

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



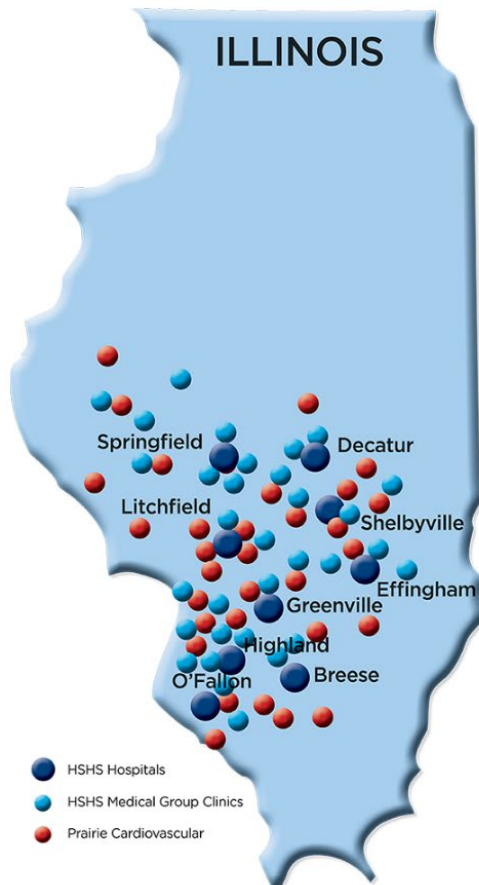
Our core values of Respect, Care, Competence and Joy will be lived by all who work here and felt by all who use our services.



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.

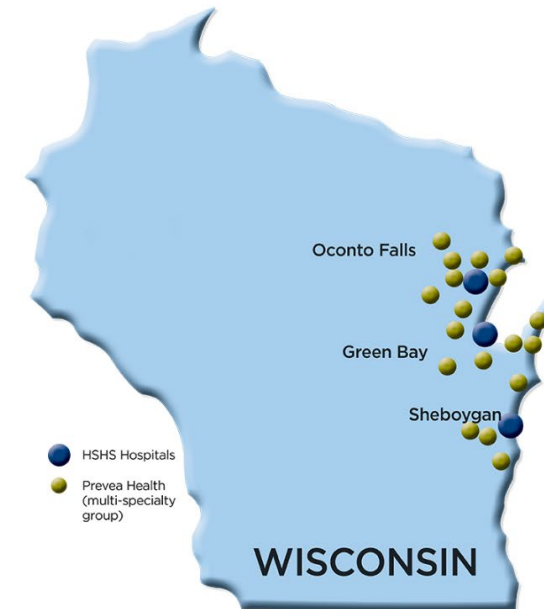


Our Illinois Hospitals

- [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



we are

HSHS

Hospital Sisters Health System

HR Connect



Hospital Sisters
HEALTH SYSTEM



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 Workday Help - MyHR

The HR Service Center Team



Macenzie Barnett
Senior HR Service Center Representative



Devin Masinelli
HR Service Center Representative



Kaitlyn Jones
HR Service Center Representative



Karen Huelskamp
HR Service Center Representative



Kelsea Currie
HR Service Center Representative



Kelsey Cunningham
HR Service Center Representative



Hospital Sisters
HEALTH SYSTEM



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



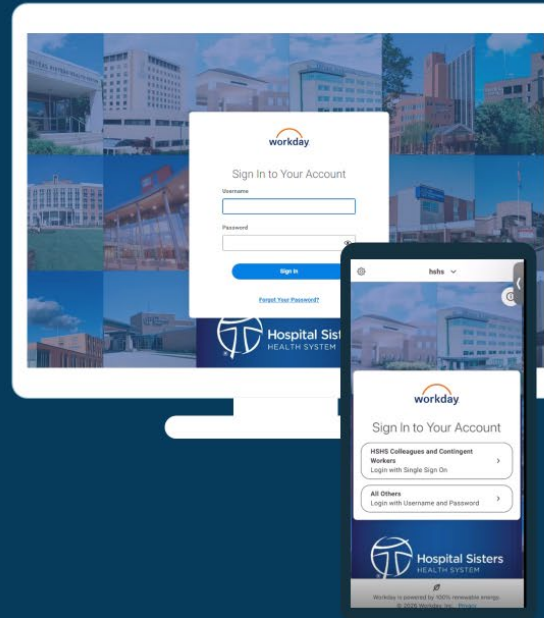


NEW COLLEAGUE GUIDE

Completing Your Pre-Hire Onboarding Tasks in Workday

Access Workday, open your inbox, and complete required onboarding tasks before your first day — from desktop or mobile.

