



# 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*



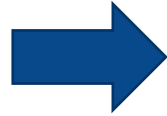
# Mission, Vision, & Core Values

MISSION



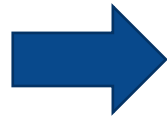
To reveal and embody Christ's healing love for all people through our high-quality Franciscan health care ministry.

VISION



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

VALUES



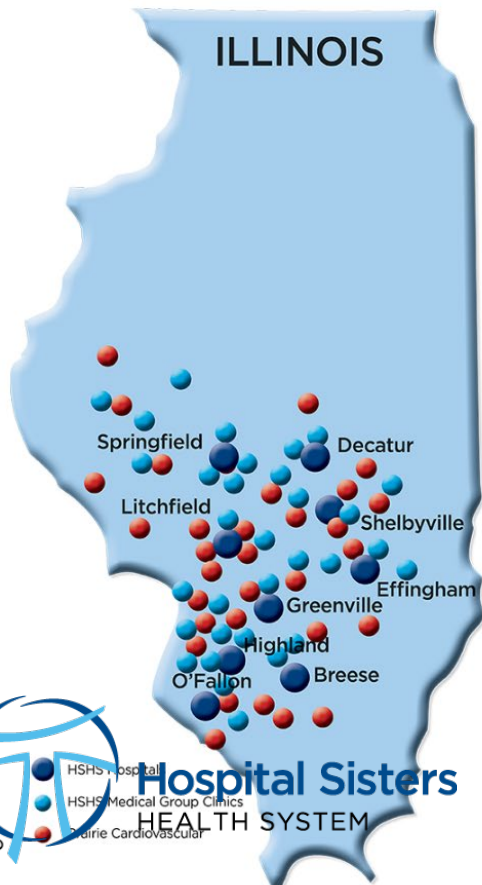
Our core values of Respect, Care, Competence and Joy will be lived by all who work here and felt by all who use our services.



**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 HR Connect**

Hospital Sisters Health System



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# 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



**Amanda Erickson**  
Senior HR Service Center  
Representative



**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





# (((i))) MyHR | 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:

- o 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)
- o 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**
- o 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.**

- o 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.
- o Complete Remote Form I-9 to provide reviewer information as follows for completion of the I-9 form.
- o Select **HR Representative** for Relationship and click **Next**
- o Enter the email and contact information of the HR Representative that was provided by your Preboarding Specialist and click **Next**
- o 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.
- o 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:

