



TCNJ THE COLLEGE OF
NEW JERSEY

OFFICE OF HUMAN RESOURCES NEWSLETTER



Hi, 2023-2024 Academic Year!

On behalf of the Office of Human Resources, we want to wish all staff, faculty, and students a warm welcome for the 2023-2024 academic year!



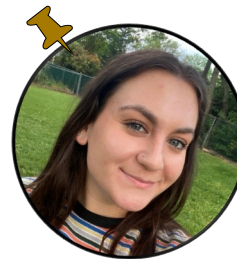
HR Staff Updates

The Office of Human Resources would like to inform you of recent staff changes.

- **Mark Polo** has joined the team as a Human Resources Business Partner in the areas of recruitment, employee classification and compensation, beginning July 31, 2023. Mark is the primary recruiter for all classified staff (CWA, IFPTE, PBA) recruitment.



- **Reece Gallagher** is one of the fall Front Desk Student Workers, beginning September 11, 2023.



- **Melanie Daum** has been promoted to Recruitment Team Leader, effective July 29, 2023. Melanie leads the team responsible for unclassified staff (non-unit and AFT) recruitment, grant funded and temporary employment, along with faculty and adjunct hiring.

- **Fox Parks** has been promoted to HR Recruiting Assistant, effective July 29, 2023. Fox is the primary recruiter for Adjunct hiring.



Other changes:

- **Tracey Sullivan** is now the primary recruiter for temporary and faculty hiring.

The following HR staff team member has left to pursue other interests. We wish them the best in their future endeavors.

- **William Brito**, Employee and Labor Relations Specialist



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HR in the Community!

The Office of Human Resources staff enjoy interacting with all levels of the TCNJ community and attending events on and off campus throughout the year! Here is what we have been up to:



May 18, 2023
HR staff volunteered at TCNJ's One Hundred Sixty-Seventh Commencement ceremony. You may have spotted one of them directing traffic at lot 7, at an information booth, or seating attendees!

From left to right: Cristi Cartwright, Jennifer Golembeski, Jocelyn Tarn, and Lynarkah Stephen. (Not pictured: Lysandra Culotta, Colleen Ramos, Trisha King, Antoinette DeLeon, and Steve Gall).

June 11, 2023
Jennifer Golembeski, Director of Talent Acquisition & Compensation volunteered at a Special Olympics of New Jersey (SONJ) Summer Games event.



June 29, 2023
Lynarkah Stephen, Associate Vice President for Human Resources, was a panel member at the WE LEAD (Women in Education Leadership) Conference at Rowan University for the topic

“Addressing Conflict: An HR Discussion.” This program strives to develop educational leaders that are transformative, authentic and visionary.

August 30, 2023
All HR staff attended The College of New Jersey's Interim President, Dr. Michael A. Bernstein's, Welcome Back Address.



*We welcome Dr. Michael Bernstein to the College community and look forward to collaborating with him to **Refine**, **Renew**, and **Reinvent** the TCNJ experience.*



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HR Portal

The Office of Human Resources is dedicated to providing high quality and consistent customer service across the entire campus community. On August 15, we launched a self-service client portal with a ticketing system through [TeamDynamix](#), which has knowledge base articles and a comprehensive list of our services including the following areas:

- ✓ Benefits support
- ✓ Compensation and classification
- ✓ Employee and labor relations
- ✓ Performance management
- ✓ Recruiting and onboarding
- ✓ Student employment

The HR Portal provides users with a simple, streamlined interface that allows you to interact with the entire Human Resources staff. Campus members will be able to request services and monitor the status of requests for all HR related inquiries.

Email hr@tcnj.edu to have a ticket autogenerated for you, or visit the [HR Portal](#) to create one! You may also scan the QR code below with your mobile device.



Spotlight Topic: Employee Health, Benefits, and Wellness:

As days become shorter and the leaves begin to fall, it stands as a reminder that the end of the calendar year is quickly approaching! Accordingly, the spotlight topic for this edition of the newsletter is **employee health, benefits, and wellness**.

You are Invited to TCNJ's 2023 Benefits Fair!

Have questions about benefits and financial wellness? If so, attend the TCNJ Annual Benefits Fair on **Friday, October 13 from 10 AM – 2 PM** in the Business Building Student Lounge. A dozen vendors will be on hand to answer questions and provide important information during the 2024 State Health Benefits Program (SHBP) Open Enrollment period.

2024 State Health Benefits Program (SHBP) & State Employees Tax Savings Program (Tax\$ave) Open Enrollment

The State Health Benefits Program (SHBP) and Tax\$ave Open Enrollment begins on October 1, 2023, and ends on October 31, 2023.

This is your annual opportunity to review SHBP and Tax\$ave coverage and make any changes for



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you and/or your eligible dependents for the 2024 Plan Year. Beginning October 1st, you may find 2024 Open Enrollment information [here](#).