BEFORE DAY ONE



Based on when your hire was processed, you may have been given Workday access to complete your onboarding tasks before your first day of work.

If so, you will have received several email messages from hshs@myworkday.com containing your username, temporary password, and instructions. Please make every effort to login and complete these tasks before your first day.

If you did not receive pre-hire access, you will be able to access Workday and complete onboarding tasks on your first day of work.



Complete every available onboarding task



Form I-9 / citizenship attestation



Payment elections / direct deposit



Federal tax elections



State and local withholding elections



W-2 / electronic tax document election



Benefits enrollment



Address and contact information verification



Emergency contact information



Veteran status



Disability self-identification

FORM I-9 IS TIME-SENSITIVE

Complete the I-9 as soon as possible, then continue through the rest of your available tasks. This is the first task you will see in the task inbox when you log in. **This must be completed by no later than your first day of work.**

BENEFITS MAY VARY

The benefits experience may differ based on role, eligibility, and timing. Follow the resources in your onboarding materials and visit hshs.org/careers/benefits for more information.

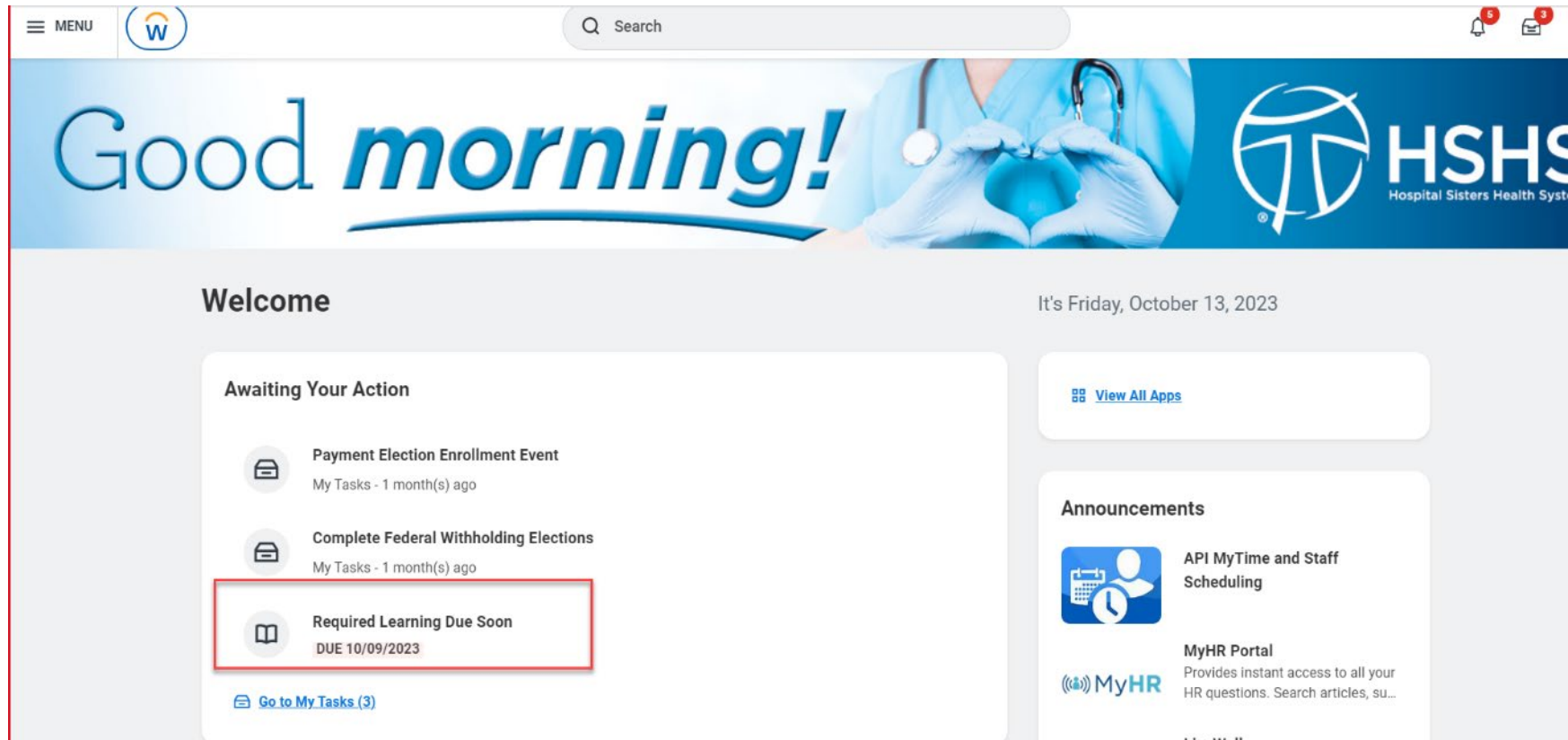
Open each task, follow the on-screen instructions, and submit your response before moving on.

