



Benefit Spotlight - 401k

Community Rehab Associates has chosen ADP Retirement Services to provide recordkeeping and administrative services for your retirement savings plan.



You are eligible to participate in the 401(k) benefit after three (3) months of consecutive service. Your benefit deductions will begin upon receiving documentation on the first day of the next month following your three-month anniversary.

You have the option of enrolling in a Roth or a Traditional 401k. The difference?

- Roth contributions are after tax, meaning you pay taxes on your contributions now, but qualified withdrawals in retirement are tax-free.
- Traditional contributions are pre-tax, reducing your taxable income now, but withdrawals in retirement are taxed as regular income.

You Plan's Highlights

Community Rehab Associates will make a contribution of up to 1%, based on an employee contribution of 4%!

If you have any questions, please contact Human Resources at 727-739-8783 or humanresources@commrehab.org

November is Gratitude Month



Practicing gratitude is a powerful way to bring positivity and mindfulness into daily life! By taking a moment each day to focus on what we're thankful for, we shift our attention from what may be lacking to what we already have, fostering a sense of contentment and fulfillment.

This simple act can reduce stress, improve mood, and even strengthen relationships, as it reminds us to appreciate the people and experiences that bring value to our lives. Over time, a habit of gratitude can cultivate resilience, helping us to face challenges with a more optimistic outlook.

The United Way offers 5 meaningful ways to give thanks this November:

1. Handwritten Letters
2. Keep a Gratitude Journal
3. Volunteer Your Time
4. Donate Unwanted Belongings
5. Support a Cause

Read more about each item listed [here!](#)

Recently Moved or Moving Soon

Moving can be a stressful and extremely busy time with so much to think about and many moving parts! It can be hard to remember who needs to know what information.



Here is a list of some of the important offices that need your new address:

Employer - You should notify your employer as soon as possible of your new address for tax, payroll, benefits, and emergency purposes. It is critical to ensure your employer has your current address on file.

Utilities - You should notify your utility providers, such as gas, electricity, internet, cable, phone, and water, as soon as possible.

DMV - You should contact your local Department of Motor Vehicles (DMV) within 30 days.

Bank - You should notify your bank as soon as possible to change your billing address and protect yourself from identity fraud.

Healthcare Professionals - You should notify your healthcare professionals, such as your doctor, dentist, or veterinarian, of your new address.

Voter Registration - You should update your voter registration so you vote in the correct district on election day.

Social Security Administration - If you receive Social Security or Medicare benefits, you should notify the SSA so you can continue to receive them.

If you need to update your address with us, please do so as soon as possible through your [ADP WFN](#) dashboard.

Having trouble logging in? Feel free to reach out to Lynda Sherman (payroll@commrehab.org) or Dusty Usher (onboarding@commrehab.org).

Reminder - 12-Month Payment Dates

| School Closure | # of Days Paid | Paid On |
|--------------------|--|--|
| Thanksgiving Break | 5 Days | 12/10/2024 |
| Winter Break | 10 Days | 01/07/2025 |
| Spring Break | 5 Days | 04/01/2025 |
| Summer Break | Remainder of 12-month balance paid equally over 5 pay periods. | 06/10/2025 06/24/2025 07/08/2025 07/22/2025 08/05/2025 |

Important *November* Dates

| | |
|---------------|---|
| November | National Alzheimer's Disease Awareness National Diabetes Month |
| November 3rd | Daylight Saving Time Ends |
| November 11th | Veterans Day |
| November 12th | Nurse Practitioner Week |
| November 13th | World Kindness Day |
| November 20th | Future Teachers of America Day |
| November 28th | Thanksgiving Day |



HR is Here to Help

| For Questions About: | Contact: |
|---|---|
| 12-Month Pay Plan | Lynda, payroll@commrehab.org |
| <u>Absence Request Form</u> | Catherine, timesheets@commrehab.org |
| 401k Information | Amber, humanresources@commrehab.org |
| Change of Address | Lynda, payroll@commrehab.org Dusty, onboarding@commrehab.org |
| Name Change | 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 |
| PTO (if applicable) | Lynda, payroll@commrehab.org |
| Referral Bonus (if applicable) | Lynda, payroll@commrehab.org |
| Reimbursements (if applicable & approved) | Lynda, payroll@commrehab.org |
| SpringAhead Timesheets | Catherine, timesheets@commrehab.org |
| W4 - Make a Change W2 - Request a Copy | ADP - www.workforcenow.apd.com |



Have Questions?

Amber Picchiarini, HumanResources@commrehab.org, 727-739-8783

Catherine Carroll, Timesheets@commrehab.org, 727-503-8182

Dusty Usher, Onboarding@commrehab.org, 727-739-8920

Lynda Sherman, Payroll@commrehab.org, 727-744-7209

[Unsubscribe](#) | [Update Profile](#) | [Constant Contact Data Notice](#)



Try email marketing for free today!