All changes made during this Open Enrollment period will be effective on January 1, 2024.

During Open Enrollment you may:

- Enroll in SHBP plans, if you have not previously done so, change to a different SHBP medical plan and/or dental plan, and add eligible dependents.
- Enroll or renew enrollment in Tax\$ave Flexible Spending Account (FSA) plans for the coming plan year. *

* Re-enrollment is required each year for continued participation in a Tax\$ave FSA plan.

Reminder: All health benefit elections must be submitted online through [BenefitSolver](#).



- Already registered in BenefitSolver? Please log into your account to ensure your personal information is current.
- Not yet registered in BenefitSolver? Please click [here](#) to register.
- Our company key is **SHBP/SEHBP**.

If you require assistance, have any questions regarding open enrollment, or general benefits support, please contact the Benefits team by

creating a [TDX Service Ticket](#) via the HR Portal, or scan the QR code below with your mobile device. A Benefits team member will be glad to assist!



Employee Benefits: A Closer Look

As a TCNJ employee, benefits extend beyond just health coverage. We are a state college, so full-time employees are eligible to take advantage of the [State of New Jersey Employee Discount Program](#) which offers various discounts, including: pet insurance, discounted amusement park tickets, cell phone discounts, and so many more! These discounts are available at **no additional cost** to you!

Educational Assistance

The College is proud to offer employees the opportunity to advance their own education & the education of their eligible dependents. The programs intend to support the College's mission by providing an incentive to staff and their dependents while also serving to recruit & retain employees.

For more information, and to review the eligibility requirement, please use the links below:

- [Dependent Tuition Waiver Program](#)
- [Employee Tuition Waiver Program](#)



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Donated Leave Program

We would like to thank the TCNJ employees that have recently donated their leave balances to a Donated Leave Program recipient. If you have an abundance of leave entitlements and would like to voluntarily donate your time, or, if you would like to review the eligibility requirements to be placed on the donated leave list, please click [here](#).

Action Item: Emergency Contacts



We are reaching out to all employees to request an important update to your emergency contact information. Ensuring that we have accurate and up-to-date emergency contacts for each of you is **crucial** for the safety and well-being of our entire TCNJ family.

You are able to update your personal information including your emergency contacts through the Oracle HCM Cloud Employee Self-Service Portal. For step-by-step instructions, [please click here](#).

Having correct contact information allows us to reach out to your designated person in case of any medical emergencies, accidents, or unforeseen events that may require immediate attention. This will help us ensure your safety and peace of mind. We appreciate your cooperation!

Performance Assessment Review (PAR)

TCNJ's annual Performance Assessment Review (PAR) process incorporates our mission, core beliefs, and strategic initiatives into its design while affirming established core competencies and employee essential job functions.

The 2023-2024 timeline is now available online for AFT Professional Staff. All other 2023-2024 timelines will be available in the near future. In the meantime, please review the timelines below and verify you are up-to-date based on your classification:

Non-unit and Grant Employees:

- All reviews should have been completed by September 1, 2023, for the 2022-2023 Rating Period.

Classified Employees (CWA, IFPTE, PBA-SLEU, NJLESA, NJSOA):

- 2022-2023 Rating Period: All reviews should have been completed by June 30, 2023.
- 2023-2024 Rating Period: All initial meetings with employees to discuss goals should have been held in July/August.



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AFT Professional Staff Employees:

- Self-evaluations are due in Oracle Cloud by October 1, 2023. Supervisors (managers) should submit evaluations to the second-level Manager for review by October 16, 2023. All employee performance assessments for the 2022-2023 timeline must be completed by **November 10, 2023**, per the updated Staff Performance Evaluation Calendar.
- To view the AFT Professional Staff Evaluation process and timeline, please click [here](#).
- For a complete overview of this program, please see the [Performance Assessment Review \(PAR\) Handbook](#).
- For inquires related to HCM Cloud associated with the Performance Assessment Review processes, please contact Steve Gall at galls@tcnj.edu.
- For general inquiries regarding performance evaluations, timelines, or ratings, please contact Cristi Cartwright at cartwric@tcnj.edu.

Student Employment @ TCNJ

There are still plenty of opportunities for TCNJ students to work at the College. Looking for a job, or know someone interested in student employment? Share the flyer below!

TCNJ
**STUDENT
EMPLOYMENT**

**FOR OPPORTUNITIES
CHECK OUT OUR CAREER
SITE!**

Contact:
Lea DiFonzo
HR Student Employment Coordinator
609-771-2166

Location:
Administrative Services Building,
Suite 101
Monday - Friday 8:30am - 4:30pm

We are located in the Administrative Services Building, Room 101, from 8:30 AM-4:30 PM, Monday through Friday for in-person assistance. We look forward to connecting soon!