

Hey Guys,

As of January 1st, 2020, we switched from a Semi-monthly pay period to a Bi-weekly pay period. So, this means that instead of getting paid twice per month on the 10th and 25th, you will now be paid every other week on Fridays. You will see the change on the HCBS Timesheets and on the paydays when looking up Paychecks. So, the current Pay Period that we are in started on January 1st, 2020 and will end on January 18th, 2020. This will be the only odd Pay period. Going forward, every pay period will go from Sunday to Saturday for 2 weeks and then all timesheets will be due by the end of the day on Sunday before payday. Paydays will always be on Fridays every other week starting with next Friday, January 24th, 2020. That means Saturday this week (Jan 18th) is the last day of the pay period and timesheets are due on Sunday, January 19th, 2020. Monday morning, Jan 20th, we will start processing the billing and Payroll. There is a picture attached, a calendar illustrating the change. If payday falls on a Bank Holiday then payday will roll forward to Thursday, but some banks might not credit until Saturday or Monday, depending on your bank. Usually, this is only for credit unions. If you have any other questions, please email Payroll@LexingtonServices.com for answers.

Now, for those of you who have Lexington Benefits (Health Insurance, Dental, Vision, and AFLAC), you will still have the same deductions come out of your Paychecks as you have had, but the difference is that in May and Oct when we have 3 paydays in the month, your 3rd paycheck those months will not have any deductions because you will have already paid the 2 deductions for those months.

Also, Lexington will be only doing Direct Deposit or Pay cards going forward. We almost have the Pay Cards ready. Once we do (which will probably be in February) then we will no longer be handing out paper checks, but instead, your paycheck will be deposited onto a Pay Card. If you already have Direct Deposit set-up, then nothing will change. If you are currently getting a paper check and you want to set-up Direct Deposit, then we need that info emailed to HR@LexingtonServices.com before the end of January. If you don't then you will receive a Pay Card in February and all Payroll payments will be deposited onto that card going forward.

I also want to take this opportunity to remind everyone that Lexington has a strict No Overtime Policy, which means that if you are a W-2 employee for any Lexington Company, you are only allowed to work a maximum of 40 hours per week (Sunday to Saturday). Any employees trying to stay clocked in or take shifts to work over 40 hours in a week will be written up and possibly terminated. 1099 Independent Contractors are allowed to work as many hours as they choose, as they are not W-2 employees of Lexington.

Jeff Montgomery - COO



OFF: 480.900.1009 EXT 1002

EMAIL: JEFF@LEXINGTONSERVICES.COM

1555 SOUTH GILBERT ROAD #109, MESA, AZ 85204



LexingtonServices.com

Today

< > 2020

Pay Day = ○

Hours Due = ○



January

S	M	T	W	T	F	S
29	30	31	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	1
2	3	4	5	6	7	8

February

S	M	T	W	T	F	S
26	27	28	29	30	31	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
1	2	3	4	5	6	7

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	31	1	2	3	4
5	6	7	8	9	10	11

April

S	M	T	W	T	F	S
29	30	31	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	1	2
3	4	5	6	7	8	9

May

S	M	T	W	T	F	S
26	27	28	29	30	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	1	2	3	4	5	6

June

S	M	T	W	T	F	S
31	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	1	2	3	4
5	6	7	8	9	10	11

July

S	M	T	W	T	F	S
28	29	30	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	1
2	3	4	5	6	7	8

August

S	M	T	W	T	F	S
26	27	28	29	30	31	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	1	2	3	4	5

September

S	M	T	W	T	F	S
30	31	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	1	2	3
4	5	6	7	8	9	10

October

S	M	T	W	T	F	S
27	28	29	30	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
1	2	3	4	5	6	7

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	1	2	3	4	5
6	7	8	9	10	11	12

December

S	M	T	W	T	F	S
29	30	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	1	2
3	4	5	6	7	8	9