

H. R. CHOICES, INC.

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Lexington, Ohio 44904**

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Attention all staff:

Please insert the following addendum to your 2025 Employee Handbook on Page 51 under section 5.7 (Timesheets).

**Effective immediately, we've revised the following
policy to the Employee Handbook:**

It is each staff persons responsibility to ensure their time sheet is submitted to the office by 3pm on Monday at the conclusion of the pay period. If unable to make it to the office by 3pm on Monday, then timesheets may be turned into the Abbeyfeale drop off box by 9am the following Tuesday, at the conclusion of that pay period. It can also be faxed to 419-884-0647. **Failure to submit a timesheet within these time frames will result in the delay of that employee's pay until the next payday.**