



Office of HUMAN RESOURCES NEWSLETTER



October 2021 Edition

AFT Professional Staff Performance Evaluation Cycle

AFT staff should complete your evaluation in the Oracle Cloud for the September 1, 2020 through August 31, 2021 performance cycle. We have updated the [AFT Staff Performance Management Site](#) with instructions and timelines.

HR has scheduled oracle cloud process overview sessions on October 7 at 9:30 a.m., and October 27 at 2:00 p.m. To join us: [AFT Performance Evaluation Steps in Oracle Cloud Video Meeting](#)

Benefits Open Enrollment for Plan Year 2022 Has Begun!

It's that wonderful time of year! The open enrollment period for benefits is from October 1 - 31, 2021. Open enrollment provides an opportunity to review your current benefit elections and to determine if your current program of benefits meets the needs of you and your family. Changes elected during the open enrollment period will become effective January 1, 2022. View the [Benefits Open Enrollment](#) site for more information.

The State of NJ has done an excellent job compiling all information regarding open enrollment in one concise and easy to access platform. There are no changes to the current health plans. If you are satisfied with your plan elections (health and/or dental), no action is required.

All enrollments/ changes must be completed online through BenefitSolver. Paper forms are no longer available. For more information, view the [Benefits Open Enrollment](#) site.

Flexible Spending Accounts (Tax\$ave)

Horizon MyWay is providing Flexible Spending Account information for plan year 2022. Enroll in one of four Horizon MyWay [live informational webinars](#) to learn more about the 2022 Tax\$ave Flexible Spending Accounts (FSA). If you are interested in participating for plan year 2022, you must enroll via the online portal: HorizonBlue.com/enrollfsa. Current elections for plan year 2021 **will not** automatically continue for 2022. An online application is needed to participate in plan year 2022.

TCNJ - HR Benefits Fair

Human Resources will be announcing times for you to virtually meet with some of our benefit vendors such as ABP, Prudential, etc. The HR Benefits Fair will be virtually hosted the week of October 11, 2021. A list of participating vendors and meeting links to be shared shortly.

TCNJ - Benefits Orientation

Human Resources will host a benefits orientation overview session on Wednesday, October 13, 2021 at 2pm, and on Friday, October 15, 2021 at 10 am. We hope you will join us.



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HR Benefits Open Enrollment

Wednesday, October 13 · 2:00 – 3:00pm

Google Meet joining info

Video call link: <https://meet.google.com/hvr-deaf-kds>

Or dial: (US) +1 541-876-6295 PIN: 138 155 963#

HR Open Enrollment

Friday, October 15 · 10:00 – 11:00am

Google Meet joining info

Video call link: <https://meet.google.com/qde-qctw-taf>

Or dial: (US) +1 304-595-0160 PIN: 547 766 593#

TCNJ Fall Flu Vaccination Clinics

Student Health has scheduled several flu clinics this autumn. More information will be shared when it is available. Clinic dates include:

- October 20 at 12:00 p.m. to 2:00 p.m. in the Education Building, Room 212
- November 17 at 12:00 p.m. to 2:00 p.m. in the Brower Student Center, Room 100 East

Information on the flu season may be found on the [CDC and Influenza Updates for 2021](#)

Recruitment Updates

Have questions regarding hiring? Human Resources Recruiters will host monthly Q&A meetings for hiring managers.

General Employment virtual meetings will be held the first Friday of each month from 12-1pm. To register, click here: [General Employment Questions Virtual Meeting](#)

Student Employment virtual meetings will be held the first Thursday of each month from 12-1pm. To register, click here: [Student Employment Questions Virtual Meeting](#)

New office location! Human Resources will be working out of Roscoe West Room 202E on Monday, Wednesday and Friday from 10am - 12pm. Feel free to stop by on these days and times with any questions or concerns **OR** visit the Human Resources office Monday-Friday from 8:30am-4:30pm.

Important note: new employees should schedule an appointment to complete I-9 documentation. To schedule an appointment click here: [New Employee I-9 Appointment](#).