

HR Connect



Welcome
to our team!



we are
HSHS
Hospital Sisters Health System



Reflection

The Worker's Prayer

Lord, I thank You for this job and
the blessings it provides.

May You watch over me this day
and keep me safe from harm.

Create in me a willing spirit
and happy heart.

Grant me the ambition to work hard
and give me the strength to finish
what I have started.

May my hands always be prepared
to help lighten another's load.

And finally, Lord, remind me that
the quality of my work is a reflection
of You to those around me.

Amen



Hospital Sisters
HEALTH SYSTEM

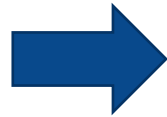
Mission, Vision, & Core Values

MISSION



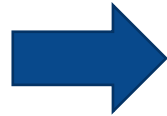
To reveal and embody Christ's healing love for all people through our high-quality Franciscan health care ministry.

VISION



Rooted in our Franciscan mission, we will be the unique, high-quality health system providing exceptional care, centered on the whole person.

VALUES



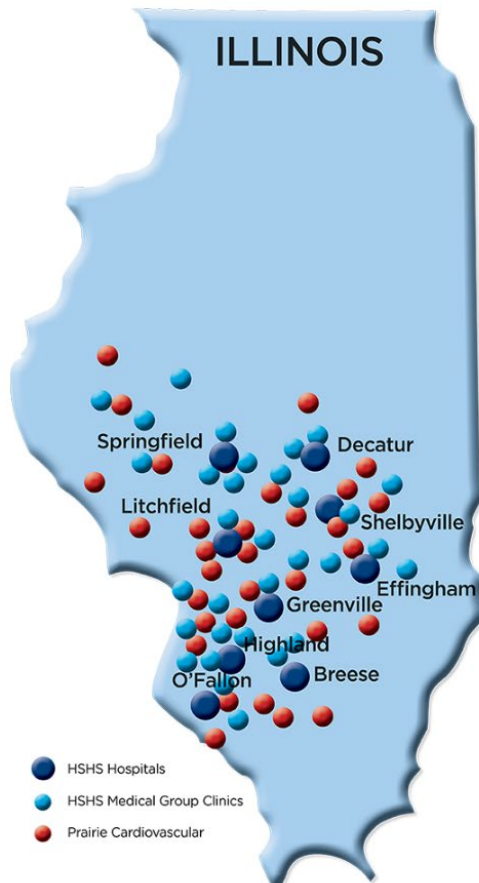
Our core values of Respect, Care, Competence and Joy will be lived by all who work here and felt by all who use our services.



Hospital Sisters
HEALTH SYSTEM

Our Family

Hospital Sisters Health System (HSHS) is a multi-institutional health care system comprised of 13 hospitals and an integrated physician network across Illinois and Wisconsin.

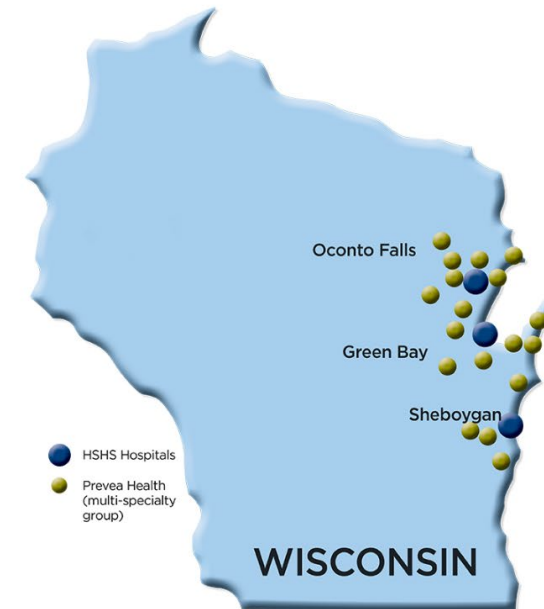


Our Illinois Hospitals

- [HSHS St. John's Hospital, Springfield, IL](#)
- [HSHS St. Elizabeth's Hospital, O'Fallon, IL](#)
- [HSHS St. Mary's Hospital, Decatur, IL](#)
- [HSHS St. Anthony's Memorial Hospital, Effingham, IL](#)
- [HSHS St. Francis Hospital, Litchfield, IL](#)
- [HSHS St. Joseph's Hospital, Breese, IL](#)
- [HSHS Holy Family Hospital, Greenville, IL](#)
- [HSHS St. Joseph's Hospital, Highland, IL](#)
- [HSHS Good Shepherd Hospital, Shelbyville, IL](#)

