an appointment in advance at <https://tcnjvirtual.timetap.com/>





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#### Oracle Cloud Launched on January 3, 2020!

On behalf of Dr. Gregory Pogue, the Office of Human Resources is excited to enter 2020 with HCM Cloud, an array of technologies designed to eliminate paper processes and redundancies, streamline procedures and increase productivity. We wish to express our appreciation to the human resources team, HCM Change Champions, the executive sponsors, business unit leaders, project managers, and functional experts who partnered, participated, advised and assisted us to achieve this feat.

#### Taleo 2020

Taleo 2020 is ready to accept hiring requests. This robust recruitment vehicle will be used for staff, faculty, grant, adjunct faculty, temporary and student recruitment and hiring. All hiring managers who had a requisition in a "posted" status in the prior recruitment system will see their requisition details in Taleo 2020 on the Recruiting Dashboard. An HR Recruiter will be in contact with you shortly to discuss accessing candidate application materials.

#### HR Delivers HCM Cloud Training

To view the training schedule, please click here: [Oracle HCM Training Calendar](#). In addition to the training schedule we have provided helpful tools such as FAQs, video tutorials and step-by-step user guides.

HR is delivering virtual training on how to locate and update your personal information. To participate in virtual training, view the calendar for a virtual training time and click this link: [Oracle HCM Virtual Training Session](#) on that day and time. It is not necessary to register for a virtual session. Just click the link at the appropriate time, right at your desk, and you will join the training event. You may also opt to view a virtual training session from a conference room along with others in your business unit.

- To learn how to navigate in HCM Cloud self-service, watch the [Basics video tutorial](#).
- To participate in an instructor led, live training session, arrive at the training location as indicated on the calendar. The training calendar will be updated periodically so consider checking back often.
- To request customized training for a group, please contact an HR colleague as indicated later in this communication.

#### Access the HCM Cloud

We need each and every one of you to log on to the HCM Cloud in order to ensure the accuracy of your personal details. This includes demographic details, contact information, and family and emergency contacts. To complete this process, we encourage you to join us for a virtual training session. Access to the HCM Cloud is through <https://edrm.login.us2.oraclecloud.com/> via the same username and password you enter to access your TCNJ email (also known as single sign on). The review and verification of your personal details must be completed by **January 27, 2020**.