Need help or have questions? Contact the HR Service Center.

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 utilized for recording your hours worked and time off using the computer application or badge readers located throughout the ministries.
- The API MyTime icon is displayed on all desktops for easy access
- API MyTime allows you to:
 - Manage Time
 - View PTO Balance
 - Request PTO
 - Clock In/Out



2026 Payroll Schedule

- **Pay Period Begin Date:**
Sunday
- **Pay Period End Date:** Saturday
- **Paycheck Date:** Biweekly on Fridays
- HSHS Colleagues are paid every other Friday following the end of a pay period.

2026 PAYROLL SCHEDULE

Pay Period Begin	Pay Period End	Pay Date	Cycle #
12/21/2025	1/3/2026	1/9/2026	1
1/4/2026	1/17/2026	1/23/2026	2
1/18/2026	1/31/2026	2/6/2026	3
2/1/2026	2/14/2026	2/20/2026	4
2/15/2026	2/28/2026	3/6/2026	5
3/1/2026	3/14/2026	3/20/2026	6
3/15/2026	3/28/2026	4/3/2026	7
3/29/2026	4/11/2026	4/17/2026	8
4/12/2026	4/25/2026	5/1/2026	9
4/26/2026	5/9/2026	5/15/2026	10
5/10/2026	5/23/2026	5/29/2026	11
5/24/2026	6/6/2026	6/12/2026	12
6/7/2026	6/20/2026	6/26/2026	13
6/21/2026	7/4/2026	7/10/2026	14
7/5/2026	7/18/2026	7/24/2026	15
7/19/2026	8/1/2026	8/7/2026	16
8/2/2026	8/15/2026	8/21/2026	17
8/16/2026	8/29/2026	9/4/2026	18
8/30/2026	9/12/2026	9/18/2026	19
9/13/2026	9/26/2026	10/2/2026	20
9/27/2026	10/10/2026	10/16/2026	21
10/11/2026	10/24/2026	10/30/2026	22
10/25/2026	11/7/2026	11/13/2026	23
11/8/2026	11/21/2026	11/27/2026	24
11/22/2026	12/5/2026	12/11/2026	25
12/6/2026	12/19/2026	12/24/2026	26

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)	HSHS Compliance Line
	
• harassment • colleague conduct • discrimination • work environment • other HR-related topics	• 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

Workplace Violence Prevention Program

- **Care Consideration Epic Flag** - A standardized Epic feature that identifies patients with a history of violence.
- **Colleague Support Toolkit** - A systemwide resource in Workday that provides step-by-step guidance and contacts after a workplace violence event.
- **Healing Time Away** — A paid leave benefit for colleagues impacted by workplace violence.
- **WPV Event Reporting Icon & Follow-up** - A dedicated icon in the event reporting system for reporting workplace violence events.
- **Patient Code of Conduct** - A clear set of behavioral expectations for patients and visitors.
- **Colleague Care Kit** — A comfort kit available after difficult or violent events.
- **De-escalation Training** - A tiered training program designed to equip colleagues with the skills to prevent and manage aggression.
- **Unified Emergency Codes** - Standardized emergency codes used across all HSHS ministries.
- **Duress Button Utilization & Monitoring** - Duress alarm systems that alert a response team in threatening situations.
- **Emergency Management Drills** - Regular drills to test and strengthen readiness.
- **WPV Annual Assessment & Analysis** - A yearly review process to identify safety risks, analyze trends, and guide improvement plans.



