

Background/General Information

1. What is an Employer of Record Transfer?

An employer of record (EOR) is the organization legally responsible for colleagues, irrespective of the facility, building, state/city, etc., that colleagues may work or reside. These legal responsibilities include paying wages, offering benefits, and administering Human Resources (HR) policies such as paid time off. Your current ministry is the organization responsible for all the duties mentioned above. **This transfers responsibility for your pay, benefits, taxes, etc. from your current ministry to Trinity Health System Office.**

2. When will the Trinity Health System Office become my EOR?

The System Office will become your EOR on Sunday, December 15, 2024.

3. Why am I being transferred to the Trinity Health System Office payroll?

Across our organization, most colleagues in your department and certain job functions are employed at the System Office as part of a shared services function. This change will ensure consistency and alignment with these workgroups. Our colleagues are our top priority, and we are committed to making this change as seamless for you as possible. Over the last several years, Trinity Health has grown our System Office shared services functions to best support our Health Ministries, achieve our strategic priorities and live our Mission. In line with the TogetherHealth 2023 strategic plan, we are moving to common platforms and national policies that align our Health Ministries for consistency in experience and improved efficiency. Aligning Health Ministry colleagues with System Office teams is one of many ways we are building Trinity Health a sustainable ministry and securing our strong future. Aligning the Health Ministry colleagues with System Office teams enables us to serve our patients, residents, and the community more effectively.

- This new structure will create growth opportunities for colleagues through a clearer career pathway, training, best practice sharing and collaboration.
- Trinity Health has been executing on a strategy to move to national agreements with the largest payers. We've already completed national agreements with Humana, Anthem, Aetna and Centene. This has created efficiencies in contracting that warrant a new, integrated model.
- Integrating analytics will create more opportunity to meet the needs of each Clinically Integrated Network (CIN) and collectively for Trinity Health.

- Our continued migration to common systems (e.g. TogetherCare and PIC) also allows for more consistent and efficient payer strategy work across all RHMs.

4. Will I be required to take any action prior to my transfer to the Trinity Health System Office?

No. Your ministry HR and System Office HR teams will coordinate all aspects of your transfer of employment. You may be required to complete certain documents or screenings such as a background check or drug test if your local HR department does not have them on file. Any required documentation will either be provided to you by your ministry HR, or you will be directed to complete it in Workday.

5. Will I have to apply for my job?

No. You will be mapped to a comparable position at System Office and will not be required to apply for your job. However, there may be some situations that require leadership to meet with you and gain a better understanding of your years of experience, credentials, and the percentage of work being done to ensure you meet the minimum qualifications prior to mapping you to a System Office position. New job titles and responsibilities will be communicated to each colleague individually.

6. Will my employee ID number change when I transfer to the Trinity Health System Office? Will I have the same leader?

Your employee ID number will change.

There may be a change in the leader you report to which will be communicated to you once the mapping exercise is completed.

7. Will my transfer to Trinity Health System Office affect my years of service?

No. Trinity Health System Office will honor your years of service.

Benefit Information

8. When will my Genesis Health Systems benefits end?

Your current benefits will be effective through December 31, 2024. There is no action to take to keep your current benefits through this date.

9. When will my benefits begin with Trinity Health System Office?

Benefit coverage for all eligible colleagues will begin on January 1, 2025, provided you enroll by January 30, 2025, and submit required documentation. More information is included in the benefits guide. [2025 Trinity Health System Office guide](#)

10. Will I have to select new benefits in Workday?

ACTION REQUIRED! Yes, you must enroll in benefits for yourself and your eligible dependents (if applicable) by January 30, 2025, at 11:59 p.m. local time.

11. Do I need to submit dependent documentation through Workday if I have already provided documents to Genesis?

ACTION REQUIRED! Yes, you must submit documentation of eligibility for any family members to be added to the plan by **January 30, 2025**. Examples of eligible dependents are spouse, children by birth, children by adoption. Examples of documentation include marriage certificate, certificate of birth, etc. Click [Dependent Verification](#) to get a full list of eligible dependents and approved supporting documents.