Our Wisconsin Hospitals

- [HSHS St. Vincent Hospital, Green Bay, WI](#)
- [HSHS St. Mary's Hospital Medical Center, Green Bay, WI](#)
- [HSHS St. Nicholas Hospital, Sheboygan, WI](#)
- [HSHS St. Clare Memorial Hospital, Oconto Falls, WI](#)



Key Objectives

After today's session, colleagues will have a...

- 1) Basic understanding of HSHS Systems and the main focus of each
- 2) Basic understanding of the great benefits HSHS has to offer
- 3) Basic understanding of support services and resources at HSHS





New Colleague Experience



New Colleague Experience

Tools, information and resources to help support you as you start with HSHS!

1. Mission and History
2. Human Resources
3. Patient Experience
4. Risk, Compliance and Safety
5. New Hire Toolkit
6. Leaders



The HR Service Center and MyHR in Workday Help



The HR Service Center is your frontline Human Resources representative and fellow HSHS colleagues.



The HR Service Center provides assistance on a wide variety of topics including but not limited to benefits, policies, and HR programs.



Contact: Create a Case in Workday Help – MyHR or 1-855-394-4747

MyHR harnesses the power of Workday Help to create a personalized, engaging experience that empowers, connects, and supports colleagues throughout their journey. Colleagues stay engaged and feel connected through the promotion of autonomy and direct access. Colleagues can find the information they need *faster*, in the moment that matters, and access HR Representatives directly through Workday (and the Workday app!)



Workday and API MyTime

Workday

Workday is a cloud-based application for colleague record maintenance and payroll.

Workday Information

- Colleague ID #
- Onboarding tasks
- Paystubs
- Benefit elections and benefit changes
- Direct deposit information
- Tax forms and withholdings
- Performance reviews
- Workday Help - MyHR



Workday Onboarding Checklist

- Onboarding tasks should be completed within your first week at HSHS
 - **Form I-9 MUST be completed on hire date**
- All tasks are completed in Workday
- Important: tax withholdings & direct deposit
 - If not completed timely, you will get a paper check
- Need help? Contact the HR Service Center or reference guides on MyHR in Workday Help



Workday Onboarding Checklist

Welcome to HSHS - we are glad to have you on our team! During your first few days at HSHS, it is crucial that you login to Workday to complete your Onboarding Tasks. This ensures you are ready to receive your first paycheck, your personal information is correct, and you are enrolled in benefits.

Getting Started:

- Log in to Workday through the Workday mobile app or at <https://www.myworkday.com/hshs>. (You will not be able to log into Workday until your first day)
- Navigate to your Workday **Inbox** from the icon on the top right of the home page or navigate to the Onboarding application from the upper left Menu, then choose the Onboarding **app**.
- Complete the first assigned tasks in the inbox. You must click "Submit" in each task to complete. If needed, use the pencil icon in each section to provide missing or correct any existing information.

On your Hire Date: **Completing the Form I-9 must be done on the first day of employment. This is critical for maintaining Federal compliance.**

- Complete Form I-9 by updating any information as needed. Be sure to scroll down through the entire form and complete all required fields and signatures.
- Complete Remote Form I-9 to provide reviewer information as follows for completion of the I-9 form.
- Select **HR Representative** for Relationship and click **Next**
- Enter the email and contact information of the HR Representative that was provided by your Preboarding Specialist and click **Next**
- Once you have completed this step, this task will remain in your inbox until the reviewer has completed his/her portion of the form. If you need to edit the reviewer or resend the link to the reviewer, you can do so from this task in your inbox.
- Once your reviewer has completed his/her portion of the form, your task in your inbox will update for you to submit. The Human Resources team will review and approve your I-9. Once this final step is completed, your remaining onboarding tasks will be in your inbox for completion.

