

(TCNJ) Office Of Human Resources

NEWSLETTER

October 2024



WELCOME BACK!

Welcome to the Fall edition of TCNJ's HR Newsletter. October sweeps in with more than just a change in the weather, it ushers in a season of learning and opportunity here at TCNJ!

Human Resources wishes everyone a healthy start to the new school year. Keep reading to learn about some exciting benefits available to you as a TCNJ employee that you may not have been aware of!



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An Important Message from Your Treasurer

To the Campus Community:

In July, I assumed responsibility for the Office of Human Resources. Our goal is to enhance the overall Human Resources operations and make them responsive as possible to the needs of the community. We have restructured the office resulting in two leadership changes. A decision has been made to use the savings from these positions to hire additional line staff.

I am happy to announce that John Teubner has agreed to take on the interim role as the Executive Director. John brings a wealth of experience in human resource management, including working at Rutgers University in this field. I want to also commend the Human Resources staff who have come forward with a multitude of ideas to enhance the operations of the office. It is our hope these ideas will allow the campus community to see a change in how Human Resources operates and serves the community.

In addition, I am happy to announce that Joe O'Brien and AL have transferred over to the division of Finance and Budget. Joe will be overseeing Human Resources. AL will head up the reestablishment of the budget office as the Director of Campus Budget.

Sincerely,

Richard Schweigert
Interim Treasurer



Staff Highlights:

The Office of Human Resources is pleased to announce that **John Teubner** has accepted the role of Interim Executive Director of Human Resources.

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



We are pleased to announce that **Barbie Gomez** has joined the team as the new Benefits Analyst. **Barbie** has an extensive background of working with benefits. We are excited to have her as part of our team.

Please welcome Barbie as our newest member of HR and congratulate John on his appointment!

You can get to know the rest of the team by viewing our office directory [here](#).

Spotlight Topic:



The 2024 Benefits Fair & 2025 Open Enrollment

The Benefits unit will be holding an Open Enrollment Benefits Fair on **Thursday, October 10, 2024** at the Brower Student Center. This fair will run from **10:00am to 2:00pm** and is open to all faculty and staff. We anticipate vendors from health, dental, and the ABP to be available to answer any questions you may have. **Please visit our table for a chance to win one of the baskets pictured below!**



Open Enrollment – 2025

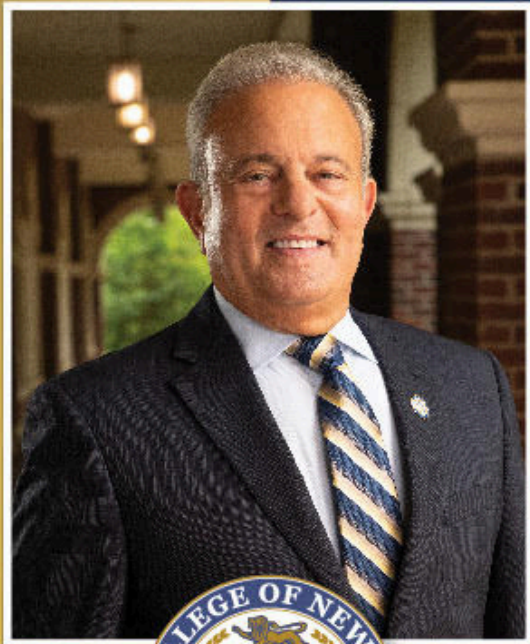
The **2025 Open Enrollment Period** is this **October!** Employees will have the chance to change their health and/or dental plans and coverage levels this October for a January 1, 2025 effective date.

Please note – if you are not making any changes to your health and/or dental coverage, no action is needed by you for this.

THE INAUGURATION OF **MICHAEL A. BERNSTEIN**

AS 17TH PRESIDENT OF
THE COLLEGE OF NEW JERSEY

FRIDAY, SEPTEMBER 27, 2024



On Friday September 27, 2024, HR spent the afternoon congratulating President Michael A. Bernstein on his inauguration as TCNJ's 17th President. We were very honored to be a part of it. **Congratulations to President Bernstein!**

Pictured outside of Kendall Hall from left to right: Fox Parks, Rebecca Kunz, Alahni Gunn, Barbie Gomez, Mark Polo, and Brittany Mason.



