



TEXAS
Health and Human
Services

Abilene State Supported Living Center

OUR MISSION:
To empower people to make choices
that result in a life of dignity and
increased independence.

AbSSLC News

Abilene SSLC

Week of January 6th, 2020

Have you certified your December 2019 Timesheet?

It's not too late!

VIEW AND PRINT YOUR W-2 FORM

As the tax season approaches, you can access your W-2 form when it's available – usually by the last week in January.

By signing up in CAPPS, you will get an email as soon as your online W-2 is available for you to view and print.

To sign up in CAPPS and stop the wait for mailing:

Go to Employee Self Service. Click on My Pay -> W-2 & Contact, and select "Check here to indicate you consent to receive electronic W-2 and W-9 forms." -> Submit.

Once your 2019 W-2 is available:

You will receive an email alerting you to log into CAPPS to view and print the form. You can print your W-2 at work, but since you've printed, be sure to log out of CAPPS and pick up the form from your office printer.

At any time, employees can use CAPPS to view their current and previous online W-2 forms, and former employees can view their previous W-2 forms for two years after separation.

CAPPS questions or issues? Contact the HRIS Employee Service Center Monday through Friday, 7:30am – 5:00pm. TDD: (817) 261-4848. 4847. TTY: (817) 261-4848.

VIEW AND PRINT YOUR 1095-C FORM

As the tax season approaches, you can access your 1095-C form when it's available – by the last week in January.

By signing up in CAPPS, you will get an email as soon as your online 1095-C is available for you to view and print.

To sign up in CAPPS and stop the wait for mailing:

Go to Employee Self Service. Click on My 1095-C -> 1095-C Contact, and select "Consent to receive form 1095-C electronically." -> Submit.

Once your 2019 1095-C is available:

You will receive an email alerting you to log into CAPPS to view and print the form. You can print your 1095-C at work, but since you've printed, be sure to log out of CAPPS and pick up the form from your office printer.

At any time, employees can use CAPPS to view their current and previous online 1095-C forms, and former employees can view their previous 1095-C forms for two years after separation.

CAPPS questions or issues? Contact the HRIS Employee Service Center Monday through Friday, 7:30am – 5:00pm. TDD: (817) 261-4848. 4847. TTY: (817) 261-4848.

Sign-up in CAPPS to get your W-2 and 1095-C forms electronically when they are available in a few weeks. This saves you time in waiting on the mail!

Camp Able

Camp Able has been a wonderful opportunity for our residents. Granting the ladies new adventures that they have absolutely loved. From petting, brushing and riding horses to simply being in a new setting, learning new things. Camp Able has made their experiences fun and one of a kind. Accommodating each person's needs to engage and enjoy their day. This opportunity has left lasting memories for the ladies and for the staff. ~ Liliana Summers



Camp Able of Buffalo Gap ("Camp Able") is a nonprofit organization that provides equine therapy to people with special needs and sanctuary to unwanted or neglected horses. At Camp Able, people with special needs experience broad improvements that lead to greater confidence and self-sufficiency, while horses find rehabilitation, care, training and a home. Visit their Website @ <http://camp-able.org/>

See | Say | Do

Please contact the Switchboard if you see someone/something that doesn't look right!

Reminder: Siren Testing



Our tornado siren (located by the Powerhouse) is tested @ 10am on the 1st of each month. If severe weather is in the area, the test will be skipped.

Visit our website!



Sign Language Letters of the Week



You are the best source for our next amazing employee! AbSSLC.org or text "Careers" to 474747

AskAdmin Text Line

Have you signed up? Take a minute to do so now – text "AskAdmin" to 474747

Need a little help?

Come meet with us on Thursday's from 13:00-15:00 at the Unit III Unit office (same building as the RCC's) if you are needing help with things such as documenting, the meaning of abbreviations that the facility uses and any other obstacles that you may be experiencing. **We want to help you succeed!**

Life Safety Code Tip of the Week

When used, power strips are only for temporary purposes and not overloaded. They can only be used for computers, TVs, etc. **Coffee Pots & Microwaves cannot be plugged into power strips.**