



# weekly digest



## operations

### Changes to Building at Glance (BAG)

**Managers – Please review important BAG updates.**

Six new columns related to QAE have been added to the Building-at-a-Glance section. Click below to view complete details.

Thanks to our IT and QAE teams, who have been working hard to enhance our QAE processes. For questions, please email [dirofcompadmin@hcsghcorp.com](mailto:dirofcompadmin@hcsghcorp.com).



[View Updates](#)

## marketing

### Halloween Pet Photos

Halloween is upon us and to celebrate we're asking for photos of your furry friends in their festive holiday costumes.

Send a photo of your pet(s) showing their Halloween spirit to [marketing@hcsghcorp.com](mailto:marketing@hcsghcorp.com) by **Monday, October 27**, and have your pet featured on our social media pages and totalE.



[Send Pet Photo](#)

### Month of Gratitude

Whether you're thankful for your team members or the client and resident communities we serve, we want to know what makes you grateful.

Click below to participate in our **Month of Gratitude** campaign. Your responses could be featured on totalE and our social media platforms during November.

[Share Message](#)



## payroll

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### Lunch Punch Update

Adding an entire missed lunch punch on the Epay Time and Labor system will be simplified. The update will take place on **November 4**.

Please watch the short instructional video to help guide you through the new process.

[Watch Video](#)



## help desk

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### NEW Google Meet Timer

You can now create and manage meeting timers directly in the Google Meet sidebar. Meeting timers help improve focus, manage time, and keep discussions structured and productive. If you have any additional questions, please contact the Help Desk at [help@hcsghcorp.com](mailto:help@hcsghcorp.com).

[Learn More](#)



## benefits

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