Flexible Spending Accounts - Enrollment

Additionally, October is the time to enroll in the Flexible Spending Accounts for 2025. The FSA accounts cover medical expenses and/or dependent care options. More information on this will be available at the Open Enrollment Fair. If you cannot attend the fair, please submit a ticket to HR and we will contact you with more information.

IMPORTANT – you **MUST** renew your flexible spending account(s) for 2025. There is no automatic renewal on this benefit. The State has a firm deadline of October 31, 2024.

Horizon MyWay Flexible Spending Accounts

A Medical FSA is an account you set up for your anticipated eligible medical services and medical supply expenses not normally covered by your insurance. You decide how much you want to set aside for medical, dental, orthodontic, and vision costs within the plan year. Throughout the year, the amount you select will be withheld pretax from your pay and put into your FSA. You can then pay your out-of-pocket medical bills using a Horizon MyWay Visa® Debit Card or get reimbursed by submitting a claim online.

A Dependent Care FSA is a pre-tax benefit account used to pay eligible dependent care services, such as preschool, summer day camp, before or after-school programs, and child or adult daycare. You decide how much you want to set aside for dependent care costs within the plan year. Throughout the year, the amount you select will be withheld pretax from your pay and put into your FSA. Once the money has been deposited, it's ready to use. Simply submit receipts for dependent care costs and get reimbursed up to the available balance in your account.

You can choose either – or both – an Unreimbursed Medical FSA and a Dependent Care FSA. With either FSA, you benefit from having less taxable income in each of your paychecks, which means more spendable pre-tax income to use toward your eligible medical and dependent care expenses.

Scan the QR code below to download the **Horizon Blue App** on your device!



Employee Assistance Program (EAP)



Penn Medicine offers a variety of wellness services with the ultimate goal of helping employees continue to be fully engaged and productive in the workforce during 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).

To be taken to the MyLifeExpert website, scan the QR code below. TCNJ's company code is **PR046**.



The EAP addresses 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. EAP counselors also work in a consultative role with managers and supervisors to address employee organizational challenges and needs.



TCNJ employees can contact an EAP representative by calling **800-527-0035**.

EAP also offers a convenient online intake process so an EAP representative can contact you!

For more information and access to the online intake process, please visit the EAP Website **here**.

Benefit Support

Thinking of Retirement?

Contact Human Resources to make an appointment to talk about your retirement eligibility. Typically, we like to talk to employees when they are about six months from an actual retirement date but realize that is not always possible. Meetings with an HR representative are 100% confidential and can be done via the phone or in person.

Simply create a ticket by clicking **[THIS LINK](#)** and ask for someone in the Benefits unit to reach out to you.



Requesting Energy Leave Time in Cloud - Tips!

The Energy Savings Program is one of the most appreciated and valued benefits available to TCNJ staff. The program enables TCNJ to reduce energy costs by closing campus on certain Fridays during the academic summer months and during the last week of December.

Working on the designated Energy Holidays provides 1.5 days of essentially comp time for an employee, which is intended to be used on the designated summer Fridays and winter holidays. If employees earn the energy comp time by working the Energy Holidays but are required to work any of the summer Friday or winter holiday days, they should be provided an alternate day off to use the earned Energy Leave. Overtime pay should only be provided if the employee works over 40 hours (or 35 hours if provided for in the union contract) in a week. The alternate day must be used before the end of the month or year based on management's discretion and the operational needs of the unit.

1. Requesting energy leave must be submitted in HCM Cloud and approved within the pay period before it closes.
2. Requested energy leave time cannot be entered into HCM Cloud once the pay period ends.
3. If energy leave time was not added during the pay period, please send an email to: benefits@tcnj.edu.

To learn more, please review the **[TCNJ Holiday and Energy Leave Schedule](#)**

TCNJ Board of Trustees Public Meetings (BOT)

The purpose of the Board is to hold The College in trust for the public, representing the public interest in governance, policies, and development of The College within the spirit of its mission and intent of the laws and regulations governing the Board and the College.

Led by a group of distinguished leaders across a variety of disciplines, the members of the TCNJ Board of Trustees help lead the charge to establish a better future for The College of New Jersey and all its constituents.

