



Ascension

June 3, 2021

# North Region Transition Planning Update

## Items you should Know, Share and Do



### Know This:

#### **Cattails Interim Solutions Update:**

In preparation for the transition, training is required for all impacted end users. Role-based training modules are outlined in the [training plan \(click to access\)](#).

Refer to the [Training Content Grid](#) for details about training content by role and location.

Training modules are now available, and can be accessed from the training plan or the WI Cattails Interim Solution EHR Training [webpage](#).

Note that eScription training will be coming soon, to allow for final testing prior to release with more information forthcoming. The Athena and Meditech training environments are now available and instructions for accessing both environments can be found on the WI Cattails Interim Solution EHR Training [webpage](#).

Providers and associates should review the appropriate training module(s) for their role, and complete any applicable practice activities in the training environments prior to go-live. For any questions regarding the training plan, please contact: [cattailstransitionsupport@ascension.org](mailto:cattailstransitionsupport@ascension.org)

#### **Polycystat Freeze:**

To ensure that all local policies will transition, a freeze has been enacted on any work in Polycystat for North Region facilities. If you have a policy that needs attention to address regulatory or other urgent matters between now and the transition closing date, please contact your site leader.

#### **Transition Website:**

To date, this go-to resource for information for the planned transition of Ascension Wisconsin North Region locations has generated nearly 35,000 pageviews. Responses to associate questions are being processed daily and are updated as soon as information is available. [Click here for transition website.](#)

#### **Associates on PTO During Requested Response Timeframes:**

Aspirus has indicated that it will be running regular reports to identify and follow up with those who haven't completed open enrollment. However, if you are on PTO, you do need to do it immediately upon return; if you don't, it may delay the receipt of your benefits cards.

#### **Aspirus HR on-site for employment verification**

The Aspirus HR team will have on-site time beginning June 1 for completion of I-9's and ID badge photos. All transitioning associates must complete this employment verification process, which will include completion of the I-9 form and

a photo taken for ID badges. Employees can go to any of the identified locations to complete this employment verification. **Please see the dates/times and locations on page 9 of this update.** These are walk-in times, and no appointment is needed, however, for the sake of time, the Aspirus HR team asks that the attached I-9 form be completed in advance and brought with you. It is critical that you bring your valid *original* documents that verify both identity and employment authorization. The last page of the attached I-9 form lists the acceptable documents that would establish identity and employment authorization. **Please contact the Aspirus Welcome Line with any questions 715-843-1180.**

### **Transition to Aspirus Health Benefits and Payroll Items You Need to Know**

The transition from Ascension to Aspirus Health will mean a change from Ascension benefit plans and payroll. ***(Please note, for your convenience, these items are attached in a separate document in addition to being placed in this week's update).*** The information in this section is based on a planned closing date of July 1, 2021.

### **Impact on Your Benefits Summary**

#### **Paid Time Off (PTO)/Front Loaded Time Off**

**(FLTO)** All unused hours in your PTO/FLTO bank will transition with you to Aspirus Health.

#### **Medical/Rx, Dental and Vision Plans**

Continued coverage under these plans will not be offered through COBRA because you are transitioning to Aspirus Health. Aspirus Health will provide information on enrolling in coverage.

#### **Healthcare Flexible Spending Account (FSA)**

If you have a balance in your Healthcare FSA when you terminate employment, you are not eligible to continue this benefit. You have until March 31, 2022, to submit eligible expenses for

reimbursement that you incurred while you were active in the plan.

#### **Dependent Day Care Flexible Spending**

**Account** Coverage in this plan ends on your transition date. You have until March 31, 2022, to submit eligible expenses for reimbursement that you incurred while you were active in the plan.

#### **Health Savings Account (HSA)**

You will continue to have full access to the funds in your HSA account to pay for qualified expenses following your transition date. If you have coverage under another HDHP, you can continue to contribute funds directly to your HSA. Per IRS rules, once you are no longer enrolled in an HDHP, you can no longer contribute to an HSA. Ascension covers the administrative cost of HSAs for active employees. You will start to be charged administrative fees once you are no longer associated with Ascension. For questions, please contact Optum Financial (ConnectYourCare) at 844-594-1231.

#### **Medical Health Reimbursement Arrangement (HRA)**

You will have 90 days after your transition date to submit eligible expenses for reimbursement with dates of service before your transition date.

#### **Employee Assistance Program (EAP)**

You will not be eligible to participate in the Ascension EAP after your transition date.

