



Office of HUMAN RESOURCES NEWSLETTER



November 2020

Health Benefits Open Enrollment Has Ended

The 2020 benefits open enrollment period ended on October 31. Changes to your medical and dental plan, and flexible spending account enrollments will be effective January 1, 2021.

HCM Cloud

Yesterday, the benefits administration and absence management modules were launched in the HCM Cloud. There has been a great deal of activity in the application with over 600 employee logins, over 200 absence requests and more than 90 individual submissions. We are thrilled about this level of engagement and look forward to rolling out the payroll and time and labor modules within a few weeks. Thank you for your feedback, questions and unbelievable interest thus far!

Question and Answer Sessions have been scheduled as indicated below. Registration is not required.

Join Zoom Meeting <https://tcnj.zoom.us/j/6076823483>

Meeting ID: 607 682 3483 Phone: 1 (646)558-8656 - 6076823483# US (New York)

Date and Time

November 10 at 10:30 a.m.

November 12 at 10:30 a.m.

November 13 at 12:00 p.m.

November 17 at 1:00 p.m.

Verify Your Personal Information in HCM Cloud

Please log onto Cloud and review your [Personal Details](#), [Contact Info](#) and [Family and Emergency Contacts](#). Follow these steps: [Updating Your Personal Information](#), or to view the video: [How to Update Cloud Employee Self Service Information](#)

Vacation Roll Over

The end of the year is less than two months away! Consider scheduling your remaining vacation and administrative leave days. Keep in mind that administrative leave may not be carried over. Any administrative leave not taken by December 31, will be lost.

Due to the COVID-19 pandemic during which travel restrictions and lifestyle constraints have been imposed, TCNJ's Cabinet members made the decision to permit any employee who has accrued and unused vacation time beyond the one year carry over policy limit, to carry over a maximum of five *additional* days to the 2021 calendar year.



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No action on your part will be required to receive credit for up to five (5) additional unused vacation days. The additional time will automatically be applied in the HCM Cloud.

To learn more about your vacation leave entitlement you may review paid time off policies here: [Paid Time Off Policy for Classified Employees](#) or [Paid Time Off Policy for Unclassified Employees](#)

Extended Winter Break

Several months ago, President Foster and TCNJ's Cabinet informed our community that three days would be added to the winter break schedule. This means that winter break will begin on December 21 and will end on January 1, 2021. We will return to regular business hours, and administrative offices will reopen on January 4, 2021.

Please take a moment to thank your Vice President and President Foster for the kindness and consideration that has been extended to our community.

2021 Holiday Schedule

The 2021 holiday schedule has been posted on the HR website.

Step Progression and Bargaining Unit Contracts

Employees in the IFPTE, CWA and AFT bargaining units continue to be eligible for a step increase on your anniversary date, consistent with your respective bargaining unit contract. Across-the-board increases were deferred in July 2020, but step increases have not been impacted. Questions about this should be directed to Jon Cochran at cochranj@tcnj.edu or Kimberly Woods as woodski@tcnj.edu.

Employee Assistance Program

We want to remind you that you and your adult household members have access to Penn Medicine Princeton Employee Assistance Program (EAP) services. The services are free, confidential and available via telehealth. The EAP will work with you to provide barrier-free access to services that you can obtain via your computer or mobile device.

Access to new work/life services, with thousands of up-to-date, topic-related articles, videos, podcasts, calculators, interactive checklists, webinars, and more related to: Financial & Legal Matters; Child Care & Education; Eldercare; Health & Wellness; Everyday Living and more. You can create an account at:

PennMedicineEAP.MyLifeExpert.com and use company code PR046.

To access services, call the EAP directly at **1.800.527.0035**. Your call and all appointments are made with the EAP.