

Memorandum

To: ALL EMPLOYEES
From: MS. MURPHY, DIRECTOR OF OPERATIONS
Date: 10/12//2010
Re: CHANGE OF PAYCHECKS DATE, NEW PAYCHECK DATE 10TH AND 25TH OF THE MONTH.

PAYCHECKS WILL BE SENT DIRECT DEPOSIT AND WILL BE IN YOUR ACCOUNT ON THE 10th AND 25th OF EACH MONTH. IF THESE DATES FALL ON A WEEKEND OR HOILDAY, CHECKS WILL BE IN YOUR ACCOUNT ON THE PREVIOUS BUSSINESS DAY.

ATTENDANT TIME SHEETS MUST BE MAIL IN ON THE 1st AND 15th BY 4:30 pm. ALL SN AND HHA NOTES MUST BE COMPLETED AND CORRECTED BEFORE YOU WILL BE PAID. IF NOTES ARE NOT CORRECTED, YOU WILL NOT BE PAID FOR THAT PAY PERIOD, CORRECTED NOTES WILL BE PAID ON THE NEXT PAY PERIOD. ALSO, ANY WORK YOU HAVE PENDING COMPLETION OR CORRECTION IN THE COMPUTER WILL RESULT IN YOU NOT RECEIVING YOUR PAYCHECK. NOTES THAT ARE MORE THAN ONE WEEK LATE A DEDUCTION OF \$2.00 EACH NOTE WILL BE APPLIED. YOU WILL BE PAID ON THE FOLLOWING PAY PERIOD WHEN NOTES ARE CORRECTED. THE SAME APPLIES FOR ERRORS ON TIME SHEET. ALL HOME HEALTH AIDES AND SKILL NURSE PATIENT'S DAILY SIGN IN SHEETS ARE DUE WEEKLY.

WE ARE TRYING TO GET TO THE POINT WHERE CHECKS WILL BE TIMELY, BUT WE ARE STILL RECEIVING LATE TIME SHEETS. IF YOU HAVE ANY QUESTIOINS, PLEASE FEEL FREE TO CALL ME.

THIS WILL BE ENFORCED EFFECTIVE TODAY

SINCERELY,

MS. LINDA MURPHY,
DIRECTOR OF ORPERATIONS

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