



## PLEASE WELCOME OUR NEWEST CNU COLLEAGUES TO CAMPUS!

*Front row, left to right; Jasmine Lampkins, CNU Police; Penny Taylor, Lifelong Learning Society; Margaret Morrison, Center for Career Planning; and, Erica Riesbeck, Admissions. Back row, left to right: Lynn Thompson, Housing; John White, CNU Police; Keith Roots, University Advancement; Tammy Waldroup, CNU Police; and, Ronnie Dale, Ferguson Center for the Arts.*



**Important Training Opportunities** - *Understanding the Virginia Sickness and Disability Plan* presented by Brittney Shivers, Tuesday, December 6th from 10 – 11 am in Human Resources and *Understanding Depression* presented by Dr. Bill Ritchey, Thursday, December 8th from 12:05 - 12:55 pm in Human Resources.



### End of Year To Do's

Please take this opportunity to review—

✓ Your emergency contact information and complete a [new form](#) if appropriate.

✓ Your address and office information in the CNU directory (behind the CNU portal).

✓ Your beneficiary information on your [life insurance](#) plan, VRS, your optional retirement plan, etc.

✓ Your contribution to your [deferred compensation account or your tax-sheltered annuity](#) for calendar year 2012.

✓ Your [federal or state tax withholding](#) information. Please contact payroll for more information.

### **Health Benefits Information—Dependents Who Lose Eligibility at the End of 2011**

Dependent children who are otherwise eligible for the State Health Benefits Program lose eligibility at the end of the year in which they turn age 26. Dependents that are ineligible due to age will be automatically removed from coverage effective January 1, 2012, and the employee's or retiree group participant's membership will be reduced as appropriate.

### **Would you like to join us in welcoming our new employees?**

During orientation, HR invites faculty and staff to briefly share their personal CNU experience with our new colleagues during their lunch break from noon to 1:00 pm. This gives new employees a glimpse of CNU from different perspectives and is one of the highlights of orientation. Everyone has a delightful time getting to know one another in a very informal setting. If you would be interested in volunteering to share your CNU experience, please contact Ali Gustafson at 594-8869 or [ali.gustafson@cnu.edu](mailto:ali.gustafson@cnu.edu).