



Where you go Matters!

We all know how the return to school accelerates the spread of respiratory viruses, and it is a critical time for flu prevention.

Remember, where you go matters!

When you need care, choosing the right treatment option can help you avoid needless worry, higher out-of-pocket costs, and hours of unnecessary waiting. Your primary care physician should be your first choice when seeking care. Your PCP can treat common illnesses (cold, flu, sore throat, etc.), minor injuries and conduct routine exams, vaccinations, and screenings.

Use this simple guide to help you make the right decisions when you can't see your PCP.

 Teladoc	 Urgent Care Centers	 Emergency Room
<p>Teladoc doctors (including pediatricians) are available via phone or video 24/7, 365 days a year. Use Teladoc for conditions like:</p> <ul style="list-style-type: none">• Upper respiratory infection• Sinus infection• Urinary tract infection• Common cold• Cough• Flu <p>Learn More Download the Teladoc app from your app store or visit www.teladoc.com to register.</p>	<p>Urgent care centers are less expensive than ERs and often have shorter wait times. Visit an urgent care center for conditions like:</p> <ul style="list-style-type: none">• Cold, flu and fever• Strains, sprains and/or breaks• Infections• Mild burns <p>To find an urgent care center close to you visit floridablue.com. and select Find a Doctor.</p>	<p>Going to an ER for an issue that is not life threatening often results in long wait times and high medical bills. Examples of symptoms that require emergency room care:</p> <ul style="list-style-type: none">• Severe chest pain (a possible heart attack)• Signs of a possible stroke• Severe or sudden shortness of breath• Sudden or unexplained loss of consciousness <p>If you do have a life-threatening emergency, call 911 right away.</p>

For more information on care options, visit us online at floridablue.com.

Avoiding Fall Semester Scams

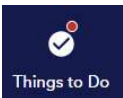


Scammers are getting smarter, and unfortunately, fall semester is a prime time for targeting students and their families who are overwhelmed, distracted, and handling these kinds of financial situations for the first time.

Whether you're a college student, a parent, a grandparent of a college student, or even just have friends and family members who have someone headed off to a university, this is a good time to brush up on what those scams look like and how to stay one step ahead.

Read more from DFCU Financial's article, "[Avoiding Fall Semester Scams](#)."

"Things to Do" in ADP



We still have many forms waiting to be signed!
Have you checked your Things to Do in ADP today?

[ADP WFN \(Workforce Now\)](#) is the platform we use for Payroll and Benefits. We also send out important documents such as revisions to the CRA Employee Handbook, Labor Law Posters by State, Policy Revisions, etc.

When there is a document for you to review and electronically sign, you will find it by logging into ADP and clicking on "Things to Do" in the upper right-hand corner of your dashboard. In the mobile app - you can find tasks in "To Do" at the bottom of your screen.

If you have not looked at ADP in a while, try logging into your dashboard today to see if you have any items to complete.

Need help logging in?

Please reach out to Lynda Sherman (payroll@commrehab.org),

Dusty Usher (onboarding@commrehab.org), or

Amber Picchiarini (humanresources@commrehab.org).

We would be more than happy to get you logged back into your account!



2025/2026 Employee Pay Schedule



2025-2026 Pay Schedule & Timesheet Due Date

Timesheets and Spring Ahead entries are due **weekly** every Saturdays by 6:00 pm

