

# Student Employment Newsletter

TCNJ HUMAN  
RESOURCES



Nov. 2024



## Welcome!

This newsletter is dedicated to the Student Hiring Managers on campus that keep the wheels turning at TCNJ:

You are the backbone of our Student Employment Program. You spend countless hours budgeting, planning, interviewing, training, & more. Your dedication to stay up to date on information is imperative to the development of our students, and your support and guidance does not go unnoticed.

So, here's to you Student Hiring Manager! Thank you for all you do, and for helping our TCNJ students along their way!

*Lea DeMarinis*

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For the full Student Hiring Guide, please visit our website:  
[Student Employment Hiring Guide December 2023.](#)



## The [Survey for Student Hiring Managers](#) is now live!

In this survey, we hope to find what resources are being referenced, and what resources can be more utilized by students and hiring managers.

Our goal is to ensure accuracy, fairness, and added value to the student experience at TCNJ.

This survey will also serve as a training intake to prepare for Student Hiring Manager Training sessions in Spring 2025.



Your input is greatly appreciated, and will take approximately 5 minutes.

## Spring 2025 Training Sessions

It is highly encouraged for all Student Hiring Managers to attend training for an introduction or a refresh on the Student Hiring Process.

An individualized training per department, unit, or division can be arranged by request.

Submit a ticket on TDX, or email: [stuempl@tcnj.edu](mailto:stuempl@tcnj.edu)

Training Topics will include:

- Recruiting with Taleo (Requisitions, Offer Letters, Etc.)
- Managing your Applicant Tracking List
- Compliance & Fair Processes
- Timelines & Requirements
- Help Students Understand their Steps for Employment

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# 2024 to 2025 Announcements & Schedules

## January 1st Minimum Wage Increases

As of January 1, 2025, minimum wage will increase to \$15.49 an hour.

Anyone making below this hourly amount will automatically receive a raise for the Spring semester. Other students who earn more than \$15.49 per hour are only able to receive a raise by request.

All students who are employed in the same position should be making the same wage to remain fairness and consistency.



## Holiday Payroll Schedule Changes

To best accommodate the TCNJ Holiday calendar, modifications to the payroll deadlines for Pay Period 25 in 2024, and Pay Period 1 in 2025 have been made. **These changes indicate a preferred schedule for approving timecards.**

Please refer to the schedules on the Payroll Office website for these updates:

<https://payroll.tcnj.edu/payroll-schedules/>

## 2025 - 2026 Employment Dates:

### Spring 2025

Start Date: 1/25/25

End Date: 5/31/25

### Summer 2025

Start Date: 5/31/25

End Date: 8/23/25

### Fall 2025

Start Date: 8/23/25

End Date: 12/13/25

### AY 25-26

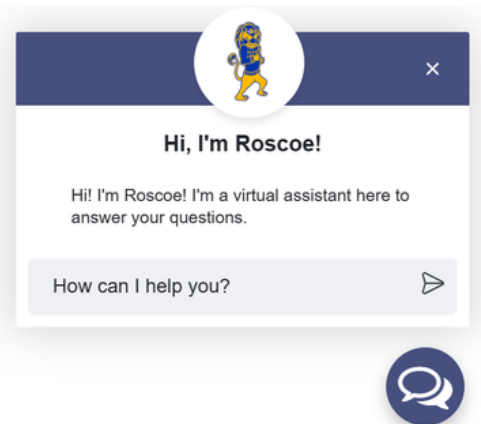
Start Date: 8/23/25

End Date: 5/30/26



## Ask the HR Bot!

Visit our website, and find some quick answers by chatting with Roscoe



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## Spring Cleaning: Keeping Taleo Organized

It is the hiring manager's responsibility to track requisitions and candidates in the Taleo Applicant Tracking System. Email [stuempl@tcnj.edu](mailto:stuempl@tcnj.edu) if you'd like to take any of the following actions:

- Clean up your Candidate Lists - We can notify anyone that has not had an offer extended that the vacancies have been filled.
- Clean up your Requisition Lists - We will mark them as "filled" or move them to "inactive" once you no longer need to reference them.
- For action to take place, a the requisition ID number is required within your email outreach.



## April 7th - April 11th is Student Employee Appreciation Week!

Last year, Human Resources co-hosted the first annual Student Employee Appreciation Week (S.E.A.W.) on campus!

We hope to keep the week of recognition as a new campus tradition, but we need your help to do it. We will be partnering with departments on campus to share a week of events and encouraging student workers to attend.

Here are a few ways to get involved:

- Sign up to host an event during S.E.A.W on campus for TCNJ student workers
- Donate a prize basket for the final S.E.A.W. celebration on April 11th (TBA)
- Submit a personal message, pictures, or kind words in honor of student employees that have made an impact for you to Student Employment ([stuempl@tcnj.edu](mailto:stuempl@tcnj.edu))
- Email Student Employment to brainstorm other ideas!

*Thank you for reading!*