

Search ▼

Employee Center ▼

- Employee Center Home
- Employee Center Resources A - Z
- CCM Contact List

Benefits >

Careers >

Payroll & Compensation ▼

- Payroll Calendar
- Policies & Procedures
- ADP
- CompenSafe
- Withholding & W-4
- Paycheck Tools
- Year End Reminder

COVID-19 >

Employee Policies >

For Managers >

Procurement >

Time Off & Leave of Absence >



HR ONE

Focus on your people, not the paperwork

Welcome to the Employee Center

Welcome to the Employee Center – where it’s all about you!

Whether you’re looking for information about benefits, payroll, time off, travel, or career opportunities, you’ll find it here.

Navigation Tips

- Use the menus to the left (three horizontal bars on mobile) to locate resources related to the main categories
- Use the search option to find resources by keyword or title (not available on mobile)

Quick Links

- ADP
- BENEFITS WEBSITE
- CCM IN CLE
- COMPENSAFE
- CONCUR
- EMPLOYEE HANDBOOK
- HR ONE
- LOAN VISION
- ONEDRIVE
- PAYROLL CALENDAR
- PRINCIPAL FINANCIAL

SUBMIT A SUPPORT CASE



2024

Payroll Calendar

January						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

April						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Pay Date
 Pay Date/Month End Payroll
 Last Day of Pay Period
 Holiday



2024

Payroll Calendar

2024 Payroll Calendar - List View	
Pay Period/Loans Funded	Pay Date
12/16/2023 - 12/29/2023	01/05/2024
12/30/2023 - 01/12/2024	01/19/2024
01/13/2024 - 01/26/2024	02/02/2024
01/27/2024 - 02/09/2024	02/16/2024
02/10/2024 - 02/23/2024	03/01/2024
02/24/2024 - 03/08/2024	03/15/2024
03/09/2024 - 03/22/2024	03/29/2024
03/23/2024 - 04/05/2024	04/12/2024
04/06/2024 - 04/19/2024	04/26/2024
04/20/2024 - 05/03/2024	05/10/2024
05/04/2024 - 05/17/2024	05/24/2024
05/18/2024 - 05/31/2024	06/07/2024
06/01/2024 - 06/14/2024	06/21/2024
06/15/2024 - 06/28/2024	07/05/2024
06/29/2024 - 07/12/2024	07/19/2024
07/13/2024 - 07/26/2024	08/02/2024
07/27/2024 - 08/09/2024	08/16/2024
08/10/2024 - 08/23/2024	08/30/2024
08/24/2024 - 09/06/2024	09/13/2024
09/07/2024 - 09/20/2024	09/27/2024
09/21/2024 - 10/04/2024	10/11/2024
10/05/2024 - 10/18/2024	10/25/2024
10/19/2024 - 11/01/2024	11/08/2024
11/02/2024 - 11/15/2024	11/22/2024
11/16/2024 - 11/29/2024	12/06/2024
11/30/2024 - 12/13/2024	12/20/2024

2024 Holiday Schedule	
New Year's Day	Mon, Jan 1, 2024
Memorial Day	Mon, May 27, 2024
Independence Day	Thurs, Jul 4, 2024
Labor Day	Mon, Sep 2, 2024
Thanksgiving	Thu, Nov 28, 2024
Christmas	Wed, Dec 25, 2024

Search

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SUBSCRIBE FAVORITE

Employee Center

- Employee Center Home
- Employee Center Resources A - Z
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Payroll & Compensation

- Payroll Calendar
- Policies & Procedures
- ADP
- CompenSafe
 - Access CompenSafe
 - Training
 - CompenSafe Guide
- Withholding & W-4
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HR One

CompenSafe Quick Reference Guide

Published:12/11/2023 Last Updated:12/11/2023

Guide to using CompenSafe

Uploaded File:

[CompenSafe Quick Reference Guide.pdf \(743 KB\)](#)

Incentive Compensation (CompenSafe) Quick Reference Guide

Overview

CompenSafe is a cloud-based incentive management system that provides employees with projected loan compensation details in near real time. When loans close and are funded, employees can log in to CompenSafe to review their comp. With the verify pay functionality, employees can review, ask questions, and verify compensation before payday.

Compensation Snapshot

To review your compensation for the pay period, log into compscoutmontage.com/compensafe.com and go to Payroll/Comp Snapshot. You can review your compensation at the loan level on the left-hand side, as well as any accumulated draw balance on the right-hand side. For more information about the Comp Snapshot, click [here](#).

Loan #	Loan Amount	Loan Type	Loan Date	Loan Balance
20231210	\$50,000	Variable	12/10/23	\$50,000
20231210	\$50,000	Variable	12/10/23	\$50,000
20231210	\$50,000	Variable	12/10/23	\$50,000
20231210	\$50,000	Variable	12/10/23	\$50,000
20231210	\$50,000	Variable	12/10/23	\$50,000
20231210	\$50,000	Variable	12/10/23	\$50,000
20231210	\$50,000	Variable	12/10/23	\$50,000
20231210	\$50,000	Variable	12/10/23	\$50,000
20231210	\$50,000	Variable	12/10/23	\$50,000
20231210	\$50,000	Variable	12/10/23	\$50,000

Loan Record Details

Click on any loan number from the Compensation Snapshot (you can also use the Loan Search feature by clicking on the magnifying glass in the upper right-hand corner of the screen) to view the Loan Record Details, including any pertinent details related to compensation calculations including loan officer, loan amount, loan source type, completed date, etc. Also depending on your access level (see Access Levels section below), you can view compensation paid to others via the Compensation tab as well as role assignments on the Contacts tab. For more information about the Loan Record Details page, click [here](#).

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