12. What plans require dependent documentation?

Medical, dental, vision, spouse/child life.

13. Can I enroll my stepchildren in Trinity Health System Office benefits?

If you are married, you may enroll your spouse's children in the System Office plans provided you submit the required documentation.

14. Can I enroll my eligible adult's children in the Trinity Health System Office benefits?

You may enroll your eligible adult's children in the System Office benefits plan, if your approved eligible adult is enrolled and any required documentation is submitted.

15. What happens if I enroll in medical benefits by January 30, 2025, and submit my documentation timely but have a medical claim between January 1, 2025, and when I enroll?

Your coverage will be back dated and effective January 1, 2025. Any claims incurred during this time can be reprocessed by your provider with the System Office plan. Note: payment will be dependent on provider and tier level with the System Office plan.

16. What benefits does the Trinity Health System Office offer?

The System Office offers:

- **Medical/Prescription Drug:** We offer three standard medical plans – Traditional, Health Savings and Essential through Blue Cross Blue Shield of Michigan (BCBSM) and prescription benefits through OptumRx.
- **Dental:** We offer a high and standard plan through Delta Dental of Michigan
- **Vision:** We offer a high and standard plan through United Healthcare (UHC)
- **Flexible Spending Account:** We offer both a health care and dependent care FSA through Health Equity
- **Life:** We offer both basic and supplemental life through The Hartford
- **Voluntary Insurance:** We offer a package of voluntary insurances through Farmington, an Aon Company
- **Time Away from Work:** We offer PTO, holiday, and disability (short and long-term)

For more detailed information on the benefits offered by System Office please refer to the 2025 System Office benefit guide: [2025 Trinity Health System Office guide](#)

17. What is the Trinity Health System Office benefit eligibility definition?

- Full-time benefit eligible: colleagues budgeted for 64 or more hours per pay period.
- Part-time benefit eligible: colleagues budgeted for 40-63 hours per pay period.

18. Will I receive new ID cards?

- **Medical:** Yes, you will receive a new 2025 medical ID card from Blue Cross Blue Shield of Michigan (BCBSM) if you enroll in System Office benefits by January 30, 2025
- **Prescription Drug:** Yes, you will receive a new and separate pharmacy ID card from OptumRx.
- **Dental:** No. Delta Dental does not issue cards
- **Vision:** No, UHC does not issue ID cards
- **Health savings account:** Yes, if you enroll in the Health Savings medical plan you will receive a new debit card from HealthEquity.
- **Health care flexible spending account:** Yes, you will receive a new debit card from HealthEquity.
- **Dependent care flexible spending account:** No, HealthEquity does not issue a debit card for this account.

IMPORTANT: Due to the timing of this transaction, you may not have cards by January 1, 2025. We ask for your patience as we allow time for the files to generate and the vendors to load files before reaching out to the Human Resource Shared Services (HRSS) or the vendors.

19. Can I get a temporary ID card?

Cards are typically received within 10 days of your election approval in Workday, if you have not received in this time frame please click [HERE](#) job aid to obtain ID cards from the vendor websites.

20. What will be the cost of my benefits under Trinity Health System Office?

Please refer to the [2025 Trinity Health System Office guide](#)

21. How do I receive the full incentive for a lower health insurance premium?

Each year, medically enrolled colleagues and spouses/eligible adult dependents have an opportunity to earn an incentive to retain the lower per pay period premium cost for medical coverage by completing and tracking healthy-living and well-being activities. All colleagues start the plan year with the Full Incentive amounts (lower per pay cost for medical coverage). More information about Live Your Whole Life is in the benefit guide. [2025 Trinity Health System Office guide](#)

22. Will I have to change health care doctors/providers?

No, you will not need to change doctors/providers, but you should verify what Tier they are in under BCBSM. More detailed information can be found on the BCBSM provider search tool.

