



MEMO

To: System Office Colleagues
From: Martha Murphy, SVP, System Office Chief HR Officer
Date: 11/11/20
Re: Required Remote Work (Distributed Work) Updates in Workday by 11/30

Thank you for your continued contributions to our COVID-19 response and commitment to our Mission.

If you do NOT work remotely for some or all your scheduled work hours, please disregard this message. Colleagues who do work remotely (also known as distributed work), please continue reading this important information.

Earlier this fall, colleagues who work remotely for some or all their scheduled hours were identified to receive the Trinity Health Remote Work Agreement acknowledgement task and have their work-from-home status updated in Workday.

Some colleagues working remotely were inadvertently missed in that process; today, we are empowering colleagues to check their status in Workday and make updates as needed. **Accuracy of your work-from-home status in Workday is important, as it could affect your tax withholding.**

- If you received and completed the Remote Work Agreement acknowledgement task earlier this fall, no further action is needed, and you are all set. Thank you.
- If you did **not** complete the Remote Work Agreement acknowledgement, please log into Workday. Go to the Workday inbox and follow the quick prompt to complete the acknowledgement task.
- If you log into Workday, go to your inbox and discover that you did not yet receive the Remote Work Agreement acknowledgement task, please initiate the work-from-home status change by following [this job aid](#). Once you've done this, you will receive the Remote Work Agreement acknowledgement task in your Workday inbox; please complete the task as soon as possible and no later than Nov. 30, 2020. If you identify yourself as a colleague who works remotely 50 percent or more of your scheduled work hours, your manager will receive a notification in Workday to verify that fact and will then update your work location to your primary home address as it appears in Workday.

Questions

- [Remote-work agreement Q&A](#)
- [General remote work Q&A](#)

Please continue sharing your insights with your manager about remote work and being on a distributed team.

Stay healthy and well. Thank you.

More Information

Trinity Health has a ministry-wide, [remote-work policy](#) and [remote-work agreement](#). All colleagues who work remotely during their scheduled work hours, even if only intermittently, will view and complete an acknowledgement of the agreement in Workday. The agreement replaces the previous Trinity Health

telecommuting agreement, and all colleagues who previously signed the telecommuting agreement should acknowledge the new agreement in Workday. The new remote-work policy and agreement define the terms and conditions of remote work for Trinity Health colleagues. They consider the unique factors related to remote work during the COVID-19 pandemic, such as children and other persons present in colleague's remote-work environments during work hours.

Important work-location change information: If you work remotely more than 50 percent or more of your work schedule, your work location must be updated to your primary home address as it appears in your Workday profile. After your manager confirms your remote-work schedule, the work-location update will automatically occur after you submit the acknowledgment. For most colleagues, this change will have no effect on their tax requirements. However, some colleagues could owe more or less taxes than they do today, depending on where they live. Please see the [agreement Q&A](#) for more information.