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

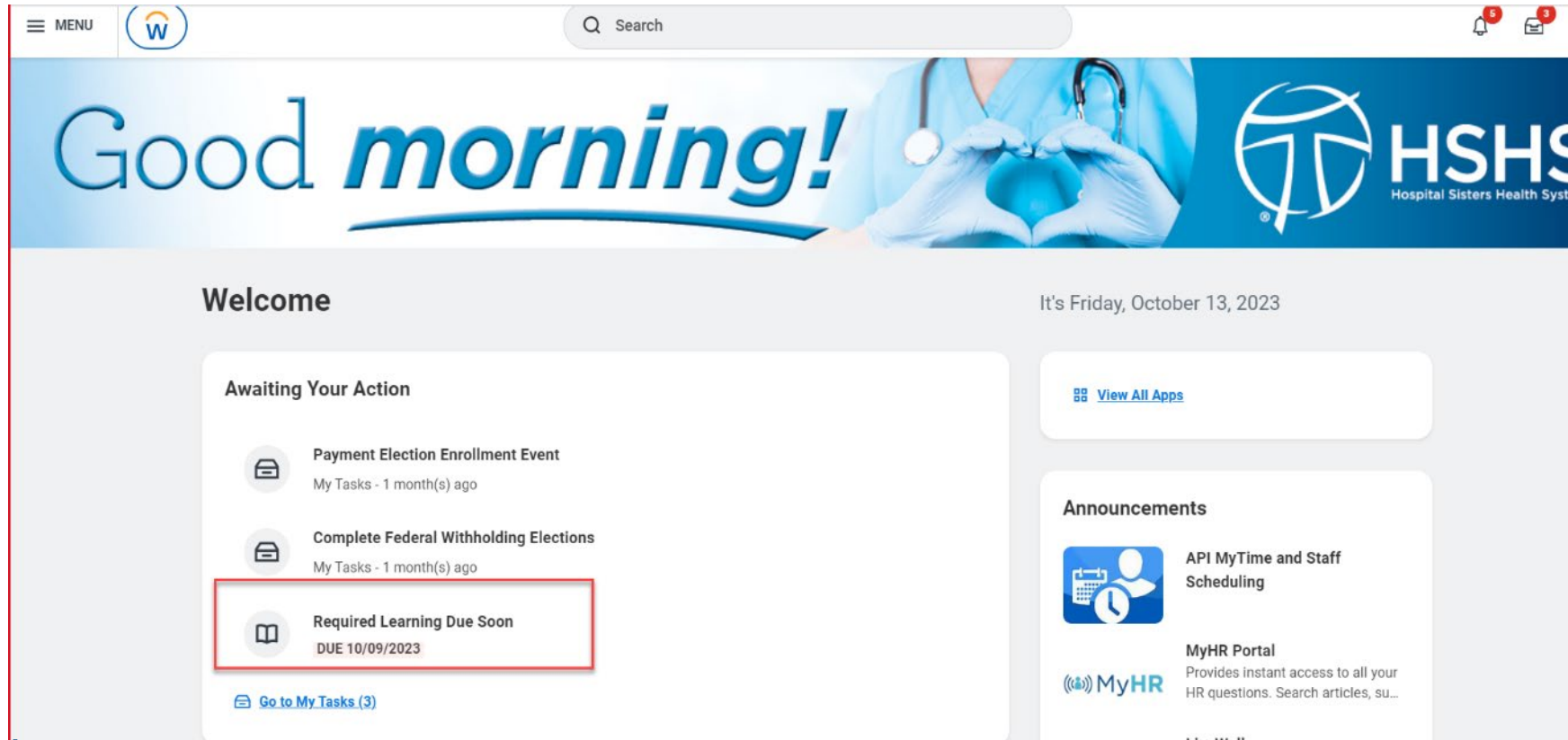
# Completing the Form I-9

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



# Workday Learning

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



# API MyTime

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- 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](mailto:HSHPayroll@hshs.org).

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





# Employment Practices and Compliance



# First Day Information

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- 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

  
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- 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.





# 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



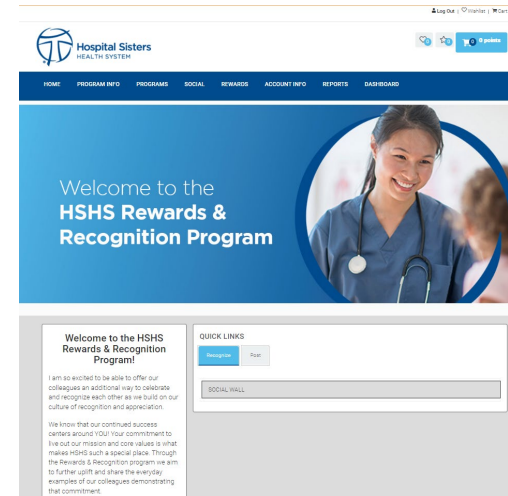
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# HSHS Total Rewards

