

# The Access

*From the Executive Director's Desk*

December, 2020

## This Issue:

- Executive Director's Message
- Changes in Payroll
- Santa on the Go

3Rivers Board and Staff wish you the very best this Holiday season. It has been such a challenging year, yet I continue to hear stories from staff about how well all of you are adapting through this pandemic. Your health and well-being are very important to us. It reassures me to hear how so many of you are staying home, staying safe and helping others.

A special shout out to the folks who spent their time making and donating masks. This was unexpected and much appreciated in your communities.

I know Holidays aren't the same without family and friends around. We are especially sad to not host our annual celebrations with you. However, check the info in this newsletter about our Drive Thru celebration! Please be sure to reach out to friends and family as well as 3Rivers, just to stay in touch. It's important.

I would love to hear how each of you are doing during this time when you can't stop by the office. Send me a letter, pictures or email and stay in touch.



I encourage you to be safe through the Holidays and winter. Everything we have done up to this point may just be "practice" with the real test coming this Winter.

Who would ever have thought that our Christmas stockings might include masks and hand sanitizer; but we have both available and ready to give out this Season!

Despite all that 2020 has thrown at us; we will endure. Be Safe and have a Happy Holiday.

## Vaccine News

We are excited about a COVID 19 vaccine available in the coming year. There is a great deal of misinformation about the vaccines. We want to assure you that our team will stay on top of information and share with you when it might be available in your communities. While the choice of a vaccination is up the individual, it is important for all of us that the majority of people receive the vaccine. It's the only way to address this horrible pandemic. Through the next few months, 3Rivers staff will review available information and share it with you. We also encourage you to discuss this with your health care provider.

It's important we get the FACTS and not the *stories*. Be Safe!

# Consumer Corner

**Memo to:** Consumers and Direct Service Workers

**From:** Audrey Schremmer, Executive Director

**Re:** Change in Payroll Processing to Bi-Weekly Paychecks

Effective January 1, 2021, Payroll will be processed bi-weekly. This makes it easier to track your weekly hours and stay in compliance with your plan of care. **Direct service workers will be paid every other Friday.**

To get us to this point, you have TWO shortened pay periods this month. *Hours worked within the plan of care AND clocked in/out thru AuthentiCare between Dec 16<sup>th</sup> and 26<sup>th</sup> will get paid December 31<sup>st</sup>. Any paper timesheets submitted for this timeframe will be processed with the January 8<sup>th</sup> payroll.*

## Please review the information below:

Special Pay Periods	Timesheets Due	Pay Date
December 16 thru 26 Hours clocked in/out thru AuthentiCare phone sys-	(Paper timesheets for Dec 16 <sup>th</sup> thru 26 <sup>th</sup> will be processed with the January 8 <sup>th</sup> payroll )	Thursday December 31
December 27 thru Saturday Jan 2	Monday Jan 4 Noon	Friday January 8 2021
<b>Regular Pay Periods</b>		
<b>Sun – Sat.</b>	<b>Timesheets Due</b>	<b>Pay Date</b>
January 3 thru Jan 9 <sup>th</sup>	Thursday Jan 14 Noon	Friday January 22 2021
January 10 thru 23	Thursday Jan 28 Noon	Friday February 5 2021
January 24 – Feb 6	Thursday Feb 11 Noon	Friday February 19 2021

**The remainder of 2021 will follow the same schedule.**



## **Santa on the Go!**

**Drive thru gift bag pick-up from our  
friendly staff of cheerful elves!!**

**December 17<sup>th</sup> 2pm-4pm**

**504 Miller Dr, Wamego**

**Call Clay Center, PBPN, or Atchison  
offices to arrange for a pick-up**

# Three Rivers Inc

PO Box 408  
504 Miller Dr.  
Wamego, Kansas 66547

785-456-9915  
Toll Free: 800-555-3994  
Fax : 785-456-9923

[www.threeriversinc.org](http://www.threeriversinc.org)



ACCESS TO INDEPENDENT LIVING

**Do you need PPE (gloves, masks, face shields, or hand sanitizer)???**

Call the Wamego office and we will arrange delivery/pick-up.

Wear your mask, wash your hands, stay away from crowds...

**Your health is important to us!**



Clay Center Office 785-777-2499

Atchison Office 785-456-9915 x 117

Prairie Band Office 785-966-8344

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