



Office of HUMAN RESOURCES NEWSLETTER



November 2021

Health Benefits Open Enrollment Has Ended

The 2021 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, 2022.

President Foster Approves Campus Closure Dates

In recognition of your need to balance work, your home life and family, President Foster has directed that the TCNJ campus and all administrative offices will be closed on several upcoming dates to support your rejuvenation, restoration and self-care. Closure dates allow for an extension to the Thanksgiving holiday, the winter break, shortened workweeks during the academic winter break, an a day off during spring break. The dates are as follows: Wednesday, 11/24 (the day before Thanksgiving) and Thursday, 12/23 (the day before Christmas Eve day); January 7, January 14; and, March 18.

Note: Those who are required to work on any of these days due to their campus responsibilities will be granted compensatory time to be used on another date mutually agreed upon with their supervisor.

Vacation and Administrative Leave

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.

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](#)

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](#)



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2022 Holiday Schedule

The 2022 holiday schedule has been posted on the HR website, [2022 Holiday, Closures and Energy Leave Schedule](#)

Employee Assistance Program

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. 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**.

Get Your Free Flu Shot

Information on where you may obtain a free flu shot is here: [Horizon Blue Cross Flu Shot Locations](#)

Staff Senate Mental Health Council and Your Mental Wellbeing

The TCNJ Staff Senate Mental Health Council (SSMHC) supports mental wellness in a way that builds compassion and a community of support by making information, tools, and resources accessible to enhance overall mental wellbeing. Please take a few moments to view the website, here: [Mental Wellness Toolkit](#)

Free Money from NJWell

You are eligible to receive \$250 or more if you participate in NJWELL, the SHBP/SEHBP wellness program. You must complete the online health assessment to earn money. Just answer questions about your medical history and lifestyle habits to learn how to improve your current health.

Once you've completed the health assessment, and the other required activities, you'll get a Visa® Prepaid card worth \$250 or more.

Your covered spouse or partner can join NJWELL, too! [Sign in](#), select Wellness & Services and follow the NJWELL prompts. You'll land on My Health Manager. Select the health assessment prompt. [Learn more about the NJWELL health assessment.](#)