We are the Hospital Sisters of St. Francis Foundation.

We serve HSHS, our communities, and you!

We raise, manage, and distribute charitable donations to support the mission and strategic priorities of the Hospital Sisters Health System.

Capital	Scholarships/Nursing	Special Programs	Charity Care	Health Care Services
St. John's Neonatal Intensive Care Unit Expansion and Renovation 2021	St. John's College Student Scholarships	St. John's and St. Vincent's Child Life Programs and Munchkin the Facility Dog at SVCH	Colleague Emergency Financial Assistance available for all HSHS Colleagues	Simulation Manikins and Educational Tools
St. Mary's Decatur Hillrom Smart Medical Beds 2026	Magnet Journey to Nursing Excellence	High School Bootcamp at SEO, SJS, SVG, SMG, SMD, SAE, SJB, SJH, SNS, HFG	Transportation Assistance and Vehicles	Mission Outreach Clean Birth Kits
St. Elizabeth's DV5 Robotic System 2026	St. Mary's Green Bay Dahlin Family CNA School	Prairie's Community Sudden Cardiac Arrest and AED Program	HSHS Community Connect (FindHelp)	St. Vincent Libertas Treatment Center
St. Vincent's Children's Hospital Renovation 2023	Educational scholarships for students living in our SAE, SEO, SMD, SCO, SNS, and SVG communities	St. Francis Food Pantry	St. Nicholas' support for patients who cannot afford their hospital bills	St. Clare's Pediatric Dental Program



HSHS COLLEAGUE GIVING CAMPAIGN

- ❖ The All Together Colleague Giving Campaign is an initiative within HSHS that encourages colleagues to donate to an area of their choice.
- ❖ This annual campaign is special because it reflects who we are at HSHS. A united community, connected by purpose, and committed to caring for one another and those we serve.
- ❖ When colleagues come together to give, we carry forward the Sisters' long history of connecting with and uplifting the communities they served - rooted in compassion, shared responsibility, and belief in something bigger than ourselves.

**Together, we strengthen our Mission.
Together, we make a difference.**



“ Giving to the HSHS Foundation is a meaningful way for us, as colleagues, to live out the mission and values we uphold every day. The recent expansion of the Infusion Services Department is a powerful reflection of what colleague giving can accomplish – enhancing patient comfort, improving access to essential treatments, and strengthening care close to home. When we give together, we make a lasting difference.

Debbie Elledge
RN, IV/IM Services



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



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HSHS Total Rewards

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
 - Service anniversary notes

