

(TCNJ) Office Of Human Resources

NEWSLETTER

November 2024



Falling into the Holiday Season...

Welcome to the November edition of the HR Newsletter. The cold rolls in with opportunities to spend time with your loved ones this Fall and Winter.

Continue on to read about what's new with Human Resources and all about the upcoming Holidays.



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Staff Highlights

Human Resources is pleased to announce the return of **Lysandra Culotta** to the Benefits team.



Lysandra is a new Benefits Analyst for the Human Resources Department. Lysandra has experience working in both the private sector as well as the public/collegiate sector, and brings many years of human resources experience to our unit. A graduate of Rutgers University, Lysandra is a certified professional through the Society for Human Resource Management (SHRM) and continues to take classes to advance her understanding of the ever changing laws, rules, and regulations that surround HR.

We are delighted to announce that **Heather Boccanfuso** has joined the HR department as the new Director of Compensation, Classification, and Recruitment.



Heather brings with her over 20 years of rich experience in the field of human resources. Heather is now in her 17th year at The College of New Jersey and her outstanding work over the 17 years included 12 of those years as a member of the Human Resources department. Heather holds a Bachelor of Arts in Human Resources Management and has an extensive background in classification, NJ civil service, union rules and regulations, compensation management, as well as recruitment. Her wealth of knowledge and experience will be invaluable as we continue to grow and strengthen our team.

Please join us in welcoming both Heather and Lysandra back to our team. We are thrilled to have them on board and look forward to the positive impact they will undoubtedly make as we continue to build our HR team to better serve the campus.

Departures



HR has sadly said goodbye to **Mark Polo** and **Cristi Cartwright**. They both left to pursue other opportunities. We miss them dearly but wish them the best in their future!

Open Enrollment and Benefits Fair Recap

Thank you to everyone who took the time to visit us at our Open Enrollment Fair on October 10th. It was a huge success with many employees from all over the campus stopping by to talk to experts about their benefits and financial planning. Representatives from the Human Resources Benefits unit were on hand, as well as many of our ABP Financial vendors and Health account vendors. A special "thank you" to our Benefits team (John Teubner, Barbie Gomez, Wes Zimmerman, Lysandra Culotta, and Antoinette DeLeon) who did a fantastic job planning the event. Additionally, we are happy to announce our raffle winners pictured below.

Congratulations



Terri



Mitchell



Samantha

As a reminder, all changes that were made will be effective January 1, 2025, and any adjustments made to your payroll deductions will be reflected in the first check of 2025, being January 3, 2025.

If you have any questions, please submit a ticket by clicking [here](#), and someone will get back to you.

Changes to your 2025 Benefits

Effective January 1, 2025, the following will be our health benefit providers:

Medical Plans: Both Horizon and Aetna will continue to provide coverage for employees.



Prescription Plans: OptumRx will once again be our Prescription Drug coverage provider.



Dental Plans: Both Aetna and Horizon will provide Dental Expense Plan coverage, with Aetna also serving as the only DMO provider to employees.

We encourage all employees to visit the Division of Pensions and Benefits at NJDPB to learn about other programs that they offer, including the NJ Well program, Forge Health, and other services offered by the State. Please follow the link below:

[Division of Pensions and Benefits](#)

End of the year deadlines

Important payroll changes!

The HR and Payroll team has made some modifications to our 2024 PP25 and 2025 PP1 payroll deadlines.

Please see the schedules on the Payroll Office web page at the link below for these updates.

Payroll Schedule (2024 - 2025)

Individual communication will be going out to time-sheet eligible employees.

We hope everyone has a safe and enjoyable time off!

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Payroll Office of the Treasurer

You can also follow **THIS LINK** to be taken to Payroll's website.



Happy Holidays

Halloween

We captured spook-tacular moments this Halloween! Share your festive photos with us at hr@tcnj.edu. We'd love to see them!



