

July 20th, 2018



Mennonite Village

Employee News

To be a Christ-centered community providing life-enriching services

JOTTINGS FROM HR.....



The company Employee Appreciation Staff & Family picnic is today, Friday July 20th

Come to the Pavilion by Quail Run between 10:00 and 1:45 to get your paycheck, a special gift, great food and the chance to play games and win prizes. This is a great time to bring your family to work and let them meet your co-workers and play. We will have games for kids too! This years theme is "Camping" so we will have a photo op with a camping theme. We will take photos but this is one time we will okay staff using their own cell phone to take photos (only at the photo op). You need to attend the event for the opportunity to win prizes but you don't have to be present for the drawings.

Temporary Entrance Change off Columbus



Coming soon (August), we will be rerouting all traffic coming to the Mennonite Home/ Main Office entrance down to the 54th street (Lakeside Center) entrance. The middle entrance that is divided by an in and out will be getting an update to better support the emergency vehicles that need to come on campus for the new Mennonite Home building. Watch for more details on exact dates. 47th street (QR) entrance will not be impacted.

PAYROLL TIPS FROM TEANNA

Hourly employees in most departments on campus are required to use the time clock. It is very important that you use the clock every time you start work or leave campus. You can slide your card or punch in your number which is located on the back of the card.

If you forget to clock in or out, be sure to fill out a Missed Punch slip and have your supervisor sign it to make sure you get paid correctly for the shift. If you miss clocking in and out for a whole shift and do not fill out a missed punch slip we have no record you were here and your pay may not reflect that time. It is your responsibility to make sure you use the time clock correctly.

When you miss a punch it can cause not only issues with your paycheck, but also more work for the time keeper in your area and payroll to resolve those issues. It will also cause OnShift to be incorrect which may cause reports and mandatory reporting to be inaccurate.

Please be sure to use the time clock properly even if you are running late or have to walk a few extra steps.



BIRTHDAY

| <u>DOB</u> | <u>Employee Name</u> | <u>Dept</u> |
|------------|-----------------------|-------------|
| 8/1 | Hillary R Pope | DINING |
| 8/1 | Demetria M Langstaff | IHC |
| 8/2 | Judy M Wilkinson | QR |
| 8/2 | Sabrina R Wright | HSKPG |
| 8/2 | Kayley M Sullivan | LH |
| 8/2 | Kendra M Biegel-Smart | LH |
| 8/5 | Kristin S Adams | MH |
| 8/5 | Tiffany N Stephens | QR |
| 8/8 | Bernadette R Milstead | WELLNESS |
| 8/9 | Sage P Forson | MH |
| 8/9 | Cathy Boggs | IHC |
| 8/10 | Caitlin M Kelly | MH |
| 8/11 | Angela A Blackburn | IHC |
| 8/11 | Shatara E Jackson | LH |
| 8/11 | Jasmin K Mayen | MH |
| 8/13 | Blake P Hogan | MAINT |
| 8/15 | Almut G Hoy | IHC |
| 8/18 | Alyssa L Moore | MH |
| 8/18 | Eva Canale | QR |
| 8/18 | Megan J Nimmo | MH |
| 8/21 | Zoe R Kaschke | QR |
| 8/22 | Louise Wilcox | QR |
| 8/24 | Gordon Kirbey | DINING |
| 8/25 | Lauren L Pokladnik | MH |
| 8/26 | Barbara Moffitt | MH |
| 8/27 | Betty L Patton | HSKPG |
| 8/27 | Kyle L Sunderland | DINING |
| 8/29 | Brittany R Spradlin | DINING |
| 8/30 | Steven W Gerig | MAINT |

BACK TO SCHOOL

It's that time of year again (I can't believe it either) but the new school year is just around the corner and back to school supplies are going on sale. Once again thanks to the generosity of our residents we will be able to provide anyone supporting school age children grades K-12 with a \$75 Walmart gift card for each child attending school.

See Human Resources for cards.

ANNIVERSARY

| <u>DOH</u> | <u>Employee Name</u> | <u>Dept</u> | <u># of Yrs.</u> |
|------------|-----------------------|-------------|------------------|
| 8/1 | John K Katzenstein | MAINT | 13 |
| 8/1 | Mervin J Short | GROUND | 35 |
| 8/1 | Violet D Presley | QR | 2 |
| 8/2 | Louise Wilcox | QR | 1 |
| 8/3 | Eva Canale | QR | 1 |
| 8/3 | Katie L Siefker | LH | 7 |
| 8/4 | Sherri L Wallace | IHC | 4 |
| 8/4 | Ashley N Cox | mh | 2 |
| 8/5 | Rhonda G Nowell | QR | 10 |
| 8/5 | Alexander H Arthur | MH | 2 |
| 8/5 | Sunshine E Crum | MH | 2 |
| 8/7 | Julianna V Calderon | QR | 3 |
| 8/8 | Catherine L Kephart | MH | 4 |
| 8/11 | Sage P Forson | MH | 4 |
| 8/12 | Janice K Gruebele | LH | 22 |
| 8/12 | Lois A Hebbes | LH | 22 |
| 8/13 | Holly L Briggs | DINING | 4 |
| 8/14 | Kirsten N Diedrich | MP | 1 |
| 8/15 | Christina L Spellings | MARKETING | 4 |
| 8/15 | Kaneeda C Boss | LH | 1 |
| 8/17 | Lisa L Steffey-Deaver | IHC | 3 |
| 8/18 | Kayley M Sullivan | LH | 1 |
| 8/19 | Angela D Nord | ABS | 4 |
| 8/19 | Claudia Cabuto | MH | 4 |
| 8/19 | Barbara Moffitt | MH | 4 |
| 8/19 | Luke M Teston | MH | 10 |
| 8/20 | Ryan W Bailey | MH | 11 |
| 8/23 | Mekaela K Bodenhamer | MH | 1 |
| 8/24 | Josette A Miller | LH | 1 |
| 8/24 | Mary F Thomas | MH | 3 |
| 8/24 | Stephanie M Wilfong | MH | 3 |
| 8/25 | Tilly T Irwin | LH | 2 |
| 8/25 | Blair E Standing | MH | 2 |
| 8/26 | Crystal Rasmussen | MH | 4 |
| 8/27 | Brenda L Emerson | DINING | 9 |
| 8/27 | Danielle M Smith | DINING | 11 |
| 8/28 | Heidi M Rose | LH | 4 |
| 8/29 | Harl H Harnisch | GROUND | 4 |
| 8/29 | Ashley F Kollaer | DINING | 1 |
| 8/29 | Dorothee Cordes | MH | 1 |
| 8/29 | Duane R Hunt | MH | 2 |
| 8/29 | Lee G Young | MH | 1 |
| 8/30 | Jorge Morales | MH | 2 |
| 8/31 | Rebecca A Currey | DINING | 12 |
| 8/31 | Kelly L Moore | MH | 1 |