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Holiday Calendar - Important Dates to Remember

As the holidays approach, MRCI would like to remind you of several deadlines.

Timesheets:

Due to the holiday, November 25 is a Monday deadline for payroll. ALL timesheets must be submitted by the end of the day on November 25 in order to be paid on December 6.

December 23 is a Monday deadline as well for payroll due to the Holiday. ALL timesheets must be submitted by the end of the day on the December 23 in order to be paid on January 3, 2020.

Accounts Payables and Invoices:

November: All claim reimbursement and vendor invoices must be submitted to MRCI by the end of the day on November 25 in order to be paid on the 29. This is due to the Holidays.

December: Due to the holidays, there will be no claim reimbursement or vendor payments issued from December 23 through January 3. Any claim submitted after the cut-off time on December 18 will be paid January 10, 2020.

MRCI will send out the 2020 payroll calendar in November, please keep an eye out.

Nov-19						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28**	29	30
*Deadline 11/25 has been adjusted due to Holiday						

Dec-19						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
*Deadline 12/23 has been adjusted due to Holiday						

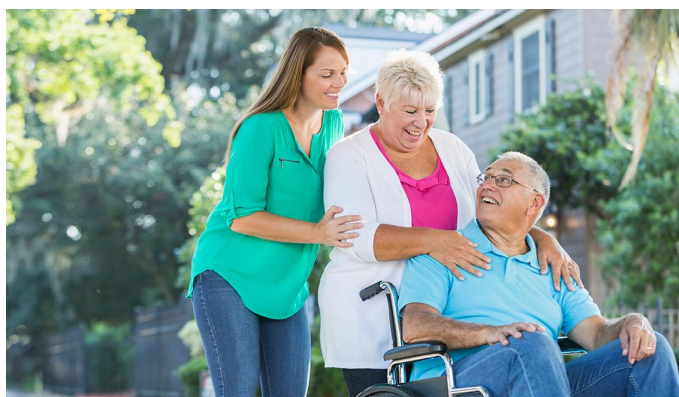
November is National Family Caregivers Month

It's a time to support those who volunteer to support friends, family members and other loved ones managing a disability.

All year round we are thankful for the more than 44 million Americans who care for a family member, friend or neighbor including those who we are honored to support.

November, though, is a month set aside to bring special awareness to the contributions of these special people.

By Celebrating Family Caregivers during November, we strive to raise awareness of family caregiver issues, educate family caregivers about self-identification and increase support for family caregivers.



Satisfaction Survey

It is that time of year again! The MRCI annual satisfaction survey has been sent out by email. We at MRCI value your opinion and want to hear from you. If you could please take a few minutes to take our survey [here](#).

Thank you for taking the time!

New W-4 Coming:

Starting January 1, 2020 the IRS will publish a new W-4 form for employees to fill out upon hire or when electing to change the W-4 information.

The form will be different than years past. An employee will need to select a dollar amount instead of number of allowances or withholdings.

Our HR team is hard at work making sure the employee packets will be updated with the correct form. MRCI will not give out tax advice as each person is different but the IRS has published information on how to fill out the new W-4 Form.



Click [HERE](#) for more information.

MAKING THE DIFFERENCE



MRCI is one of Minnesota's largest human service non-profit organizations providing meaningful opportunities for individuals with disabilities or special needs to remain in their homes.

Visit our website at www.MRCICDS.org

Reach us by phone at 800.829.7110



MRCI is "creating innovative and genuine opportunities for people with disabilities or disadvantages at home, at work and in the community."

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