



Opt-In Period for VRS Hybrid Retirement Plan Ends April 30

Eligible VRS Plan 1 and Plan 2 members may elect to opt-in to the VRS Hybrid Retirement Plan during a one-time election period from January 1 to April 30. An election to opt into the Hybrid Retirement Plan cannot be changed after April 30.

The [Hybrid Retirement Plan](#) combines the features of a defined benefit plan, which pays a monthly retirement benefit based on age, total service credit and average final compensation, and a defined contribution plan, which provides a retirement benefit based on contributions to the plan and the investment performance of those contributions.

Read the [Special Issue of Member News](#) for more information about the plan, eligibility, how to opt-in and resources available to you. Log in or create a myVRS account to access the Hybrid Plan Calculator, check your member account balance or create a benefit estimate. Subscribe to Member News to receive the latest information about your VRS benefits.

Holiday Time Sheet Schedule

Full-time employee time sheets for the 12/15/13 - 12/28/13 period were due January 6, 2014. If you have not already completed it, the schedule is as follows:

12/20- 4 SCH
12/23-12/27 -8 SCH
12/30- 8 SCH
12/31- 8 RT
1/1-1/2- 8 SCH
1/3- Liberal leave (must use personal leave if leave taken)



* This schedule is assuming the employee works a Monday-Friday 8-5 schedule. If this is not your regular work schedule and need assistance completing your time sheet, please contact Megan or Brittney at 594-7145.



Stair Climbing Challenge

All [Stair Climbing Logs](#) are due to HR by 5 p.m. on January 10, 2014. We will have a raffle based on successful completion of the challenge.

Upcoming Trainings

Online Recruitment Training

Presenter: Stacey Carroll Location: HR Training Room
Date & Time: January 16, 2014, 1 - 3 p.m.

Hybrid Information Session

Presenter: Kay Shaw Location: HR Training Room
Date & Time: January 17, 2014 10 a.m. - 12 p.m.

Credit in Today's World, Beacon Score Review, Credit Report

Presenter: Van Noland Location: Madison Room, DSU
Date & Time: January 21, 2014 12 - 12:55 p.m.



Contact HR to register for any of these trainings: 4-7145

Christopher Newport University Knowledge Center

We are excited to announce the rollout of the [Christopher Newport University Knowledge Center](#) (an online training system). Currently, CNU employees have dual enrollment in the Commonwealth of Virginia Knowledge Center and our Knowledge Center until we complete the transfer of appropriate classes. Required courses are loaded into the system, so please use our system.

HR is offering a one-hour informational session in HR to those who want to preview the system or offer online trainings on Wednesday, January 22nd, from 10 am. Please contact HR by phone at 4-7145 or email at hr@cnu.edu with any questions or to RSVP.



As one challenge ends, another begins!