In Your First Few Days with HSHS:

- Enter direct deposit information and submit the Payment Election Enrollment Event.
- Submit your W-4 forms in Complete Federal, State, and Local Withholding Elections
- If eligible, elect your benefits through the Change Benefits for Life Event. For help navigating your enrollment click [here](#).
- Enter your Emergency Contacts.
- Complete your Veteran Status Identification by submitting the applicable veteran status.
- Complete your Disability Self-Identification by submitting the applicable response.
- Update your 1095-C consent by Changing Your Form 1095-C Printing Elections
- Update your W-2 consent by Changing Your Tax Documents Printing Elections

Download the Workday mobile app and review the [Workday Guide](#) for directions and helpful information to take advantage of all Workday has to offer.

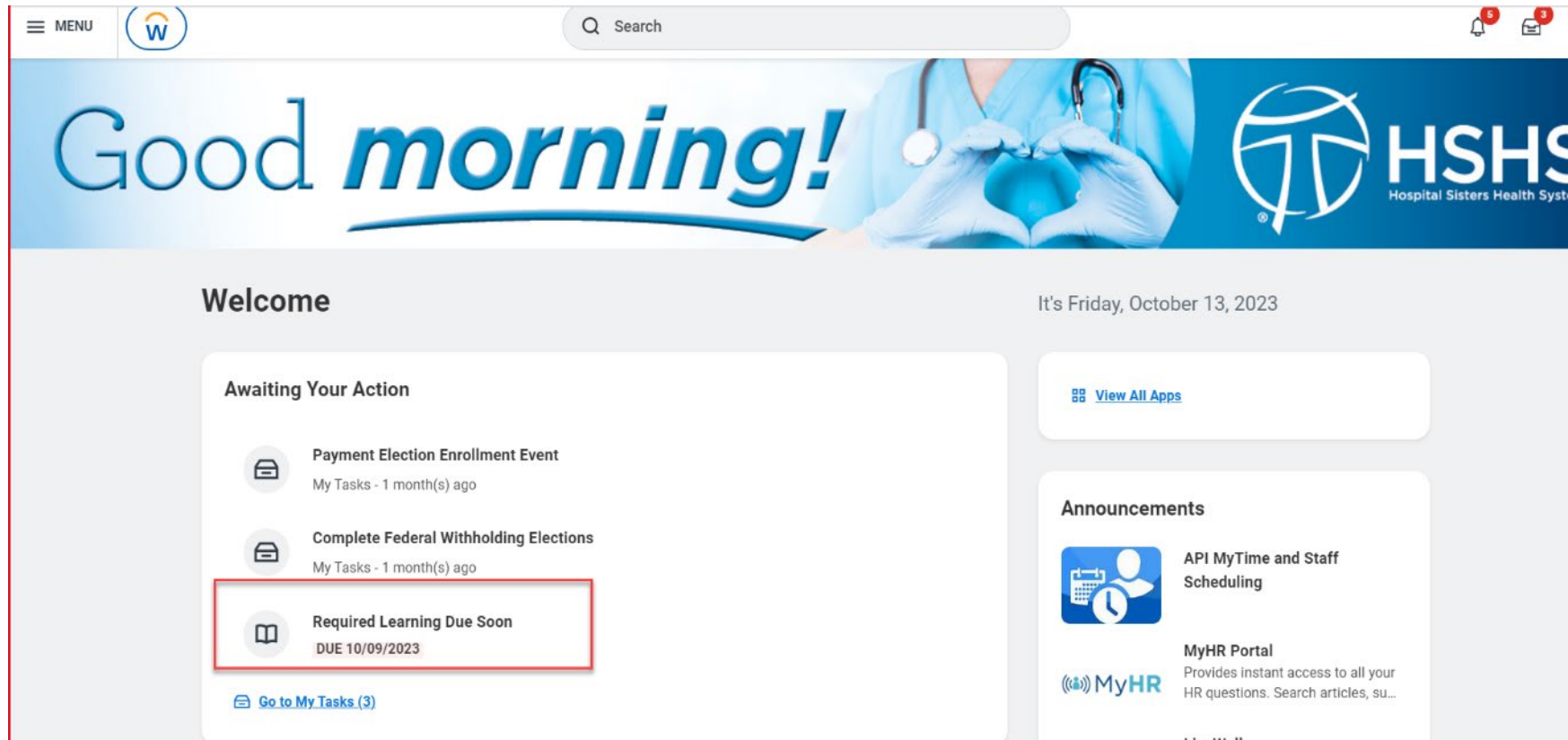
Completing the Form I-9

- **Completing the Form I-9 must be done on the first day of employment. This is critical for maintaining Federal compliance.**
- You will complete this in Workday, you won't have access until your first day.

