



THE COLLEGE OF NEW JERSEY

OFFICE OF HUMAN RESOURCES

JANUARY NEWSLETTER

Welcome 2023!

Happy New Year from all of us at The College of New Jersey! Here's to making the most of 2023!

Taleo Enhancements

Taleo enhancements have been made. New user guides have been posted to the HR website on the Careers@TCNJ – [Recruitment and Hiring section](#).

A [schedule of virtual training sessions](#) can also be found on the web site. Please contact hr@tcnj.edu if you are interested in scheduling on-site training.

FEATURED Enhancements:

- Updated automatic data transfer from Taleo to Oracle Cloud, including: candidate personal information and job details such as position title, date of hire, employment eligibility date, salary, hiring manager, projected end date, etc.
- Created user defined fields for preferred name, country, rehire eligibility, contact sign date, and highest level of education.
- Removed the ability for hiring managers to create a requisition without a template, removed outdated templates, cleaned position codes, and created/updated instructions for requisition templates.
- Updated naming convention with description and updated approval workflow.
- Integrated position costing COA verification between Taleo and Oracle Cloud.
- Created assignment level costing report, which will automatically be sent to the payroll team when costing entries in HCM are required, i.e. projects, grants, and alternate costing details.

Vacation and Holiday Leave

Vacation, Administrative Leave, and Energy Leave

Vacation accruals for 2023 and carry over balances from 2022 have been updated.

- Please note: Energy Leave is frontloaded and viewable in Oracle Cloud. This means that the total energy leave that could be earned for the calendar year by working all energy holidays will be



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viewable as your energy leave balance. An employee who does not work on an energy holiday will need to report the day off via an “energy day not worked” absence request.

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 Request 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](#)

Holiday Schedule 2023

Please see the [2023 Holiday & Energy Leave Schedule](#), posted on the Office of Human Resources website.

- Upcoming energy leave days: February 13th and February 20th
- *If you do not work these days, please record the absence as described above in the "Step-by-Step Process for Entering an Energy Holiday as a Day Off."*

Health Benefits - 2023

Medical Plan Changes Effective January 1st

If you enrolled in a new plan and have not yet received your new member ID card, please refer to the [New Jersey State website](#), where you will find all the plan contacts and plan websites specific to your benefit selections for this year. Your plan’s representative will help you request your new member ID card and/or answer any questions you have on your medical coverage.

NJWELL

NJWELL is an employee wellness program designed to help employees live a healthy lifestyle. The goal of the program is to increase overall employee wellness and reward eligible employees and their covered spouses/partners for completing activities designed to promote healthy behaviors. To learn more visit: [NJWELL](#)



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HorizonbFit

You can earn \$20 a month for exercising when you enroll in HorizonbFit. Eligible health plan members at least 18 years of age can receive a \$20 incentive each month, [Enroll now!](#) You can earn up to \$240 per year in rewards.

To participate: Work out at home 12 or more days a month, record and submit the workout using the Fit-At-HomeSM feature on the ActiveFitTM app; or walk 10,000 steps a day at least 12 days a month; or visit one of 4,000 participating fitness facilities 12 or more times a month; or complete any combination of the above activities for at least 12 days a month.

Retirement Planning

Voluntary Supplemental Tax Deferred Retirement Savings Plans

You have the opportunity to participate in a voluntary supplemental tax deferred savings plan. This means that, to supplement your pension and social security benefits, the IRS allows you to voluntarily shelter a portion of your wages from federal income taxes while saving for retirement. The two types of voluntary supplemental tax deferred plans are: (ACTS) The Additional Contributions Tax-Sheltered Program - 403(b) and (NJSEDCP) New Jersey State Employees Deferred Compensation Plan - 457(b).

- The IRS contribution limit for each of the two plans: 403(b) and 457(b) - for an individual who is under age 50 is \$22,500. The total contribution limit for the sum total of both plans is \$45,000.
- The IRS contribution limit for each of the two plans: 403(b) and 457(b) – for an individual who is 50 or older is \$30,000. The total contribution limit for the sum total of both plans is \$60,000.

Robin Tefft, owner of [Senior Benefits and Beyond](#), will host a 30-minute retirement presentation for interested employees in the TCNJ library conference room from 12:30 – 3:30pm, January 31st.

➤ Register [here](#).

To learn more contact benefits@tcnj.edu, or view the [Pension & Retirement Plans](#) website!

Employment Termination Protocol - Important Update!

The College's Employment Termination Protocol has been updated and is available for your easy reference



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on the [HR website](#). This process covers voluntary and involuntary resignations, retirement, and death.

- Please note that as a **Manager** you are required to begin the notification process as soon as practical on Oracle Cloud, please see the [Manager Instructions on How to Process a Termination](#).



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