



PLEASE WELCOME OUR NEWEST CNU COLLEAGUES TO CAMPUS!

Front row: **Michelle Gregory**, CNU Police; Middle row, left to right: **Greg Freeman**, Plant Operations; **Ronnie Rosemond**, Dining Services; **Ronald Sisk**, Ferguson Center for the Arts; **Erin McClinton**, College of Arts and Humanities; **Lisa Game**, CNU Police. Back row, left to right: **Mark Bennett**, David Student Union; **Raymond Jenkins**, Housing.



LEADERSHIP AND PROFESSIONAL DEVELOPMENT TRAINING OPPORTUNITIES

for the Week of April 2 through April 6



FOUNDATIONS FOR SUCCESS - TAKING OWNERSHIP AND RESPONSIBILITY

Wednesday, April 4th: 2:30PM - 3:30PM Presented by Dr. Bill Ritchey



UNDERSTANDING THE VIRGINIA SICKNESS AND DISABILITY PLANS

Thursday, April 5th: 10:00AM - 11:00AM Presented by Human Resources Benefits Team

All trainings will be in the Office of Human Resources. To register, please call 594-7145 or email hr@cnu.edu.



OPEN ENROLLMENT TRAINING SESSIONS

Open Enrollment for Health Benefits and Flexible Reimbursement Accounts will be April 16 – May 14, 2012. As we continue to implement health reform, the maximum annual contribution for Medical Flexible Reimbursement Accounts (FRAs) will be reduced from \$5,000 to \$2,500 per plan year beginning on July 1, 2012. There will be no effect on the contribution limit for Dependent Care Flexible Reimbursement Accounts. More information will be available during the spring Open Enrollment period.

There will be four Open Enrollment Training Sessions available to give employees opportunities to learn more about their Health Benefits options and Flexible Reimbursement Accounts. All training sessions will be held in the Office of Human Resources, located in the BTC/SunTrust Bank building on the 1st floor. These sessions will include a question and answer period for your convenience.

Open Enrollment Sessions

Thursday, April 19, 10:00am – 11:00am

Tuesday, April 24, 3:30pm – 4:30pm

Tuesday, May 3, 2:00pm – 3:00pm

Wednesday, May 9, 11:00am – 12:00pm

To reserve your seat in one of these sessions, please call 594-7145 or email hr@cnu.edu.

WHAT CODES DO I USE???

EVER FIND YOURSELF ASKING THAT QUESTION WHEN FILLING OUT YOUR TIME SHEET?

HERE IS A LIST OF CODES THAT YOU MAY USE DEPENDING ON YOUR RETIREMENT PLAN...



VRS Traditional Leave Program	VRS VSDP- Virginia Sick Disability Program	ORP Optional Retirement Plan
AT- Annual Leave	AT- Annual Leave	AT- Annual Leave
SP- Sick Personal	SP- Sick Personal Leave	RT- Recognition Leave
SF- Sick Family	FP- Family Personal Leave	SCH- School Closed/Holiday
SCH- School Closed/Holiday	SCH- School Closed/ Holiday	XX- Leave Without Pay
OX- Overtime Leave Taken	OX- Overtime Leave Taken	CS- School Assistance/Volunteer Leave
CT- Compensatory Leave Taken	CT- Compensatory Leave Taken	
RT- Recognition Leave Taken	RT- Recognition Leave Taken	
MT- Military Leave Taken	MT- Military Leave Taken	
XX- Leave Without Pay	XX- Leave Without Pay	
JT- Administrative Leave	JT- Administrative Leave	
CS- School Assistance/Volunteer Leave	CS- School Assistance/Volunteer Leave	

If you have any questions concerning these codes, please contact Brittney Shivers in the Office of Human Resources at 594-7145.