



Captains Locker Faculty Appreciation

Tuesday, December 17, 2013

Faculty and Staff will receive 25% off for all purchases with a valid CNU faculty/staff ID. Captains Locker is open from 10 a.m. to 4 p.m. on December 17th. There will be refreshments and door prizes!

Don't forget to stop by the Captains Locker next Tuesday!

Considering traveling for the holiday?

Don't forget to check out [State Employee Discounts](#) on:

- * Enterprise Rent-a-car
- * Orlando Vacations
- * Great Wolf Lodge
- * Colonial Williamsburg
- * Wyndham Hotel
- * And more!



Holiday Time Sheet Schedule

Full-time employee time sheets for the 12/15/13 - 12/28/13 period need to be completed by January 6, 2014. 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 (use personal leave if available)

* 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.

Anthem's Commonwealth-Specific [Web-site](#) is getting a new look!

Today, December 13, Anthem released a new look dedicated to Commonwealth of Virginia employees, retirees and family members in CO-VA Care, COVA HDHP, and Flexible Spending Accounts. The website now has tabs to make it easier for members to locate their benefits, health and wellness information, and commonly used resources.

Stair Climbing Challenge

Don't forget to continue tracking your stair climbing over the holiday break! 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.

Stacey in HR is at 163 flights! Can you catch her? Send your progress to HR at hr@cnu.edu.