23. Will my medications still be covered under the System Office prescription drug plan?

Members who have formulary changes will receive a letter from OptumRx, with next steps. You can also visit: https://www.optumrx.com/oe_trinityhealth/landing to obtain the cost of your specific medications.

24. Will my prescription refill carry over?

Yes, Wellmark will transition your remaining refill to OptumRx on a drug-by-drug basis.

25. How are contraceptives covered?

Trinity Health System Office has a religious exemption from covering contraceptives or the act of conception under both medical and pharmacy plans. However, due to the Women's Preventive Health requirements, you will have coverage at no cost to you. You must be enrolled in a medical plan to apply for this card. To enroll, please call BCBSM using the phone number on the back of your ID card, once received. OptumRx will automatically mail members a separate ID card for contraceptives age 13+.

26. Can I carry over my Health Savings Account balance after the transfer?

Yes, Health savings account balances do not expire. Options will be available for transitioning the balance to the System Office account (if enrolled in the Health Savings medical plan) after your transfer.

27. What are the System Office Paid Time Off (PTO) plans?

The System Office will place you in one of two PTO plans.

- Program A: defined as WorkDay management level of Supervisor, Coordinator and All Other Positions. Program A is an accrual-based program where the accrual is based on years of service, see below, with a bank maximum allowed up to 1.5 times the annual bank limit.
 - [Paid Time Off \(PTO\) Program A](#)

Service Level Years	PTO Accrual Rate (per hour)
Less Than 1 Year	0.069231
1 – 4 Years	0.080769
5 – 9 Years	0.092308
10 – 14 Years	0.103846
15+ Years	0.115385

- Program B: defined as WorkDay management level of Manager, Director and Advance Practice Clinicians. Program B is a drop-in (front loaded) bank 40 hours of

unused time is allowed to be carried over into the next calendar year, hours not used above 40 will be forfeited.

- [Paid Time Off \(PTO\) Program B](#)

28. What happens to my unused Paid Time Off (PTO) when I transfer?

Upon your transfer to System Office:

- If you are moving to Program A (accrual PTO plan) your PTO balance will transfer to the System Office transition maximum, outlined below. Any hours above the transition maximum will be paid out.

Service Level (Years)	Per Pay Max Accrual (80 hr. max)	Annual Bank Max 1x annual accrual (hours)	Bank Max 1.5x annual accrual (hours)	Transition Max (40 hours less than Bank Max)
< 1 Year	5.538	144	216	176
1 – 4 Years	6.462	168	252	212
5 – 9 Years	7.385	192	288	248
10 – 14 Years	8.308	216	324	284
15+ Years	9.231	240	360	320

- If you are moving to Program B (drop-in) your PTO accrual balance will be paid out upon transfer
 - 2024 drop-in will be 16 hours, prorated based on FTE.
 - 2025 drop-in will be 216 hours, prorated based on FTE, unused 2024 drop-in hours will carry over to 2025.

29. What if I have approved PTO scheduled after my transfer to the Trinity Health System Office?

If you have PTO planned and approved for the time immediately after transferring to the System Office, please work directly with your (new) leader.

30. What are the paid holidays under Trinity Health System Office?

You are benefit eligible for six core holidays (New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day) and one floating holiday. Holidays are separate from PTO and pro-rated for colleagues who are less than 1.0 FTE.

31. If I am currently on leave and receiving short-term disability (STD) when the transition date arrives, will I continue to receive short-term disability benefits until my doctor releases me to return to work?

If you are on an approved continuous leave of absence that had an initial start date of December 31, 2024, or earlier, you will transfer to System Office but remain with your current disability vendor and will not be eligible for System Office disability plans until you return to work.

If you wish to have benefits under System Office effective January 1, 2025, you need to enroll in System Office benefits and provide any supporting documentation by January 30, 2025.

32. What if I am on an intermittent leave during the transfer?

If you have an approved Intermittent Family Medical Leave Act (FMLA) leave of absence that had an initial start date of December 31, 2024, or earlier, you will transfer to System Office and be eligible for System Office disability plans effective January 1, 2025.

