

## HR read ahead- January

### New hires

Tricia Clark Pavlovich- Marketing  
Hilario Garcia- Admissions Counselor  
Clarissa Rejino- softball GA

### Benefits

Medicare seminar taking place March 7, 2025 after the all staff meeting. Anyone who wants to learn more about Medicare is invited to attend.

### Payroll

January has four weeks of time cards:

December 21-27

December 28- January 3<sup>rd</sup>

January 4- 10

January 11-17

- The digital time clock system, TruPay, is being used by all staff and students now
- Everyone will need to log time via this clock from now on
- W2s will hopefully ready for staff to pick up the week of January 20th