
Treasurer-Tax Collector Newsletter

At A Glance ~ July 2018

Treasurer

Sandie Arnott, Treasurer-Tax Collector

•Please welcome Dimas Meneses, Ricardo Gonzalez, and Christopher Kwok, who have accepted Fiscal Office Specialist positions in the Tax Collector office. Dimas, from Revenue Services, will be working in the Tax Accounting Unit and will start on July 16. Ricardo Gonzalez, from HSA, and Christopher Kwok from Health, are scheduled to start on July 30. We are excited to have them join our team!

•We will bid farewell to Jessica Hernandez on July 11 with a potluck luncheon. Everyone is invited! Please bring something delicious to share and join us if you are available on that day.

Her last day in the department will be on Thursday, July 12. Thank you, Jessica, for your hard work and service in the Tax Collector office. We wish you luck in your new position!



We invite all employees to sign up for the Treasurer-Tax Collector Heart Walk team and help us raise awareness (and funds!) to build healthier lives:
http://www2.heart.org/site/TR?fr_id=3476&pg=team&team_id=414069

The Heart Walk will take place on Thursday, September 20 from 11:00 am to 1:30 pm at the Marine View Park on Oracle's campus. Bahar will serve as the Treasurer-Tax Collector team lead and Gina is a coach. This year the San Mateo County Heart Walk t-shirt will cost \$50, and if you raise \$100 you will automatically receive a Heart Walk t-shirt.

Our team goal is to raise \$600.00 – please join us in meeting this goal!

Tax Collector

Robin Elliott, Assistant Tax Collector

•Robin, Sandie, and Pam will be attending the Grant Street Group TaxSys User Group Meeting in Ponte Vedra, Florida, July 17-July 20.

•Grant Street Group will be on site July 31-August 2.

Happy Birthday to those celebrating in the month of July:

July 9: Janice Romanini
July 10: Mike Casaccia
July 16: Charles Tovstein

Human Resources & Wellness

Tiffany Htwe, Management Analyst

•**Payroll:** Please keep in mind that your time card is due every Thursday (if you are off on Friday), or Friday. Do not wait until the following Monday to submit your time card. That is the time for Supervisors and Payroll Coordinators to verify and approve them. Please continue to verify your time and your employee hours weekly. Also, please turn in your time card promptly and accurately. You are responsible for reporting your total hours worked and time off correctly. If you submitted your time card with an error, it will be corrected in the following pay period. All time cards will be locked out 9 A.M. every Tuesday and no one (including the supervisors) will have access to make changes except the payroll coordinators (Mary & Tiffany).

A friendly reminder: please obtain supervisor approval for your time off before you submit it to payroll, with the exception of emergency time off when your supervisor is not available.

•**Wellness:** We are working on scheduling a Wellness class for Treasurer-Tax Collector employees in August. More details to follow!

Please take a moment to complete the Wellness & Safety/Ergo Survey by July 16
(<https://www.surveymonkey.com/r/Q5SLJCM>)

Investments

Charles Tovstein, Chief Investment Officer & Joe Demeo, Financial Services Manager II

•The estimated gross earnings for the month ending June 30 were 1.88%