



# weekly digest



## marketing

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### Last Call for Halloween Pet Photos

Halloween is almost here and we're asking for photos of your furry friends in their festive holiday costumes to celebrate!

Send a photo of your pet(s) showing their Halloween spirit to [marketing@hcsghcorp.com](mailto:marketing@hcsghcorp.com) by **Tuesday, October 28**, and have your pet featured on our social media pages and totalE.



[Send Pet Photo](#)

### Veterans Day

Veterans Day is coming up on **Tuesday, November 11th**. To show our appreciation to the Veterans in the communities we serve, we have created a signing board that can be printed and displayed at the facility for staff, family, and fellow residents to sign and write a thank you note.



**If you would like to have a signing board at one of your locations, follow the instructions below:**

- Download Attachment
- Email the attachment to FedEx Office or Staples
- The size of the board is 24 x 36
- Request the board be printed on heavy card stock or with a foam board backing to it to make it sturdier

Reach out to [marketing@hcsghcorp.com](mailto:marketing@hcsghcorp.com) with any questions.

[Download Sign](#)

### Month of Gratitude

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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](#)



## training

### NEW Survey Preparation Course

**Dining managers** – The new and engaging course, 'Survey Strategies and Practice Tips for DS' has been launched to prepare you for upcoming surveys. This course will walk you through everything from pre-survey preparation to post-survey plans.

**EVS Managers** – Be on the lookout for a similar course coming soon!

[Explore Course](#)



## payroll

### ⚠ Reminder: Employee Self Portal Info

Any changes to your personal information like address, phone number, tax updates, etc must be made through the **Employee Self Portal**.

This ensures your records are accurate and up to date, payroll and benefits are processed correctly, and data security is maintained.

*Note: Employees with an HCSG corporate email will not be able to update their email address or phone number in the portal due to system protocols.*

[Update Information](#)



## 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. For questions, please email [dirofcompadmin@hcsghcorp.com](mailto:dirofcompadmin@hcsghcorp.com).

View Updates



Email Preferences