



## Office of HUMAN RESOURCES NEWSLETTER



### May 2021 Edition

#### ***NEW!* Flexible Spending Account Changes**

In response to IRS Notice 2021-15 [ADDITIONAL RELIEF FOR CORONAVIRUS DISEASE \(COVID-19\) GUIDANCE UNDER § 125 CAFETERIA PLANS](#), the New Jersey Tax\$ave Flexible Spending Account (FSA) is making changes to Plan Year 2020 and Plan Year 2021 requirements and processes. For information about how the changes may affect you, view the HR Health Benefits site here: [FSA Changes](#)

#### **Provide Proof of Your COVID-19 Vaccination**

Employees who have been fully vaccinated against the COVID-19 virus may submit proof of vaccination by updating your Oracle Cloud account. Directions to complete the process are here: [COVID-19 Vaccination Reporting Instructions](#)

#### **Horizon Blue Cross Blue Shield Health Plan Update**

Horizon Blue Cross Blue Shield of New Jersey (Horizon BCBSNJ) is committed to helping you get the care you need, when you need it. You will *not pay* for:

- The [COVID-19 vaccine](#)
- [Inpatient and outpatient](#) treatment from an in-network doctor or facility when the primary diagnosis is COVID-19, through June 30, 2021
- [COVID-19 testing](#) when ordered by your doctor
- Telemedicine through [Horizon CareOnline](#) or your in-network doctor for routine care, therapy and behavioral health care

Take the time to bring balance to your life. Consider attending these May webinars; topics will cover at-home fitness classes, along with managing personal and financial stress. Simply click on the title to register. Space is limited.

[Managing Stress Through Meditation](#), Wednesday, May 12, 12 p.m. - 1 p.m.

Feeling too stressed to meditate? When you're tense and frazzled, meditation can have a significant impact. During this webinar you will learn strategies to calm your mind; all you need to do is dial in, listen, relax and enjoy!

[Virtual Fitness](#), Monday, May 17, 2 p.m. - 3 p.m.

Who says you need a gym membership to stay fit! In this class, to keep you healthy, you will learn fun and interactive routines that can be done in three or five minutes during the day.

[Basic Banking and Banking Tips](#), Friday, May 21, 12 p.m. - 1 p.m.

Learn all aspects of banking, including financial products, services and procedures and their effect on managing your money.



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[Chair Yoga](#), Tuesday, May 25, 1 p.m. - 2 p.m.

Take time to calm your mind and lower stress levels during these uncertain times with our webinar on chair yoga you can enjoy at home.

For a list of recorded webinars, please visit <https://www.horizonblue.com/shbp/njwell/njwell-webinars>.

#### **PennMedicine Princeton Health Employee Assistance Program (EAP)**

Penn Medicine Princeton Health Employee Assistance Program (EAP) provides a variety of services provided by highly skilled, licensed counselors. All TCNJ employees and your adult household members are eligible for services provided by the EAP to assist resolving: Alcohol and/or drug problems; Mental health and emotional concerns; Legal and financial issues; Relationship problems and Stress management.

Call 1.800.527.0035 to speak with a clinician. **All contact with the EAP program is confidential.**

#### **Energy Savings Program**

The Energy Savings Program is one of many well appreciated and valued benefits available to TCNJ staff. The program enables TCNJ to reduce energy costs by closing campus on Fridays during the months of May, June, July and August (nine Fridays), and during the last week of December. Beginning the last Friday in May, through the first week of July, employees enjoy a four day workweek (regular hours) with Friday as a day off.

Accrued energy leave will be applied to the following energy Fridays: May 28, June 11, June 25 and July 2.

Fridays, June 4 and July 9 are scheduled work days and employees are expected to report to work.

To learn more, click: [Energy Fridays and More](#)

#### **Recruiting and Hiring Guidance**

New recruiting and hiring information is being added regularly to the HR website. If you haven't viewed the website recently, take a moment to learn more: [Recruiting Resources and Guides](#)

#### **Onboarding at TCNJ**

Welcome to new TCNJ employees! The [Onboarding Experience](#) is TCNJ's website, designed to assist you during your first months of employment. The recruiter who worked with you during the hiring process will also check in with you periodically during your first months of employment. If you are a new employee and have questions, please contact HR at [HR@tcnj.edu](mailto:HR@tcnj.edu).