



## INTRODUCING OUR NEWEST CNU COLLEAGUES!



*Left to right, first row: **Jessie Harkey**, Athletics; **Chelsea Henderson**, Alumni Relations & University Events; **Abigayle Vetter**, Office of Admission. *Left to right, back rows: **Charles West**, Ferguson Center for the Arts; **Andrea Carter**, Business Office; **Eric Gourley**, Ferguson Center for the Arts; **Kayah Trebuse**, University Police; **Sarah Tanner**, Office of Admission; **Braxton McCraw**, University Police; **Danna Maloney**, Office of Environmental Health and Safety and **C.J. Pennington**, Ferguson Center for the Arts.**

***A Warm Welcome and Congratulations to All!***

### **Upcoming Virginia Retirement System**

#### **(VRS) Training**

VRS is offering 2 new training sessions -

- ♦ **Retirement Education Seminar I** for anyone more than 10 years from retirement. It focuses on preparing and planning for a well-balanced, dynamic and financially secure retirement.
- ♦ **Are you on Track?** This presentation is for new and current members and is designed to educate you on VRS, your VRS membership and the importance of planning now for your future.

There are many [online resources on the VRS website](#) to help you plan for your future, such as utilizing the VRS website, taking advantage of member education opportunities and helpful self-service tools. If you have any questions, please call our benefits team at 4-7145.

Just a reminder that the Holidays are coming...



### **Holiday Schedule**

For, all Classified and Administrative Professional employees, please complete your time sheets as follows:

#### **Thanksgiving Break**

November 21 - 8 hours SCH  
November 22 - 8 hours SCH  
November 23 - 8 hours SCH

#### **Christmas Break**

December 20 - Close at noon - 4 hours SCH  
December 21, 24, 25, 26, 27, 28, 31, and January 1, - 8 hours SCH each day  
January 2 - 8 hours RT

If you have any questions regarding your time sheets, please contact Brittney at 4-8871.



## **Don't forget! There are changes to the tax-sheltered annuity 403(b) and deferred compensation account 457(d) maximum deferral limits beginning January, 2013**

The annual maximum deferral limit for the 403(b) Supplemental Retirement Account and the 457 Deferred Compensation Plan will increase in 2013 to **\$17,500.00** for employees under age 50 and **\$23,500.00** for employees age 50 or older.

Employees in the 403(b) plans wishing to make changes to increase their deferrals for the first check in 2013 should submit their changes before the close of business on December 19. We need to fax these forms to our third party administrator prior to leaving on the holiday break. Employees in the 457 Deferred Compensation Plan must make their changes via the internet or via the phone prior to the December holiday break. If you have any questions, please call our benefits team at 594-7145.

## **Great News - 3% Bonus for Eligible Employees coming up!**

Eligible full-time employees will receive a 3% bonus on their November 30, 2012 pay check. In order to comply with IRS regulations, the bonus payment is added to your regular pay and then taxes are computed. So, employees will only receive one pay for both amounts.

For more detailed information on the bonus including eligibility requirements, go to the frequently asked questions on the Department of Human Resources web site at:

<http://www.dhrm.virginia.gov/>

## **REMINDER - UPDATE YOUR EMERGENCY CONTACT!**

**In the event of an emergency, CNU employees can authorize campus officials to contact a designated person on their behalf should something happen. If you would like to provide this confidential information and have it on file in case of an emergency, or if you need to update your current information, please complete the Emergency Contact Information Form which can be found on our Human Resources [web page](#).**

## **Have you had a recent change of address?**

January is right around the corner and then it's time for W-2's!

Did you know that the University Directory is an easy way for you to change your address. The directory is located behind the CNU portal, on the CNU start pages.

All you need to do is search for your name, scroll down to the bottom, click on the word *details*, click on *edit this profile*, and you can change your University address. The system will generate an email to HR. Easy as 1-2-3!



## **MEMBER NEWS**

Have you signed up to receive the latest [Member News](#) from the Virginia Retirement System (VRS)? It contains very important time-sensitive information for non-vested Plan 1 VRS members.