Workday Learning



- Learning Management System
 - New hire, annual safety, and role specific assignments
- New colleagues will complete assignments through [Workday Learning](#)



API MyTime

- API MyTime is a cloud-based application that provides a computer-based web portal method of recording time and other potential methods for you to record your worked hours and time off
- The API MyTime icon is displayed on all desktops for easy access
- API My Time allows you to:
 - Manage Time
 - View PTO Balance
 - Request PTO
 - Clock In/Out



2025 Payroll Schedule

- **Pay Period Begin Date:** Sunday
- **Pay Period End Date:** Saturday
- **Paycheck Date:** Biweekly on Fridays

HSBS Colleagues are paid every other Friday following the end of a pay period.

2025 PAYROLL SCHEDULE

Pay Period Begin	Pay Period End	Pay Date	Cycle #
12/22/2024	1/4/2025	1/10/2025	1
1/5/2025	1/18/2025	1/24/2025	2
1/19/2025	2/1/2025	2/7/2025	3
2/2/2025	2/15/2025	2/21/2025	4
2/16/2025	3/1/2025	3/7/2025	5
3/2/2025	3/15/2025	3/21/2025	6
3/16/2025	3/29/2025	4/4/2025	7
3/30/2025	4/12/2025	4/18/2025	8
4/13/2025	4/26/2025	5/2/2025	9
4/27/2025	5/10/2025	5/16/2025	10
5/11/2025	5/24/2025	5/30/2025	11
5/25/2025	6/7/2025	6/13/2025	12
6/8/2025	6/21/2025	6/27/2025	13
6/22/2025	7/5/2025	7/11/2025	14
7/6/2025	7/19/2025	7/25/2025	15
7/20/2025	8/2/2025	8/8/2025	16
8/3/2025	8/16/2025	8/22/2025	17
8/17/2025	8/30/2025	9/5/2025	18
8/31/2025	9/13/2025	9/19/2025	19
9/14/2025	9/27/2025	10/3/2025	20
9/28/2025	10/11/2025	10/17/2025	21
10/12/2025	10/25/2025	10/31/2025	22
10/26/2025	11/8/2025	11/14/2025	23
11/9/2025	11/22/2025	11/28/2025	24
11/23/2025	12/6/2025	12/12/2025	25
12/7/2025	12/20/2025	12/26/2025	26

****Red denotes 3rd pay date of month**

EWA Program – Pay on Demand

Access your money when you need it!

With Earned Wage Access (EWA) through DailyPay or Wisely Paycard, you can see how much is available each day and use your earned pay on your schedule. No credit check or pre-existing bank accounts needed.

Two EWA Program options:



DailyPay

- Enroll and access your earned wages before a pay date.
- Transfer funds to any account (bank account, debit card, prepaid card) you want.
- Transfer fees may apply.
 - \$0 – next business day
 - \$3.49 instant – debit card/pay card

Wisely Paycard

- Enroll and elect to send your bi-weekly paycheck to the Wisely Pay Card.
- No bank accounts required.
- Access funds with a VISA branded debit card via ATM withdrawal, in-store and online like a standard debit card.
- Transfer earned wages before a pay date.
 - 1 transfer per week
 - Loaded to your Wisely debit card

Scan the QR Code or [click here](#) to learn more and enroll.

For additional question, review the [EWA Program FAQs](#) or contact Payroll at HSHPayroll@hshs.org.

**The EWA program is a voluntary program and enrollment is not required.*





Employment Practices and Compliance

First Day Information

- Questions about your start date, start time, parking or any other questions about your first day, should be directed to your leader.
- Your leader wants to make sure you are comfortable and ready to start your HSHS career!
- Please reference your offer letter to find your leader's contact information.



Policy Roadmap

Resource for all colleagues containing general and policy-related information and links.

