

RU–NDown News

VOL. 2, ISSUE 3

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A monthly newsletter brought to you by the Rutgers University–Newark Staff Council



Updates
Telecommuting



Did You Know?
My Campus Pass



Open Enrollment
October 1-31, 2020



RU–N Staff Council
pantryRUN & Celebrations

Welcome to the latest issue of RU–NDown News, specifically tailored to RU–N staff. Our goal is to provide you with useful information and foster communication and collaboration among staff.

Safety First—President Jonathan Holloway has reinforced that, “The same concern for our students extends to the more than 20,000 faculty and staff who make all things possible at Rutgers. We will provide a work environment that is both safe and healthy.” The University’s COVID-19 telecommuting policy was extended through December 31, 2020.



My Campus Pass—Keeping each other safe during the pandemic is a shared and serious personal responsibility. As of Monday, September 28, **employees and students are required to use the self-screening application [My Campus Pass](#)** when traveling to campus or entering a Rutgers building.



You will be asked simple questions about your current health as well as what locations you will be in. You can access **My Campus Pass** by logging into my.rutgers.edu. If you are using a mobile device, bookmark this link <https://go.rutgers.edu/checklist>. Once you submit your survey, you will receive an immediate notification as to whether you've been cleared for entry.

For help with technical issues please contact OIT directly at 833-OIT-HELP or help@oit.rutgers.edu. Additional information, including the [Online Privacy Policy](#) for this app, is available on the [Universitywide COVID-19 website](#).

Open Enrollment—October 1, 2020 through October 31, 2020.

This year, [Open Enrollment](#) for medical, prescription, and dental insurance coverage through the State Health Benefits Program (SHBP) will be completed online through **Benefitsolver** available on the [MyNewJersey portal](#). Paper forms will no longer be accepted.

Enrollment or changes to retirement plans (i.e. 401(a), 403(b), and/or 457, and all other voluntary plans), Flexible Spending Accounts, and Voluntary Retirement Savings Plans will continue to be handled through University Human Resources.



Contact OneSource Rutgers Faculty and Staff Service Center at 732-745-SERV (7378) or OneSource@rutgers.edu for assistance. Virtual Q&A Sessions are available as well the opportunity to book an On-Site Office Hour with [Newark HR](#).

pantryRUN—Donate non-perishable food on Monday, **October 12, 2020** and Tuesday, **October 13, 2020** from **11:00 am** until **1:00 pm** on the Norman Samuels Plaza by Dana Library. Not on campus? No problem—**[donate online!](#)**



Celebrations—Please join us in congratulating former RU–N Staff Council Co-Chair, **Shyeka (Shy) Hopkins**, who was awarded *Veteran Business Mentor of the Year* from The American Legion Department of New Jersey’s Employment, Homeless New Jersey’s Employment, Homeless & Education Committee.

VOTE—Check out the [NJ Voter Information Portal](#) for information about how you can vote by **ballot dropbox**, by **mail**, in person at your **county board of elections**, or in person at your **polling location**.

RU–N Staff Council
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SUGGESTIONS: Let us know what YOU have to SAY! ([anonymous suggestion box](#))

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