



Remember to monitor your leave and turn in your timesheets throughout the summer!



- Leave can be checked by logging onto the [Payline](#) website where paystubs are available. Please keep in mind that the leave balances will only reflect leave submitted to HR prior to the end of the pay period.
- Administrative and professional faculty leave resets as of July 10, 2014. You may carry over up to 80 hours of leave so make sure you check your leave balances.

If you have any questions about your leave, please contact HR at 4-7145 or via email at hr@cnu.edu.

INTRODUCING OUR NEWEST CNU COLLEAGUES



Front row from left to right: Nikki Amburgey, Registrar's Office; Suzy Kilduff, Business Office; Garry Kidd, Housing; and Sarah Beth Potter, Residence Life.

Back row from left to right: Amy Bartgis, Student Affairs; Larry LaPell, Dining Service; and Mike Faragalli, Athletics.

Virginia Retirement System May 2014 Issue of Member News

Virginia Retirement System has posted the May 2014 issue of Member News on the [Member News website](#). Information in the May 2014 Member News includes:

1. Thinking About Retirement? Your Plan and Your Eligibility Requirements.
2. Will You Be Eligible for the Health Insurance Credit When You Retire?
3. Purchase of Prior Service Credit Can Yield Benefits.
4. Hit the Ground Saving: Seven Ways to Make the Most of the Hybrid Retirement Plan.
5. VRS Announces Two New Board Members.
6. Keep Your Beneficiary Designation Up to Date.
7. Featured FAQ: I'm changing to another VRS-covered position. How will it affect my benefits?



Employee Separation Procedures!



All employees who are ending their employment with the university, need to turn in a resignation letter to their supervisor. Supervisors, please be certain to forward the resignation letter to Human Resources and process the employee in the Employee Resource System (ERS) as soon as possible. Please do not wait for the employee's last day to process the separation to ensure that all resources (e.g., keys, uniforms, fees) are collected. The ERS is located in the CNU Connect main page on the top right side.

Human Resources offers a training on the employee separation process and the ERS. If you are interested in the training being offered, please contact HR at 4-7145 or via email at hr@cnu.edu.

The Fall Training Program is Currently Under Construction!

Is there a training that you would like HR to offer in the fall? Do you have a specialty that you would like to offer a training on? Any and all training suggestions are welcome. Please email your ideas to Stacey Carroll at stacey.carroll@cnu.edu