Policy Roadmap includes policies on the following categories:

- **HSHS Expectations**
 - Attendance Management
 - Information Security
 - Social Networking and Media
 - Appearance
- **Colleague Rights and Responsibilities**
 - Paid Time Off
 - Family Medical Leave
 - Military Leave
 - Education Assistance
 - On-Call/Call-in-Pay
- **Colleague Support and Input**
 - Reasonable Accommodation Policy
 - Employee Assistance Program
- **Colleague Connections**
 - Colleague Engagement Survey
 - Human Resources Response Line
 - HSHS Compliance Line



Human Resources Response Line (HRRL)

REPORTING WORKPLACE CONCERNS

We rely on your voice to report concerns that are not in line with HSHS's mission, core values, Code of Conduct, policies, procedures and standards.

HSHS provides colleagues with multiple ways to express concerns. We encourage you to report your concerns to your local HR representative, compliance team, supervisor or manager. HSHS also provides two secure channels of communication to report potential violations or concerns. These two distinct resources are avenues colleagues can use if needed to report concerns anonymously.

PLEASE CLICK ON THE APPROPRIATE SECTION BELOW TO REPORT YOUR CONCERN.

Human Resources Response Line (HRRL)



- harassment
- colleague conduct
- discrimination
- work environment
- other HR-related topics

HSHS Compliance Line



- compliance with laws and regulations
- patient (HIPAA) or business confidentiality
- accounting, auditing, billing or coding issues
- fraud and theft
- patient or physician issues
- other compliance issues

- Colleagues are encouraged to share any concerns that might arise during their employment with their leader or directly with HR or Compliance, as appropriate
- Concerns can also be reported via the HR Response Line (HRRL), which can be found on the intranet under System-wide Helpful Links
- Option exists to report anonymously via the HRRL if desired



HSHS Total Rewards

Benefits Eligibility and Enrollment

Eligibility	<ul style="list-style-type: none">• Full-Time: regularly scheduled 72 hours or more per pay period• Part-Time: regularly scheduled 32 to 71 hours per pay period
Benefit Start Date	<ul style="list-style-type: none">• Most benefits begin the first day of the month on or after your hire date
Eligible Dependents	<ul style="list-style-type: none">• You can enroll eligible family members – including your legal spouse and dependent children – for medical, dental, vision, life insurance, and identity theft protection coverage
When and How to Enroll	<ul style="list-style-type: none">• You have 30 days from your hire date to enroll• In Workday, a Benefits Enrollment task will be launched to you within your onboarding tasks



