

Pay and Timekeeping Overview

For Leaders Transitioning from Ascension

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Timeline

Today

- Payday and Pay Adjustment Timeline
- Timekeeping Preview
- Pay Policy Preview

Weeks of July 12th and 19th

- Kronos Timekeeping
- Role of the Timekeeper
- Premium Pay and Paid Time Off (PTO) Overview

Final Approval (at Close)

- Premium pay policies
- PTO Accrual Rate Tables

Payday At Aspirus

- Pay is an important part of the Total Rewards package
- Pay periods start/end dates will not change
- Payday is every other Thursday following the end of the pay period
- Annual salary budgets incorporate merit (performance based) and market adjustments
- Merit adjustments follow the performance evaluation cycle in January
- A market evaluation is completed mid-year with the potential for further wage adjustments



Timekeeping Preview

- Kronos is used for timekeeping
 - Record time through your app or computer – *Timeclocks will not be active at time of transition*
 - Automated Paid Time Off (PTO) request process
 - Timekeeping resources are available on the microsite
 - In-Out Desktop Instructions
 - PTO Request Submission Process
 - Detailed timekeeper training will be held 7-15 at 1pm or 7-23 at 11am
 - Identify all transitioning associates who will need access to approve or update time records
 - Email the associate email address & selected training date/time to OrganizationalLearningandDevelopment-AspirusInc@aspirus.org
 - Kronos is **not** currently utilized for Scheduling, Attendance, Attestation and Analytics
 - Transition information for these modules will be provided prior to close

Pay Policies

- Premium pay policies will be reviewed prior to close subject to approval
 - Training will be provided
 - Details including premium pay rates (i.e. shift differentials, on-call, holiday, etc.) will be shared prior to close
- Policies are located in PolicyStat and will be available at close and can be viewed on the Aspirus intranet

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