



Have you had your
Benefits Checkup yet?
See page 2 for
details!



Did you know that our
HR Team makes "office
calls?" See page
2 for de-
tails!

OPEN ENROLLMENT IS ALMOST HERE!

April 16 - May 14, 2012

Open Enrollment for Health Benefits and Flexible Reimbursement Accounts will begin April 16 and run through May 14, 2012. You may enroll, waive or make changes to your existing health care coverage during this time. All employees are invited to attend one of the following "Open Enrollment Updates" informative training sessions, located in the Office of Human Resources:



Thursday, April 19: 10:00AM - 11:00AM
Tuesday, April 24: 3:30PM - 4:30PM
Tuesday, May 1: 2:00PM - 3:00PM
Wednesday, May 9: 11:00AM - 12:00PM



To reserve your seat, please contact HR at 594-7145 or email hr@cnu.edu.

Employee Training Opportunities

Registration for trainings is easy!

Call HR at 594-7145, or e-mail hr@cnu.edu

Thursday, April 12: *Understanding Leave (Administrative Professional) 10:00am - 11:00am

Presented by: HR Benefits Team Location: HR Training Room

This program will discuss the different forms used for leave including sick, disability, recognition, annual and various other types of leave. (Leave Training for classified employees is April 18 from 10:00am to 11:00am.)

Public Service Week

The week of May 7th is planned for Virginia's Public Service Week. Please mark your calendars and we'll update you as information becomes available!



*Administrative
Professionals Day*



April 25th is National Administrative Professional Day!

Show your appreciation to your department's Administrative Professional staff for their hard work, expertise and dedication. For creative and fun ways to celebrate this special day, contact Ali Gustafson at 594-8869!

No one is more cherished in this world than someone who lightens the burden of another. Thank you. ~Author Unknown



Need HR information, but don't have time to come over?

Wouldn't it be nice to speak to a Human Resources staff member in the comfort and privacy of your own office? Do you need information or assistance with regards to your benefits, leave, recruitment, Workers Compensation, employee classification, compensation or any other area in HR? Call our office at 594-7145 to set up a convenient time when one of team members can come to you!

Great News!

Legal Resources presents an open enrollment opportunity for all CNU employees from April 16 to May 14. For information about their services visit our [web page](#) or call Stacey Foshee in Human Resources at 594-0673.



HEALTH BENEFITS NEWS

As you may already know, the General Assembly is meeting in a special session on the state budget, which includes the State Health Benefits program's premiums and plan design changes. Because there is no final budget, there will be a delay in printing and distributing the *Spotlight* newsletter. Upon release of the 2012 Spring issue of the *Spotlight*, it will be mailed to each employee's home address and sent to individual CNU email accounts.



WHEN WAS YOUR LAST BENEFITS CHECKUP?



Have you taken a good look at your investments and retirement funds lately? Do you know what your projected income will be when you retire? Are you saving enough now? Do you have coverage for income security such as a long term disability plan? Are you taking advantage of every benefit opportunity offered by CNU?

These are tough questions to answer. To assist you with this important task, we're introducing a **Benefits Check Up** form to help you gauge how you're doing. Visit our [web page](#) and print off the form! Find out just what your options are and ask those important questions; such as, am I protecting myself and my family as best I can? We are happy to meet and discuss your options with you!



SUPERVISORS!

In order to effectively approve leave for employees, supervisors need to know what type of leave is available for each of the employees they supervise. To request this information, please contact HR at 594-7145.

