

HR Monthly Newsletter



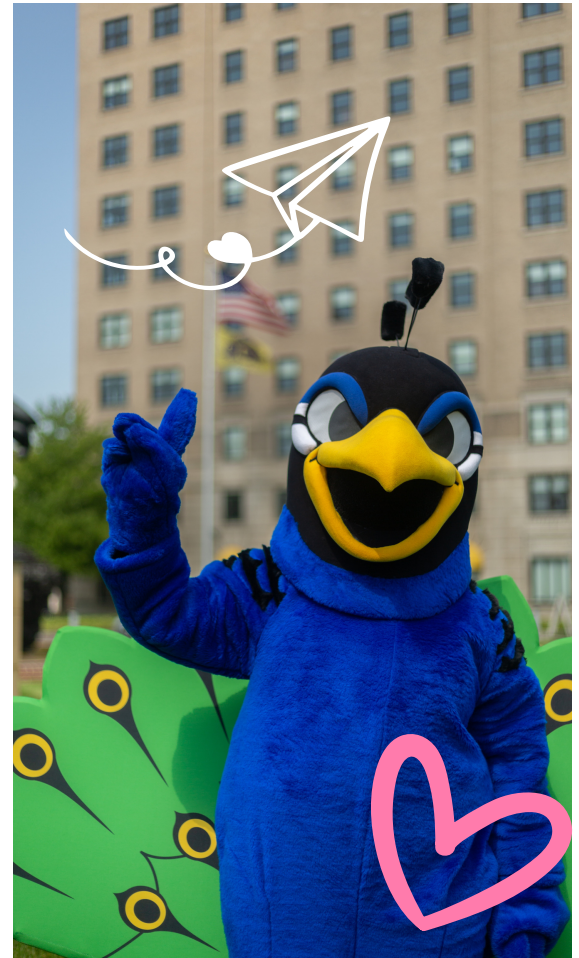
FEBRUARY 2024



Spread Kindness in February!

Let's make February a month of kindness. By embodying these tips, we can collectively create a workplace that inspires and uplifts!

- 1.Listen Actively:** Take a moment to truly hear your colleagues, fostering understanding and respect. Be present.
- 2.Express Gratitude:** Share a simple "thank you" to show appreciation for your colleagues' efforts. Send an email thanking someone whose assisted you recently.
- 3.Offer Support:** Extend a helping hand, a thoughtful suggestion, or a friendly gesture to those in need.
- 4.Celebrate Achievements:** Recognize and celebrate each other's accomplishments.
- 5.Embrace Diversity:** Appreciate the rich tapestry of talents and backgrounds across CCS.
- 6.Mindful Communication:** Choose words thoughtfully, promoting clear and respectful dialogue.



W2's Available Now!

2023 W2's are now available via Self-Service under the Tax Information section. Copies will also be mailed to the address on file. Questions can be directed to payroll@ccsdetroit.edu



Lunchtime Yoga Class

Yoga Classes are available in the Yamasaki basement (015). Classes are held on Wednesdays from 11:30am - 12:30pm. Limited mats are available, attendees are encouraged to bring their own.

Events are posted [here](#). For questions, contact Emily VanWormer: at evanwormer@ccsdetroit.edu.

Simple,
Speedy,
Recipe



Winter Citrus Yogurt Bowl

- 2 cups plain nonfat greek yogurt
- 1 blood orange, peeled and sliced into rounds
- 1/4 cup granola
- 2 tbsp unsalted pepitas or other nuts or seeds of your choice
- 1/4 cup fresh blueberries, rinsed
- 1 tbsp honey (optional)

Divide yogurt into 2 serving bowls. Top each bowl with half the orange slices, granola, pepitas, and blueberries. Drizzle with honey if desired.

Employee Spotlight

Get to know your colleagues across campus

Meet Kristin Homuth from Graduate Studies!

What do you love about working at CCS?

"The students, work from home flexibility, and the generous PTO."

Do you have a creative outlet? If so, what is it?

"Lego, especially Lego Botanicals and making charcuterie boards"

What is your favorite spot to visit in Detroit?

"Eastern Market"

What kind of music do you like to listen to?

"Pitbull is my guilty pleasure! I also like alternative rock (The Killers, Green Day, Smashing Pumpkins...) and '80s pop."

How do you like to spend your free time?

"Cooking/baking, exercise, and spending time with my husband, kids, and cats.."



Want to be featured in the next newsletter? Click here <https://forms.gle/ztCUwNyRVgWtjshK7>

Check Your Earnings Statement

It's important to check your pay stub or earnings statement regularly. Take a look at your tax and medical insurance deductions to make sure that everything looks correct.

It's simple! Follow these steps:

- 1) In **Access Manager**, click on the **Self-Service** icon
- 2) Select **Employee**
- 3) Select **Earnings Statements**.

From there, you will find your earnings statement for each pay period.

Holiday Schedule Adjustment

The 2024 Holiday Schedule has been adjusted with **two (2) additional holiday days** added: **Thursday, January 2, 2025 & Friday, January 3, 2025**

The holiday break will begin on Monday, December 23, 2024 and employees will be expected to return to work on Monday, January 6, 2025. The Winter 2025 semester will begin on January 13, 2025.



Communication Tips: Email Tone

A lot can be lost in translation when emailing a colleague, student, or customer. Without seeing someone's body language or hearing their voice, emails can sometimes be interpreted to have a different tone than intended.

Before sending something off, try taking a moment to reflect on how your language may be coming across to the receiver. Check out the example below for tips on how to soften your email tone.



Instead of this...



I have questions about this request. Explain how this change affects our process.

-Bob

The message to the left has the potential to come off as impersonal to the receiver. Take a look at the rewritten email below and notice the following:

- 1) A personalized greeting is included
- 2) The sender starts by wishing them well before jumping into the request
- 3) The sender asks for help
- 4) The sender expresses gratitude towards the receiver.
- 5) A closing phrase is included



Try this...



"1) Hello Matthew,

(2) I hope this message finds you well. I have a few questions regarding the recent request , and **(3) I was wondering if you could kindly provide some clarity on how this change might impact our existing process.**

(4) Your insights will be incredibly helpful as we navigate through these adjustments. Thank you in advance for your assistance.

**(5) Best regards,
Bob**





CCS Perks



Did you know that Full-time Faculty & Staff children/dependents can enjoy summer camps at CCS at a huge discount?

Discount: \$200 discount on each \$350 one-week summer camp

Eligibility: Full-time Faculty & Staff dependents



1) Click this link to select which classes your child(ren) want to take
<https://www.enrole.com/ccs/jsp/index.jsp>

2) Email Brittney or Lisa in HR with your dependent's names & classes they want to take to get a voucher

3) After signing the DocuSign voucher, Log into the registration site and create a profile for each student. At checkout, use the discount code CCSKID and it will automatically reduce the cost by \$200 per class. This will leave you with a \$150 balance per class, plus any additional fees (teen materials, bus fee, models, etc.)

4) Also feel free to sign up for before and after enrichment. This will allow you to drop off your kids as early as 8am and pick up as late as 6pm at no additional cost (\$95 value). Use discount code ENRICHMENT at checkout.

For registration & program questions, email Jane Stewart (jstewart@ccsdetroit.edu).

We want your feedback!

<https://forms.gle/d5MGAcrc72GwHtxg9>

Be featured in the Employee Spotlight!

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How Can We Help?

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