# 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

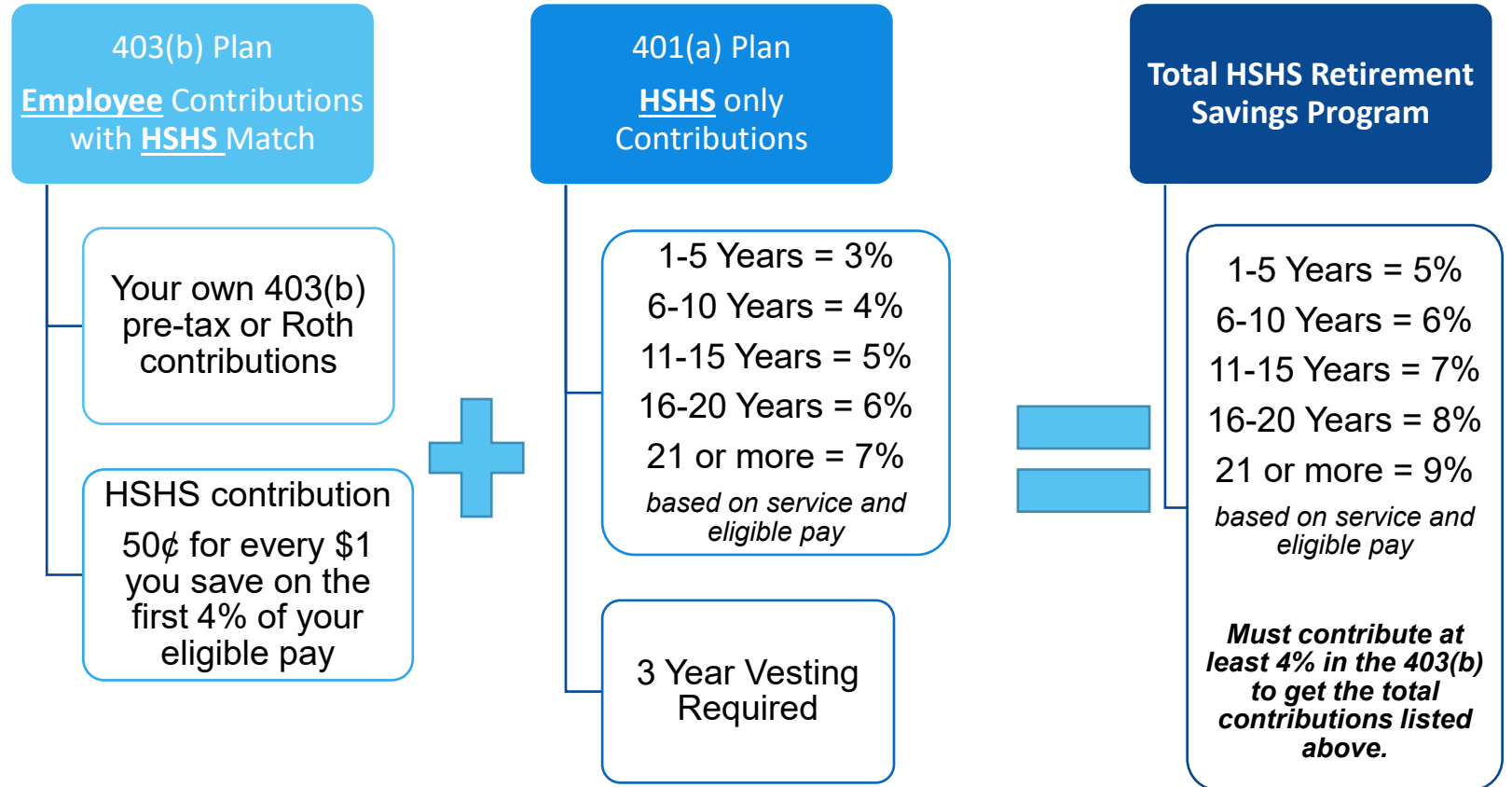


# The HSHS Retirement Savings Program

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.



# 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



Important notice about your prescription drug coverage and Medicare on page 25.



2026 HSHS Benefits Enrollment Guide



MyHR | [workday.help](https://workday.help)  
[www.myworkday.com/hshs/wdhelp/helpcenter](https://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.



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# HSHS Health Plan - Network

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**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**

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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
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**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

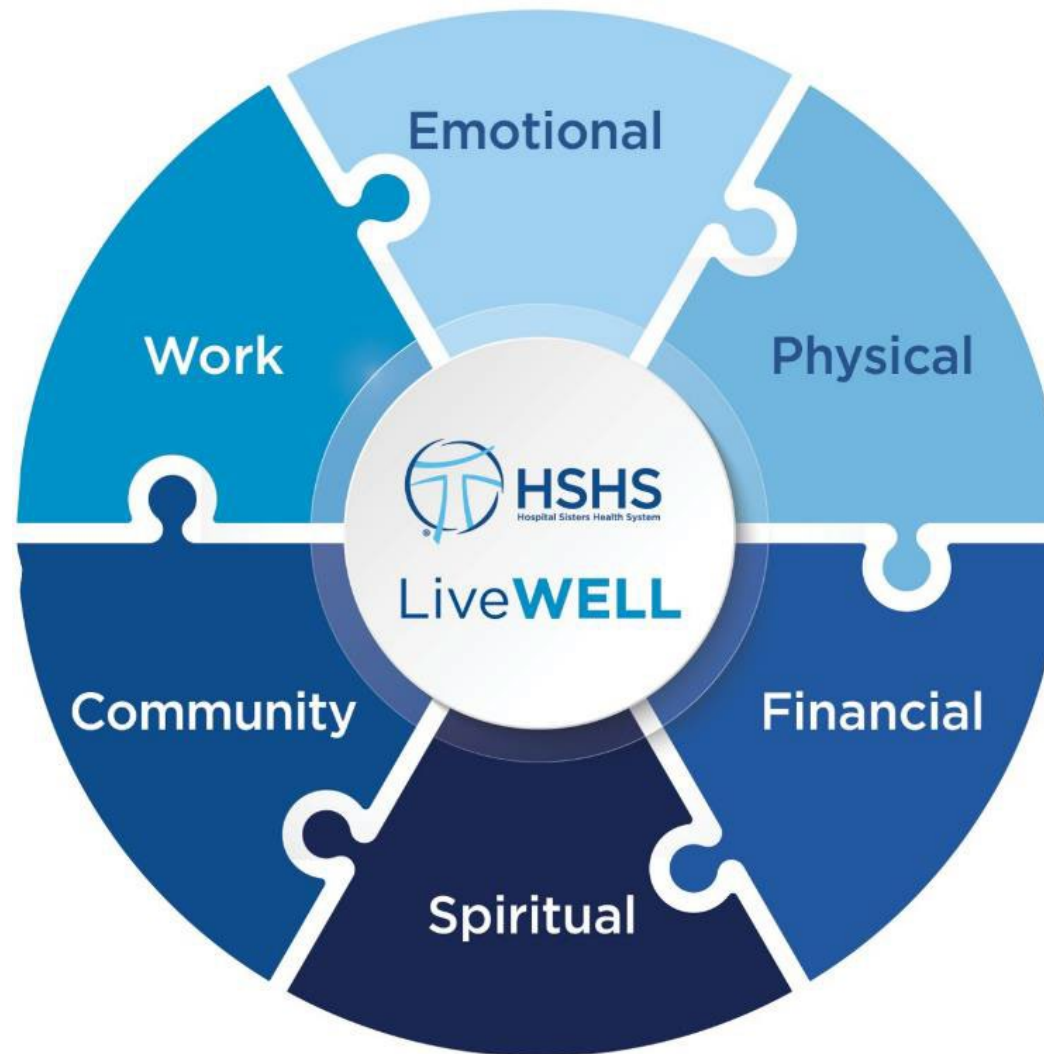
# Additional Benefits

- **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 1<sup>st</sup> 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