Thanksgiving Break

Thanksgiving Break will be from Wednesday November 27, 2024 through Friday, November 29, 2024. Employees who have arranged to work on November 27, 2024 are permitted to take another day off without using accrued time. This must be pre-approved by their supervisor.

Please use this time graciously given to us by President Bernstein to spend with your family and/or friends. **Happy Thanksgiving!**



Veterans Day

Honoring Our Heroes: The Importance of Veterans Day

As we approach Veterans Day on November 11th, it's crucial to reflect on the significance of this day and what it represents for our nation. Veterans Day is more than just a date on the calendar; it is a solemn occasion dedicated to honoring the brave men and women who have served in the armed forces.

Veterans Day provides an opportunity for all Americans to express their gratitude to those who have dedicated their lives to protecting our freedoms and ensuring our safety. It reminds us that the sacrifices made by veterans—whether in times of war or peace—are vital to the values we cherish as a nation.

Every veteran has a unique story, and many have faced incredible challenges during their service. From the battles fought overseas to the struggles faced upon returning home, their experiences shape the fabric of our history. On Veterans Day, we take a moment to acknowledge their sacrifices, the pain of loss, and the courage it takes to serve.



As we observe Veterans Day, let us take a moment to reflect on the sacrifices made by our veterans. Whether through a moment of silence, attending a local event, or volunteering with veteran organizations, each of us can contribute to honoring those who have served. Together, we can create a culture of gratitude and respect that lasts beyond this one day, ensuring that our heroes are remembered and celebrated every day of the year. Join us in commemorating this important day and honoring our heroes—**our veterans.**

World Kindness Day - November 13, 2024

World Kindness Day 2024 is a global observance dedicated to promoting and celebrating acts of kindness. This day serves as a reminder of the positive impact that kindness can have on individuals, communities, and the world at large. It encourages people to perform intentional acts of kindness and foster a culture of compassion and generosity.



World Kindness Day is an annual event that encourages individuals to practice kindness in their daily lives. It highlights the importance of empathy, understanding, and cooperation to create a more harmonious and caring world.

Let's come together to make World Kindness Day 2024 a day to remember. Every small gesture counts, and together, we can create a ripple effect of kindness that extends far beyond this special day.

Let's make the world a kinder place, one act at a time. Learn more about World Kindness Day by visiting the Awareness Days Website by clicking [HERE](#)

Participating in World Kindness Day is a simple yet impactful way to make a positive difference in the world. Here are ways to get involved:

- **Perform Acts of Kindness:** Throughout the day, consciously perform acts of kindness, such as helping a neighbor, complimenting a colleague, or donating to a charity.
- **Spread Positivity:** Share uplifting and positive messages on social media to inspire others to be kind and compassionate.
- **Volunteer:** Offer your time to volunteer for a local charity or nonprofit organization that aligns with your values.
- **Donate:** Make a donation to a charitable cause that you believe in, whether it's for humanitarian aid, education, or healthcare.
- **Teach Kindness:** Educate children and young people about the importance of kindness and empathy through storytelling or classroom activities.
- **Random Acts of Kindness:** Surprise someone with a random act of kindness, such as buying a stranger's coffee or leaving an encouraging note for a friend.

Human Resources Website

Visit the Human Resources website to find out more about benefits available to you, holiday schedules, performance evaluations, careers, employee resources, student employment, and more!

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Human Resources Division of Operations

HOME ABOUT BENEFITS CAREERS EMPLOYEE RESOURCES STUDENT EMPLOYMENT HR PORTAL



Click [HERE](#) to be taken to our website!



THE COLLEGE OF NEW JERSEY
OFFICE OF HUMAN RESOURCES



Connect with us!

The Office of Human Resources is here to help.

We want to remind all TCNJ 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.

If you prefer an in-person visit, please submit a ticket to set up an appointment. You can visit HR in the Administrative Services Building, room 101, between the hours of 8:30 AM to 4:30 PM, Monday through Friday!

Scan the QR code below to visit the HR portal.



Thank you for reading.