



## Have You Heard the Wonderful News?

CNU, as directed by President Tribble and the Board of Directors, has graciously approved a 3% bonus for all full-time instructional faculty, administrative and professional faculty and classified staff employed prior to July 1, 2009, who remain employed by CNU through November 10, 2011. A \$500 bonus will be paid to all hourly staff employed prior to July 1, 2009, who remain employed with CNU through November 10, 2011. The pay date for the bonus is November 10, 2011.

*Thank you, President Tribble and the Board of Directors*

### OUR HOLIDAY SCHEDULE

#### Thanksgiving Break

November 23, 24, 25 - Closed all day

#### Winter Holiday Break

December 21 - Closed at noon (Recognition leave)

December 22, 23, 26, 27, 28, 29, 30 - Closed all day

January 2, 2012 - Closed all day

January 3, 2012, CNU Reopens

### **Additional Important Information Regarding Your Bonus**

Given the bonus payment for November 10th, you may want to consider your personal tax situation. For instance, you may want to increase your contribution to your tax-sheltered annuity or your deferred compensation account on one of the next regularly scheduled pay dates. Please contact us and we will happily assist you in this process.

Moreover, you may want to consider adjusting your withholding on your next regularly scheduled pay dates. By law, tax withholding on bonus payments is a flat rate of 25% for federal taxes and 5.75% for state taxes. The IRS says "that events during the year may change your marital status or the exemptions, adjustments, deductions, or credits you expect to claim on your return. When this happens, you may need to give your employer a new Form W-4 to change your withholding status or number of allowances." The [IRS tax calculator](#) can assist you in this process. Please contact the payroll office if you would like to make a change to your withholding.



### **SAM'S CLUB OPEN HOUSE** Exclusively for CNU

Saturday, November 19, 2011  
11:00am - 4:00pm  
Sam's Club, 12407 Jefferson Ave

RSVP by Nov 12th by calling 875-1290  
Receive a FREE GIFT and sample great food!  
Receive \$25 or \$10 gift card for joining or renewing.

### LEAVE CODES FOR HOLIDAY BREAKS

#### **Thanksgiving Break:**

Nov 23, 24, 25 - SCH (8 hours)

#### **Winter Holiday Break:**

Dec 21 - RT (4 hours)

Dec 22 - RT (4 hours), SCH (4 hours)

Dec 23 - SCH (8 hours)

Dec 26, 27, 28, 29, 30 - SCH (8 hours each day)

Jan 2 - SCH (8 hours)

### Performance Evaluations

We need your assistance please.  
Classified Employee Performance Evaluations are due in Human Resources by 5:00 p.m. Friday, November 11, 2011.



**PLEASE NOTE: There are no trainings scheduled for next week, November 7 through 11.**