



## Payroll Deduction Option to End for Voluntary Group Long Term Care Insurance Program

According to the State Department of Accounts, effective January 1, payroll deduction will no longer be a payment option for employees and spouses enrolled in the Commonwealth of Virginia Voluntary Group Long Term Care Insurance Program. The CIPPS payroll system will automatically stop the deduction after the December 28 pay date and you will not need to take any action.

Participants may choose to pay premiums by direct bill on a quarterly, semi-annual or annual basis, or a monthly Electronic Fund Transfer from a checking or savings account. Participants who elect to pay premiums to Genworth Life Insurance Company on other than a monthly basis will have their premiums reduced as follows:

- 3.94% if paid on a quarterly basis,
- 4.63% if paid on a semi-annual basis, or
- 6% if paid on an annual basis.




Genworth will mail a notice this week to employees and their spouses who currently use the payroll deduction option. The notice will include a Request to Change Billing and Electronic Funds Transfer forms. Completed forms must be returned to Genworth Life Insurance Company by October 26 or the participant will be defaulted to the quarterly direct bill payment option. Employees who elect the Electronic Funds Transfer option will need to return the Electronic Funds Transfer form, along with a voided check or deposit slip. Employees with questions about coverage or this change to the payment options should be directed to Genworth Life Customer Service at [\(866\) 859-6060](tel:8668596060) between 8 a.m. and 8 p.m. Eastern Time.



### **REMINDER FOR SUPERVISORS!**



It's time to conduct performance evaluations for your classified employee(s). The performance evaluation period is October 25, 2011 to October 24, 2012. All evaluations are due in Human Resources by 5:00 pm, **Friday, November 2, 2012.** 

For more detailed instructions on completing performance evaluations, please visit our [web page](#) or sign up to attend the Performance Management/Evaluating Classified Employees training listed below. Supervisors and managers will learn how to complete the evaluation process on their employees. Employees will receive information on the evaluation process, when it takes place and what they can expect in a performance management discussion.

Wednesday, October 31st 1:30pm – 2:30pm

To register for a training, please call HR at 594-7145 or email [hr@cnu.edu](mailto:hr@cnu.edu).

## MetLife®



### MetLife Campus Visit

MetLife financial representative, Brooke Larsen, will be on campus Tuesday, October 30th in the Office of Human Resources. Anyone wishing to set up an appointment with Brooke should call (757) 312-0620 or email [blarsen@metlife.com](mailto:blarsen@metlife.com).



## **OPEN ENROLLMENT FOR LEGAL RESOURCES!**



Open enrollment for Legal Resources is October 1 – October 31. As a Legal Resources Member, you'll have immediate and ongoing access to comprehensive legal coverage, services and expertise that will easily save you money - and could save you a whole lot more. Employees pay \$18.00 per month by payroll deduction. With Legal Resources you have access to one of the largest attorney networks in the industry. There are no claim forms, deductibles or co-pays. Don't let this opportunity get away!

To enroll please call HR 594-7145. For more information on Legal Resources call (800) 728-5768 or visit their web site at [LegalResources.com](http://LegalResources.com).

## **OPTIONAL RETIREMENT PLAN OPEN ENROLLMENT**

Participants in the Optional Retirement Plan for Higher Education (ORPHE) may change providers during Open Enrollment between **October 1 and October 31**.

The two providers available are Fidelity Investments and TIAA-CREF. Administrative and investment fees vary between the two providers. An enrollment and beneficiary form or on-line registration confirmation must be completed and submitted to the Office of Human Resources unless there is an existing ORPHE account with the provider, along with the ORP Change Form. The form will be available from the Office of Human Resources in October.

Changes will be effective for ORPHE contributions sent to the new provider on or after January 1 of the following year.



# **SAVE THE DATE!**

## **Our 14th Annual CNU Benefits Fair!**



**Wednesday, October 24, 2012**

**10:00AM - 1:00PM \* DSU Ballroom**

**Mark your calendar for our informative and enjoyable Benefits Fair!**

Come and explore a wide array of CNU and State employee benefits options! Register to win fabulous door prizes! Leisurely stroll through the rows of vendor displays and see what great benefits they have to offer. Greet and mingle with your CNU colleagues, enjoy light refreshments and meet your benefits representatives.

CommonHealth will provide Health Checks to all eligible employees.\* The Health Check includes Blood Pressure, Cholesterol-Total and HDL, Diabetes Risk Assessment and blood glucose, and Body Mass Index (BMI). Your results are protected health information and confidential. Results will not be shared with your employer, Anthem (Optima) or anyone else - this is the law (HIPAA).

To register online for your Health Check, visit <http://www.maximhealthsystems.com/pickatime/?id=976>. You may also stop by Human Resources or call us at 594-7145 to register.

\*All state employees may participate which includes hourly, full time, wage, etc. You do not have to be covered by the state's health insurance. Additionally, retirees and dependents (18 years or older) who are covered under a state health insurance plan may participate.

# Don't Let the Flu Bug Bite This Winter!



**(or any of his friends either!)**

## **FREE FLU & Tdap\* VACCINE CLINIC**

**Available for CNU Faculty, Staff and Students**

**Walk-in - No Reservation Required**

**Wednesday, October 17th**

**10:00AM - 3:00PM**

**DSU Ballroom**

**FREE!**



**Vaccines administered by the Virginia Dept. of Health Peninsula Health District**

**\*Tdap vaccine protects you against tetanus, diphtheria and pertussis (whooping cough).**



**For more information on the vaccine clinic, please call HR at 594-7145.**

**For more information on Virginia Adult Immunizations, please visit**

**<http://www.immunizeva.org/immunizations/adults>**