



**TCNJ** THE COLLEGE OF  
NEW JERSEY

# OFFICE OF HUMAN RESOURCES NEWSLETTER



## Hopping into Spring!

Spring Break will begin Monday, March 13<sup>th</sup> – Friday, March 17<sup>th</sup>. Although classes are not in session, offices will be open. As a reminder, Daylight Saving Time will begin on Sunday, March 12<sup>th</sup>, so set your clocks forward one hour! Spring arrives on March 20<sup>th</sup>.

## Human Resources Website Update

We have been making updates and changes to the [HR website](#) – for a quick and easy reference to the latest news, an “[Announcements](#)” section has been added to the bottom the home page where you will find the most recent HR information, including upcoming events.

## HR Staffing Update

The Office of Human Resources would like to inform you of changes in the department.

- **Trisha King** has returned to the College, joining our benefits team. Trisha started February 20<sup>th</sup>, 2023 as a Business Partner focusing on employee [Leave of Absence Programs](#).
- **Samantha Gardocki**, our Student Recruiting Coordinator, has left to pursue other interests outside of TCNJ. We wish her the best in her endeavors and thank her for her time as an intern and employee since 2021.

We would like to remind you that our [online directory](#) is an easily accessible tool that provides you information about the HR team and their specific area of responsibilities.

## Tax Season

As tax season is upon us, please note the following are easily accessible from the TCNJ Today toolbar - ADP icon to use for your tax filings:

- 2022 W-2s
- 2022 1095c



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## Pay Statement Decoder

Checking your pay statement is important, and should be done regularly!

To ensure you are reading your paystub correctly, please review the [Pay Statement Definition Webpage](#), kindly provided by the Office of the Treasurer.

You will also find helpful information on the Payroll website, regarding the topics below that can assist you in your financial planning and tax reporting:

- [Understanding your Paycheck](#)
- [Payroll Schedules](#)

## Performance Assessment Schedules

Performance Assessments for 2022-2023 are being completed by staff in all divisions.

If you supervise one or more employees, please review the [Performance Assessment Information](#) webpage for timeline and process details.

### Please note:

- Supervisors of Classified employees (CWA, IFPTE, PBA) should have completed an interim performance review in Oracle Cloud for the time period ending February 18<sup>th</sup>, 2023. Please ensure you had a conversation with your classified staff and submitted this assessment.
- For all Non-Unit employees, the rating period for this year is an 18-month window to align the rating period with the fiscal calendar. All subsequent rating periods will follow a 12-month time line that will mirror the college's fiscal calendar.



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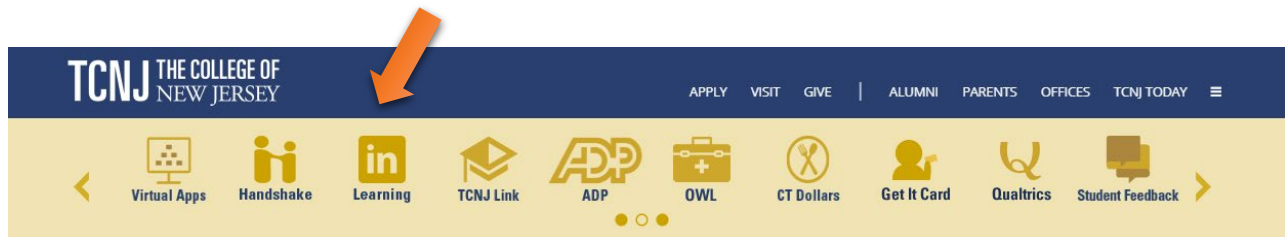
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## LinkedIn Learning Learning

Did you know that TCNJ contracts with **LinkedIn Learning**, giving you access to in demand learning content on a wide range of topics?

To access this learning tool, navigate to [TCNJ Today](#), and find the logo on the scroll bar. You can log in with your Single-Sign-On and start learning right now!



## Benefits / Health Update

**NJWELL - Stay healthy in mind, body and life.** Consider attending webinars with topics ranging from fitness, to stress management with a goal of promoting and enriching both physical wellness and soundness of mind. Simply bookmark the NJWELL [website](#) and visit it frequently for program updates.



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### Employee Assistance Program (EAP)

[Penn Medicine EAP](#) offers a full suite of wellness services with the ultimate goal of helping employees continue to be fully engaged and productive in the workforce at the most challenging times. Some of the services include:

- Critical Incident Trauma Response
- Counseling
- Consultations with Attorneys (*free 30-minute session & discounted up to 25% thereafter*)
- Consultation with Financial Professionals (*free*)
- Access to a robust work / life website and app (*MyLifeExpert*)

The EAP offers free and confidential assessments, short-term counseling, referrals, and follow-up services to employees who have personal and/or work-related problems. Our EAP address a broad and complex body of issues affecting mental and emotional well-being, such as alcohol and other substance abuse, stress, grief, family problems, and psychological disorders.

*Please note:* Supervisors of employees may use EAP counselors that work in a consultative role to address employee organizational challenges and needs. In addition, EAP is active in helping organizations prevent and cope with workplace violence, trauma, and other emergency response situations. EAP also provides management training which explains the difference between Formal Referrals and Fitness for Duty referrals as well as the process for each.

Penn Medicine EAP has a staff of seasoned clinicians including LCSWs, LPCs, LCADCs and SAPs and has an average of over 30 years of experience in the mental health field.

- TCNJ employees, faculty and staff can contact EAP Monday-Friday from 8:30 am to 5:00 pm at (609) 688-3217, which is a confidential phone number exclusively for TCNJ. After hours and on weekends, you can reach EAP at 800-527-0035. EAP also offers a convenient online intake process so an EAP representative can contact you. To access online intakes, please fill out the [Penn Medicine EAP Online Intake Form](#).

Please see the bottom of the [Human Resources homepage](#), for new announcements and the *March EAP Newsletter*.



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