Open Enrollment

This is our final reminder! Open enrollment for the State Health Benefits Program will end next week. This is your annual opportunity to assess your individual or family benefit needs and revise your health, dental and flexible spending account selections. We encourage you to review your current selections and consider if there may be a more efficient plan for you or your family. Enrollment forms will be accepted through October 30, 2015. Changes made during open enrollment will be effective January 1, 2016.

There will be one final opportunity for all faculty and staff eligible for the SHBP to receive information on the changes for 2016 and ask questions on the existing benefits available. Bring your own lunch and join Roxanne for the final “Lunch & Learn” sessions for an informal overview. All sessions will be held from 12:30 pm-1:30 pm.

Lunch & Learn for Open Enrollment
Monday, October 26 – Campus Center, South AB

Questions regarding open enrollment can be directed to Roxanne Huertas via email or at ext. 6532. More information can also be found on the University Human Resources Open Enrollment webpage.

BULLETIN BOARD

CLASS Pumpkin Decorating Contest
The artistic staff of CLASS (Center for Learning and Student Success) are showing off their spook-tacular creativity at their 1st annual pumpkin decorating contest. Stop by their offices on the second floor of Armitage Hall to cast your vote for the most boo-tiful pumpkin by 12pm on October 27th. The winner will be crowned that day!

NJ Employee Charitable Campaign
The New Jersey Employee Charitable Campaign (NJIECC) for Rutgers Employees will run through October 30. The NJIECC supports the programs and services of charitable organizations in the U.S. and around the world. This campaign is the only approved charitable payroll deduction solicitation of New Jersey employees.
If you would like to participate, individual contributions can be made through voluntary payroll deductions or a one-time check contribution. Regardless of your choice of contribution, please complete a pledge form and return it to Roxanne Huertas, the area coordinator for the Camden Campus. Visit the Rutgers NJECC website to view the charity codebook, to select a charity, and download the employee pledge form. Be sure to return the pledge form and check (if applicable) to Roxanne by October 30. Also available on the website is a PowerPoint presentation with step-by-step instructions for setting up your contribution through payroll deduction.

**Diabetes Education**

Do you have diabetes or know someone who does? Do you want to learn more about diabetes? Join Student Health Services during the free period on October 29th in the Campus Center, South A for a Diabetes Education seminar presented by a Cooper Diabetic Educator. There will also be a Nutrition and Diabetes seminar during the free period on November 9th in the Campus Center, Executive Meeting Room, presented by a nutritionist from Rutgers University-New Brunswick. Review the Health Services website for more information or call ext. 6005.

**Faculty & Staff Training:**

**Effective Strategies for Supporting Our Students through Difficulties (including Title IX)**

Learn about the University wide Student Policy Prohibiting Sexual Harassment, Sexual Violence, Relationship Violence, Stalking and Related Misconduct, obligations under Title IX, suicide and other mental health issues. We will discuss your role as a professor, advocate, & mentor in helping to ensure that students receive assistance and services that they need, promptly addressing reported issues, proper handling of information, and helping to limit the effects of a challenging situation on students education.

This Training will assist Rutgers University - Camden Faculty & Staff:
- To know their responsibilities regarding the policy
- Recognize when students are having difficulty
- How to make effective referrals and provide resources to students

Training is offered the following times:
Thursday, October 29th 2pm-4pm MPR
Monday, December 7th 10am-12pm MPR
Monday, December 7th 2pm-4pm MPR

REGISTER ONLINE AT: [http://newstudents.camden.rutgers.edu/facultystafftraining1](http://newstudents.camden.rutgers.edu/facultystafftraining1)

**TRiO SSS – Annual Southern NJ Heart Walk**

TRiO SSS is joining the American Heart Association for the Annual Southern NJ Heart Walk. You too can get involved! Join our team and walk with us to raise awareness about heart disease as well as funds to support research. You may walk with us, donate to the cause, or do both!!!

Date: October 24, 2015
Time: 8a.m.-12p.m (Ceremony starts at 9am & walk begins promptly at 9:30am)
Location: Cooper River Park, Pennsauken, NJ

To Join and/or Donate
For More Information: Contact: Pam Clark (Team Captain) at pamclark@camden.rutgers.edu or 856-225-6229.

**Our colleagues in University Facilities** have provided detailed instructions on the following pages for submitting a Maintenance Service Request Online.
How to Submit a Maintenance Service Request

Go to University Facilities and Capital Planning home page [http://facilities.rutgers.edu](http://facilities.rutgers.edu) and click on Submit a Maintenance Service Request

You will be directed to this screen.
Click on New Brunswick Housing and New Brunswick, Camden and Newark Campuses
You will be directed to this screen. Enter your Net ID and password and click on Submit.