#### **Basic Life, Supplemental Life, Dependent Life and Accidental Death & Dismemberment**

Coverage in these plans ends on your transition date. However, conversion and portability options are available. Port/conversion options are only available for a short time following your employment transition, so don't delay if you are interested in continuing coverage. You will receive information via mail from Prudential regarding these options and continuing

coverage, or you can contact Prudential directly at 800-778-3827.

### **Short-term and Long-term Disability**

Coverage in these plans ends on your transition date. Please review the Benefits FAQ section for more information regarding payment if you are currently on an approved Short-term or Long-term Disability leave.

**Hyatt Legal** Coverage in this plan ends on your transition date.

**Transportation Benefits** Once you transition, you are no longer able to place new orders for transportation benefits. If you have questions, please contact Optum Financial (ConnectYourCare) at 844-594-1231.

### **Voluntary Benefits through Corestream**

If you are currently participating in any voluntary benefits through Corestream, you will receive instructions from the carrier to continue the benefit through direct bill.

## **Benefit FAQs**

### **When will my Ascension benefits end?**

Your Ascension benefits (Medical/Rx, Dental and Vision) will expire at the end of the day on the last day prior to transition. Based on an anticipated transition date of July 1, 2021, benefits will expire at the end of the day on June 30, 2021.

### **Will my 2021 Healthcare Flexible Spending Account (FSA) roll over?**

You will be unable to receive any 2021 FSA rollover funds in 2022 because you will no longer be an active associate of Ascension.

### **How long can I access my 2021 FSA balance?**

You will have until March 31, 2022, to submit claims for your 2021 Healthcare and Dependent Care FSA accounts for eligible expenses

incurred in 2021 prior to 11:59 p.m. on June 30, 2021.

### **How long can I use my HRA balance?**

You will have 90 days after July 1, 2021, to use the balance in your HRA account for eligible healthcare expenses incurred prior to 11:59 p.m. on June 30, 2021. Remember, your 2021 Healthcare HRA can be used to pay for medical, dental and vision expenses incurred prior to 11:59 p.m. on June 30, 2021.

### **How long will I have access to my HSA**

**balance?** You will continue to have full access to the funds in your HSA account to pay for qualified expenses following your July 1, 2021. Per IRS rules, once you are no longer enrolled in an HDHP, you can no longer contribute to an HSA. Ascension covers the administrative cost of HSAs for active associates. You will start to be charged administrative fees once you are no longer associated with Ascension. For questions, please contact Optum Financial (ConnectYourCare) at 1-844-594-1231.

### **I am currently on an approved Short-term or Long-term Disability leave through Sedgwick.**

**How does this transition impact my Disability payments?** Sedgwick will continue to manage your Short-term & Long-term Disability leaves until your leave is exhausted or you return to work. Sedgwick will still send Short-term and Long-term Disability paychecks to you via mail. Your Ascension benefits will expire at the end of the last day prior to transition. Based on an anticipated transition date of July 1, 2021, benefits will expire at the end of the day on June 30, 2021.

### **Will I receive Healthy Reward deposits?**

You will not be eligible to participate in the SmartHealth Well-being Program after your transition date. You are not eligible to receive Quarter 2 Healthy Rewards based on your transition date.

**Will I be eligible to receive tuition reimbursement through Edcor?**

You will not be eligible to receive tuition reimbursement after your transition date. If you are currently participating in the tuition reimbursement program, please monitor your Ascension email address for additional information.

**Retirement FAQs****When will contributions on my behalf under the Retirement Savings Program end?**

Employee Contributions to the 403(b), and any Employer Matching Contributions made on your behalf, will end as of your last regular Ascension paycheck.

If you have satisfied the eligibility requirement for the Employer Automatic Contribution as of your employment termination date, the 2021 Employer Automatic Contribution amount will be deposited into your Ascension Healthcare Employer Contribution Account, in 2022.

**Will I be eligible for the 2021 Employer Automatic Contribution?**

To be eligible for the 2021 Employer Automatic Contribution, you must first have satisfied the initial requirements for participation in the Employer Automatic Contribution, that is, you were credited with at least 1,000 hours of service in a calendar year.

If you satisfied the initial requirements for participation as described above, earned at least 500 hours of service during 2021 (unless you are age 55+ and vested) and are actively employed by the North Region entities transitioning to Aspirus on the sale date or at the end of a transition service agreement, whichever is applicable, you will be eligible for the 2021 Employer Automatic Contribution. This contribution will be deposited into your

Ascension Healthcare Employer Contribution Account, as noted in the previous answer.

