
2024 W-2s

2024 W-2s will be mailed out to employees by the end of January to the address we have on file. W-2s will also be available online at [ADP](#). If the client that you work with has switched from the PCA Choice/245D program (MRCI is employer) to CDCS/CSG/Vets (participant is employer), or vice versa during the year, then you will receive two W-2s showing income from each program. You will need to use both documents for your tax purposes. To register for an ADP account to view W-2s and pay statements please follow these instructions.

PCA Choice/245D

CDCS/CSG/Vets

Sick & Safe Reminder

A reminder to those who are eligible for Sick and Safe leave as part of [Minnesota State Statute](#). Sick and Safe time can be used for multiple reasons including:

- **Employees or employee's family members mental or physical illness, treatment or preventive care;**
- **If injury of employee or employee's immediate family* occurs;**
- **Absence due to domestic abuse, sexual assault or stalking of the employee or a family member;**
- **If public emergency arises.**

Sick and Safe leave cannot be cashed out. Sick and Safe accumulated balances are included on your pay statement.

*Immediate family is defined as: child, adult child, foster child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent.

Disability Day at the Capital

MRCI invites you to join us for Disability Services Day at the Capital on March 18th, 2025. There will be a rally in the rotunda starting at 10am - arrive early for a good spot!



more information

MRCI Payroll Calendar 2025

■ Blue Dates for Payroll Information
■ Pay Day
■ MRCI Closed
■ COVID, OHS, OHS and PCA-Direct workers will be paid/holiday pay for hours worked on the holiday per union contract.
www.mrci.com/employees
Work week is Sunday through Saturday. More than 40 hours per week result in Overtime.

Jan-25							Feb-25							Mar-25							Apr-25						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14	8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21	15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28	22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30	31					29	30	31					29	30	31					29	30	31				

2025 Payroll Calendar

Visit our website to view the dates and download a PDF copy.

Visit our Website

Are you receiving payroll due date email reminders? Click below to ensure you don't miss a pay date!

weekly reminder signup

Would you rather...

only ever be able to text, no phone calls

only ever be able to have phone calls, no texts

Last month we asked if you'd rather be able to communicate telepathically or speak every language on the planet? The results are in...**68.6% chose speak every language**, and **31.4% chose communicate telepathically**. Stay tuned for the results of the next 'would you rather'!

EMPLOYEE SPOTLIGHT

Christina Wayman

ACCOUNTING SPECIALIST II

Duration at MRCI: 2 years



Fun fact: I can wiggle my ears and my nostrils independently which is rare! I can also roll my tongue and do the 'clover leaf'. Even more rare!

Favorite hobbies: fishing & reading

"I love working for MRCI and believe I've found my work home! I have two daughters and two 'step-sons' from my partner Todd, aged 17, 18, 18, and 21. We are also dog lovers and have a 10-year-old German Shorthair Pointer and a 5-year-old Great Dane. I am very busy but wouldn't change it for the world!"

Thank you for all you do, Christina!

2025 Training Schedule

Each year MRCI is required to assign training to all workers under the 245D programs of **Individualized Home Supports (IHS), Respite, Host Home, Night Supervision, and Homemaker**. Below is the calendar of when the training will be assigned.

Training is assigned in the beginning of the month and is due by the last day of the month. If your worker does not complete the training they will be temporarily suspended and **not able to clock in or out** through the app, or be paid for the time worked until complete.

If you have questions regarding the completion of the training you can connect with our program staff at 800-829-7110.

Month:	Subjects:
March	Minimizing the risk of sexual violence
April	CSSP-A/IAPP Annual Review
June	HIPAA/Data Privacy, First Aid
June Homemaker Only	8 Hour Core
August	Client Rights
September	Positive Supports Rule

October

CSSP-A Review, Person-Centered Planning

Once per year

CSSP-A/IAPP Annual Review

Homemaker Staff Under the 245D Programs: MRCI is now including the Positive Support Rule training annually. The training has been assigned, please log in and complete by the end of November.

Follow us on Facebook

Every Wednesday, we share photos sent to us by clients and families that define what self-direction means to them. You'll also find important updates, helpful articles, announcements, and more.



Like [our page](#) so you don't miss out!

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Share Your Story



Visit us on Facebook

Share your Story



MRCI is one of Minnesota's largest human service non-profit organizations. We are dedicated to providing meaningful opportunities for individuals with disabilities and special needs.

www.MRCICDS.org



With your help, we can continue to expand our service offerings and areas.

[DONATE](#)

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