

JANUARY-MARCH 2022

# HR QUARTERLY



## Starting the New Year Off Right!

As we enter the New Year, we would like to acknowledge the opportunity for us all to reflect, reassess our priorities, and renew our commitment ourselves both at home and in the workplace. We hope you find some of the linked resources below useful to support you in your journey toward wellness, balance, and fulfillment - both in your professional and personal life.

- [23 Essential Tips for Working Remotely \(Inc.com\)](#)
- [5 Minute Meditation You Can Do Anywhere \(Goodful\)](#)
- [Try These 12 Tips To Improve Your Work-Life Balance \(Better Up\)](#)
- [Kean's Employee Assistance Program \(EAP\)](#)



KEAN

### Important Dates

JANUARY 17  
MLK JR. Day  
(University Closed)

JANUARY 18  
Semester Begins

FEBRUARY 21  
President's Day  
(University Closed)

MARCH 7-MARCH 11  
Spring Recess  
(University Open, No Classes)



## Service Opportunities

National Mentoring Month  
[The National Mentoring Partnership](#)

National Blood Donor  
Month  
[American Red Cross](#)

Martin Luther King, Jr. Day  
of Service  
Monday, January 17, 2022  
[Corporation for National  
and Community Service](#)

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## ELECTRONIC PERFORMANCE ASSESSMENT REVIEW (EPAR) INTERIM EVALUATIONS

**\*\*DUE JANUARY 12, 2022\*\***

All supervisors of Civil Service Employees should be preparing to review their staff's performance for the first half of the 2022 rating year (July 1-January 1). Interim evaluations should be completed no later than January 12, 2022 to be on pace for the successful completion of the evaluation for the 2021-2022 cycle.

Please contact Meaghan Lenahan (lenahanm@kean.edu) for any specific questions on ePAR or other performance management matters.

Visit the [Performance Management](#) page on the HR website for more information and resources.

## TRAINING CORNER: 5 EMAIL ETIQUETTE TIPS FOR BETTER COMMUNICATION AND OUTCOMES

1. Know who you are writing to and use appropriate professional titles. If you are writing to a large group, you can think of using something like "colleagues" or "Deans" or "committee members."
2. Include a clear and appropriate subject line.
3. Aside from brief pleasantries at the very beginning or end of the email, please refrain from jokes, anecdotes, and unrelated topics. Be clear and to the point.
4. Keep in mind that all communication is an expression of your professionalism, so using casual language, slang, curse words, etc. is not appropriate in your email.
5. Remember that emails should be treated as formal communication. They need to be proofread, and edited to ensure that they are clear, purposeful, and utilitarian.





## Student Employment Opportunities Are Currently Available!

Currently enrolled Kean University undergraduate students can look for Student Assistant job opportunities on our Workday Student Job Board!

To view available positions, students must log into their Workday account using their Kean email credentials and select the Career icon on their homepage. Please inform undergraduate students of the many opportunities available on the Student Job Board!

- [Student Employment Guidelines](#)
- [Applying for a Student Assistant Job in Workday](#)

## IMPORTANT WORKDAY ACTION ITEMS: W-2 AND 1095-C CONSENT FOR ELECTRONIC DELIVERY

Kean University employees may elect to receive their Form W-2 Wage and Tax Statement and Form 1095-C Employer-Provided Health Insurance Offer and Coverage electronically in the same way bi-weekly pay stubs are accessed - through [Workday](#). Please follow the instructions outlined in the links below to select your preferred delivery method.

### Form W-2

Kean is required by the Internal Revenue Service (IRS) to furnish all employees with a Form W-2 each calendar year to be used in completing the employee's annual tax returns. Form W-2 details the employee's wages, tax withholding and other important payroll information. [Click here](#) for information and instructions on how to select your preferred delivery method for your Form W-2 for tax year 2021 and beyond.

### Form 1095-C

All University employees who were full-time or who were enrolled in a University-sponsored part-time health benefits program in 2021 will receive a Form 1095-C. A document required by the Affordable Care Act, Form 1095-C reports health care coverage offered to you by your employer, Kean. [Click here](#) for information and instructions on how to select your preferred delivery method for your annual Form 1095-C.

For additional resources from the IRS, visit their [Affordable Care Act Tax Provisions for Individuals and Families](#) webpage. If you have any questions regarding your Form W-2 or Form 1095-C, contact Kean's Office of Human Resources at [benefits@kean.edu](mailto:benefits@kean.edu). For additional resources, refer to Kean's [Workday](#) webpage.

**HAVE A QUESTION OR NEED ASSISTANCE? CONTACT HUMAN RESOURCES BY CALLING 908-737-3300 OR EMAILING [HR@KEAN.EDU](mailto:HR@KEAN.EDU). WE'RE HERE TO HELP!**

## A Message from Jennifer Peters, Executive Director of Human Resources

As we begin the New Year, we are grateful for the lessons learned and personal growth that we bring with us into 2022. As we reflect on the past year and create goals for ourselves in the new one, I hope that our Human Resources team can support that journey by connecting employees to a variety of resources designed to promote professional growth and development, as well as overall individual wellbeing.

Please visit our Human Resources webpage, where we have made a number of updates over the break including a staff contact directory organized by issue area and a professional development and training page with curated training resources by topic and area of interest.

Best Wishes for 2022, we are so excited about the great things to come in the year ahead!





