

CNC CHRONICLE

Week of July 10, 1989

ANNOUNCEMENTS

Paychecks Procedures for Early Receipt of Paychecks for Individuals Who Have Requested Permission to Pick Up Their Paychecks Directly from the Personnel Office

Individuals who will not be on campus on payday may be given their paychecks on the workday preceding payday after 3:00 p.m. only if they meet the following conditions:

Faculty - Faculty members, either Instructional or Administrative, may receive their paycheck between 3:00 p.m. and 5:00 p.m. on the workday preceding payday by executing the standard Certificate.

Classified Employees - Classified employees may receive their paychecks between 3:00 p.m. - 5:00 p.m. on the workday preceding payday by presenting an approved Leave Form and by signing the standard Certificate.

Wage Employees - Wage employees may receive their paychecks between 3:00 p.m. - 5:00 p.m. on the workday preceding payday by presenting a signed statement from their supervisor that they will not be working the following workday, "payday, and by signing the standard Certificate.

-- Personnel/Payroll Office

**VSRS
Notice**

VSRS has opened another date for members to participate in a PreRetirement Education Program (PREP). This session will be held in the Anderson Auditorium at CNC on Saturday, October 21, 1989 from 8:15 a.m. to 4:45 p.m. with a one hour break for lunch. The PREP sessions are appropriate for members within 10 years of retirement and their spouses may also attend. In addition to VSRS and Social Security, topics include financial planning, wills and estate planning, psychological adjustment to retirement, housing, health and fitness, and use of leisure time.

Have some information you'd like to share with the CNC community? Please submit your information in memo form to Webber Casey before noon on Wednesday. Need information? Call 594-7051.

Participants must preregister to attend. Registration materials are available in the Personnel Office. Due to the demand for these programs, it is recommended that you register early to ensure being included in the session.

-- Submitted by Elizabeth Welch

NEWS

Free Check- Why pay a service charge or per check fee when you
ing at Your can get free checking at your Credit Union?
Credit
Union

Virginia Credit Union, as always, offers you checking free of service charges, per check fees, and minimum balance requirements.

To celebrate the West End Branch opening at Merchants Walk Shopping Center in Richmond, when you open a VACU checking account from July 14 to October 1, 1989, you will receive your first fifty personalized checks free. (A minimum opening deposit of \$100 is required to receive the free checks.)

So try a Virginia Credit Union checking account absolutely free. Visit a branch or call for information today at 367-9000 or toll free 1-800-533-6609.

-- Glenda Harris
Marketing Director

Safety
Belt
Campaign

The Campus Police Department would like to thank everyone who took the time to fill out the safety belt survey and pledge. With your support, the Safety Belt Campaign was a success. Remember to buckle up every time you get in the car and remind others to do the same. The few seconds that it takes could one day save your life. Save yourself a traffic fine--and your life--BUCKLE UP!

-- Brenda S. Gesselman
Campus Police Sergeant



Dr. Millar, English Department, will be conducting a workshop on "Effective and Efficient Business Letters" for CNC employees on July 20 and July 21, 1989 from 1:00 p.m. - 3:00 p.m. each day, McMurran, Room 212. Employees must attend both days. Class size will be limited to 30, first come, first serve basis. If interested, please complete the Registration Form below and submit to Becky Moore, Personnel Office, no later than July 14, 1989.

REGISTRATION FORM

Name _____

Department _____

SSN _____ TELEPHONE _____

SUPERVISOR'S APPROVAL _____

WORKSHOP - Effective and Efficient Letter Writing McMurran, 212

DATE - 07/20/89 - 07/21/89

TIME - 1:00 p.m. - 3:00 p.m.



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