

Customized Support Newsletter

Address Changes

Beginning March 1, 2010, all address changes involving Customized Support employees will be directed to the Lifeworks Human Resources department. This policy is stated in the 2010 Customized Support Employee Handbook. All requests for an address change must be made by the employee in writing regardless of age or relationship to the support manager. Please contact Rebecca Gillman with questions. Rebecca can be reached at 651-365-3709 or at rgillman@lifeworks.org.

Online Timecards

During the month of April, Lifeworks will be rewarding families who enter their staff timecard online for pay periods starting April 2, 2010. You have three chances to win prizes, April 2, April 16 and April 30. We invite you to try our online timecard system and be entered into our drawing. Prizes are as follows; Grand Prize Wii, Second Prize iPod Nano, Third Prize (10) \$10.00 Gas Card from Holiday Station Stores. If you are already entering online, GREAT! You will automatically be entered into the drawing. Just continue to enter your employee time cards online.



Customized Support client
Hannah and her PCA Ashley.

Reimbursement Expense Reminders:

When you submit a request for reimbursement please remember we need the following documentation in order to process:

1. Dates of service/purchase
2. Description of item/service
3. Cost of item/service-showing item "paid in full" or receipt
4. Individual or company to pay

When reimbursing for transportation we need the following:

1. Date of service
2. Description of destination (this must include city and specific destination)
3. Miles requested for reimbursement
4. Miles totaled at the bottom of the page along with requested reimbursement (effective 1/1/10 maximum rate of reimbursement is \$0.50)

Lifeworks
A nonprofit serving
people with disabilities

**For more information about
Lifeworks Customized
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