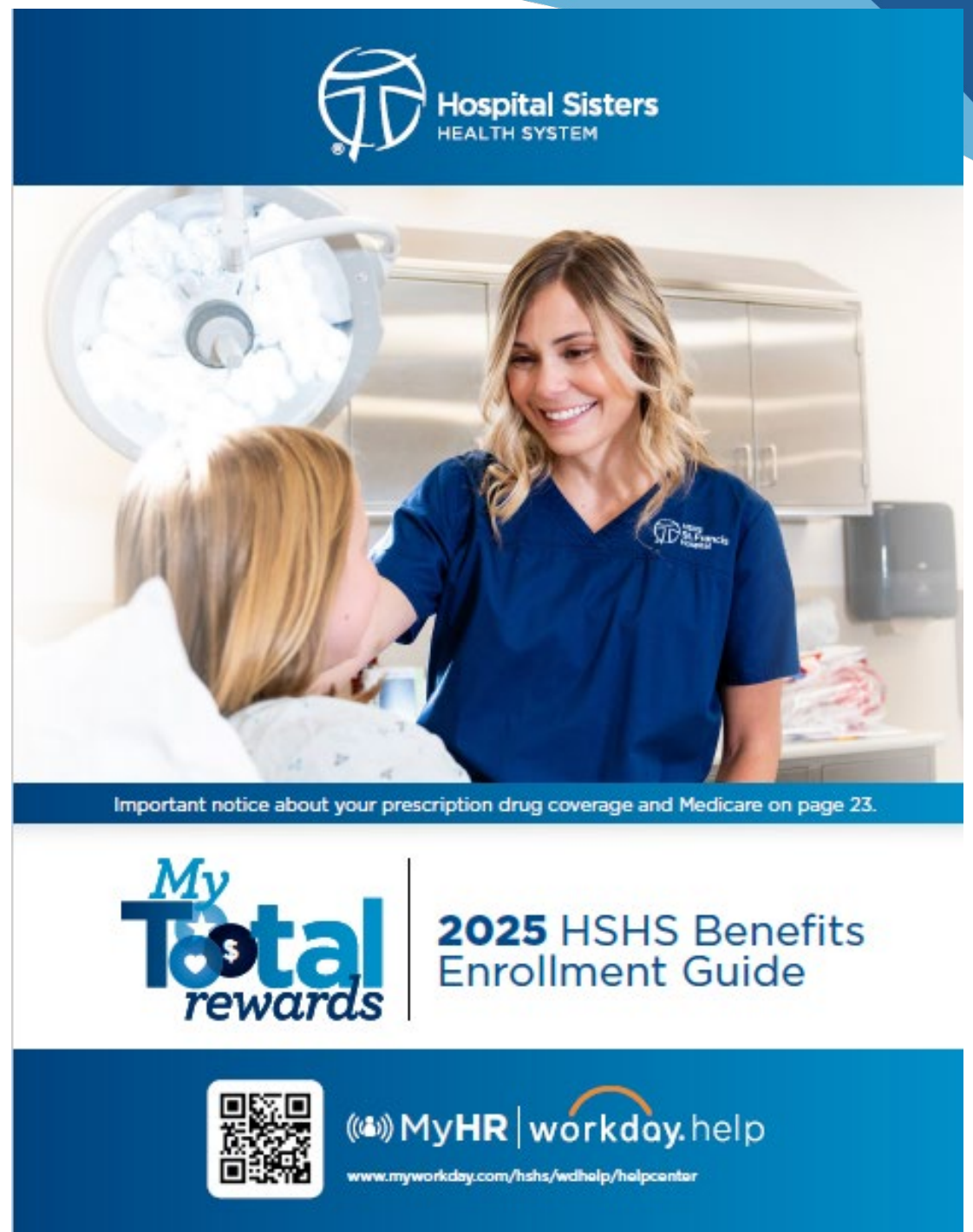
Benefit Resources


2025 Enrollment Guide

- Health Plan Coverage Options
- Benefit Plan Details
- Cost of Coverage
- Contact Information

MyHR in Workday Help


- Workday Reference Guides
- Summary Plan Descriptions
- Medical Premium Discount Application and other forms



 **Hospital Sisters**
HEALTH SYSTEM

Important notice about your prescription drug coverage and Medicare on page 23.

My Total rewards | **2025 HSHS Benefits Enrollment Guide**

 **MyHR | workday.help**
www.myworkday.com/hshs/wdhelp/helpcenter

HSHS Health Plan – Coverage Options



Premier, Value or HDHP with HSA Options – with colleague premiums below national and industry averages



1-2-3 FREE: 100% coverage for Office Visits, Labs and X-Rays when using HSHS/Prevea providers. Virtual visits and preventive care also covered at 100%.



Prescription drug coverage included



Comprehensive coverage that includes a low or no deductible applying to many services including generic prescriptions.



A premium discount may be available if you qualify based on your household income.

Important: The health plans always provide the highest level of benefit when using HSHS/Prevea providers and facilities for medical care. Review the benefit guide for full information regarding coverage for different services.



Hospital Sisters
HEALTH SYSTEM

HSHS Health Plan - Network

Colleagues Who Live in Illinois or Outside of Wisconsin	Colleagues Who Live in Wisconsin
<p>Plan Administrator: UMR</p> <p>Network:</p> <ul style="list-style-type: none"> • Tier 1: HSHS Select – HSHS providers and facilities (highest benefit) • Tier 2: HSHS Extended – Local partners such as Springfield Clinic, PCIN, SIU, SSM, Mercy and more • Tier 3: UHC Choice Plus – Nationwide UHC Network 	<p>Plan Administrator: Dean Health Plan</p> <p>Network based on your address:</p> <ul style="list-style-type: none"> • HSHS – Highest benefit level available for HSHS/Prevea providers and facilities • Prevea360 • If you live outside the service area, you also have access to the First Health network
<p>HSHS plan options are Exclusive Provider Organization (EPO) plans:</p> <ul style="list-style-type: none"> • Generally, only cover services received from in-network providers • Referral/prior authorization required for out-of-network coverage except for emergencies 	