**Will I be vested in my Retirement Savings Program benefits?**

You are always 100% Vested in your Employee Contributions. If you are an active, non-vested associate employed by the North Region entities transitioning to Aspirus and a Participant in the plan on the transition date or at the end of a transition service agreement, whichever is applicable, all amounts in your Employer Contribution Account will become 100% Vested.

**What are my withdrawal options under the Retirement Savings Program?**

The Retirement Savings Program is designed for long-term savings to assist you in meeting your retirement income needs. You receive the greatest value when you keep your funds in the Retirement Savings Program for as long as possible; however, upon your employment termination date, the options described below will apply.

If the total value of your account(s) is over \$5,000, you may choose to:

- Leave your funds in the Retirement Savings Program
- Roll over these funds to an IRA
- Transfer the account(s) to your new employer's plan, if the new employer's plan permits transfers
- Take a full or partial distribution of your account(s) in cash\*

\*If you choose a distribution, the Plan Administrator will withhold 20% for federal taxes as required by law, unless you elect a direct rollover of your account(s). In addition, if you are under age 59½, an additional 10% early withdrawal IRS tax penalty may apply. You may initiate a distribution by contacting

Transamerica at 877-346-7284 or at [transamerica.com/portal/ascension](https://transamerica.com/portal/ascension).

If the current total value of your account(s) is \$5,000 or less as of 60 days following receipt of your employment termination date, the Retirement Savings Program's "small benefits" provision may apply and your account(s) will automatically be distributed. In that event, you will receive a letter requesting that you designate a form of payment for your account(s) within 35 days of the date you receive the letter.

- If you do not respond within the 35-day period, and the value of your account(s) is \$200 or less, you will receive your benefit in a cash payment as soon as administratively possible.
- If you do not respond within the 35-day period and the value of your account(s) is greater than \$200 but less than \$5,000, your account(s) will be transferred to ("rolled into") an IRA with Millennium Trust Company.

**Important Note:** You may contact Transamerica (877-346-7284) for details or if you have any questions. However, please allow several weeks after your employment termination date for Ascension to provide Transamerica with information about the associates who become 100% vested as a result of the transition of the North Region entities to Aspirus. In addition, you are encouraged to consult a qualified financial planner or tax advisor before requesting a distribution or rollover.

#### **What happens if I have an outstanding loan from the Retirement Savings Program?**

You can continue making loan repayments to Transamerica after your employment termination date. However, your loans can no longer be repaid through payroll deduction since you are no longer an active associate of

Ascension. If you have an outstanding loan, you will receive "coupon books" from Transamerica that you can use to submit monthly checks to repay your loan directly to Transamerica. Or, you may choose a direct-pay (direct debit) scenario with your bank. Information about the repayment options will be provided on the back of the coupon slips you receive from Transamerica. You may contact Transamerica (877-346-7284) for details. If you choose not to continue making loan repayments directly to Transamerica, your loan will be deemed to be "in default." This means the value of your outstanding loan will be treated as a taxable distribution.

#### **Non-Qualified 457(b) Plans**

##### **What are the options for Participants in "non-qualified" 457(b) plans?**

If you participate in a non-qualified 457(b) plan, you will receive specific communications shortly after the transition date. The provisions that apply to you are based on the terms of the non-qualified 457(b) plan and are time sensitive. Generally, unless you have already elected a payment date, there are three distribution options:

1. Default option – on the first day of the month that is 120 days following the transition date the funds will be distributed to you in a lump sum payment and will be treated as taxable income.
2. You make an election, at least 31 days prior to the above scheduled distribution, to defer the distribution to a future date.
3. You elect to transfer the funds to a 457(b) plan offered by your new employer, provided the new employer's 457(b) plan allows funds to be transferred in. This election must be



made at least 31 days prior to the default distribution schedule explained in Option 1.

### **Frozen Pension Plan**

#### **What are the vesting provisions under the frozen pension plan?**

If you are a non-vested participant with a benefit in the Ministry-St. John Legacy Pension Plan, the Ascension Healthcare Pension Plan or another Ascension-sponsored defined benefit pension plan ("frozen pension plan"), you will become 100% vested in the frozen pension plan benefit if you are an active associate employed by the North Region entities transitioning to Aspirus as of the sale date or at the end of a transition service agreement, whichever is applicable.

