



## DECEMBER NEWS 2018!!!

HOME AT HEART STAFF WISHES EVERYONE A WONDERFUL SAFE HOLIDAY AND A VERY HAPPY PROSPEROUS NEW YEAR.

Effective immediately, if you have any questions, regarding your check, you will need to come into the office first to retrieve your check stub. **(DO NOT CALL THE OFFICE)**. If you still have questions after you checked your stubs, we would gladly answer your questions. We also ask that you keep in mind if you're late with timesheets, or your client services are on hold, this may be the cause delays with your pay. Any timesheets received on **WEDNESDAY'S** are considered late, **(NO EXCEPTIONS)**.

Please note that one will be allowed in the office on Tuesday's after 5:00pm. **(NO EXCEPTIONS)**. Calling the office on Tuesday's minutes before closing time regarding timesheets does not guarantee staff will wait for late comers.

### IMPORTANT DATES:

Holiday Closed Dates/Hours:

Monday Dec. 24<sup>th</sup> Closed for Christmas Eve

Tuesday Dec. 25<sup>th</sup> Closed for Christmas Day

Monday Dec. 31<sup>st</sup> Close at 3:00pm. New Year Eve

Tuesday Jan. 1, 2019. Closed for New Year Day

### TIMESHEET UPDATES:

With all the upcoming holidays, if possible, we're asking if timesheets due on week ending on December 28<sup>th</sup> are handed in on that day Friday.

