

April 15, 2016



Mennonite Village

# Employee News

To be a Christ-centered community providing life-enriching services

## **JOTTINGS FROM HR ....**



### **No Butts About It**

We seem to be having a problem with smokers leaving their cigarette butts on the sidewalk, in the grass, and in the area between the sidewalk and our parking lot along our Columbus Street frontage. If an employee is seen disposing of their cigarette butt in this manner it will be cause for discipline action up to and including termination. This is an unacceptable way to treat our residents home, your place of employment and the environment. There is a cigarette butt receptacle to properly dispose of this item. We are looking to add receptacles but in the meantime please dispose of your butts properly. Thank You!

### **Safety and Wellness Fair April 15th!**

We will be having our annual Safety and Wellness Fair, April 15th, at Lakeside Center from 8:00 am to 1:30 pm. All paychecks will be available for pick up at the Fair during those hours. There will be door prizes and a lot of good information on wellness.

### **Save the Date**

The next Staff & Family Appreciation Picnic is scheduled for July 8th at the Pavilion. The theme is "Take Me Out to the Ballgame". More information about this event will be shared in future newsletters.



## **PAYROLL TIPS FROM TEANNA**

Some employees have asked me how long they need to save pay stubs. So I did some research. According to [answers.yahoo.com](http://answers.yahoo.com) and [budgeting.thenest.com](http://budgeting.thenest.com) you should save all your pay stubs for the current year until you receive your W-2. Use your last stub of the year with all the year-to-date totals to compare with you W-2. They recommend keeping your last check of the year with your tax records and throwing all the rest out each year. So I guess it is spring cleaning time.

If you are ever asked to show past pay stubs and you don't have them come see me and I can print a report that is accepted by most financial agencies.

If you have any questions about this or any payroll issue please stop by the payroll office. The payroll office is open Monday – Friday 7:30am to 4:00pm