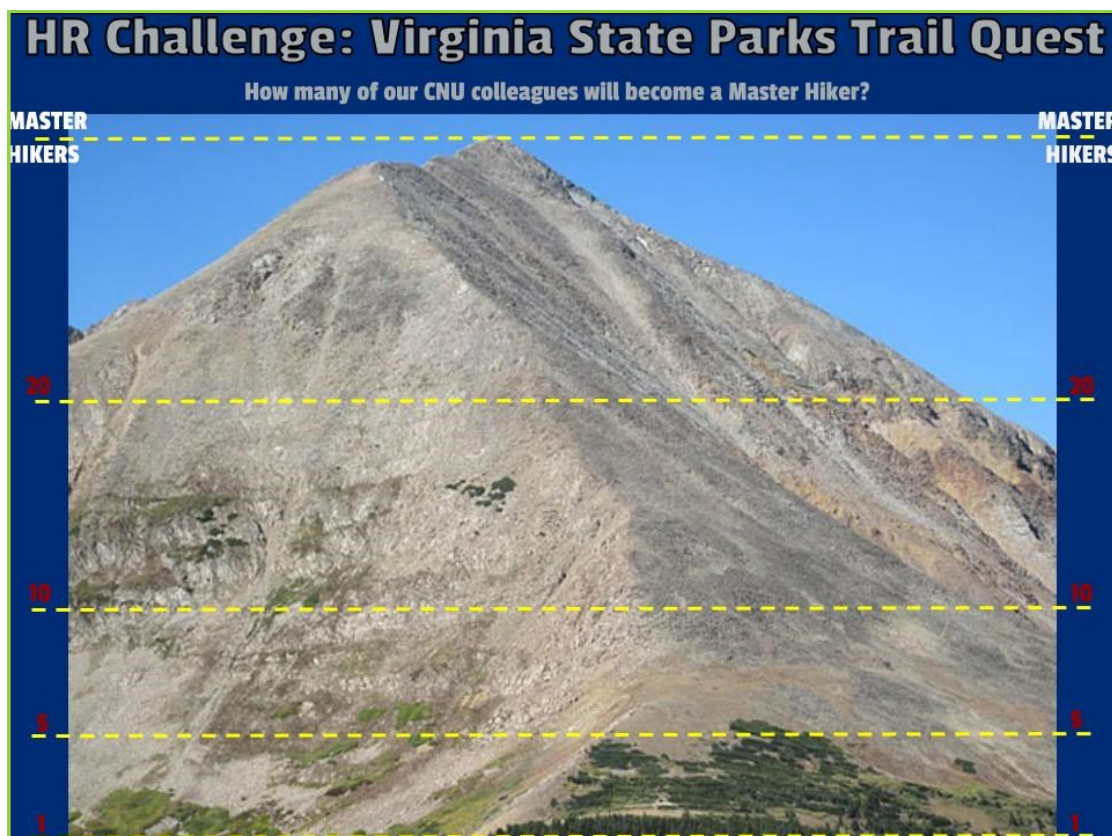
Lets start off the New Year focused on improving our health. HR challenges CNU colleagues to become Master Hikers with the Virginia Trail Quest by visiting all Virginia State Parks. This is an opportunity to explore the parks one step at a time. There are 35 parks and the contest lasts 35 weeks.

Here's how the challenge works:

- 1) Visit the [Virginia Outdoors](#) website and "Sign Up" for the Trail Quest
- 2) Print out the Park Checklist which includes the following sections to fill in for each park: Date Visited, Trails Hiked, and Secret Trail Code.
 - a. Please note that New River Foster Falls and New River Cliffview are located at New River Trail State Park and use the same Secret Trail Code.
- 3) Virginia Outdoors will send you a lapel pin for visiting your first, fifth, tenth, twentieth, and thirty-fifth state park after submitting your checklist.
- 4) HR will track your progress in accordance with the rewards from Virginia Outdoors and all those who become Master Hikers will receive a prize.
- 5) To submit your progress to HR, please provide a picture of you at the park along with your Park Checklist.
- 6) Once you have provided 35 pictures and a completed Park Checklist, you will receive the Master Hiker status and a prize!



You have 35 weeks beginning today, January 10, 2014, until September 12, 2014. Visit the Human Resources [website](#) to download a list of the [travel time and distance](#) for each state park with CNU as the starting point. HR will report the progress of our employees on the mountain below. Every week, watch as our CNU colleagues climb to the top of the mountain. Who will be a Master Hiker? Will our mountain remain deserted?





Featured State Park of the Week:

York River State Park



[York River State Park](#) is the closest state park to Christopher Newport University, only 38 minutes from campus!

[Virginia Outdoors](#) shares the following details about the state park:

“Located 11 miles west of Williamsburg, York River State Park offers visitors an opportunity to experience the environment of a coastal estuary. This park is known for its rare and delicate environment, where freshwater and saltwater meet to create a habitat rich in marine and plant life. The main focus of the park is to preserve a portion of York River frontage and its related marshes while providing an area for passive day-use recreation for visitors. York River State Park served as a role model for all of Virginia's state parks in developing resource management plans. The park's natural resources make it a significant place for environmental education at all levels. York River State Park takes its name from the river along its border, which is formed from the joining of the Pamunkey and Mattaponi rivers at West Point, 10 miles upriver from the park. Croaker Landing, found within the park, is an archaeological site included in the National Register of Historic Places.”

York River State Park, the perfect place to begin your Trail Quest!