If you wish to have benefits under System Office effective January 1, 2025, you need to enroll in System Office benefits and provide any supporting documentation by January 30, 2025.

33. If I have already enrolled and been approved for tuition reimbursement for class(es) that I will not complete prior to my transfer to the Trinity Health System Office will I be reimbursed?

If you applied and were approved under your current ministry, your tuition reimbursement will be handled using the Genesis Tuition Reimbursement Program. For any new classes beginning after your transfer date, you should apply through the Trinity Health Tuition Reimbursement Vendor Edcor. As a reminder, all applications must be submitted to Edcor within 30 days of the start of your class.

For more information about tuition reimbursement, log into Edcor [here](#).

34. What if I am registered for a training class or conference that takes place after the transfer to the Trinity Health System Office? If registration fees have already been paid, how would that be handled?

You should not schedule any additional training classes or conferences after this announcement. Training and conferences already scheduled will be addressed on a case-by-case basis with management.

Compensation and Payroll Information

35. Will the transfer to the Trinity Health System Office affect my salary?

Your base rate of pay will remain the same as of December 15, 2024 when your employment officially transfers to Trinity Health System Office. Future pay increases will be based on System Office Compensation Guidelines and pay practices.

36. What is the date of my last paycheck from my current ministry? What is the date of my first paycheck from the Trinity Health System Office?

The last paycheck you receive from your ministry will be 12/20/24, for days worked during Sunday, 12/1/24, through Saturday, 12/14/24.

You will receive your first check from the System Office on Friday, December 27, 2024, for one week, Sunday, December 15, 2024, through Saturday, December 21, 2024. You will not

have medical, dental or vision deductions on this one-week paycheck. Retirement deferrals will be taken from this one-week paycheck.

Your pay dates will resume a normal two-week cadence beginning with the System Office pay date of Friday, January 10, 2025.

37. When will Workday be updated so that I can see the System Office updates?

Your transfer to System Office will not be processed in Workday until the middle of December. Following the transfer date, please be sure to check your Workday tasks (e.g., review your direct deposit information, benefits, and other employee information).

38. What do I need to do to prepare for a one-week paycheck on December 27, 2024?

Familiarize yourself with the table below that outlines the deductions that will (and will not) be taken from your one-week paycheck on Friday, December 27 for days worked December 15 through December 21, 2024.

Deduction Type	Deduction Examples	Effect on One Week Pay December 27
Retirement	403(b) Deferrals 403(b) Loan Repayments	Normal deduction (See the Important Note below concerning deferral amounts.) No deduction for Loan Repayments
Benefit Deductions	Before and After-Tax Dental, Medical, Vision, Medical and dependent care flex spending, Health Equity-WageWorks etc.	No deduction
Insurance Voluntary Benefits	Supplemental life insurance (self, spouse, children), Short Term Disability, Farmington	No deduction
Charity	Charity Giving	No deduction
Cafeteria/Gift Shop	Cafeteria/Gift Shop	Colleagues are expected to pay in cash, or use a debit or credit card, for any cafeteria and gift shop purchases at any of our ministry locations. Use of an employee badge to charge any purchases for future payroll deduction is not allowed.
Garnishments – Flat Dollar Amounts	Child Support, Bankruptcy	Normal Deduction

Garnishments – Based on Percentage of Wages	Student Loans, Creditor Orders	Same percentage will be deducted if new garnishment orders are received.
Additional State and Federal Tax	An additional flat dollar amount withheld for federal income tax	Colleagues expected to enter tax elections by 12/23/24.

- 39. I have deductions taken out of my paycheck for parking in my HM, cafeteria charges, etc. Sometimes I give to the Foundation through paycheck deductions. What changes can I expect regarding these deductions?**

Deductions for foundation contributions will continue to be withheld from your paycheck. Foundation contributions will not be taken out of your one-week paycheck. Deductions for parking will not be withheld. Trinity Health System Office colleagues are expected to pay in cash or are expected to use a debit or credit card, for any cafeteria and gift shop purchases at any of our ministry locations. Use of an employee badge to charge any purchases for future payroll deduction is not allowed.

