



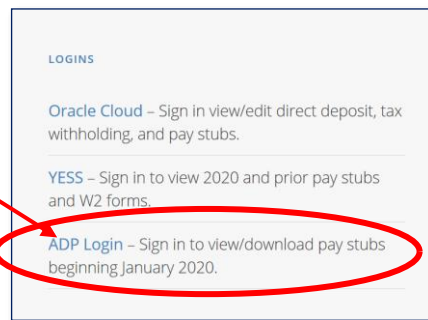
## Office of HUMAN RESOURCES NEWSLETTER



### February 2021 Edition

#### 2020 Tax Year Form W-2 is Available on the ADP Platform

Your Form W-2 may be viewed and downloaded from the payroll website: <https://payroll.tcnj.edu/>



#### 2021 Interim Performance Assessment Review (PAR) for Classified Employees

Supervisors of classified employees (CWA, IFPTE, PBA) should log onto the HCM Cloud to complete: [The PAR](#).

#### 2020 Non Unit Performance Evaluation

The electronic 2020 Non Unit Performance Evaluation form will be available within the coming days in the HCM Cloud. Once launched, we will notify the community.

#### Recruitment and Hiring for Staff and Faculty

Zoom webinar meetings have been scheduled for those with ownership of any component of the recruiting and hiring process. During the sessions we will provide an overview of recruiting and hiring steps, followed by time for questions and answers. More information about recruitment and hiring via the applicant tracking system, Taleo, is here: [Recruitment Processes in Taleo](#)

#### Recruitment and Hiring for Student Employees

Instructional webinars and process guides have been developed for student employee hiring managers and student applicants. To learn more, view the website here: [Job Application Process for Students](#)

#### Time and Labor Module in the HCM Cloud

Supervisors of student employees have begun to learn the new processes for reviewing and approving hours worked in the time and labor module. Tutorials, job aids and instructional videos may be found here: [Time & Labor Job Aids](#)



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#### **On-site COVID-19 Testing**

All employees are eligible for testing and may register for the on-site COVID-19 testing program; we strongly encourage voluntary testing for all employees who come to campus. Employees who are subject to the mandatory testing requirement under the COVID-19 Testing Special Requirements include AFT faculty, AFT staff, police lieutenants, and non-unit staff. Testing is available, by appointment, during the following times: Monday, Tuesday, Thursday: 8 a.m.–4 p.m., Wednesday: 9 a.m.–6:30 p.m., and Friday: 7 a.m.–noon.

#### **Exemption from the COVID-19 Testing Requirement**

Employees who previously tested positive for COVID-19 have a 90 day temporary exemption from testing. The 90 days are counted from the day the test was administered. Documentation of your positive test result must contain: your full name, date test was administered and the test result. In order to be added to the temporary exemption list, kindly email your positive test result documentation to: [covid-documentation-group@tcnj.edu](mailto:covid-documentation-group@tcnj.edu)

#### **Your Health and Wellness**

##### ***February is American Heart Month***

Horizon Blue Cross Blue Shield is offering several webinars during the month. To learn more visit [Wellness Webinars](#):

[Know Your ABCs: A1C, Blood Pressure & Cholesterol](#): Wednesday, February 10, 12 p.m. - 1 p.m.

[At the Heart of Health](#): Tuesday, February 16, 2 p.m. - 3 p.m.

[Your Gut: The Key to Your Health](#): Friday, February 19, 4 p.m. - 5 p.m.

[Eating for a Healthy Heart](#): Thursday, February 25, 12 p.m. - 1 p.m.

##### ***Naturally Slim: A New Weight Loss Program through Horizon Blue Cross Blue Shield***



Naturally Slim is a digital weight loss program, developed and taught by leading scientists and doctors with your lifestyle in mind. With Naturally Slim, you'll learn how to: Eat what you want and lose weight; Be resilient in the midst of stress; and, Create and protect your sleep schedule. Apply by February 12, 2021, for the program that starts March 1, 2021. To apply for the program: [Naturally Slim](#)