



Employee Separation Procedures!



All employees who are ending their employment with the university, need to turn in a resignation letter to their supervisor. Supervisors, please be certain to forward the resignation letter to Human Resources and process the employee in the Employee Resource System (ERS) as soon as possible. Please do not wait for the employee's last day to process the separation to ensure that all resources (e.g., keys, uniforms, fees) are collected. The ERS is located in the CNU Connect main page on the top right side.

Human Resources offers a training on the employee separation process and the ERS. If you are interested in the training being offered, please contact HR at 4-7145 or via email at hr@cnu.edu.

Remember to monitor your leave and turn in your time-sheets throughout the summer!



- Leave can be checked by logging onto the [Payline](#) website where paystubs are available. Please keep in mind that the leave balances will only reflect leave submitted to HR prior to the end of the pay period.
- Administrative and professional faculty leave resets as of July 10, 2014. You may carry over up to 80 hours of leave so make sure you check your leave balances.

If you have any questions about your leave, please contact HR at 4-7145 or via email at hr@cnu.edu.

INTRODUCING OUR NEWEST CNU COLLEAGUES



Front row from left to right: Kelly Gooch, Center for Career Planning; Sarah Smith, Student Engagement; Sara Brooks, Admission; Tessa Theis, Student Success; Anna Mitchell, Student Engagement.

Middle row from left to right: Marion Gloor, Julia Bartus-Dobson and Caitlin Gayles, Admission; Kelsey Stiles, President's Leadership Program; Lynsie Hudson, Admission; and Susan Patriquin, President's Leadership Program.

Back row from left to right: Zach Walseman, President's Leadership Program; Jim Davis, Human Resources; Jeanette Corey, Admission; Eric Anderson, Student Success; and Josef Manilla, Admission.