

H. R. CHOICES, INC.

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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:**

All employees must submit hard copies of timecards to either the Abbeyfeale box, the after hours drop box outside of the office, or directly to the office manager. Timecards will not be accepted via digital submission (i.e., text, email, ect.). Failure to comply with this policy will result in delay of that employee's pay.