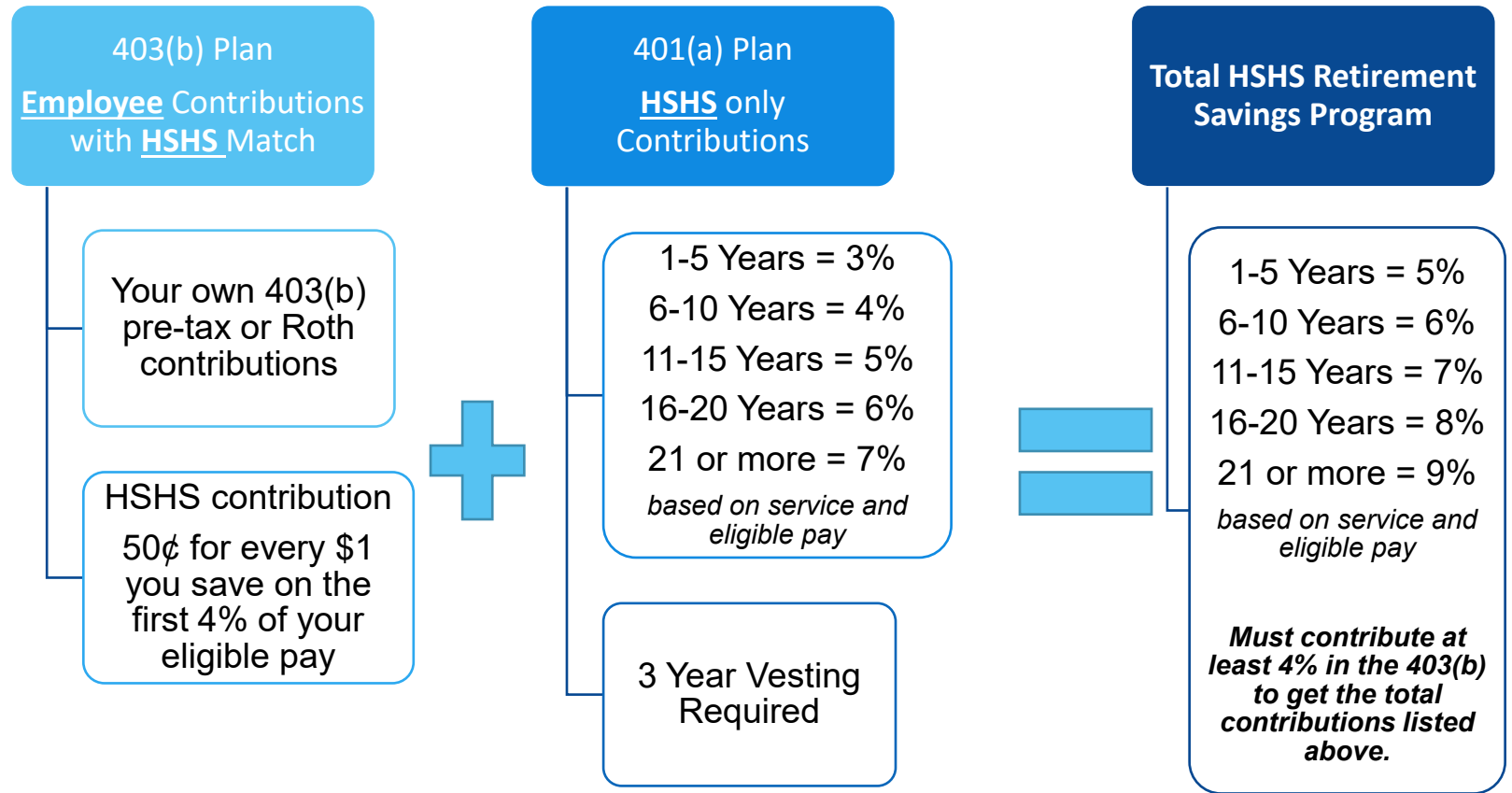


The HSHS Retirement Savings Program

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.



The Retirement program is administered by Fidelity Investments. To enroll and manage your account, register at www.netbenefits.com/atwork or download the NetBenefits mobile app. You will be auto-enrolled in the 403(b) at a 4% contribution rate after 60 days if you take no action.

Additional Benefits

- **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 (Active & Fit Direct)** – Discounted, no-contract gym memberships available across the country





Insurance Benefits

Benefits Eligibility and Enrollment

Eligibility	• 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	• Most benefits begin the first day of the month on or after your hire date
Eligible Dependents	• You can enroll eligible family members – including your legal spouse and dependent children – for medical, dental, vision, life insurance, identity theft protection coverage, and supplemental insurance plans
When and How to Enroll	• 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