The Office of Human Resources works closely with the Division of Academic Affairs and the Secretary to the Board of Trustees to ensure that all AFT faculty and staff appointments, reappointments, and promotions are accurately and timely reported in their quarterly meetings for Board approval. Recommendations for reappointments are not managed by the Office of Human Resources, but by employees' direct supervisor. Reappointments are also contingent based on the availability of funds. **Names for reappointment must be submitted by the meeting on December 3, 2024.**

Have a question regarding your reappointment status? Please contact our office via the HR Portal and an HR representative would be happy to assist you.

Requests to speak to items of interest must be received by the Assistant to the President (210 Green Hall) . Requests to speak to agenda items must be submitted at least 24 hours in advance of the public meeting. Please see the 2024-2025 schedule below and use **this form** if you want to register to speak.

2024-2025

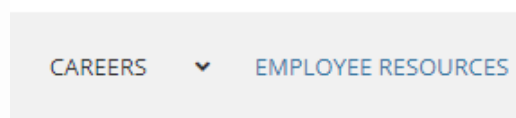
Date	Event
10/01/24	Public Meeting
12/03/24	Public Meeting
01/16/25	Retreat/Public Meeting
02/25/25	Public Meeting
05/01/25	Public Tuition Hearing
06/26/25	Public Meeting

Professional Development

Performance Assessment Review (PAR)

The College of New Jersey is committed to supporting employees in discovering the broadest value and satisfaction through their work. 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.

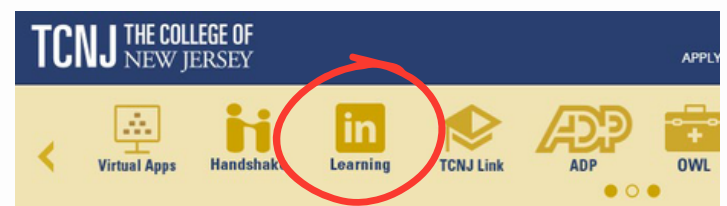
Please review the PAR processes and **NEW** timelines for union-aligned and non-unit employees by clicking **THIS LINK**. There is also other helpful information such as video tutorials, the PAR handbook, and more.



If you have any HCM Cloud questions associated with the Performance Assessment Review processes or general inquiries regarding performance evaluations, timelines, or ratings, please click **HERE** to submit a ticket with HR.

LinkedIn Learning

Did you know that TCNJ partners with LinkedIn Learning to give you access to on 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 (SSO) and start learning **NOW!**

REMINDER - Check Your Pay Stubs Regularly

The College of New Jersey is a large organization, with employees changing roles, salaries, departments, etc. throughout the year.

It is important to periodically, if not bi-weekly, check your pay stub for accuracy with all credits and debits, specifically any health, dental, FSA, and retirement contributions you may have. It is incumbent upon each employee to review this information and alert Human Resources if you think there is an error. Regular review of your pay stub will minimize any long-term effects that an error can cause.



Sign in to ADP

User ID

☐ Remember user ID 





You are encouraged to set up an account with ADP to ensure access to pay information, even after your service to the College has ended. Please see [myADP registration and app instructions](#) to learn more!

Payroll Self-Service

The TCNJ Payroll Office has transitioned all employee pay information to the Oracle Cloud system. You can manage information related to direct deposits and tax withholdings, as well as view your pay information via the 'Payslips' module within the cloud.

You can also:

- Manage/view direct deposit information (Cloud Self Service DirDep Training Guide2)
- Manage/view tax withholding information (Cloud Self Service Tax Training Guide)
- View your payslips beginning with your first pay for January 2021.
- Visit TCNJ Today, click on the Oracle Cloud icon, and use your TCNJ login credentials to log into Oracle Cloud.

 My Payslips View, print, download and search current and past payslips, which contain gross pay, net pay, taxes and other information.	 Payment Methods Define and prioritize salary payments details, such as payment type, payment amount and bank accounts details.
 Investment Declaration Choose the income tax calculation method and declare your investment information for the financial year here. View and update this...	 Previous Employment Information Update and view your previous employment information here, as per the income tax computation sheet issued by your previous employer.



TCNJ
**STUDENT
EMPLOYMENT**

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

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

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

Careers Opportunities - Apply online today!

Do you know anyone who is interested in a career with TCNJ? Current employment opportunities can be viewed by clicking [HERE](#)

Just navigate to the employment opportunities section shown on the Careers @ TCNJ website and click the type of opportunity you are looking for!



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.