

May 27th, 2016



Mennonite Village

Employee News

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

JOTTINGS FROM HR



Save the Date

July 8th is the Staff & Family Summer Picnic/BBQ. This year's theme is "TAKE ME OUT TO THE BALLGAME".

If you love contests you can start planning what you want to do for the Picnic contest. Make a pennant that represents Mennonite Village. We will have a stand set up for the kids to make their own pennants at the picnic.



MV Vest Are Still Available.

Color and sizes vary but we still have plenty (especially red) vests. If you have never received a vest or would like a different size/color come see Human Resources. They are great for morning and evening walks, hikes, and outings to the beach.

PAYROLL TIPS FROM TEANNA

Are you planning to be away from work for vacation this summer? As soon as your time off is approved be sure to turn in an earned leave request form to your administrator or the payroll office. If you wait you might forget. It is the best way to ensure you get your earned leave on the correct payroll.

If you miss work because of illness or any other unexpected reason please fill out the form as soon as you return to work. This will ensure getting paid for your days off in the current pay period. If you are off work and can't turn in a slip please call you supervisor or the payroll office.

When filling out the Employee Request Form for time off be sure to list the dates and the reason for your absence so it will get accounted for correctly.

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 phone 541-704-4280.