You will be directed to this screen. To submit a new request, click on Create new request.
You will be directed to this screen

All the fields have a pull down search function

1. **Campus** - RU-CM / CAMDEN CAMPUS – Select from pull down
2. **Building Number / Name** – Select from pull down
3. **Room # / Floor / Description** – Select from pull down – if you do not know the room number this field can be left blank – just be sure to note location of request in the Description field
4. **Phone Number** – this field will auto populate
5. **Requester’s Email** – this field will auto populate
6. **Is this a Classroom** – If so, check the Yes box
7. **Description** – Please provide full details of what is required and specific location information if it was not selected above
8. **Click Submit**
This is a sample of what a completed request may look like

Submit A Maintenance Request

Welcome Rona Lehtonen!

Request information

Thank you for submitting this request. Your details are below.

<table>
<thead>
<tr>
<th>Request Number</th>
<th>10077</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>This is a test, please reject this request. Thanks, Rona</td>
</tr>
<tr>
<td>Campus</td>
<td>CM</td>
</tr>
<tr>
<td>Building</td>
<td>7039</td>
</tr>
<tr>
<td>Location/Room</td>
<td>212</td>
</tr>
<tr>
<td>Contact Phone</td>
<td>856-225-2309</td>
</tr>
<tr>
<td>Requester's Email</td>
<td><a href="mailto:rlehtonen@facilities.rutgers.edu">rlehtonen@facilities.rutgers.edu</a></td>
</tr>
<tr>
<td>Date Entered</td>
<td>10/7/2015 3:35:22 PM</td>
</tr>
<tr>
<td>Status</td>
<td>OPEN</td>
</tr>
<tr>
<td>Back to List</td>
<td></td>
</tr>
</tbody>
</table>

After clicking Submit you will see this screen
And you will receive this response via email

Other Options:

Click on View All and you will be directed to a screen showing all requests you submitted and the status
The benefits of using the Online Maintenance Request are:

- Submitting work orders is simple
- Time and date stamped audit trails
- Increased data integrity
- Ability to track work order progression
- Ability to view all work orders submitted for the Org ID connected to your Net ID

If you need assistance submitting an Online Customer Request, please contact:

University Facilities and Capital Planning
Service Call Center
(856) 225-6300
Monday-Friday – 8:00 AM – 4:30 PM

As part of our commitment to customer service, we can address any questions and/or concerns.
There’s no time like the present to save for the future. Join us Monday, October 26, 2015.

Sometimes it’s hard to think about retirement when you’re early in your career. The truth is, that’s when thinking ahead can do the most good! It all starts with some practical knowledge.

TIAA-CREF’s workshop leaders will help you get ahead of your retirement saving with some tools and advice you can use right now:

- Learn the real effect of time on money thanks to compounding and dollar-cost averaging
- Discover the differences between good and bad debt
- Learn the benefits of starting to contribute to your employer-sponsored retirement plan now
- See how budgeting can find money – and help you save it

Join us on Monday, October 26, 2015 from 12:00 p.m. - 1:00 p.m. for a live online webinar as we build practical budgeting and debt management skills to start saving for retirement.

Reserve a seat at the workshop today!
RSVP by calling 800 732-8353
Monday - Friday, 8 a.m. - 8 p.m. (ET)
or register online.

TIAA-CREF products may be subject to market and other risk factors. See the applicable product literature, or visit tiaa-cref.org for details.

Investment, insurance and annuity products are not FDIC insured, are not bank guaranteed, are not deposits, are not insured by any federal government agency, are not a condition to any banking service or activity, and may lose value.

You should consider the investment objectives, risks, charges and expenses carefully before investing. Please call 877 518-9161 or log on to tiaa-cref.org for underlying product and fund prospectuses that contain this and other information. Please read the prospectuses carefully before investing.

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FACULTY AND STAFF TRAINING: Effective Strategies for Supporting Our Students Through Difficulties

Learn about the University wide Student Policy Prohibiting Sexual Harassment, Sexual Violence, Relationship Violence, Stalking and Related Misconduct, obligations under Title IX, suicide and other mental health issues. We will discuss your role as a professor, advocate, & mentor in helping to ensure that students receive assistance and services that they need, promptly addressing reported issues, proper handling of information, and helping to limit the effects of a challenging situation on students’ education.

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REGISTER ONLINE AT: http://newstudents.camden.rutgers.edu/facultystafftraining1
Rutgers University-Camden

Retirement Seminar

Presented by Human Resources

Thursday, October 22nd, 2015

ABP Employees - 9:00am—12:00pm
PERS Employees - 1:00pm—4:00pm

Campus Center—Viewing Room

Learn how to make a smooth transition to retirement. Topics will include pension/distribution payout options, retiree health benefits, Medicare, life insurance, and other retirement topics.

Highlights

◆ How to Estimate Your Retirement
◆ When to Begin the Process
◆ Resources for Retirement Questions

RSVP your attendance by calling extension 6475 or emailing rhuertas@camden.rutgers.edu.