- 40. Some of my wages are garnished. Do I need to take any action to continue with the garnishment?**

Yes, the payroll team will provide you with the information you need to give to the garnishee agency so the new garnishment orders can be issued to your new employer of record.

- 41. Do I have to update my tax withholdings? How do I do that?**

ACTION REQUIRED! Yes, you will need to submit new W-4s to update your tax withholdings for the System Office payroll. ***All tax withholding updates will need to be completed by end of day on 12/23/24.***

You can update your tax withholdings through Workday Employee Direct Access. Click on the "Pay" icon, Update Withholding Elections. *If tax withholding elections are not updated, withholding will default to the maximum tax rate for federal and state.*

- 42. Will I receive two W-2s in 2024?**

Yes, you will receive two W-2s for the 2024 tax year. You will receive one from your local ministry for your 2024 pay through 12/14/2024, and one from the System Office for your one week pay 12/15/2024 thru 12/21/2024.

- 43. Will my leader and I have instructions about how to use the Trinity Health System Office Kronos?**

You and your leader will have to begin to record time on the System Office instance of Kronos. We will provide information including job aids and other support resources to those affected by this transfer.

44. Will my exempt (salaried) or non-exempt (hourly) status change?

Some job roles may transfer to a different exemption status. If you transfer to an exempt or non-exempt job role, **your base rate of pay will remain the same**. If your exemption status is expected to change, your leader will communicate this change with you.

RETIREMENT BENEFITS –

Trinity Health 403(b) Retirement Savings Plan (the “Trinity Health 403(b) Plan”)

The Genesis Health System Retirement Savings Plan (403(b)) and Genesis Employer Contribution Plan (401(k)) are referred to herein as the “Genesis Health retirement plans”.

45. Will I continue to make and/or receive contributions under the Genesis Health retirement plans?

- a. No. Beginning with your first pay date on Dec. 27, 2024, you will begin participation in the **Trinity Health 403(b) Retirement Savings Plan**.
- b. Also, beginning Jan. 1, 2025, the Genesis Health retirement plans will be frozen to new entrants and no future contributions will be deposited to the plans.

46. What firm is the recordkeeper that provides administrative services for the Trinity Health 403(b) Plan?

- a. Fidelity Investments is the recordkeeper for the Trinity Health 403(b) Plan.

47. How do I enroll in the Trinity Health 403(b) Plan?

- a. Your account will be established with Fidelity on or around Nov. 25, 2024.
- b. On or after Nov. 25, 2024, you may register your account with Fidelity. Follow these steps to register and enroll:
 - i. Log into www.NetBenefits.com to register your account or download the NetBenefits app by texting:
 - 1. Apple: Text Nbapp to 343-898
 - 2. Android: Text Nbplay to 343-898
 - ii. You will be required to verify your identity by using the last four numbers of your Social Security Number, Date of Birth, and Last Name
 - 1. Elect your contribution rate and investment allocations
 - 2. Designate your beneficiary
 - 3. Elect to participate in the Automatic Increase Program (optional)

48. What happens if I do not enroll in the Trinity Health 403(b) Plan?

- a. The Trinity Health 403(b) Plan has an automatic enrollment feature. Automatic Enrollment is a convenient way to assist you with enrollment. Automatic Enrollment occurs when you are first joining the Trinity Health 403(b) Plan; and, annually in January (if not enrolled).
 - i. If you do not enroll, you will be automatically enrolled at 2% (pre-tax).
 - ii. You will be notified at least 35 days in advance of Automatic Enrollment and will have the opportunity to opt out (elect 0%) or change your contribution elections at any time.