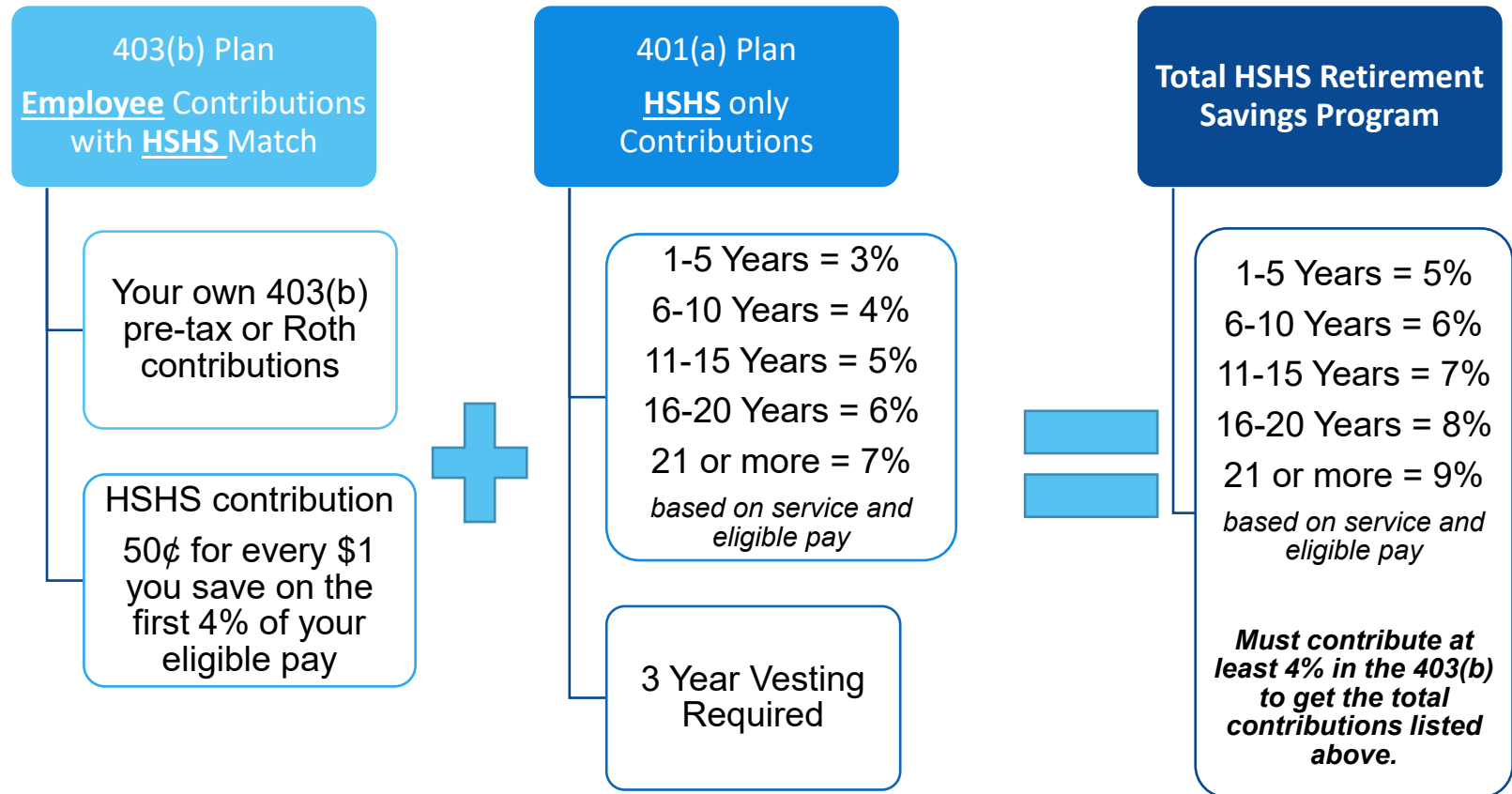


The HSHS Retirement Savings Program

The retirement program is made up of two parts, the 401(a)-employer contribution retirement plan and the 403(b) plan with a match.

The 403(b) plan is our shared savings plan together. You save for your Retirement and HSHS matches a portion of those savings.

The 401(a) plan is HSHS contributions for you. You are automatically enrolled in this plan and the contributions are fully funded by HSHS.



Time Off Benefits

- **Paid Time Off (PTO)** – Combines vacation, sick days, holidays, and personal days into one account. PTO accrues on actual hours worked.

