



## 2014 Holiday Time Sheet Reminder

All administrative professional and classified employees should submit a time sheet reflecting time off for the holidays. The first holiday time sheet was due by 5 p.m. on December 1, 2014. Below is the breakdown of time to submit for the holidays. Supervisors who, out of university need, require colleagues to work these days must send prior notification to HR.

### November

November 26, 2014, School Closing (SCH)  
November 27, 2014, School Closing (SCH)  
November 28, 2014, School Closing (SCH)

### December

December 19, 2014, 8 hours recognition leave (RT)  
December 22, 2014, 8 hours recognition leave (RT)  
December 23, 2014, School Closing (SCH)  
December 24, 2014, School Closing (SCH)  
December 25, 2014, School Closing (SCH)  
December 26, 2014, School Closing (SCH)  
December 29, 2014, School Closing (SCH)  
December 30, 2014, School Closing (SCH)  
December 31, 2014, School Closing (SCH)  
January 1, 2015, School Closing (SCH)  
January 2, 2015, School Closing (SCH)



## VRS Retirement Trainings

The Virginia Retirement System is offering training opportunities on December 4, 2014.

**Retirement Education Seminar I**, 8 a.m. - 12 p.m.  
**Are You On Track (Hybrid)**, 1 - 2: 30 p.m.;  
**Are You On Track (Non-Hybrid)**, 1: 30 - 2: 30 p.m.  
These trainings are being offered at Tidewater Community College, Portsmouth Campus. To register for a VRS Session, visit the website at <http://www.varetire.org/members/education/index.asp>



Don't miss your chance to learn how to design your own floral arrangements for the holidays at noon on December 4th and the 11th in the DSU. This is a two part training and has limited seating available (15), so please **RSVP**. There are only a few seats left! Reserve your seat today by calling 4-7145, emailing [hr@cnu.edu](mailto:hr@cnu.edu), or completing the [online registration form](#).

## Supplemental Retirement Contribution Limits Increased

The Internal Revenue Service (IRS) announced increased limits on the amounts participants may contribute to tax-deferred savings plans in 2015. As of 2015 the contribution maximum will be \$18,000 with an Age 50+ Catch-Up limit of \$6,000. If you have any questions or would like to increase your contribution, please contact HR at 4-7145 or [hr@cnu.edu](mailto:hr@cnu.edu).

## Introducing our Newest CNU Colleagues



*Pictured from left to right:*

**Ron Cooke**, Mail Room; **Wendy Stephenson**, Police; **West Eldredge**, Communications;  
**Jamar Banks**, Plant Operations; **Sonya Watkins**, Housing; **Kevin Jackson**, Plant Operations;  
**Adrian Bethune**, Housing; **Angela Warren**, Ferguson Center.

*Pictured front:*

**Mike Bryant**, Dining Services.