49. How much may I contribute to the Trinity Health 403(b) Plan?

- a. You may elect to make Pre-tax, Roth, or a combination of Pre-tax and Roth Salary Deferral Contributions as a percent of eligible pay up to 75%, subject to the annual pay and contribution limits set by the IRS*.

Pre-Tax contributions	Roth contributions
Contributions are made on a pre-tax basis, which reduces your current adjusted gross income.	Contributions are made with after-tax dollars. So, you'll pay more in taxes today, but that could mean more money in retirement.
Distributions in retirement are taxed as ordinary income.	Roth contributions, plus accumulated earnings, will be distributed tax free if the withdrawal is made 5 years or more after January 1 of the calendar year in which the first Roth contribution was made and the withdrawal was made on account of death, disability, or attainment of age 59 ½.

*IRS limits are indexed annually by the IRS. Please visit <https://www.irs.gov/retirement-plans/plan-participant-employee/retirement-topics-ira-contribution-limits> to review the annual limits for 2025.

50. Does Trinity Health make employer contributions?

- a. Yes. If you meet the eligibility requirements, you will receive an employer matching contribution. The maximum match is 6.5% of your eligible pay (up to the IRS contribution and pay limits).
- i. Trinity Health will match up to 10% of your voluntary contributions as follows:
1. 100% match on the first 3% of eligible pay you contribute, PLUS
 2. 50% match on the next 7% of eligible pay you contribute.

51. What are the requirements that you must satisfy to be eligible for matching contributions under the Trinity Health 401(k) Plan?

- a. If you are budgeted to work at least 1,560 hours (0.75 full-time employee or 0.75 FTE), you will receive an employer matching contribution each pay period that you contribute a portion of your earnings into the Trinity Health 403(b) Plan.
- b. If you are budgeted less than 1,560 hours, you will receive employer matching contributions after you have worked and are paid for 1,000 hours in a calendar year, provided you are contributing a portion of your earnings into the Trinity Health 403(b) Plan.
- c. If you are budgeted less than 1,560 hours annually, and you do not work at least 1,000 hours in the calendar year, you will not be eligible to receive employer matching contributions for that plan year, even if you are contributing a portion of your earnings into the Trinity Health 403(b) Plan.

NOTE: Employer matching contributions are calculated using your year-to-date earnings and year-to-date contributions. This means the matching contribution “true up” or adjusts each pay period to make sure that you receive the full match you are entitled to after satisfying the eligibility requirements.

52. What are the vesting requirements under the Trinity Health 403(b) Plan?

- a. Vesting means you have earned a right to the Plan benefits.
- b. You are always 100% vested in your own contributions. However, the Plan requires 3 years of vesting service to “own” and be fully vested (100% vested) in your employer contributions funded to your account.

Completed Years of Service	Vested Percentage
Less than 3 years	0% Vested
3 years	100% Vested

- c. You earn a year of vesting service for each calendar year you are credited with at least 1,000 hours of service. Vesting years do not need to be consecutive.

53. Will my prior service from Genesis Health be credited towards my vesting service in the Trinity Health 403(b) Plan?

- a. Yes. If you were actively employed on or after March 1, 2023, your years of service credited under the Genesis Health retirement plans will also be credited towards your vesting service under the Trinity Health 403(b) Plan.

54. What happens to my existing account balance in the Genesis Health retirement plans?

- a. Effective Dec. 31, 2024, participation in and contributions into the Genesis Health retirement plans will cease (or freeze). If you are making contributions to the Genesis Health retirement plans as of the final pay date of calendar year 2024, your last contribution will be deducted from your final 2024 paycheck from Genesis Health., Any employer contributions for plan year 2024 that you are eligible for will be deposited into your Genesis Health retirement plan accounts at Transamerica.
- b. Your account balances in the Genesis Health retirement plans will remain at Transamerica following the Dec. 31, 2024 plans' freeze. You may continue to manage your investment elections, loan repayments, and beneficiary designations by contacting Transamerica just as you do today at 800-755-5801 or by visiting the participant website at www.secure2.transamerica.com. You may also update your personal information by contacting Transamerica.
- c. The transition of Genesis Health colleagues to the Workday payroll platform is not considered a distributable event under the Genesis Health retirement plans. This means that the same distribution and withdrawal rules available under the Genesis Health retirement plans today (and prior to the plans' freeze) are still applicable. The Genesis Health retirement plans provide that you may initiate a distribution/withdrawal or rollover from your Genesis Health retirement plan accounts at the earlier of attainment of age 59 ½, at your termination from employment, or death.

