



To: Genesis Colleagues – EOR Transfer Trinity Health System Office

From: Heidi S. Kahly-McMahon, Chief Human Resources Officer/VP, Genesis Health System
Martha Murphy, SVP Human Resources, Trinity Health System Office

Cc: Jené Allen, Nicole Shelton, Katrena Parks, Jackie Luecht, Trinity Health System Office (SASS)
Operations Leadership

Date: September 25, 2024

Subject: Transfer to Trinity Health System Office Payroll

Hello Colleagues,

As we continue our transition work to become fully integrated with MercyOne and Trinity Health, we want to share important information regarding your employment with Trinity Health and transfer to System Office Payroll.

This employment of record transfer (EOR Transfer) moves responsibility for your pay, benefits, taxes, etc. away from your current ministry, Genesis to Trinity Health System Office. Moving to System Office Payroll is part of the System, Administrative, and Support Services (SASS) strategy that has been underway across the entire organization in many areas for ~18 months.

Why the transfer/move to Trinity Health System Office Payroll?

- The new structure will create opportunities to better support the overall function within Trinity Health. It allows for clearer career pathways, training, compliance, and best practice for team collaboration.
- This operating model is designed to leverage the skill and capabilities of our colleagues and to facilitate their growth and development.

What does this mean for me?

- **Reporting Structure:** Colleagues may or may not have a change in their reporting structure. Please work with your leadership team for additional clarification on your specific reporting structure plan.
- **Rate of Pay:** Your hourly 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.

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



- **Service Credit:** You will receive credit for the years of service you have worked at Genesis upon the transfer to Trinity Health System Office Payroll.
- **Job Title/Classification:** Based on your current role, we mapped you to a similar Trinity Health System Office position and standard job description. You will NOT need to re-apply for your job.
- **Paid Time Off (PTO):** You will be enrolled in the Trinity Health System Office PTO program upon transfer.
 - Time away from work options are offered based on management level
 - **Program A** is defined as a Workday management level of Supervisor, Coordinator or All Other Positions.
 - **Program B** is defined as a Workday management level of Manager, Director, or Advance Practice Clinicians

- **Program A** – Accrual based time off plan with a bank maximum allowed up to 1.5 times annual bank limit.
 - Your PTO balance will transfer to Trinity Health up to the transition maximum as outlined below. Any hours more than 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 Maximum 40 hours less than Bank Max
Less than 1 Year	5.538	144	216	176
1 to 4 Years	6.462	168	252	212
5 to 9 Years	7.385	192	288	248
10 to 14 Years	8.308	216	324	284
15 plus Years	9.231	240	360	320

PTO Program A Policy:

[SO - OneHR \(Trinity-Wide\) - Paid Time Off \(PTO\) Program A.pdf - All Documents \(sharepoint.com\)](#)

- **Program B** – Drop in (front loaded) time off plan
 - Your PTO accrual balance will be paid out upon transfer
 - 2024 – 16 PTO Drop-in hours (2 days) will be prorated based on FTE
 - 2025 – 216 PTO Drop-in hours (27 days) based on FTE, unused 2024 PTO Drop-in hours carry over

PTO Program B Policy:

[SO - OneHR \(Trinity-Wide\) - Paid Time Off \(PTO\) Prog B and C and SO Dir.pdf - All Documents \(sharepoint.com\)](#)



- **Benefits:** As we have worked to align our benefits, our focus has been on continuing to provide comparable and affordable benefits. Detailed information regarding the January 1, 2025, benefits will be communicated in October.
- **Open Enrollment** – Traditionally, benefit open enrollment for the next calendar year is in late October / early November. With the timing of the transition to Trinity Health, your 2025 elections will be later than normal. The following outlines general timelines for enrollment:

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

The 2025 open enrollment election period **will open December 15, 2024, and run through January 30, 2025**. During this period, we encourage you to enroll as soon as possible to ensure timely enrollment with vendors and allow time for dependent verification/approval.

If you are enrolled by January 30, 2025, your 2025 elections will be effective January 1, 2025.

- **Dependent Eligibility:** You will be required to re-enroll all eligible dependents, including providing supporting dependent documentation to Trinity Health, by the deadline of January 30, 2025.

Note: Family members will not be added to coverage until verification is received and approved.

ACTION: What can you do today? Click [here](#), to review the dependent verification documentation guidelines and begin collecting your documents. Keep these documents in a safe place until enrollment opens on December 15, 2024, at which time you will have the opportunity to submit through the Trinity Health process.

Note: Please do not reach out to your local human resources as they have limited access to documents submitted for prior enrollments and these documents may not be acceptable for the Trinity Health enrollment.

We again thank you for your flexibility during this time of transition and look forward to working with you as Trinity Health System Office Colleagues!