

Customized Support Newsletter

The Lifeworks Customized Support Team thanks you for a great 2010 and we look forward to serving you in 2011.



Back Row: Kathy Gilman, Tyler Langenfeld, Ann Ewert, Kelly Anderson, Maggie Warner
Front Row: Clare Schmid, Jan King, Sarah Boyd, Rachel Grounds, Stacy Feilen,
DeAnn Prouty, Cary Cunningham. Not pictured: Talesha Brown



New Year, New Face in Customized Support.

The Customized Support Team is extremely happy to introduce our new CDCS Coordinator, Andrea Spiess! Andrea has been at Lifeworks for the past 7 years working in our Day Programs and Administration office. Welcome to Customized Support Andrea!

Online Timecards

Did you make a New Year's Resolution to increase your computer skills and lower your stress this year? If so, give our Web Portal On-line timecards a try today and accomplish both goals at once. A quick 15 minute call to your coordinator will allow you to enter time on-line and stop stressing out about those fax machines.

As one parent in our 2010 Family Satisfaction Survey put it, "I LOVE the on-line portal time card process. This has made my life so much easier."

Timecard Submission

Please remember to submit timecards for all employees, signed by both the employee and the support manager, according to the Lifeworks pay date schedule. Timecards must be submitted at a minimum of once a month.

Direct Deposit Update

Please encourage your employees to consider using direct deposit to ensure a timely receipt of their paychecks. Direct deposit is a convenient and green way to receive paychecks. Don't get caught waiting for a check in the mail! Recently the United States Postal Service announced upcoming closings of some locations. Now may be the perfect time to set up direct deposit.

Lifeworks
A nonprofit serving
people with disabilities

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