



INTRODUCING OUR NEWEST CNU COLLEAGUES



From left to right: Tina Reynolds, Freeman Center; Pam Wade, Plant Operations; Cortina White, Freeman Center; and Chip Rodgers, Plant Operations. ***Please welcome them to CNU!***

Employees, Supervisors — We want to refresh your knowledge of the separation process...

- ◆ The employee's resignation letter needs to be sent to the Office of Human Resources as soon as possible.
- ◆ The supervisor enters the employee's name and last day of employment (based on the resignation letter) into CNU's online Employee Resource System (ERS). This electronic system is used to notify designated university resource providers that an employee is leaving and that "resources" are to be collected (or access to certain systems and accounts removed) on or before the last day of employment. The link is found on the CNU Connect start page in the upper blue box next to the CNU Directory link. The brief tutorial titled *Supervisor Training for Separating Employees* that explains step by step instructions. The university policy titled [Employee Separation Clearance Policy](#) explains more fully the process. Supervisors must review this tutorial and policy before using the system for the first time. If you need assistance entering employee information into the system or cannot locate an employee record, please call Stacey Carroll at 4-0673.
- ◆ Before the employee leaves, the supervisor is responsible for collecting resources from the employee, including all physical items that belong to the University such as keys, CNU ID card, credit card, laptop, cell phone, uniforms, etc. that were issued to the employee. Collected items need to be returned to the appropriate department. Any outstanding debts to the University must be paid to the appropriate department (resource providers will notify supervisors if debts exist for the employee). Also, passwords and codes need to be retrieved. At the end of the last day of employment, ITS will delete the employee's email account and computer access.
- ◆ It is also imperative to make sure that the employee's last time sheet has been submitted to the supervisor and approved before the last day of work, as once ITS removes computer access, the web time sheet can no longer be accessed by the supervisor.
- ◆ Employees may want to set up an exit interview with the benefits team to go over payroll deductions that need to be stopped, etc. The employee will also receive a separation packet in the mail.
- ◆ When the employee's resignation letter has been received by HR and the supervisor is ready to fill the vacant position, please contact HR, and we assist you with the hiring process. Please note: If the employee has already separated from the University, the supervisor must have completed the separation process through the employee resource system to recruit.



VERY IMPORTANT HEALTH CARE UPDATE

As you know, there are many changes to our health care plan this year. One of the best sources for this information is the *Spotlight* published by the Department of Human Resources (DHRM).

This information is mailed to your home during open enrollment, but we wanted to provide you with an [advanced copy](#).

Get your questions ready! DHRM Office of Health Benefits is providing a **training on these changes at CNU on May 1, 2013, in the David Student Union Ballroom at 10:00 am**. The health benefit providers will attend as well.



For those that have Cova Connect Health Insurance (administered by Optima) -

Effective July 1, 2013, the Commonwealth will no longer offer this provider. You must make a change during [open enrollment](#) beginning May 1, 2013, and ending May 24, 2013, or you will default to Cova Care with the corresponding optional buy up.



Open Enrollment Training offered by the Office of Human Resources in HR Employee Training Room

**Tuesday, May 7th at 2 pm
Wednesday, May 15th, at 10 am
Thursday, May 23rd at 9:30 am**

Additional trainings will be added based on attendance and need. Please RSVP by calling 4-7145.

Please check your personal information in the CNU directory!

*Please assist us in keeping the most up-to-date information in your personnel record. When you move, change your telephone number, or otherwise change your personnel record, you can easily update information by clicking on **Directory** on the CNU Connect page, behind the CNU portal.*

HR will automatically receive an email update and will ensure all the state systems are updated. This is crucial to receive health and retirement benefits information.

Thanks for your help!

Don't make a mistake and miss the Flexible Benefits Open Enrollment!

The [Flexible Benefits Program](#) offers eligible employees the opportunity to set aside part of your income on a pre-tax basis and then use that money to pay for eligible dependent care and medical expenses. The open enrollment runs concurrently with the open enrollment for health care, May 1, 2013, through May 24, 2013.

There are numerous changes to the program; such as, a new third-party administrator, Anthem Blue Cross Blue Shield; eligible expenses; administrative fee; maximum contribution limits; and, even a name change for the medical reimbursement account, now called a health flexible spending account.

Remember, you must re-enroll every year if you wish to take advantage of this benefit. If you have questions, come to the open enrollment training or one of the HR trainings!