

THE BUZZ



GROSS SHUMAN P.C.
ATTORNEYS AT LAW

Bookkeeping * Information Technology * Marketing * Office

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Introducing the New & Improved Newsletter

We are hopeful to deliver this newsletter monthly. This new format will include Bookkeeping, IT, Marketing and Office items! If you would like something added to the next newsletter, please let me know.

Thanks, *Kim*

Templates By Design (TBD) Coming Next Week

Please take note of the following dates and information below.

9/11	SMP, DCR, SAS, TAR
9/16	DHE, SPR. HAS, DLO
9/23	CTM, CLD, NAP, CJS, SLH
9/30	BKB, HJF, KRL, CEG, BAW, JMD, GLM, RAR, KCW
10/7	LMG, SA, KWS, MDT, EBN, CLG
10/14	JFL, JDS, JFL, KJB, CRB, CAA, SMV, JLL, MNR, JMK, SAR
10/21	DHA, JAH, CSD, DAC, MKP, CMM, HBC, JKR, KML, MAC

- Training manuals and videos will be given to you when they are ready.
- If you want to sneak peek the program, see Jenny.
- Pay attention to any further communication on the rollout.
- Lunch and learns will begin once everyone has the program and will be on various topics
- Once you get the program, you cannot use old letters to create new letters but will need to copy text from Old letter to New only. After that, letters will be much better without the issues we have had in the past.
- If you have a firm laptop and a desktop, the desktop will be done the weekend prior to the date you get the install. The laptop will be done on the day unless you cannot give to Jenny, then it will be done when she can get the laptop.

Reminder: Same Day Check Requests

The Check Request form must be emailed to the Bookkeeping email group only. The Subject Line **MUST** include client information. Here is a sample that will greatly help to keep these check requests organized. "**Check Request - Client's Last Name / File #**". This way Bookkeeping can easily see each detailed Check Request in their Inbox and not run into many generic hits when searching on "check request".

401(k) Education Meeting Coming Up



Mark your calendars!

Our advisor from UBS, Alicia Malcom, will be on-site next month on Monday, October 7th to present an overview of our firm's retirement plan from 9:00-10:00am. I hope you will all attend this important session.

Afterwards, Alicia will remain on-site until 12:00pm for individual 15-minute appointments. As it gets closer, I will have a sign-up sheet in the kitchen for anyone who would like to reserve a time slot for one-on-one counseling regarding your retirement plan.

I will also send out another reminder two weeks in advance of Alicia's visit.

Legal Insights (Formerly Client Alerts)

Please send Matt your ideas for new Legal Insight posts. Upcoming laws, timely issues from your practices, etc. As always, I will draft the post and send it to you for review and approval before it goes out.

Online Bios

Please take a few moments to review your bio pages on the website. If you have any updates (new boards, awards, practice area changes, etc.) as well as any other updates you would like made, please send them to Matt.



The Return of Taco Thursday!

It's time to "Fall" into tacos.

When: Thursday, September 26 @ Noon

Where: Conference Room C

Come hungry for Tacos and all the tasty fixings!

Reminder to Staff - Holidays that Fall on a Friday

Since we have had some new hires since the last time this occurred, I thought I would remind everyone that when a holiday falls on a Friday, we pick up where we left off on the following Friday. So, if you are scheduled to be off on a Friday that is a holiday, you would then be off the following Friday after the holiday. I do include that information in the monthly calendars as well. I just sent that out earlier in the week.

What's that Beeping from under the Kitchen Sinks?

A while back, water leak alarms were installed under the kitchen sink faucets in both kitchens. Recently, these alarms started beeping, indicating the need for new 9-volt batteries, which have now been replaced. If you hear any further beeping from these locations, please let me know so I can replace the batteries again.