



## Office of HUMAN RESOURCES NEWSLETTER



### Editor's Note

To better inform you on matters that deal with employment we are making the following changes to the HR Newsletter:

1. **Publication Every Two Months:** Feedback we have received from the campus indicated that fewer newsletters with more relevant information would have more impact when read. This Jan/Feb edition is our first under this new format. We may also on occasion send out other notices when needed.
2. **Organizing the Layout:** Starting with the March/April newsletter we will organize the content, not by subject matter, but by their immediacy to you. Using a 30-60-90 day format we hope to focus your attention on those near term priorities.

We have some other ideas cooking that we hope will make your review of this document a more pleasant and informative experience.



### How to Find an HR Contact

We have revised the contact list on the TCNJ HR website so that you may contact the right person to respond to your interests. Please note the updated list and bookmark it on your browser. [HR Services and Support](#)

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### **Improved Form for Adjunct Hiring**

A new form has been developed to better manage contract revisions. For additional information please email Dilan Avci [avcid1@tcnj.edu](mailto:avcid1@tcnj.edu).

### **How about those Contingent Workers?**

Departments requesting that contingent workers have campus access can find [How To Add A Contingent Worker](#) instructions in Oracle Cloud on our web site.

### **Student Employment Enhancements**

We are pleased to announce enhancements have been made to better serve managers and students during the hiring process. Please check out the new [Student Employment](#) section on our web site. Additional information is forthcoming in the new Student Employment Newsletter.

### **Employment Related Virtual Q&A Sessions**

Human Resources is hosting a series of virtual Q&A sessions for employment related questions. [Here](#) is a list of sessions.

### **Performance Evaluation Notes**

The online Interim PAR forms were released on Friday, February 4. You can find the documentation on how to complete the process and the timeline [Here](#). Please contact Steve Gall - [galls@tcnj.edu](mailto:galls@tcnj.edu) - with any questions you may have on the process.

Non Unit Evaluations should be released on February 24 for employees to do their self-evaluations for the 2021 calendar year.



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### **COVID Booster Update**

TCNJ strongly recommends that employees receive a booster vaccination when eligible (5 months after the second Pfizer or Moderna vaccination, or 2 months after the single J&J vaccination). Employees who have received a booster shot may submit proof of vaccination by updating their employee documents in the Oracle Cloud portal. Directions to complete the process are here: [COVID-19 Booster Vaccination Reporting Instructions](#)

### **ROAR App Update for the vaccinated**

Fully vaccinated individuals do not need to complete the daily self-checkup before coming to campus as they will have an automatic green pass. The only time a fully vaccinated person should complete the daily self-checkup is if they begin to experience symptoms, have tested positive for COVID-19, or have been in close contact (within 6 feet for a total of 15 minutes or more over a 24 hour period) with a confirmed positive case.

### **ROAR App Update for the unvaccinated**

All individuals who are unvaccinated (this includes those who have an approved medical or religious exemption) and who come to campus are required to complete the daily self-checkup. Completion of this checkup helps the COVID Outreach Team monitor symptoms and determine whether contact tracing needs to occur. Once completed, you will get your health pass (green pass indicates being cleared, red pass indicates not cleared) for the day.

[Here](#) is the link to our HR webpage for more details.

### **COVID-19 Diagnostic Tests**

On January 10th, the Biden administration issued guidance requiring group health care plans and insurers to provide coverage of over-the-counter in-home COVID-19 diagnostic tests beginning January 15th. Members enrolled in the SHBP or SEHBP should visit [OptumRx](#) for information regarding where you can get a test kit, who is covered, and how you can submit a claim for reimbursement if you've paid out of pocket on or after January 15. Please see the New Jersey State website [Questions and Answers](#) for further inquiries.



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### **2022 Vacation and Sick Time**

Carryover and periodic accruals have been posted. Note these tutorials are available for instructions on how to record you time out of the office.

- [Absence Management Tutorial: Printable Version](#)
- [Absence Management Tutorial for Employees with Multiple Jobs: Video](#)
- [Absence Management Tutorial for Employees with Multiple Jobs – Printable Version](#)
- [Step-by-Step Process for Entering an Energy Holiday as a Day Off](#)
- [Steps to Enter an Energy Leave Day](#)
- [How to Assign a Delegate in the Absence Management Module](#)
- [How To View Your Team's Schedule](#)
- [How to View the Absence Balance of a Person You Supervise](#)

### **Personal, Contact and Emergency Contact Information**

Please ensure your contact information is current in Oracle Cloud. (Note, please confirm your work extension is current.) These tutorials are available for instruction.

- [Job Aid: Updating Your Personal Details](#)
- [Step-by-Step Tutorial: Updating Your Personal Information: Video](#)
- [Step-by-Step Guide for Updating Your Personal Information: Printable Version](#)

### **Holiday and Energy Leave Schedule**

Please note the [2022 Holiday and Energy Leave Schedule](#) can be found on the HR website. Please confirm any time you are out of the office with your supervisor and request time off via Oracle Cloud.

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### Message from Penn Medicine EAP

Penn Medicine EAP is thrilled to share our brand-new video showcasing **MyLifeExpert**. As an employee of The College of New Jersey, you and your family members will now have access to this unique resource. Watch the video to learn how easy it is to set up your member portal. Just click [here](#) to gain access to:

- Assessments and surveys from which you can launch targeted resource searches
- Podcasts, webinars and videos
- Calculators
- Discounts on thousands of brands and items. Checkout the brand-new savings scout!

It's easy to register! Just scan the QR code and use company code PR046 when you login. You can also download the app to your mobile device to have all of these amazing wellness resources.

Create your account at  
[PennMedicineEAP.MyLifeExpert.com](https://PennMedicineEAP.MyLifeExpert.com)

Scan Here to  
Download:



### Mental Health Services

TCNJ is partnering with DMHAS (Department of Mental Health and Addiction Services) to offer TCNJ Faculty and Staff FREE training in [Mental Health First Aid](#) and [QPR](#). These are programs geared towards increasing mental health awareness, identifying students in need of support, engaging students around issues of mental health and wellness, and making referrals to appropriate campus support services.

### Active Shooter Training

The Staff Senate's Staff Mental Health Council in coordination with Campus Police are sponsoring a one-hour training session for all staff and faculty members on Active Shooter and Situation Awareness. Director Bill Straniero will be leading the training followed by a Q&A. This event will take place this **Friday, February 11th @ 12:00 pm -1:00 pm** via Zoom. Reach out to your Staff Senator for details.

### Mindfulness Opportunities on Campus

The Center for Mindfulness and Compassion at TCNJ - Spring of 2022 – is offering [programs](#) for faculty and staff in person and online. This semester the Center will again focus on specific awareness skills that improve attention, focus and self-management and can be practiced in many “mindful moments” throughout the day.

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