



2014 Health Benefits Open Enrollment **ENDING SOON!**

Open Enrollment for health benefits and flexible spending accounts ends tomorrow, May 23, 2014. Employees may enroll using [EmployeeDirect](#) or you may submit a paper enrollment form. Paper forms must be submitted to the Office of Human Resources no later than the close of business on May 23. EmployeeDirect will be available until 11:59 pm on May 23.

The Department of Human Resources is mailed the Spotlight newsletter to employees' homes beginning on April 21. An [open enrollment link](#) is available starting this week. This year there will be new plan ID cards mailed to employees' homes for all COVA Care plan members.

Remember, if you are currently in a flexible spending account for medical or dependent care, you must re-enroll each plan year. Please feel free to contact the Office of Human Resources with any questions regarding the Open Enrollment.

Don't miss your chance to enroll in Legal Resources!

Christopher Newport University
Open Enrollment is
until close of business May 23, 2014

The Legal Resources plan provides 100% coverage for you, your spouse, and qualified dependents for the most often needed legal services, protecting you and your family from the high cost of legal fees. Whether it's for an every day legal need or an unexpected event, you'll have immediate and ongoing access to a network of top-rated law firms in your area.

To complete enrollment, please contact HR at 757-594-7145 or via email at hr@cnu.edu prior to the enrollment deadline.

**Did you recently get married?
Do you have a new baby in
your family? Do you remember
who you designated as your
beneficiaries?**

HR would like to remind you to update your beneficiaries after major life events have occurred. If you can't remember who you designated as your beneficiary, you may want to complete and submit the [VRS-2 Designation of Beneficiaries](#) form. If you have any questions, feel free to contact HR at 4-7145.

*Please note that the Designation of Beneficiaries form should not be submitted to HR via email do to confidential information provided on the form.

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?





INTRODUCING OUR NEWEST CNU COLLEAGUES



Far left: Joe Morris
(Honorary Guest),
Luter School of Business.

From left to right:
Alexandra Marrs,
Advancement;
Ja'Nise Tucker,
Chirsteann Barton,
Vinny Garcia and
Reggie Vanderhorst,
Dining Services.



Summer Time Perks

Don't forget the perks of summer as a CNU employee!

- Extended Memorial Day weekend: 4 hours of leave will be used tomorrow, May 23, 2014.
- Fridays in July: President Tribble awarded recognition leave for fulltime employees on July 11, 18, and 25.
- Business Casual: Please check with your supervisor for questions regarding appropriate business casual attire.
- State Employee Discounts: Travel and other discounts are offered to all state employees. Details are available on the DHRM [website](#).
- Open Parking on campus: Please keep in mind that a decal is still required and that certain parking locations are still reserved.
- CNU discount at Yogurtini: 10% discount with CNU ID.

We wish you all a happy and relaxing summer time!



**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 present to colleagues? All training suggestions are welcome. Please email your ideas to Stacey Carroll at stacey.carroll@cnu.edu

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 re-sets 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.