

# CNC CHRONICLE

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Week of July 17, 1989

## ON CAMPUS THIS WEEK

Wednesday - Honors Council, 1:30 PM, M204

## ANNOUNCEMENTS

VSRS  
Notice

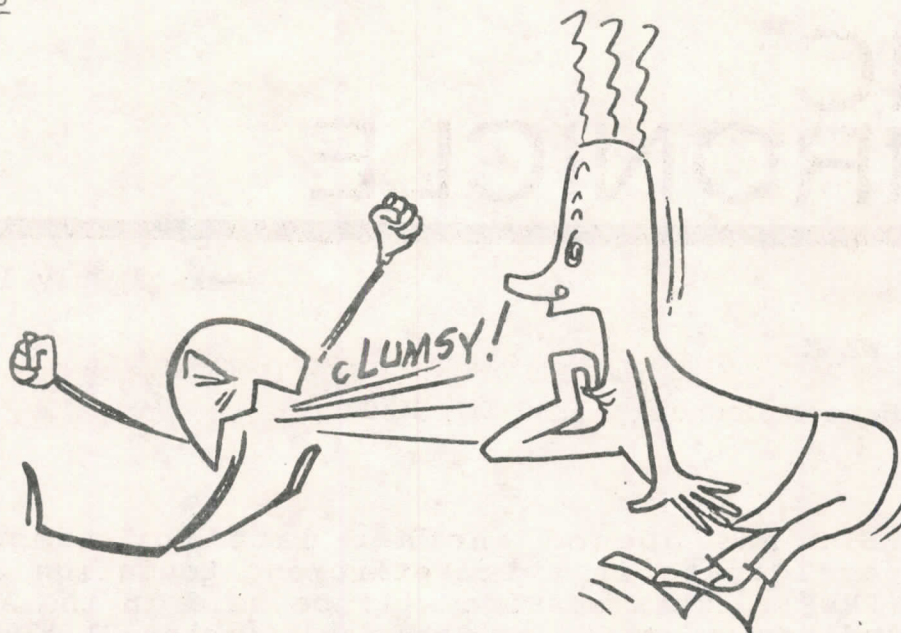
VSRS has opened another date for members to participate in a PreRetirement Education Program (PREP). This session will be held in the Anderson Auditorium at CNC on Saturday, October 21, 1989 from 8:15 a.m. to 4:45 p.m. with a one hour break for lunch. The PREP sessions are appropriate for members within 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.

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

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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.



Dr. Dorothy Doolittle, Psychology Department, will conduct a workshop on "Stress Management" for all CNC employees on July 25, 1989 from 8:30 a.m. - 12:30 p.m. in Wingfield, Room 221. This workshop will provide a basic understanding of (1) traditional beliefs; (2) diagnosing your own stress level; (3) the effects of stress (4) sources of stress; and (4) coping methods. Class size will be limited to 25, first-come, first-serve basis. If interested, please complete the Registration Form below and submit to Becky Moore, Personnel Office, no later than July 21, 1989.

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**REGISTRATION FORM**

Name \_\_\_\_\_

Department \_\_\_\_\_

SSN \_\_\_\_\_ TELEPHONE \_\_\_\_\_

SUPERVISOR'S APPROVAL \_\_\_\_\_

WORKSHOP - Stress Management

Wingfield, Room 221

DATE - July 25, 1989

TIME - 8:30 a.m. - 12:30 p.m.

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Workshop

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.

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**REGISTRATION FORM**

Name \_\_\_\_\_

Department \_\_\_\_\_

SSN \_\_\_\_\_ TELEPHONE \_\_\_\_\_

SUPERVISOR'S APPROVAL \_\_\_\_\_

WORKSHOP - Effective and Efficient Letter Writing McMurren, 212

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

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

## REVISED 1989-1990 SCHEDULE OF PAYPERIODS, TIME SHEET SUBMISSION &amp; CHECK DISTRIBUTION

FOR PAYPERIOD	TO PAYROLL OFFICE BY 12:00 NOON	CHECK DISTRIBUTION SEMI-MONTHLY
July 1-15 July 16-31	July 14 (by 5:00 p.m.) August 1	August 1 August 16
August 1-15 August 16-31	August 16 September 1	August 31 September 15
September 1-15 September 16-30	September 15 (by 5:00 p.m.) September 29 (by 5:00 p.m.)	September 29 October 16
October 1-15 October 16-31	October 16 November 1	November 1 November 16
November 1-15 November 16-30	November 16 December 1	December 1 December 15
December 1-15 December 16-31	December 15 (by 5:00 p.m.) December 29 (by 12:00 noon)	December 29 (by 12:00 noon) January 16
January 1-15 January 16-31	January 16 February 1	February 1 February 16
February 1-15 February 16-28	February 16 March 1	March 1 March 16
March 1-15 March 16-31	March 16 March 30 (by 5:00 p.m.)	March 30 April 16
April 1-15 April 16-30	April 16 May 1	May 1 May 16
May 1-15 May 16-31	May 16 June 1	June 1 June 15
June 1-15 June 16-30	June 15 (by 5:00 p.m.) June 29 (by 5:00 p.m.)	June 29 July 16

-- Personnel Office