



Human Resources

August 2024



Benefit Spotlight - 401k

After three (3) consecutive months of service, all full-time CRA Therapy employees are eligible to participate in our Traditional (before-tax) or Roth (after -tax) Retirement plans. As an added bonus, CRA Therapy will match up to 1% of your contribution, plus your contribution and the employer match contribution are 100% vested immediately!



Eligibility

Invest in yourself and take advantage of your retirement savings plan benefit.

- 18 years of age on the next plan entry date.
- You must have completed 3 month(s) of service by the next plan entry date.

Contributions

You can take an active part in your financial wellness by contributing as much as you can to your retirement account. Your contribution option(s) are listed below:

- **Before-tax:** 1% to 90%.
- **Roth 401(k):** 1% to 90%.
- The total maximum amount you may contribute to the Plan is 90%.
- If you are considered a Highly Compensated Employee, the total maximum amount you may contribute to the Plan may be limited.
- The total dollar amount you may contribute to the Plan is \$23,000.
- **Catch-up Contributions:** If you're 50 years of age or older, you may also make a catch-up contribution in excess of Internal Revenue Code or Plan Limits. This year, you can save an additional \$7,500.

Please review and save the [2024 ADP 401k Highlights](#).

Questions?

ADP Representatives are available Monday-Friday, 8 a.m. - 9 p.m. EST
1-866-695-7526

\$500 Employee Referral Bonus Program



It's not too late to refer a friend!!

CRA Therapy strives to provide our therapists with quality service and career opportunities. We sincerely appreciate employee referrals and have created a referral bonus program to express our gratitude!

Please reach out to Lynda at payroll@commrehab.org for more information!

My Benefits - Contact Numbers

CONTACT INFORMATION

Coverage	Carrier	Phone / Website
Medical	Florida Blue	800-352-2583 www.floridablue.com
Dental	Florida Blue	888-223-4892 www.floridabluedental.com
Vision	Florida Blue	800-352-2583 www.floridablue.com
Voluntary Short-Term Disability	Guardian	866-494-2111 www.guardianlife.com/disability-insurance/short-term
Health Savings Account	Health Equity	866-346-5800 www.healthequity.com



Remaining **23/24** School Year 12-Month Payment Pay Dates

SCHOOL CLOSURE	NUMBER OF DAYS PAID	PAID ON

Summer Break	Remainder of 12-month balance paid equally over 5 pay periods	08/06/24
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12-Month Pay Program - Sign Up Now for **24/25**

It's not too late to start planning for the Holiday and Spring/Summer breaks during the **2024/25** school year! If you are already enrolled in the 12-Month Pay Program, there is no need to sign up again. Your program will automatically roll over to the next school year.

If you are **not** currently enrolled and would like to be and/or have questions regarding the program, please complete and send [THIS FORM](#) via email to Lynda Sherman at payroll@commrehab.org and Dusty Usher at onboarding@commrehab.org.

By signing up, 25% of each paycheck will be set aside and disbursed as follows:

SCHOOL CLOSURE	NUMBER OF DAYS PAID	PAID ON
Thanksgiving Break	3 Days	12/10/24
Winter Break	10 Days	01/07/25
Spring Break	5 Days	04/01/25
Summer Break	Remainder of 12-month balance paid equally over 5 pay periods	06/10/25 06/25/25 07/08/25 07/22/25 08/05/25

Important August Dates

August	Back to School Month
August 1st	World Lung Cancer Day
August 4th	Assistance Dog Day
August 9th	National Book Lover's Day

Human Resources is Here to Help

For Questions About:	Contact:
12-Month Pay Plan	Lynda, payroll@commrehab.org
401k Information	Amber, humanresources@commrehab.org
Change of Address	Lynda, payroll@commrehab.org Dusty, onboarding@commrehab.org
Benefits	Amber, humanresources@commrehab.org
Health Savings Account (H.S.A.)	Lynda, payroll@commrehab.org
Employment Verification	Amber, humanresources@commrehab.org
Name Change	Dusty, onboarding@commrehab.org
PTO (if applicable)	Lynda, payroll@commrehab.org
Referral Bonus (if applicable)	Lynda, payroll@commrehab.org
Reimbursements (if applicable & approved)	Upload Document Here
SpringAhead-Timesheets	Cat, timesheets@commrehab.org
W2 - Request a Copy W4 - Make a Change	ADP - www.workforcenow.apd.com



Have Questions?

Cat Carroll, Timesheets@commrehab.org, 727-503-8182
 Lynda Sherman, Payroll@commrehab.org, 727-744-7209
 Amber Picchiarini, Humanresources@commrehab.org, 727-739-8783
 Dusty Usher, Onboarding@commrehab.org, 727-739-8920

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