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# HR Monthly Newsletter

AUGUST 2023

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## Tax Check-Up

It's never a bad time to think about everyone's favorite topic: taxes! Now that we're over halfway through the calendar year, consider using the [IRS tax withholding estimator](#) to see if any adjustments need to be made to your payroll withholdings. This step by step, easy to use tool will help you in determining if you are likely to owe taxes or receive a refund based on what has been withheld so far this year.

Before you begin, you will need your most recent paystub on hand. Visit the Self Service page in Access Manager to find this. If you find that you would like to make a change to your tax withholdings, complete an updated [Federal W4](#) and submit it to Human Resources.

If you are an employee who is eligible to participate in CCS's 403b plan through TIAA, you could also consider adjusting your contributions to help [reduce your income taxes](#). **Always be sure to speak with a qualified tax professional for specific tax advice.**



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Jason May  
Onsite  
Visit

Jason May, Financial Advisor, will be on site on August 8th between 9:00 am - 3:00 pm for one-on-one meetings to discuss your 403b account. Spots are filling up! Contact Patty Longo if you would like to schedule a time.

If you are not able to meet with Jason, you may contact him via email at [jason.may@ml.com](mailto:jason.may@ml.com) to schedule a time to speak with him.



## Ask Watson!

"Watson....I slipped and fell in a classroom today and I think I may have injured my ankle. What should I do?"

"Ouch! Report the injury to Campus Safety/Security and complete an Accident/Injury Report. If medical attention is needed, Campus Safety/Security will give you an authorization form to go to Concentra. Be sure to report the incident to your immediate supervisor. If your injury is life-threatening, call 911 or go to the nearest hospital."



## Did you know.....

CCS employees have access to Adobe Creative Cloud for up to two (2) personal computers.



All CCS students, faculty, and staff have access to Adobe Creative Cloud for educational use in all CCS labs and offices as well as for up to two personal computers without the need to purchase or renew a license. CCS users will receive access to the full Creative Cloud, Creative Cloud Services, and Adobe Cloud storage.

Follow these [instructions](#) to learn how to establish your CCS Adobe Cloud Account today!

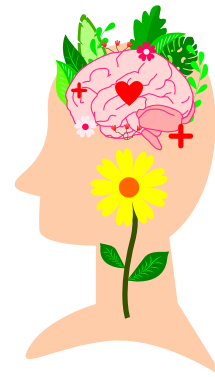
## Blue Cross Virtual Well-Being: Guidance on your life journey

Well-being is the state of being comfortable, healthy, and happy. We want all those things for you. That's why we're pleased to announce that your Blue Cross Blue Shield of Michigan or Blue Care Network health plan includes Blue Cross Virtual Well-Being to support your journey to a balanced and fulfilled life.

Set aside 30 minutes once a week to join a free, live, interactive well-being webinar that brings valuable information directly to you.

Weekly topics include:

- Mindfulness
- Resiliency
- Social connectedness
- Emotional and physical health
- Financial wellness
- Gratitude
- Meditation and more



Webinars are at noon on Thursdays and can be conveniently viewed on your computer, tablet or mobile phone. And during each webinar, you can download materials to read later and share with others, and get weekly check-ins and healthy tips for the Drop 5 Virtual Weight-loss Community.

Virtual Well-Being also features weekly guided meditations on Wednesdays at noon. Take time to get on the path to well-being. Register for a webinar today.

1. Go to **[bluecrossvirtualwellbeing.com](https://bluecrossvirtualwellbeing.com)**.
2. Click on Webinars for Members.
3. To register for the next webinar, click on Register Now.
4. To learn more about and register for upcoming webinars, click on the photos under UPCOMING WEBINARS.
5. You'll receive confirmation and reminder emails once you register. Can't attend a live webinar? Don't worry - past webinars are available at **[bluecrossvirtualwellbeing.com](https://bluecrossvirtualwellbeing.com)**.

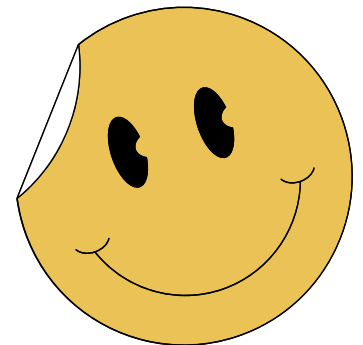
Check out this course [How to Have a Great Day at Work](#) - a course provided by LinkedIn Learning. Find other courses of interest by clicking on the LinkedIn Learning icon in Access Manager.



## August is Happiness Happens month!

Happiness Happens Month is dedicated to celebrating what makes you happy. This month reminds us that happiness happens one small moment at a time and these moments should be recognized. Take a moment to appreciate the small things that bring you happiness every day.

Looking for happiness inspiration? Giving compliments, getting into nature, and keeping a journal are all ways to give yourself a boost. For more tips, check out this article on [How to be Happy: 27 Habits to Add to Your Routine](#).



## Share a Summer Snapshot

Did you take a special trip this year? Or did you create memories at home? Share a photo of something fun you did this Summer for a chance to be featured in next month's newsletter. Email your photo to [balverson@collegeforcreativestudies.edu](mailto:balverson@collegeforcreativestudies.edu).

## How Can we Help?

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