

Customized Support Newsletter

Holiday Payroll Deadlines

Please note our holiday payroll schedule. Timecards and portal time entries are due to Lifeworks one day earlier for pay periods ending November 19 and December 17.

Pay Period	Timecards Due
11/06/11-11/19/11	Sunday, November 20, by 8:00 p.m. *Early
11/20/11-12/03/11	Monday, December 5, by 8:00 p.m. Normal
12/04/11-12/17/11	Sunday, December 18, by 8:00 p.m. *Early
12/18/11-12/31/11	Monday, January 2, by 8 p.m. Normal

Lifeworks will be closed November 24, November 25, December 23, December 26, December 30, 2011 and January 2, 2012.

Thank you- Lifeworks Payroll department

Online Portal Contest

You still have time to win an iPad through our Online Portal Contest!

During the months of **November** and **December**, Lifeworks encourages you to participate in a challenge to enter your timecards online via the Lifeworks Online Portal.

For each payroll the online portal is used to enter time during the qualifying payroll periods (see right), the person you support will be entered into a drawing for an iPad.

If you are a new user or have questions, contact your coordinator OR Rachel Grounds, program generalist, at 651-365-3744. E-mail: customizedsupport@lifeworks.org

Qualifying Payroll Dates:	
Date	Enter By:
11/25/11	11/20/11 *early
12/9/11	12/5/11

Coordinator Corner

Q: What is your favorite fall activity?

Rachel: My favorite fall activities are: running, because it's finally cool enough to enjoy running outside; watching football, especially my son's high school games; and catching up on all my reading as I relax on my comfy couch in my living room while it rains and snows outside.

Sami: I have really been enjoying knitting for the last several years. I am pretty amateur right now (scarves, socks, hats), but I am hoping to make some mittens this year and something cute for my dog Enzo.

Q: What is one of your favorite things about your current position at Lifeworks?

Rachel: One thing I really enjoy about my current position at Lifeworks is talking to our families about the online portal. I love walking them through the process, answering any questions they may have, and then having them successfully enter time.

Sami: My favorite thing about my current position at Lifeworks is getting to know the families I am working with. I really enjoy seeing the people that the services are being provided for. I know one family sent me a picture of their child and it brightened my day!

Get to know your Customized Support Team!

This issue we are highlighting Program Generalist, **Rachel Grounds** (left), and Coordinator, **Sami Gillman** (right).



Lifeworks

A nonprofit serving people with disabilities

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