Pay Period	Timesheet Due on Saturdays	Pay Date	12-Month <small>(only those enrolled in the optional 12-Month Pay Plan)</small>
07/27-08/09/25	08/09/25	08/19/25	
08/10-08/23/25	08/23/25	09/02/25	
08/24-09/06/25	09/06/25	09/16/25	
09/07-09/20/25	09/20/25	09/30/25	
09/21-10/04/25	10/04/25	10/14/25	
10/05-10/18/25	10/18/25	10/28/25	
10/19-11/01/25	11/01/25	11/11/25	
11/02-11/15/25	11/15/25	11/25/25	
11/16-11/29/25	11/29/25	12/09/25	*Thanksgiving
11/30-12/13/25	12/13/25	12/23/25	
12/14-12/27/25	12/27/25	01/06/26	*Winter Break
12/28/25-01/10/26	01/10/26	01/20/26	
01/11-01/24/26	01/24/26	02/03/26	
01/25-02/07/26	02/07/26	02/17/26	
02/08-02/21/26	02/21/26	03/03/26	
02/22-03/07/26	03/07/26	03/17/26	
03/08-03/21/26	03/21/26	03/31/26	*Spring Break
03/22-04/04/26	04/04/26	04/14/26	
04/05-04/18/26	04/18/26	04/28/26	
04/19-05/02/26	05/02/26	05/12/26	
05/03-05/16/26	05/16/26	05/26/26	
05/17-05/30/26	05/30/26	06/09/26	
05/31-06/13/26	06/13/26	06/23/26	*Summer Check
06/14-06/27/26	06/27/26	07/07/26	*Summer Check
06/29-07/11/26	07/11/26	07/21/26	*Summer Check
07/12-07/25/26	07/25/26	08/04/26	*Summer Check
07/26-08/08/26	08/08/26	08/18/26	*Summer Check

*PAY PERIOD FOR THE OPTIONAL 12-MONTH PAYMENT

School Closure	Number of Days Paid	Paid On
Thanksgiving Break	3 days	12/09/25
Winter Break	10 days	01/06/26
Spring Break	5 days	03/31/26
Summer Break	Remainder of 12-month balance paid equally over 5 pay periods	06/23/26 07/07/26 07/21/26 08/04/26 08/18/26

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2025-26 Employee Pay Schedule printable version [here](#).

12-Month Pay Program - It's not too late to sign up for 25/26!

Start planning for this school year's pre-planned holiday breaks by enrolling in the 12-month pay program. If you are already enrolled, there's no need to sign up again! Your program will automatically roll over each school year.

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

SCHOOL CLOSURE	# OF DAYS PAID	PAID ON
Thanksgiving Break	3 Days	12/09/25
Winter Break	10 Days	01/06/26
Spring Break	5 Days	03/31/26
Summer Break	Remainder of 12-month balance paid equally over 5 pay periods	06/23/26 07/07/26 07/21/26 08/04/26 08/18/26

If you are not currently enrolled but would like to be, or if you have any questions regarding the program, please send an email to Lynda Sherman at payroll@commrehab.org or Dusty Usher at onboarding@commrehab.org.



Important *September* Dates

September	National Suicide Prevention Month National Childhood Cancer Awareness Month
September 1st	Labor Day
September 8th	World Physical Therapy Day
September 12th	National Day of Encouragement
September 14th	Grandparents Day

September 21st	World Alzheimer's Day
September 23rd	International Day of Sign Languages
September 29th	World Heart Day

HR is Here to Help

For Questions About:	Contact:
12-Month Pay Plan	Lynda, payroll@commrehab.org
401k Information	Amber, humanresources@commrehab.org
Absence Request Form	Catherine, timesheets@commrehab.org
Who do I notify if I need time off?	Your Account Executive (Danielle or Molly)
Change of Address	Update in ADP - www.workforcenow.apd.com
Direct Deposit - update info	Update in ADP - www.workforcenow.apd.com
Benefits (other than H.S.A.)	Amber, humanresources@commrehab.org
Health Savings Account (H.S.A.)	Lynda, payroll@commrehab.org
Employment Verification	Dusty, onboarding@commrehab.org
Name Change	Dusty, onboarding@commrehab.org
Referral Bonus Payment (if applicable)	Lynda, payroll@commrehab.org
SpringAhead Timesheets	Catherine, timesheets@commrehab.org
W4 - Make a Change W2 - Request a Copy	ADP - www.workforcenow.apd.com





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