#### **When can I elect a distribution of my frozen pension plan benefit?**

Normal plan distribution rules still apply. For example, for some of the frozen pension plans, you may have to be over age 55 to start your pension or take a distribution of your pension plan benefit. Pension plan participants will receive a letter from Ascension Pension Services which will explain the benefit options for the pension plan.

**Please note:** if you will be over age 65 on your employment termination date, and you have not already started your pension payments, your benefits will need to begin the first of the month after your transition date. Please contact Ascension Pension Services for more information and to request the paperwork you need to complete to have your pension payments begin.

If you have immediate concerns or plan to retire within 90 days, please contact Ascension Pension Services by visiting the self-service website, [www.ascension.org/pensioninfo](http://www.ascension.org/pensioninfo). You

may visit the website to 1) obtain a current estimate of your pension benefit, 2) initiate a request to start your retirement benefit (if eligible) at least 90 days prior to the date you want your payments to start; 3) contact Ascension Pension Services via the Message Center; 4) review the distribution options for the plan you participated in; or 5) review other important information about the pension plan. In the future, you should contact Ascension Pension Services 90 days before the date you want to start your pension. You may also contact Ascension Pension Services at 877-346-7284 and follow the prompts to reach Pension Services or send an email to [pensionservices@ascension.org](mailto:pensionservices@ascension.org).

### **Retirement Health Reimbursement Arrangement**

#### **When will credits stop being made to the Retirement HRA?**

The last credit to the Retirement HRA account occurred at the end of the first quarter in 2021 for the 2020 calendar year.

#### **Will I be Vested in the Retirement HRA?**

This benefit will not automatically vest upon the transition of the North Region entities to Aspirus. You can become vested, that is, able to use the Retirement HRA for eligible healthcare (medical, prescription drug, dental and vision) expenses, only if you terminate employment with Ascension or a health ministry after either:

- Attaining age 55 with 5 years of 1,000 hours of service per year;
- Attaining age 65 with 1 year of 1,000 hours of service; or
- If you were actively employed and at least age 50 on January 1, 2015 (or other date when your health ministry first offered the Retirement HRA) after attaining age 55 with one year of 1,000 hours of service.

If you are not vested in the Retirement HRA on your employment termination date, your Retirement HRA account will be forfeited. Note: Years of employment prior to the date your employer started participating in the plan do not count toward vesting for purposes of the Retirement HRA.

### **What are the options under the Retirement HRA?**

If you are vested in your Retirement HRA as explained above, and you are at least 55 on your employment termination date, your Retirement HRA account will be transferred to a spending account administered by Ascension's vendor, Optum Financial (ConnectYourCare). You will receive a welcome kit and spending account card from Optum Financial (ConnectYourCare) as soon as administratively possible. For North Region vested participants who are active on the transition date or at the end of a transition service date, whichever is applicable, we expect your balance to transfer to Optum Financial (ConnectYourCare) in the quarter following the quarter in which your employment ends. Until that time, there is no action that you need to take.

### **Payroll FAQs**

**Will I have two W-2 records?** Yes, because you will work for two companies in 2021.

### **If I currently access my W-2 electronically, will I receive a printed record from Ascension in the mail?**

You will receive a paper W-2 featuring income earned between January 1, 2021, and your transition date. In order to ensure you receive a printed W-2, be sure to review your contact information within the myHR portal prior to your transition date. If your address changes between your transition date and January 31, 2022, please contact HR Central at 1-844-847-4747.

### **When will form W-2 be mailed?**

For those associates who do not choose to access W-2s electronically, the printed records must be postmarked on January 31, 2022. They will be mailed by Ascension via U.S. Mail no later than January 31, 2022.

### **Are W-2s mailed to associates' home addresses? If I don't get one, who do I contact?**

Each associate's Form W-2 will be mailed to the associate's permanent address in the payroll system. If you have moved, please update your address in the myHR portal before your transition date. You will need to call HR Central if you move after your transition date. Your W-2 may be delayed or may be returned to us if you still have your prior address in the system. A duplicate copy of the W-2 form can be provided to the employee upon request after February 15, 2022.

### **How can I download a copy of my personal myLearning transcript?**

From the home page of your myLearning menu choose My Transcript. You can filter these completed records in several different ways. In this instance you will want to change it to all so that you get everything you have ever done. Click on export to PDF – then click on “click here to download the file.” It will open in a PDF – click on print so you have a copy for your records.

### **Questions?**

If you have any questions about your benefits, please contact HR Central at **1-844-847-4747**.

