

HR Monthly Newsletter

DECEMBER 2023

Happy Holidays!

As the year comes to a close, we extend our warmest wishes to you and your loved ones. May this holiday season bring joy, peace, and well-deserved rest. Thank you for your continued commitment to CCS, and we look forward to another year of collaboration & creativity. Happy holidays!



Shine Bright in Our Employee Spotlight

It's time for the spotlight to shine on YOU! ✨ We're excited to announce a brand new section in our future newsletters dedicated entirely to showcasing the incredible individuals that make CCS great.

We want to celebrate YOU and let your light shine across our campus! Share a glimpse of your personality with your colleagues. It's super easy – just answer a few quick questions through our Google Form linked below.

<https://forms.gle/ztCUwNyRVgWtjshK7>

December Payroll Dates

Plan ahead and be aware of the December payroll dates!



Semimonthly Payroll Calendar		
Pay Period	Due Date	Pay Date
12/01/23 to 12/15/23	12/08/23	12/15/23
12/16/23 to 12/31/23	12/15/23	12/20/23*

Biweekly Payroll Calendar		
Pay Period	Due Date	Pay Date
11/12/23 to 11/25/23	12/01/23	12/08/23
11/26/23 to 12/09/23	12/15/23	12/20/23*

*tentative date, subject to change based upon CCS holiday closing dates.

Shop for Gifts at the CCS Bookstore!

The CCS Bookstore has great holiday gift ideas! Crafts for the whole family (or promising young artist), funny stocking stuffers, art canvas tote bags, Punilabo animal pen cases, unusual book selections and of course new CCS souvenirs and apparel to show your school spirit.

Don't forget to mention your staff discount! CCS employees receive 20% off art supplies, souvenirs, and apparel; 15% off books; and 10% off computer accessories



Holiday Schedule Reminder

Upcoming Holidays

Friday, December 22 - Christmas Eve Observance
Monday, December 25 - Christmas Day Observance
Tuesday, December 26 - Seasonal Holiday
Wednesday, December 27 - Seasonal Holiday
Thursday, December 28 - Seasonal Holiday
Friday, December, 29 - New Year's Eve Observance
Monday, January 1 - New Year's Day

**We are scheduled to return to work on
TUESDAY, JANUARY 2**

The 2024 Holiday Calendar has been posted! Find the schedule [here](#).



Friendly Reminder: Don't forget to set up out of office messages on your email and phone while the college is closed.

Check this out

LinkedIn Learning

Are you trying to minimize stress and create a more purposeful, happy career? In the course, **Positive Psychology for Less Stress and Happier Work Days**, instructor Andrea Bonior gives you an overview of emotional, behavioral, and cognitive strategies drawn from positive psychology, a popular branch of psychology that focuses on what helps people to thrive.

Check this or other videos out on LinkedIn Learning! Head over to Access Manager and click on the LinkedIn Learning icon.



Holiday Workspace Décor Snapshots

Is your workspace dressed up for the holidays? Show it off in the next HR Newsletter! Send your decorated workspace photos to Brittney (balverson@ccsdetroit.edu) in Human Resources for a chance to be shared.

The HR office keeps our peacock festive all year, thanks to Patty! Feel free to stop by and take a look in person.



We want your feedback!

<https://forms.gle/d5MGAcrc72GwHtxg9>

Let us know what kind of content you would like to see in future newsletters by completing this google form.

How Can we Help?

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