# The Spinnaker

Human Resources Update - February 4, 2013



#### **INTRODUCING OUR NEWEST CNU COLLEAGUES!**



Front row, left to right: Ariel King, HR Intern; Clara Johnson, Promotion, Financial Aid; David Swendsen, Residential Housing. Back row, left to right: Glenn Thomas, ITS; Andrew Bell, Dining Services; Reggie Virella, Grounds and Eric Gordon, Dining Services.

## A Warm Welcome and Congratulations to All!

## Do you have a Deferred Compensation Account (457) or do you want to learn more about this very important benefit opportunity?

This is a supplemental retirement plan administered by the Virginia Retirement System that allows you to make contributions that are exempt from federal and state taxes. <u>Want to learn more</u>?

Mackenzie Moss, the representative from ING is scheduling appointments for next Tuesday, February 5, in the Office of Human Resources Conference Room.

To RSVP, simply call (757) 951-7885, or email Mackenzie at Mackenzie.moss@us.ing.com and set up a time convenient for you.

### Have you been out to Payline lately?

It's is a helpful resource for accessing Pay History, Leave History, W-2's and more! To log on to *Payline*, enter your State Employee Number (remember this is different than your CNU Banner ID number).

For example, for employees enrolled in the Commonwealth's health care program, the employee number begins with two zeroes (i.e., 00) followed by the seven numbers found within the ID number on the COVA Care medical benefits card (e.g., YTX1234567XU). In this case the employee number would be 001234567.

After entering your State Employee Number, enter your password. If you have forgotten your password, click on the Forgot Password/New Account link. Follow the prompts for a new password to be sent to you. There are two choices for password delivery, emailed to your personal account OR to the Office of Human Resources.

Please contact the Office of Human Resources at 4-7145 if you choose for us to receive your temporary password. You can access this information from home, so memorize your Payline log on information. It's a great resource!

**Great News - Maria Kersey, TIAA-CREF Senior Financial Consultant,** is coming to CNU on February 13, 2013, from 8:30 am to 4:00 pm in the Office of Human Resources. To schedule an individual counseling session, please RSVP by calling 866-843-5640.