



TCNJ THE COLLEGE OF
NEW JERSEY

OFFICE OF HUMAN RESOURCES NEWSLETTER



Hopping into Spring!

Dear readers,

Welcome to the March edition of TCNJ's HR Newsletter. We hope that you are all having a healthy start to 2024!

In the spirit of spring, we thought it would be helpful for this edition to showcase self-service resources that you can take advantage of from the web. Continue reading for a closer look!



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The Office of Human Resources is pleased to announce that **John Teubner** has joined the team as the new Director of Benefits and Wellness!



John has over 25 years of experience in Benefits, having worked in local, county, state, and university human resources.

Prior to joining TCNJ in January 2024, John served as the Director of Benefits and Wellness at Rutgers University—New Brunswick. Before joining Rutgers, John was the Deputy Director at the New Jersey Civil Service Commission overseeing many of the personnel functions for the State and its agencies.

We are excited to have John join TCNJ and look forward to his help in serving the College community!



Appreciation Week 2024

Employee Appreciation Day was March 1, 2024: We warmly thank all employees for their dedication to this campus!

Additionally, Student Employee Appreciation Week is annually recognized during the second week of April. To celebrate our student employees, there will be a kick-off event for them on **Monday, April 8, from 10 AM-12 PM** in the Administrative Services Building, room 103. Please have your student workers join us for some light refreshments, obtain raffle tickets, & preview events for the rest of the week!

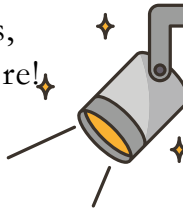
The week will end with a student employee appreciation event on **Friday, April 12, from 12 PM-2 PM** in Brower Student Center, room 225 East/West. Bring your raffle tickets for a chance to win prizes, meet other student employees, and more!

Spotlight Topic: Employee Self-Service Tools

Did you know that information provided by Human Resources can be accessed directly through self-service tools?

For example, Oracle HCM Cloud houses all personnel data including compensation drill-downs, payslips, and performance reviews.

For PERS & PFRS enrolled employees only, the Member Benefits Online System (MBOS) provides your retirement plan details.



Pension System Snapshot: Accessing MBOS

Ever wonder what your PERS/PFRS membership number is, or how much you have contributed to your pension plan? If you are a PERS member, you can access this information through MBOS via your MyNewJersey account.



MBOS gives registered users access to pension details, health benefits account information, and much more:

- Retrieving your Personal Benefits Statement
- Designating a Beneficiary
- Getting a Pension Loan
- Applying for Withdrawal
- Applying for Retirement
- Retrieving your letters and statements

Never accessed MBOS and/or your MyNewJersey account before? Click [HERE](#) for step-by-step instructions!

Already registered? Click [HERE](#) to access your MyNewJersey account!

Are you an ABP Member?

Employees who are members of the Alternate Benefits Program (ABP) should periodically check with their vendor(s) to see the status of their accounts and if any action should be taken on investments. Each ABP carrier has a dedicated representative ready to assist with your investing needs. Contact them today to set up an appointment to review your account.

The Benefits team continues to be available for assistance regarding your health and wellness benefits. As a reminder, the best method of communication is to create a ticket via the HR Portal. This allows us to quickly assign your inquiry to the appropriate team member.

Accessing Compensation Information in Oracle Cloud

Curious about your salary range, step, or anniversary date? This information is housed in Oracle HCM Cloud and can be accessed in just a few steps.

To view a step-by-step tutorial on how to view this information, click [HERE](#).

Please note: Your anniversary date is displayed in Oracle Cloud as “Seniority Date,” and is in mm/dd/yy format. For an accurate anniversary date in pay period/year format, we encourage you to contact Human Resources via the HR Portal so a Classification & Compensation team member can assist you.

We are in the process of refreshing our HCM Cloud tutorials. To view our current tutorial library, visit our new employee Onboarding Center by clicking [HERE](#).

Performance Management: Migration to ePAR System

Human Resources is preparing to launch ePAR (Electronic Performance Assessment Review) on July 1, 2024, for employees in the following bargaining units: CWA, IFPTE, NJLESA, NJSOLEA, and PBA.

If you are a supervisor for an employee in the above bargaining units, your participation will be required. Stay tuned for more information!

Just Announced!

Special Health Benefits Open Enrollment Period: April 2024

The New Jersey Division of Pensions and Benefits (NJDPB) has just announced that Aetna will return as a healthcare provider for the State Health Benefits Program (SHBP).

Recent legislation allows the State to provide two or more providers for health benefits—Aetna joins Horizon as an authorized provider under the SHBP.



Special Open Enrollment for employees currently enrolled in a health benefits program will be April 1, 2024 to April 30, 2024. Changes during this time will go into effect July 1, 2024.

Special Open Enrollment is only for employees who want to change their health coverage from Horizon to Aetna **OR** if an employee wants to change their Horizon plan (for example, from Horizon Direct 15 to Horizon HMO).

The NJDPB will send postcards and email notifications from the State about this change and how to facilitate the change if you desire.

This special Open Enrollment period is a passive Open Enrollment: Employees who do not wish to change plans need not take any action.

Only employees who wish to change from Horizon to Aetna OR change within Horizon should take action during this time.

According to the NJDPB, the Horizon and Aetna plans mirror each other. This means the cost and coverage for Horizon will be the same as Aetna. The only difference will be what coverage providers accept. Some providers will accept both, while others will accept only one (or none).

