



June 28, 2021
Volume 2021/611

CCM EVENTS

Holiday Closing
Fourth of July
Monday July 5, 2021

STUDENT SERVICES

The Library
[In-Person and Remote Service](#)

Online Tutoring Center
More information, click [here](#)

HR CORNER

RETIREMENT CONSULTATIONS WITH NEW JERSEY STATE APPROVED VENDORS

Save for retirement –

Receive free, no pressure retirement counseling sessions. Make your appointment today. You do not need to be a member to speak with the representatives.

Equitable representative Mark Sheridan is available at all 908-230-2042 or email Marc.Sheridan@equitable.com

Access Marc's calendar to schedule an appointment:
<https://app.zynbit.com/zyncal/schedule/marc-sheridan>

MassMutual (formerly Hartford) representative Kenneth Quarnaccio is available at 848-248-4313 or email kquarnaccio@gittermanwealth.com.

MetLife/BrightHouse representative David Sharpe is available at 973-575-3254 or email dsharpe@financialguide.com.

Prudential
Call 732-428-2314 or email alicia.smith@prudential.com to make an individual appointment to discuss ABP or DCRP investments.

Contact TIAA's National Contact Center at 800-842-2252 for questions and counseling.

VALIC representative MaryAnn Bradford is available for individual appointments. Call 908-470-4114 or email Maryann.bradford@valic.com
Schedule a virtual meeting or phone call:
<https://my.valic.com/seminarregistration/availableseminars.aspx?regcode=5296NEW11AA>

Voya representative John Murray is available to review your ABP and voluntary retirement accounts, help with a retirement income plan and review your personal portfolio. Schedule an appointment at <https://ccofmorris.timetap.com/>

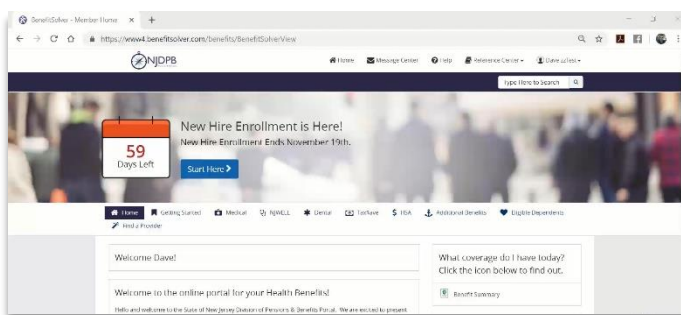
NOTICES FOR CCMEMO



CCM Returns to Campus This Fall

As New Jersey has been experiencing many changes with the pandemic, CCM continues to update campus operations as mandates, protocols, and guidelines have been lifted. CCM is aligning with the federal, state, and local guidelines and have previously posted those updates on both the website and in the CCMemo. With these updates, we want to share with all employees CCM's [Return to Campus Plan for Fall 2021](#).

Important News! New Ways to Access Your Health Benefits Online



The New Jersey School Employees' Health Benefits Program (SEHBP) and the New Jersey Division of Pensions & Benefits (NJDPB) are excited to announce a new portal, Benefitsolver, for accessing all your health benefit enrollment needs, including the fall Annual Open Enrollment period.

What You Need to Know Through Benefitsolver, you can access information about your health benefits and complete your enrollment applications online. You'll be able to add new dependents and upload documentation right to the website, as well as confirm your coverage and get links to all your health benefit vendors. You'll have multiple ways to access the new portal including 24/7 access via a new mobile app. What You Need to Do Beginning June 1, 2021, you will be able to log in to review your health benefit information. *

- Navigate to: <http://my.njbenefitshub.nj.gov>
 - a. Click Register
 - b. Enter Social Security Number and Date of Birth
 - c. Enter Company Key = SHBP/SEHBP
 - d. Click Continue

Once you're on the Benefitsolver website, you will be asked to enter your personal email address so we can keep in touch with you – send you reminders, confirmations of enrollment, and important information about how to get the most out of your benefits. From there, download the MyChoice Mobile App so you can have your benefits at your fingertips – even take a picture of your insurance cards and store them in the app, so you're never without them! Don't worry, your personal information is safe with us, we don't share this with outside vendors. Please see the enclosed flyer with detailed information about how you can download the mobile app and have all your benefits information at your fingertips. If you have questions regarding your benefits,

Register Employees and Visitors With Public Safety

In January of 2021 Public Safety starting using a new system for registering campus visitors. This system has been well received and drastically streamlined the process by saving phone calls and emails, while allowing us to provide a thorough list to Plant & Maintenance for cleaning purposes. Managing visitors on campus is an important part of maintaining the safety and welfare of our community. Please help us streamline this process by using our visitor registration system:

- Register visitors in the Public Safety Employee and Visitor Registration system at <http://reportproserver.ccm.edu/CESIRportExec/vt/OnlineVisitorRegistration.aspx?IsAuth=1&groupid=102>
- Direct visitors to stop at Public Safety in Lot 10 for a visitor's pass.
- We will confirm their identification, match them against the list generated from our system and then help them get to their final destination.
- When checked in, an automated email will be sent to the email address you specify letting you know that your visitor has arrived.
- This system is also used for employees who come to campus, who are not otherwise on a regular on-campus schedule.
- There is a notes section, where you can add anything we need to know.
- Plant and Maintenance is given a list each day of visitors and the locations they visited, for cleaning purposes.

PAYROLL STIPEND PAPERWORK DEADLINE

All employee stipend payment/work authorization paperwork for services performed prior to July 1 must be received in Human Resources for approval by July 6 in order to be processed by payroll in July. These payments will be charged to the 2020/2021 budget. Any stipends that are not received by that date will be charged to the new Fiscal Year 2021/2022 budget. Please contact payroll for any issues concerning this deadline.

please see your employer or call the NJDPB Office of Client Services at 609-292-7524. If you have trouble accessing the Benefitsolver website, please see your Human Resources Representative. *You may also be able to access Benefitsolver via your myNewJersey account at <https://www.state.nj.us/treasury/pensions/> We look forward to assisting you with your health benefits in 2021 and beyond.

Year-End Comp Time Balances/Payouts

Please review your comp time balance on WebAdvisor as we approach the fiscal year-end.

Allowable carryover amounts are 35 hours for 35-hour employees and 40 hours for 40 hour employees. Any balance in excess of the allowable amounts will need to be designated on the carryover/payout form circulated by managers. The forms will be sent to managers the week of June 21, allowing employees time to balance accounts and use any comp time that may be lost before June 30.

Any discrepancies can be resolved with Lori Zarandona by emailing lzarandona@ccm.edu.

Email material to both Kathleen Brunet at kbrunet@ccm.edu and Theresa Gehring at tgehring@ccm.edu.

Submissions must be received by 3 p.m. Wednesday.

Looking for past issues of the CCMemo? [Find them here.](#)

SOCIAL MEDIA

Help us communicate all of the good things happening at CCM by liking, sharing or commenting on the college's social media posts and pages.