Years of service	Max annual accrual	PTO accrued per hour	Maximum allowed balance
0-4	184 hours/23 days	.08847	184 hours
5-10	224 hours/28 days	.10770	224 hours
11	232 hours/29 days	.11154	232 hours
12	240 hours/30 days	.11539	240 hours
13	248 hours/31 days	.11924	248 hours
14	256 hours/32 days	.12308	256 hours
15+	264 hours/33 days	.12693	264 hours

HSHS Holidays

New Year's Day (January 1)

Memorial Day (the last Monday in May)

Independence Day (July 4)

Labor Day (first Monday in September)

Thanksgiving Day (fourth Thursday in November)

Christmas Day (December 25)

- **Disability Coverage** – Short and long-term disability coverage is provided at no cost to you
 - Short-Term Disability – Replaces 70% of base pay for up to 26 weeks for approved disabilities
 - Long-Term Disability – Pays 60% of base pay if away from work for more than 180 days
- **Parental Leave** – Up to two weeks of paid parental leave following the birth or placement of a child
- **Bereavement Leave** – Up to 10 days (i.e., varies depending on the relationship to deceased) of paid time off for bereavement



LiveWell, Rewards and Recognition, and Additional Benefits

LiveWELL – Wellness at HSHS

- ❖ By participating in our LiveWELL program, you can access resources that can help you improve in the areas you care about across all dimensions of wellness.
- ❖ Access well-being resources across the dimensions of the Wellness Wheel **PLUS** earn **FastCash** spot awards on your paycheck for completing featured activities.
- ❖ You'll find links to LiveWELL on the intranet, Workday, or MyHR in Workday Help.



Rewards and Recognition

- **Appreciation Hub** – platform to recognize colleagues, including earning points to be redeemed for gifts
- **New Hire Recognition** – gift and year-long recognition
- **Service Awards** – earn a milestone gift every 5 years
- **Retirement Awards** – honoring retiring colleagues with a gift
- **Additional Recognition Touchpoints**
 - Birthdays cards with a small gift included
 - Non-milestone anniversary notes



Additional Benefits

- **Dental Insurance** – Basic and High plan options for preventive, basic, and major services
- **Vision Insurance** – Benefits for eye exams, frames, lenses, and contacts
- **Flexible Spending Accounts** – Health Care and Dependent Care
- **Voluntary Supplemental Health Insurance** – Accident, Hospital, and Critical Illness
- **Life and AD&D Insurance** – Basic and Supplemental Coverage
- **Adoption Assistance** – Up to \$7,500 for eligible expenses
- **Employee Assistance Program (ComPsych)**– Up to 6 free counseling sessions plus other resources
- **Colleague Discount Program (PerkSpot)** – A variety of local and national discounts
- **Gym Memberships** – Discounted, no-contract gym memberships available across the country
- **ID Theft Protection** – Personal data monitoring
- **Education Assistance** - Up to \$4,000 Annually





IT Resources and Helpdesk

IT Help Desk & Service Now



Order Something

Browse the catalog for services and items you need



Knowledge Base

Browse and search for articles, rate or submit feedback



Get Help

Contact support to report a problem



Community

Community-sourced answers to your questions



When to reach out to the Help Desk:

- Logging in/password issues
- Technical equipment problems
- Experiencing connectivity issues/error messages

Service Now

- Order Something: Browse services and items
- Knowledge Base: Search for helpful articles
- Get Help: Report a problem

Phone: (877) 403-4357
Available 24/7 365 Days a Year



Friendly Reminders

Friendly Reminders

- ✓ **Complete New Colleague Experience** *prior to your first day with HSHS.*
- ✓ **Complete Workday Onboarding** *during your first few days at HSHS*
- ✓ **Explore your benefits** – *Insurance benefits become effective the 1st of the month on or after your hire date.*
- ✓ **Visit the MyHR in Workday Help Portal** – *Your one stop shop for all your HR needs.*
- ✓ **Complete your Regulatory Workday Assignments**

IMPORTANT: Once your HSHS email is established, it is imperative you access your work email frequently. You don't want to miss out on important communications.

Resources

SYSTEM SERVICES CENTER
INTRANET PORTAL



Hospital Sisters
HEALTH SYSTEM





Request for Feedback

Survey Link

<https://forms.office.com/r/c2ZpZLSyVR>



Q & A Session