Please check with your provider(s) to ensure they accept the coverage that you choose. Employees cannot make any further changes until the annual Open Enrollment period in October.

If you have additional questions, please submit a ticket [HERE](#) and a Benefits representative will be glad to assist you.

Wellness Resource: NJWELL

Your well-being matters to us! As such, we are sharing a vital resource with you: NJWELL



NJWELL provides inclusive and holistic experiences to meet members' needs through activities and educational programming to support healthy lifestyles. Upon completing activities you may be eligible to receive a financial reward.

There are many upcoming webinars hosted by the program that may be beneficial to you. For a calendar of events, click [HERE!](#)

Retroactive Salary Increases for PBA-SLEU & AFT

We know you are anxious to hear some updates for retroactive salary increases and payments to employees represented by the AFT and PBA-SLEU unions. At this time, TCNJ is in contact with the Governor's Office of Employee Relations (GOER) and union representatives regarding salary adjustments, clothing maintenance allowance, retro payments, and retro overtime payments. Please stand by as this process requires auditing to ensure accuracy.

We appreciate your patience while we await responses to our questions and process these changes through our Human Resources information system.

Coming Soon! Oracle Cloud & Redwood

The College will be undertaking a mandatory update to the Oracle HCM software beginning Fall 2024.

The “Redwood” update will enhance user experience with improved navigation and a robust search capability. As a result of this change, manager and employee self-service functionality will see revamped features.

We are committed to informing the campus of specific impacts and will provide information as it arises.

For general Oracle HCM Cloud assistance, please submit a ticket to the [HR Information Services team through the HR Portal.](#)

Virtual Learning Opportunities

As TCNJ employees, you have access to thousands of virtual learning and professional development opportunities for FREE!



LinkedIn Learning is a skill-building solution that empowers employees to develop skills and grow their careers.

With personalized recommendations, you can discover, complete, and track courses related to your field and interests. You can also choose to add these courses and related skills to your LinkedIn profile once you've completed them.

With your TCNJ subscription, you can take advantage of AI-powered coaching by asking questions about what you aim to improve. The coach will ask follow-up questions and recommend courses tailored to your needs!

You can access the LinkedIn Learning portal from the TCNJ Today homepage.

 <p>Guide people to the skills that matter for career growth and business impact</p>	 <p>Develop critical skills with content and formats as dynamic as the world we live in</p>
 <p>Connect skills to where they're needed in your company to drive impact</p>	 <p>Measure impact on your business priorities and employee careers</p>

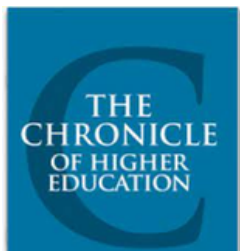
Photo Credit: LinkedIn Learning

The Chronicle of Higher Education offers FREE virtual events on Leadership; Teaching and Learning; Finance and Operations; Diversity, Equity and Inclusion; and more.

From their [website](#), The Chronicle of Higher Education “seeks to empower those with insights to enable higher education to build on its capacity to be a powerful force for good.”

We strongly encourage all employees to utilize this free resource for personal and professional growth.

To register for an upcoming event, or to watch on demand, click [HERE!](#)



Reminder! Mandatory TCNJ SafeColleges Trainings

We want to remind all faculty, staff, and students that the mandatory TCNJ SafeColleges training modules are **due by Friday, March 29, 2024.**

For technical support in accessing the SafeColleges training platform contact the [IT HelpDesk](#).

For a list of campus safety resources, including links for reporting emergencies, visit the [Campus Safety & Health](#) webpage!

We appreciate your cooperation in helping to promote safety for all on campus!

Compliance Corner: Retention Policy Reminder

The College of New Jersey creates and maintains public records as part of its operation. Standardized practices for the retention and destruction of such College records are completed per the guidelines established by the State of New Jersey Treasury Department: Division of Revenue and Enterprise Services – Records of Management Services.

As a way to be compliant with the records retention schedule and requirements established by the State of New Jersey, please consider the following:

- ✓ Before any College-related document is shredded review the Records Retention Policy and the New Jersey Record Retention Schedule.
- ✓ All College-related documents must be disposed of via the Intellishred shred box or during ShredFest. Information about ShredFest will be shared at a later date.
- ✓ Failure to comply with NJ State-regulated guidelines may leave the College susceptible to violations.

When in doubt...reach out. If you're unsure about what can and cannot be disposed of, contact your supervisor or privacy@tcnj.edu.

Click [HERE](#) to view the records retention page.

Connect with HR!

The Office of Human Resources is here to help. We would like to remind all employees that the fastest way to reach us is by visiting the HR portal and submitting a ticket. Your ticket will be routed to the appropriate team member for assistance.

Helpful Tip!

Prefer in-person assistance? Open a ticket via the HR portal requesting an appointment with an HR staff member!

Now that it's warming up, visit us in the Administrative Services Building, room 101, between the hours of 8:30 AM to 4:30 PM, Monday through Friday!

Note: Appointments are *strongly* recommended to ensure the dedicated team member for your specific inquiry is on site to assist.

Scan the QR code to create a ticket via the HR Portal!



Thank you for reading!

<u>SUBMIT A TICKET HERE</u>	609-771-2282
<u>HR Website</u>	Administrative Services Building, room 101