

October 28th, 2016



Mennonite Village

# Employee News

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

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



### **Employee Town Hall Meetings**

Mennonite Village Management will be holding town hall meetings on November 15th. This is a time to come hear how Mennonite Village is doing, learn about the Nursing Home project and ask questions. If you would like to submit your questions ahead of time that would be great. You can turn them in to Human Resources or drop them off in a suggestion box. Meetings will be in the MH Chapel starting at 9:00 am; 9:20 am and 9:40 am. We will then move to the Quail Run Dining Room starting at 2:00 pm, 2:20 pm and 2:40 pm. This is something new we are trying to make sure we are communicating with staff and that staff has an opportunity to ask questions.

### **Pay Increases:**

Just a reminder that this years' increase will be 3.0% and is effective October 9th. This means you should see the increase on your October 28th paycheck. Thank you for all your hard work and dedication to the residents and your co-workers.

### **Halloween Trick or Treating:**

Monday, October 31st is Halloween. Employees are encouraged to dress up, just remember to keep the costume fun and work appropriate. Trick or treating for kids will start at 3:30 in the Mennonite Home, Lydia's House and Administration Hallways. Quail Run will have trick or treating 3:00 to 5:00.



## **PAYROLL TIPS FROM TEANNA**

Pay Dates in November:

Banks will be closed on Friday the 11<sup>th</sup> because it is Veterans Day. So our next payroll date will be Thursday November the 10<sup>th</sup>. Be sure to have all forms turned in by noon Monday the 7<sup>th</sup>.

The second pay date of the month will be Wednesday, November 23<sup>rd</sup> because of the Thanksgiving holiday. The processing time is short so all forms will need to be in on Sunday November 20<sup>th</sup>.

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

