



Community Living Experiences, Inc.

February 8, 2021

Community Living Experiences, Inc.
2939 Donnylane Blvd
Columbus, Ohio 43235

Dear Associate,

As you are aware Community Living Experiences (CLE) recently adjusted our pay dates. This change has decreased the amount of time CLE has to process time sheets, calculate, and enter the data in to the payroll system. While the due dates for your time sheet submittal has not changed the flexibility we have for accepting untimely time sheets has changed.

We must receive your time sheet no later than end of day Monday following a pay date. We have included a schedule for your convenience. If your time sheet is not received by the due day your paycheck will be delayed until the next scheduled pay date. CLE will not issue payment outside of the regularly scheduled pay cycle because an employee failed to submit their time sheet on time.

Time sheets can be faxed to 614-588-0329 or emailed to TimeSheets@cleohio.com (email address is case sensitive, must use capital T & S).

If you have any questions feel free to reach out to Lou Ann, Payroll Administrator, at 614-588-0320 x 118.

Thank you for your time and consideration.

Sincerely,


Becky Campbell
CFO


Christi Jacobs
Human Resources


Lou Ann Huddleston
Payroll

Community Living Experiences

Pay Cycle

Pay Period Start	Pay Period End	Time sheet due	Pay Date
1/24/2021	2/6/2021	2/8/2021	2/19/2021
2/7/2021	2/20/2021	2/22/2021	3/5/2021
2/21/2021	3/6/2021	3/8/2021	3/19/2021
3/7/2021	3/20/2021	3/22/2021	4/2/2021
3/21/2021	4/3/2021	4/5/2021	4/16/2021
4/4/2021	4/17/2021	4/19/2021	4/30/2021
4/18/2021	5/1/2021	5/3/2021	5/14/2021
5/2/2021	5/15/2021	5/17/2021	5/28/2021
5/16/2021	5/29/2021	5/31/2021	6/11/2021
5/30/2021	6/12/2021	6/14/2021	6/25/2021
6/13/2021	6/26/2021	6/28/2021	7/9/2021
6/27/2021	7/10/2021	7/12/2021	7/23/2021
7/11/2021	7/24/2021	7/26/2021	8/6/2021
7/25/2021	8/7/2021	8/9/2021	8/20/2021
8/8/2021	8/21/2021	8/23/2021	9/3/2021
8/22/2021	9/4/2021	9/6/2021	9/17/2021
9/5/2021	9/18/2021	9/20/2021	10/1/2021
9/19/2021	10/2/2021	10/4/2021	10/15/2021
10/3/2021	10/16/2021	10/18/2021	10/29/2021
10/17/2021	10/30/2021	11/1/2021	11/12/2021
10/31/2021	11/13/2021	11/15/2021	11/26/2021
11/14/2021	11/27/2021	11/29/2021	12/10/2021
11/28/2021	12/11/2021	12/13/2021	12/24/2021
12/12/2021	12/25/2021	12/27/2021	1/7/2022
12/26/2021	1/8/2022	1/10/2022	1/21/2022
1/9/2022	1/22/2022	1/24/2022	2/4/2022

Time sheets must be received in office no later than the date provided above
 You may fax time sheets to 614-588-0329 or email to TimeSheets@cleohio.com
 You must use a capital **T** and a capital **S** in the email address.