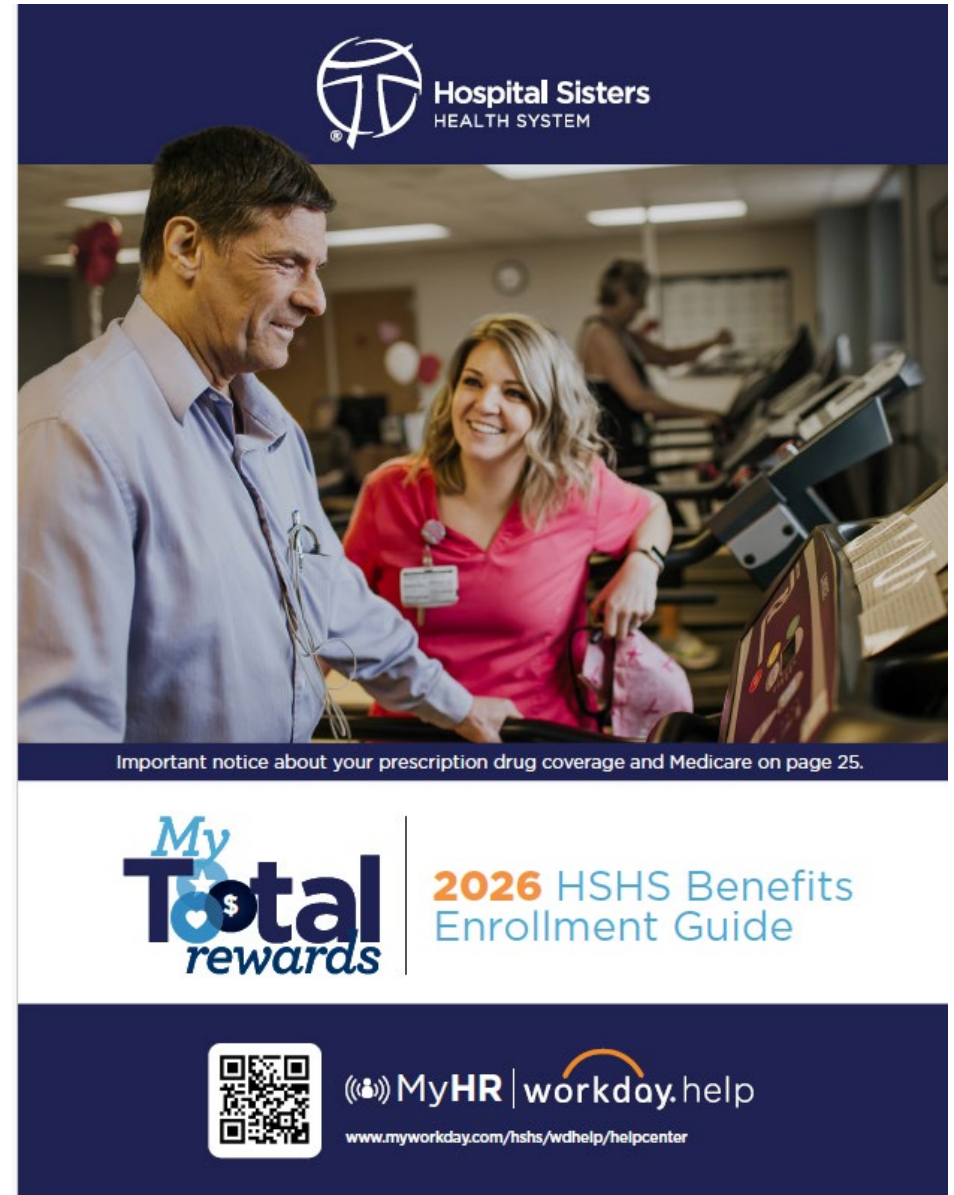
Benefit Resources

2026 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



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.



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HSHS Health Plan - Network

Plan Administrator:
UMR

Network:

- **Tier 1: HSHS + Extended**
 - HSHS refers exclusively to HSHS and Prevea providers and facilities (highest benefit)
 - Extended (Other Tier 1) refers to local partners such as Springfield Clinic, PCIN, SIU, SSM, Mercy and more
- **Tier 2: UHC Choice Plus – Nationwide UHC Network**

HSHS plan options are Exclusive Provider Organization (EPO) plans:

- Generally, only cover services received from **in-network** providers
- Referral/prior authorization required for out-of-network coverage except for emergencies



Time Off, Additional Benefits & LiveWELL

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

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
- **ID Theft Protection** – Personal data monitoring
- **Education Assistance** - Up to \$5,250 Annually



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.





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



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Request for Feedback

Survey Link

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



Q & A Session