

HR Monthly Newsletter

NOVEMBER 2023

Holiday Schedule Reminder

Don't forget to mark your calendars for the remaining holidays in 2023! The 2024 Holiday Calendar is also now available on the Human Resources Campus Office page.

November

Wednesday, November 22 - Day before Thanksgiving

Thursday, November 23 - Thanksgiving Day

Friday, November 24 - Day after Thanksgiving Day

December

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

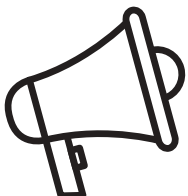
Friday, December, 29 - New Year's Eve Observance

Check this out

 LinkedIn Learning

Check out this LinkedIn Learning course: **Communicating through Disagreement** for some helpful tips on how to prepare yourself to participate in this conversation, effectively listen, manage your emotions, and achieve mutual understanding and agreement. Find other courses of interest by clicking on the LinkedIn Learning icon in Access Manager.

Open Enrollment Begins November 13th!



The first day of open enrollment for benefit eligible employees is Monday, November 13th and will end on November 30th. Be on the lookout for more detailed information to come for instructions and changes to be aware of for the 2024 plan year.

Ask Watson!

"Hey, Watson! Do I need to complete the steps for open enrollment even if I'm not changing any of my benefits?"

"Yes, you sure do! It's important to review your benefit elections each and every year even if you don't think you'll be changing anything. If you utilize an FSA, you must also elect your dollar amount each year. Take this opportunity to think about what your needs are for 2024, and review your beneficiaries and dependents."



Payroll Reminders



Log Your Time on Time!

As a friendly reminder, be sure to enter your hours worked into TimeClock Plus by the due dates listed on the Semimonthly & Biweekly Payroll Calendars. This is an important step to ensure that you are paid on time.

Tip: Add the due dates to your CCS calendar as a reminder. The 2024 calendars are now posted on the Payroll Campus Office page.

Is Your Address Up to Date?



If you have moved, please be sure to email HR with your updated address. Contact any HR team member for assistance or email hr@ccsdetroit.edu. If you have a 403b account through TIAA, log in to the website to confirm that the correct address is on file.

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.

Did you know.... You can find a list of Employee Perks on the HR Campus Office page?

That's right! Visit the link below to find a list of discounts you can receive as a CCS employee. Deals range from discounted dog boarding to baked goods & more!



<https://campus.collegeforcreativestudies.edu/human-resources/employee-perks/>



Featured Fall Recipe: Pecan Toffee Tassies

Courtesy of Amanda Gillette from Campus Safety & Security

Ingredients

- 1 cup finely chopped pecans
- 1 teaspoon vanilla extract
- 2 large lightly beaten eggs
- 2 tablespoon all purpose flour
- 1 cup firmly packed brown sugar
- 1/4 cup melted butter
- 1 (15 oz) package refrigerated piecrusts
- 1 (10 oz) package almond brickle chips



Directions

Preheat oven to 350 °F. Unroll piecrusts onto a lightly floured surface. Roll into 2 (15-inch) circles. Cut out 48 circles using a 1 3/4-inch fluted or round cookie cutter, re-rolling dough as needed. Place in 1 3/4-inch muffin pans, pressing on bottom and up the sides of each of the mini-muffin cups. Combine melted butter, brown sugar, flour and eggs in a large bowl, mixing well. Add vanilla. Stir in pecans and brickle chips. Spoon pecan filling evenly into pie shells. Bake for 25 minutes, or until filling is set and crust is lightly browned. Cool in pans on wire racks.

Recipe source: <https://www.pauladeen.com/recipe/pecan-toffee-tassies/>

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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