

THE BUS STOPS HERE



Safety Newsletter

December 20, 2024



SUFFOLK TRANSPORTATION SERVICE, INC

SUFFOLK BUS CORP.

INTRODUCING DAYFORCE: We are introducing a powerful HR & Payroll system - **DAYFORCE**. Dayforce will give employees access to relevant HR, payroll, and benefits. Information on downloading the mobile application and signing in will be provided via handouts at your Center. **All employees are required to log in and update their State and Federal Tax Forms beginning December 16, employees should have their tax forms updated by Friday, December 27.** If tax forms are not updated, the default will be single and no dependents and deduct the maximum amount of taxes. All employees must validate/check their personal information, check name, address, phone number, email, direct deposit bank info (if applicable). These items will also be on the handouts.



JANUARY REFRESHER SCHEDULE: Classes are filling up quickly. You can register on My Parking Space, click on "MY CLASSES," click on "UPCOMING" and choose the class of your choice. **Please make sure you choose the CORRECT LOCATION - Saxon, 1780 Smithtown Ave (listed as 1849 Pond Rd) or Coram.** To be in compliance you must attend the full 2-hour class. It is courteous of your fellow employees and the instructor to be on time for the class.

January 7, 2025	Tuesday	10:00 AM	1780 Smithtown Ave.
January 7, 2025	Tuesday	10:30 AM	Coram
January 8, 2025	Wednesday	10:00 AM & 5:30 PM	Coram
January 8, 2025	Wednesday	10:30 AM & 5:30 PM	1780 Smithtown Ave.
January 9, 2025	Thursday	10:00 AM & 5:30 PM	Saxon
January 9, 2025	Thursday	10:30 AM & 5:30 PM	Coram
January 11, 2025	Saturday	9:00 AM	1780 Smithtown Ave.
January 13, 2025	Monday	10:00 AM & 5:30 PM	Saxon
January 13, 2025	Monday	10:30 AM	Coram
January 14, 2025	Tuesday	10:00 AM	Saxon
January 14, 2025	Tuesday	10:30 AM & 5:30 PM	Coram
January 14, 2025	Tuesday	5:30 PM	1780 Smithtown Ave.

MEDICAL EXAMINER OFFICE HOURS UPDATE: As of January 2, 2025, Island Health Care Associates, located on Sunrise Highway in West Babylon, has extended their hours on Monday and Tuesday till 6:30pm. They will also be open Saturdays from 8am - 2pm. These hours will provide additional opportunities for you to schedule your annual physical. Island Medical, located in Medford, hours remain the same, Monday - Friday 9am - 5pm.



This week's Facebook spotlight is Betty Reynoso, Cover DA out of 1849 Pond Road

"December, the last month of the year, brings a time to close chapters and start anew."

