



Benefit Spotlight - Dental



The Importance of Seeing your Dentist

Brushing and flossing can help you maintain good oral health, but regular visits to your dentist are just as important! Here are some ways you'll benefit from visiting your dentist on a regular basis.

Catch Problems Before They Become Painful or Expensive

Regular dental visits can identify cavities, gum disease, and other oral issues before they become a painful and costly problem.

Look and Feel Better

Dental issues can make eating, speaking, sleeping, and everyday activities difficult. Regular checkups can prevent tooth loss, bad breath, sensitive teeth, and make you proud of your smile.

Improve Your Overall Health

Your mouth can offer clues about your total health. Poor oral health can also affect the rest of your body. Your dentist examines your mouth, head, neck and jaw, in addition to your teeth and gums. They can spot early warning signs of disease in your mouth and elsewhere in your body.



Take advantage of your preventive dental benefits today

Your BlueDental plan covers two regular exams and cleanings a year at little or no cost when you see a dentist in our network.

Don't have a dentist?

You can find one at floridabluedental.com/find-a-dentist.



Protect Yourself - 5 Ways to Spot a Phish



Don't Take the Bait

Phishing emails have become one of the most prevalent forms of cybercrime, but the good news is they often rely on the same triggers to hook their victims. Knowing what these triggers are can help you spot them – and avoid falling prey.

To begin, phishing emails often don't feel right. While they appear to come from legitimate companies, they typically make requests those companies would never make. So, remember to take a moment to look carefully at any email before responding or clicking.

Remember, phishing emails target everyone regardless of age, from young children to the elderly. So, staying safe means making sure the whole family knows these signs so everyone can avoid being lured into a scam.

- **A public or unusual email domain:** Legitimate emails from banks and other companies use a domain that matches the organization's name. If the domain email is a public one – like gmail – it doesn't match the company name, or is misspelled, then it is most likely a fake.
- **Poor writing and grammar:** Financial institutions and other companies don't send out emails with bad grammar or misspellings. If you get an email with typos or strange and unusual phrases, it's likely a phishing email.
- **Urgent deadlines:** Phishing emails try to get you to react quickly without thinking by imposing immediate deadlines with dire consequences. Legitimate companies won't do that.
- **Suspicious attachments:** When an email includes unfamiliar attachments, such as high dollar invoices or receipts to items you did not purchase, you may instinctively click on it looking for more information. Don't. They often contain malware that can download your personal information.
- **Account information or login requests:** Phishing emails sometimes link to web pages where you're asked to "confirm" personal account or login credentials. Reputable companies will not make a request like this by email, text or over the phone.



Q & A - Your Top HR Questions Answered

Question: How can I see my PTO balance?

Answer: Log into your ADP Workforce Now dashboard (workforcenow.adp.com), click on Myself - Pay Menu - Pay and Tax Statements, click on the your recent pay statement on the lefthand side and choose View Statement (middle of dashboard). Your PTO balance is listed on your pay statement under Other Benefits and Information.

Question: How do I update my W4?

Answer:

1. Go to ADP at www.workforcenow.adp.com and log in.
2. Click on the tab at the top that says ‘Myself.’
3. Under ‘Pay’ click on ‘Tax Withholdings.’ The next screen will list your federal and state tax (if applicable) in your state.
4. Under the map of the US, you’ll see the words ‘Federal W-4.’ Below that you’ll see ‘View Saved Tax Forms’ where you can look at your current withholdings or ‘Edit’ where you can change the information.

Question: When are SpringAhead timecards and signed timesheets due?

Answer: SpringAhead timecards and signed timesheets are due no later than Saturday at 6:00 PM EST. Please ensure that timesheets are attached as PDFs in SpringAhead, as other formats will not be accepted. If you have any questions, please email timesheets@commrehab.org.

Question: When should I submit an Absence Request Form (ARF)?

Answer: An Absence Request Form (ARF) is required for both planned time off (e.g., vacations, doctor appointments) and unplanned absences (e.g., sick days). Please notify the school as per their time-off process and email CRA at timesheets@commrehab.org. The ARF needs to be signed by both the staff member and the school approver.

Question: Who can I contact to add or remove school projects in my SpringAhead?

Answer: To add or remove a school project in SpringAhead, email the school name and effective start date to timesheets@commrehab.org. Additionally, inform your account manager to ensure a smooth transition and accurate project access.

Question: I am eligible for a stipend and/or reimbursement (for license, ASHA, materials, etc.). How do I submit my receipts?

Answer: Upload receipts to this [link](#) . Your receipt needs to include your name, the date, vendors name, amount, and it needs to show that the amount was paid.

Important *September* Dates

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September	National Suicide Prevention Month
September 2nd	Labor Day
September 8th	World Physical Therapy Day Grandparents Day
September 12th	National Day of Encouragement
September 21st	World Alzheimer's Day
September 23rd	International Day of Sign Languages
September 29th	World Heart Day



Have Questions?

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