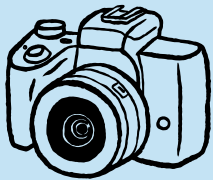


# HR Monthly Newsletter

JULY 2024

Share a



## Summer Snapshots

Are you planning on taking a special trip this year? Or maybe you're creating memories at home? Snap a photo & share something fun you are doing this Summer for a chance to be featured in a future newsletter.

Summer Snapshot!

Here are a fun few snaps that were shared last year.



Jordan Duckens from KAID & her husband, Rufus enjoying a Detroit Tigers game!



Angel VanDerHeyden from PCCS with her dance group, Tap Dance Detroit in Ferndale!



Provost, Tim Flattery spending some time with his daughter's triplets!

Email your photos to [balverson@ccsdetroit.edu](mailto:balverson@ccsdetroit.edu).



## Upcoming Holidays

Mark your calendars for this upcoming holiday in July!

**Thursday, July 4, 2024 - Independence Day**

**Friday, July 5, 2024 - Day after Independence Day**

Remember to turn your out-of-office messages on for your email and phone. Enjoy your time off!

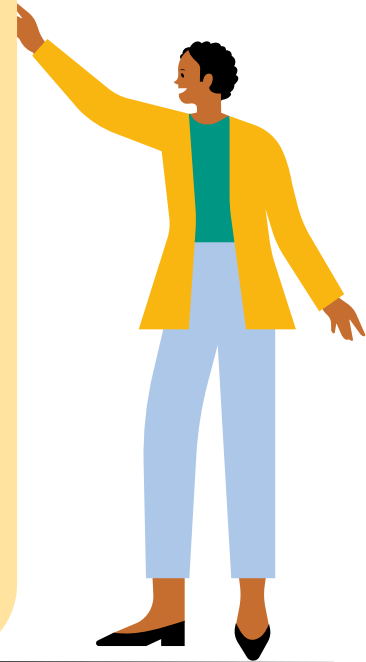




## Friendly Reminder - Appropriate Work Attire

As the weather gets warmer, please remember to dress appropriately when on campus. We follow a Business Casual Dress Code. Business casual attire is typically defined as a code of dress that blends traditional business wear with a more relaxed style that is still professional and appropriate for the work environment.

If your attire is something you would wear to the beach or a backyard BBQ, it's not appropriate for work.



## 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.**



# Benefits 101

## USI Mobile App – MyBenefits2GO

College for Creative Studies is pleased to offer on-the-go access to key benefit information through the USI Mobile App, MyBenefits2GO. Search for "MyBenefits2GO" and download the free app on your smartphone. Add your name and email then enter the code **H98510** when prompted.

## Benefits Information When You Need It Most

**College for Creative Studies**

### FIND IT IN THE APP STORE

Search for 'MyBenefits2GO' and download our free app.

Enter this code when prompted:

**H98510**

### HIGHLIGHTS OF THE MyBenefits2GO APP

- Access benefits information on the go
- Convenient contact information for Carriers and HR
- Organized plan information in one place
- View the most updated plan information
- Store your ID cards in the app



### MyBenefits2GO: FREE MOBILE BENEFITS APP FOR ANDROID AND IPHONE

**The MyBenefits2GO app gives you on-the-go access to your benefit and insurance policy details, HR contact information and more!**

The app is a quick and simple way for you and your enrolled dependents to access benefit summaries and other important information about our group plans. Store photos of ID cards in the app and easily locate carrier and HR contact information—all in one place. The MyBenefits2GO app is free for iPhone and Android.

#### Getting In Touch

The app provides employees and their enrolled dependents single-point contact information for benefits resources and insurance carriers.

#### Keeping Up-to-Date

The app automatically connects you with the most updated plan information and allows for message reminders from your employer.

#### Lightening Wallets

The app allows you to store and share images of your ID cards, freeing up space and giving you access when you need it.

#### Staying Organized

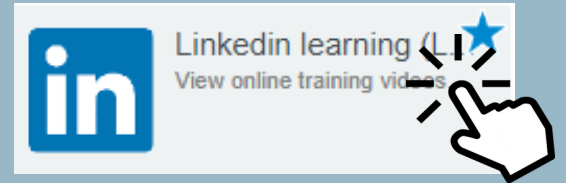
The app gives you access to benefit plan information and ID cards—all in one place.



## TIAA Contributions

**Did you know you can change your TIAA contributions at any time throughout the year?** It's true! If you'd like to make a change to your contributions, complete the 403(b) Election Form from the HR Campus Office page and email the completed form to any HR team member.

### Check Out This LinkedIn Learning Course:



### Communicating with Emotional Intelligence

Developing your emotional intelligence can help you succeed at any stage of your life or career. Learn how to understand others' perspectives, balance empathy and accountability, demonstrate listening, and respond appropriately to a variety of verbal and nonverbal cues. Using these simple techniques, you can quickly improve your communication and make conversations at work and home more productive and satisfying.

Check out these courses and others by navigating to the LinkedIn Learning icon in Access Manager.

We want your feedback!

<https://forms.gle/d5MGAcrc72GwHtxg9>

Be featured in the Employee Spotlight!

<https://forms.gle/d5MGAcrc72GwHtxg9>

### How Can We Help?

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