HUMAN RESOURCES CONTACTS BY DEPARTMENT				
Jennifer Peters	Executive Director	jpeters@kean.edu	908-737-3269	
BENEFITS				
Yrelys Tapanes	Associate Director, Benefits	ytapanes@kean.edu	908-737-3301	
Diane Baldwin	Professional Services Specialist 4	dbaldwin@kean.edu	908-737-3312	New Hire Benefits Onboarding for FT Employees, Retirement Plans
Jennifer Kim	Program Assistant	jakim@kean.edu		Adjunct New Hire Benefits Onboarding
Tejal Talati	Managing Administrative Assistant 1	ttalati@kean.edu	908-737-3301	Compensation & Analytics/Reporting
Lorice Thompson-Greer	Managing Administrative Assistant 2	lgreer@kean.edu	908-737-3309	Leave of Absence, Workers' Compensation, ADA
Tameeka Upshaw	Managing Administrative Assistant 1	tupshaw@kean.edu	908-737-3308	Tuition Waiver, Working Test Period, Purchase of Service, Pension Loans
EMPLOYEE RELATIONS AND HUMAN CAPITAL MANAGEMENT				
Meaghan Lenahan	Associate Director, Employee Relations and Human Capital Management	lenahanm@kean.edu	908-737-3295	
Linnette Guardamino	Professional Services Specialist 3	lguardam@kean.edu	908-737-3268	Time & Attendance
Megan Robinson	Program Assistant	merobins@kean.edu	908-737-3315	Time & Attendance
PAYROLL				
Kathleen Garra	Director, Payroll	kgarra@kean.edu	908-737-3173	
Lepsia Aviles	Managing Assistant Director 3	laviles@kean.edu	908-737-3171	Payroll
Muhammad Iqbal	Professional Services Specialist 3	miqbal@kean.edu	908-737-3174	Payroll
Ranee Pass	Principal Payroll Clerk	cpass@kean.edu	908-737-5326	Payroll
PROFESSIONAL DEVELOPMENT				
Nicole Ferree	Managing Assistant Director 3	niferree@kean.edu	908-737-3303	Professional Development and Training
RECRUITMENT				
Gina Kendra	Associate Director, Recruiting	gkuensel@kean.edu	908-737-3304	
Makenzie Carty	Program Assistant	cartyam@kean.edu	908-737-3307	Adjunct and Academic Specialist Hiring
Walter McGee	Managing Assistant Director 2	mcgeew@kean.edu	908-737-3316	Faculty Hiring, Search Committee Trainings
Shailesh Patel	Program Assistant	spatel@kean.edu	908-737-3267	Student Assistant Hiring
Bryant Ramirez	Professional Services Specialist 2	bramirez@kean.edu	908-737-3311	Civil Service Hiring, Workday Recruiting HRIS

2022   KEAN UNIVERSITY			
Payroll Schedule			
Applicable for all employees (Part & Full Time)			
PAY PERIOD	FROM	TO	PAY DATE
1	12/18/2021	12/31/2021	1/7/2022
2	1/1/2022	1/14/2022	1/21/2022
3	1/15/2022	1/28/2022	2/4/2022
4	1/29/2022	2/11/2022	2/18/2022
5	2/12/2022	2/25/2022	3/4/2022
6	2/26/2022	3/11/2022	3/18/2022
7	3/12/2022	3/25/2022	4/1/2022
8	3/26/2022	4/8/2022	4/14/2022
9	4/9/2022	4/22/2022	4/29/2022
10	4/23/2022	5/6/2022	5/13/2022
11	5/7/2022	5/20/2022	5/27/2022
12	5/21/2022	6/3/2022	6/10/2022
13	6/4/2022	6/17/2022	6/24/2022
14	6/18/2022	7/1/2022	7/8/2022
15	7/2/2022	7/15/2022	7/22/2022
16	7/16/2022	7/29/2022	8/5/2022
17	7/30/2022	8/12/2022	8/19/2022
18	8/13/2022	8/26/2022	9/2/2022
19	8/27/2022	9/9/2022	9/16/2022
20	9/10/2022	9/23/2022	9/30/2022
21	9/24/2022	10/7/2022	10/14/2022
22	10/8/2022	10/21/2022	10/28/2022
23	10/22/2022	11/4/2022	11/10/2022
24	11/5/2022	11/18/2022	11/25/2022
25	11/19/2022	12/2/2022	12/9/2022
26	12/3/2022	12/16/2022	12/23/2022

 KEAN UNIVERSITY		
Office of Human Resources		
State of New Jersey Official Holidays-2022		
The following is a list of official State of New Jersey holidays for 2022 and status of the University on the dates observed.		
Holiday	Date Observed	Kean University Status
Martin Luther King Jr. Day	Monday, January 17	Closed
President's Day	Monday, February 21	Closed
Good Friday	Friday, April 15	Closed
Memorial Day	Monday, May 30	Closed
Juneteenth	Friday, June 17	Closed
Independence Day	Monday, July 4	Closed
Labor Day	Monday, September 5	Closed
Columbus Day	Monday, October 10	Open-Classes held
Election Day	Tuesday, November 8	Closed
Veteran's Day	Friday, November 11	Open-Classes held
Thanksgiving Day	Thursday, November 24	Closed
Christmas Day	Monday, December 26	Closed
New Year's Day	Monday, January 2	Closed
If you have any questions, please call the Office of Human Resources at ext. 73300.		
*Subject to change based on final State approval.		