*This document is intended to help you understand how the Wisconsin North Region (“North Region”) transition to Aspirus may affect your Ascension healthcare benefits, retirement benefits and the various retirement benefit options that may be available to you upon termination of employment with Ascension.*

*On the date that the North Region's transition to Aspirus becomes final ("sale date"), you will be considered "terminated" for purposes of the Ascension Healthcare Retirement Program (Retirement Program) and benefit plans. This is because the sale date will also be considered your "employment termination date" provided you are actively employed by the North Region entities transitioning to Aspirus on that date. For purposes of this memo, references to "actively employed by the North Region entities" could include associates whose employment terminates at another Ascension entity as a direct result of the transfer to Aspirus on the sale date or at the end of a transition service agreement, whichever is applicable.*

*This is a brief explanation of retirement benefits. For details, please refer to the applicable Summary Plan Description (SPD) for Ascension Healthcare. In the event of a conflict between this information and the terms of the official plan documents, the SPDs and/or the official plan documents govern.*



## Onsite Dates/Times for Employment Verifications by Aspirus HR

Ascension Name	Room location / contact person	Date 1	Date 2
AMG Wilshire Blvd Clinic	Room TBD	June 2: 9:00 - 9:30 a.m.	NA
AMG Stanley Street Clinic	Conference Room	June 2: 10:00 - 11:30 a.m.	NA
AMG Prentice Street Clinic	Business Office	June 2: 12:30 - 1:30 p.m.	NA
Stevens Point Hwy 10 Clinic	Old Gym	June 2: 2:00 - 5:00 p.m.	June 17: 9:00 - 2:00 p.m.
AMG Schofield Clinic	Room TBD	June 3: 9:00 - 9:30 a.m.	NA
AMG Westwood Clinic	Conference room, 2nd floor	June 3: 10:15 - 3:30 p.m.	June 16: 10:00 - 12:30 p.m.
Sacred Heart Hospital	June 1: Spruce Room - Main Level	June 1: 9:00 - 4:30 p.m.	June 15: 9:00 - 4:30 p.m.
	June 15: Tamarack Room - Main Level		
Eagle River Hospital	Kalmar Clinic Suite 2 reception	June 2: 10:00 - 3:00 p.m.	June 16: 10:00 - 3:00 p.m.
AMG Eagle River Clinic	Room 122 First Floor	June 3: 9:00 to 1:30 p.m.	NA
AMG Crandon Clinic	Supervisor - Mgr. Office	June 3: 12:00 to 12:30 p.m.	NA
Rhineland Rehabilitation	YMCA Rehab Office	June 1: 9:00 - 10:00 a.m.	June 15: 9:00 - 10:00 a.m.
Northland Ortho - Urgent Care	Kendra Glebke's Office	June 1: 11:30 - 2:00 p.m.	June 15: 11:30 - 12:30 p.m.
Koller Health Clinic	File Room - 2nd Floor	June 1: 2:30 - 4:30 p.m.	June 15: 1:30 - 3:00 p.m.
		June 10: 10:00 - 3:00 p.m.	June 11: 9:00 - 10:00 a.m. (if needed)
Howard Young Medical Center	Volunteer Services office - 2nd floor	June 3: 9:00 - 6:00 p.m.	June 17: 9 - 2:00 p.m.
		June 4: 9:00 - 3:00 p.m.	
AMG Plover Clinic - Urgent Care	Kassi Czahor's office	June 2: 9:00 - 9:30 a.m.	NA
AMG E. Maria Drive Clinic	Room TBD	June 2: 10:30 - 1:00 p.m.	June 16: 9:00 - 10:30 a.m.
AMG Hoover Road Clinic	Room TBD	June 2: 2:00 - 5:00 p.m.	June 16: 11:30 - 1:30 p.m.
Amherst Office Building	Conference Room	June 4: 9:00 - 9:30 a.m.	NA
AMG Iola Clinic	Conference Room	June 4: 10:00 - 10:30 a.m.	NA
AMG Waupaca Clinic	Conference Room	June 4: 12:00 - 2:00 p.m.	NA
AMG Wisconsin Rapids Clinic	Room TBD	NA	NA
St. Mary's Hospital	Conference Room 1 - lower level	June 3: 10:00 - 5:30 p.m.	June 16: 10:00 - 4:00 p.m.
St. Michaels Hospital	June 2 and 3: Board Room - 2nd Floor	June 2: 9:00 - 4:30 p.m.	June 16: 9:00 - 4:00 p.m.
	June 16: Conference Room #7 - 2nd floor	June 3: 9:00 - 4:30 p.m.	