55. Will the Genesis Health retirement plans merge into the Trinity Health retirement plans?

- a. Yes. More information will be provided to you later in 2025 regarding a plan merger and the timing you can expect your account balance at Transamerica under the Genesis Health retirement plan to transfer into your account at Fidelity under the Trinity Health retirement plan. No action will be required. Your account balance at Transamerica will automatically transfer to your account at Fidelity.

56. Will there be a 457(b) Plan option available for participation? What will happen to my 457(b) Plan account at Transamerica?

- a. Eligible participants will be notified prior to January 2025 with information about enrolling and participating in the Trinity Health 457(b) Plan.
- b. Similar to the retirement savings plan transition described above, the Genesis Health 457(b) Plan will be frozen to participation and future contributions effective December 31, 2024. For any colleagues with a balance under the Genesis Health 457(b) Plan, you will be able to continue to manage any balances held under the Plan by contacting Transamerica.

57. Who may I contact if I have any questions?

Trinity Health 401(k) Plan	Genesis Health retirement plans
Contact Fidelity Investments: <ul style="list-style-type: none">- Fidelity Customer Support Representatives: 1-800-343-0860 (Mon – Fri 8:30 a.m. – 5 p.m. ET)- Fidelity Chat Feature when you log into your account at www.NetBenefits.com (24/7)	Contact Transamerica: <ul style="list-style-type: none">- Transamerica Customer Support Representatives: 1-800-755-5801 (Mon – Fri 8 a.m. – 8 p.m. ET)

Additional Information

58. What will happen to my current employment file?

Your file will be transferred to the Trinity Health System Office Human Resources Department. If any documents are missing, you will be asked to complete them.

59. I have a FY'24 performance review due. What should I do?

Please follow up with your leader if you have an outstanding evaluation for the FY '24 evaluation cycle.

60. How will I be reimbursed for my travel, mileage, and other expense reimbursement as a Trinity Health System Office colleague?

Please refer to the Trinity Health System Office Travel and Business Expense Reimbursement [Policy](#) for more information.

61. Will the equipment I am currently using change when I become a Trinity Health System Office colleague?

There is a possibility of you receiving new equipment through the process of transferring to Trinity Health System Office. More communication will be coming on this topic as additional steps are confirmed with the Trinity Health TIS team.

62. Will I keep my current email and access to Trinity Health applications?

Your current email address could change as part of your transfer to the Trinity Health System Office. If this does occur, more details will be provided to you at that point in time.

Your HealthStream account will be updated to include a Trinity Health System Office account so you will have a new account and a legacy account from your current Health Ministry which holds your historical training prior to transfer.

63. What resources are available to help me through this change?

Your leadership and HR teams, locally and at Trinity Health System Office are fully committed to supporting you through this change.

64. I have questions right now. Who can I contact for more information?

Feel free to reach out to your local HR leader or the HR Shared Services (HR4U). You can reach the HR4U at 1-877-750-4748 or log into HR4U and submit a case or start a live chat with a HR Service Center colleague.

Please Note: Every effort has been made to provide an accurate summary of information for colleagues in the above questions and answers. Legal documents governing the plans will prevail if there are any inconsistencies or inaccuracies in this material.

If there is a conflict between the information provided and an existing Human Resources policy, benefit plan document or insurance contract; the policy, benefit plan and insurance contract documents will govern the interpretation.

Questions regarding this information should be directed to the local ministry or HR Shared Services team.