



# weekly digest



## training

### ⚠ CDM Deadline Approaching

**Dining Managers** - Have you renewed your CDM membership? Payment information has been sent to all members via email. Payments must be made by **August 31, 2025**.

**California Facility Managers** - You should have received the updated CMIA document to distribute to all team members. The document should be stored in the employee's medical file when completed.



## employee engagement

### Mark Your Calendars

#### Housekeeping Week



#### Open Enrollment



#### Foodservice Workers Week



### View Important links on totalE

Everything you need is now in totalE! Click on the top left corner to access important links including:

- PrismHR Payroll
- HUB Intranet
- Serving with Purpose Form
- Internal Job Opportunities
- Human Resources Hotline
- Going Beyond Assistance Fund



Scan the QR codes to download totalE and start engaging today!



## human resources

### HR Hotline

Did you know that you can report safety hazards to the human resources hotline? It’s a quick and confidential way to make sure issues are addressed. By speaking up, you’re helping residents and team members stay safe every day.

Call **833-474-4274** to report concerns and print the flyer below to post for team members.

[Download Flyer](#)



## payroll

### Reference Check Policy

**Hiring Managers** – Please download and review the mandatory reference check policy and procedure when screening candidates.

[Download Policy](#)



## benefits

### Get Access to Pay Early When Needed

Create financial flexibility and gain early access to a portion of earned wages at anytime with the PNC EarnedIt Program. This convenient benefit supports managing income and eliminates waiting for checks or trips to the bank.

[Learn More](#)



# Support the Going Beyond Assistance Fund



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