



JANUARY 2019 Newsletter

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Message From The President

Happy New Year. Hopefully everyone had a wonderful holiday season.

As we go into the full snow season, you will start to notice a few not so fun things.

Accounts may have more salt on the carpets, this can be a pain. You just need to go a little slower moving with the vacuum.

The mats may be more wet than normal. If this happens you can not

vacuum them. The water will kill the vacuum. Simply take a broom and dust pan and sweep the salt off as best as possible.

We have a special green soap that works well on the salt. You will need to add a little more water to the floor than normal and then wring the mop out real good and re-mop the floor. Be sure and only do small areas at a time.

At times we will have severe snow storms. Some of our accounts will close early, we will let you know if this happens. If you can not get to work because of the snow, let us know and we will make arrangements for you.

Together we can get through the next 3 months of this.



News From Human Resources

We are always trying to make things easier for everyone. As many of you know we have been using a virtual time keeper system. You call in when you arrive and call in when you leave.

Starting January 7th Sully will no longer be able to adjust your hours after the end of the week. We can make changes throughout the week, but once Monday morning comes, we will be unable to.

The payroll company is going to pull the hours directly from timekeeper

system. It is very important that you punch in and out every day.

If you forget we will not be able to catch it and you will not be paid correctly. Bring it to our attention and we can fix it for the following week.

W-2's will be out towards the end of the month. We have no control over them. The payroll company mails them out. Legally they have to be post marked no later than January 31.

If you do not receive yours, please call the

office and we can see about the cost of getting a reprint.

We are currently looking into getting cash cards for employees who wish to not get direct deposit. This will make it easier for you to get your money each week. Effective January 7th paychecks must be mailed or picked up at the office. We will be unable to deliver any checks to the accounts.

Any questions give us a call at the office 272-7867.



Leela 1/1
Samantha 1/5
Lorraine 1/9
Stacey 1/14
Sammy Jones 1/24

HAPPY
ANNIVERSARY

Happy 7 year anniversary to Christina V.!

Happy anniversary to Samantha Luyk!