

INTEGRATION CONNECTION



JourneyCare Hospice

— AN ADDUS HOMECARE COMPANY —

Update for March 22, 2022

Having issues reading this email? [Click here for an online version of the newsletter!](#)

Highlights

Detail Download:

- Register for MyADP Today!
- Transition to ADP Payroll System
- After Hour Rates
- Transition to Addus PTO and Holidays: 4/1

Reminders:

- Glenview Office: Mask Policy Change
- COVID-19 Vaccination Tracking for JourneyCare
- Hourly Employee Timekeeping
- Holidays
- Transition from JourneyCare Hardship PTO Program to Addus ACTS

Detail Download

[Register for MyADP Today!](#)

Addus MyADP Self-Service Portal registration now open! Please follow the steps below to get ready for pay day on 4/1/2022:

- Register for [MyADP](#) using instructions [here](#), which provides step-by-step details with screenshots.
 - Registration is required for all employees
- **Verify Direct Deposit and Tax Withholding Information. Please utilize the Employee ADP User Guides for step-by-step instructions.**
- **Ignore** automated ADP messages pertaining to updates to your information leading up to **4/1**.
 - You may receive automated alerts from ADP regarding your information (including direct deposit set-up) as a result of normal testing. **Please disregard these messages**; your data is secure and has not been altered, just simply migrated from Paylocity to ADP.

Transition to ADP Payroll System

JourneyCare will convert to **Addus Payroll and ADP System** for all pay dates after **4/1**. This conversion will include the integration of multiple payroll & HR practices, listed below. Your local HR team will remain your first point of contact in HR/Payroll questions or support needs.

Training Information:

Part 1: HR Systems eTrainings:

To prepare for the upcoming transition to the Addus HR systems, please watch the following virtual training courses using the links below.

- [Employee Training Videos](#)
 - Salaried Exempt Employees
 - MyADP Employee Self Service
 - ADP Time and Attendance for Hourly, Non-Exempt Employees
 - View, Request, and Cancel PTO
- [Manager Training Videos](#)
 - Significant Variance Reporting
 - ADP Time and Attendance Salaried Exempt Employee
 - ADP Time and Attendance for Hourly, Non-Exempt Employees
 - Manager Responsibilities in ADP
 - View, Request, and Cancel PTO
 - Post Payroll Reports
 - Manual Pay Overview
 - Payroll Register Overview
 - ADP Manager Self Service

Part 2: Training Materials— ADP Master User Guides for Employees and Managers

- We have created interactive ADP User Guides for **employees and managers**. You can click on the **Chapters** in the **User Guides'** table of contents to access specific topics. Please be sure to save these guides and refer to them often as you acclimate to the ADP system.
- [Click here to access Employee and Manager ADP User Guides](#)

Part 3: Live Training Sessions

After you complete your virtual trainings and locate your associated user guides, you can join us as we host **live training sessions**. **The invitations were sent last week for the live training sessions.**

After Hour Rates:

As we transition JourneyCare to the Addus payroll and ADP system effective 3/27, we will be making some changes to standardize our payroll rate structure and processes. Please carefully review the information below as some pay rates

and practices will be changing **beginning the 3/27/2022 pay period**. These changes will be reflected on the **4/15/2022** pay date.

Please contact your HR Representative if you have any questions about the information below.

- All After Hours Visits must be recorded through the appropriate Weekday, Weekend, and Holiday timecard codes in ADP effective 3/27/2022
- Weekend & Holiday visits will now include a differential
- Please see **specific rates by visit type and discipline** below:

Nursing Staff:

	Weekday	Weekend	Holiday
After Hours Routine	\$72	\$77	\$82
After Hours Admission	\$135	\$150	\$165
Beeper Pay	\$2	\$2	\$3.5

Social Workers/Chaplains:

	Weekday	Weekend	Holiday
After Hours Routine	\$60	\$70	\$80
After Hours Admission	\$90	\$100	\$125
Beeper Pay	2	2	3.5

Transition to Addus PTO and Holidays: 4/1

JourneyCare employees will transition to the Addus PTO & holiday schedule on **4/1**. Addus offers paid time off accruals in the form of Vacation, Personal, Floating Holidays, and Company Holidays. All of the buckets below should be taken into account when comparing the new PTO plan to your current JourneyCare accrual rates.

Vacation:

Accrued in equal amounts per pay period based on the table below. Tenure based on your initial hire date. Existing JourneyCare employees have been grandfathered to enter the Addus vacation policy with an escalated accrual rate. Please see accrual rates below for existing Journey Care employees. **Accrual rates for new hires 4/1/22 or later can be found in the Addus Hospice Employee Handbook.**

Tenure	Current Annual PTO	Addus Vacation	Addus Personal	Addus Floating Holiday	Addus Holiday	Addus Total	Rollover Limit
0-5 years	30 Days	15 Days	5 Days	2 Days	6 Days	28 Days	120 hours
5+ years	35 Days	20 Days	5 Days	2 Days	6 Days	33 Days	120 hours

*Any excess balance as of 12/31/2022 will be forfeited.

Personal:

40 hours each year granted on **Jan. 1** of each year. Hours will not rollover year to year.

Please note: 32 hours of personal time will be available on **4/1**

Floating Holiday:

16 hours granted on **Jan. 1** of each year. Hours will not rollover year to year.

Please note: 16 hours will be available to JourneyCare employees on **4/1**.

Holiday:

- 6 Paid Company Holidays per year: New Year's Day, Labor Day, Memorial Day, Thanksgiving, Independence Day, Christmas Day
- At the sole discretion of Addus Management, holidays falling on a Saturday will normally be observed the preceding Friday. Holidays falling on a Sunday will normally be observed the following Monday.
- To be eligible for holiday pay, an employee must meet the following criteria:
 - Employment Status must be active. Employees who are on a leave of absence are not eligible to receive holiday pay.
 - Work the day preceding the holiday and the day following the holiday unless they have scheduled time off in advance or are not normally scheduled to work those days.
- Non-exempt employees working on either the actual or company-observed holiday will be paid 1.5x their hourly rate, in addition to their holiday pay.
- Exempt employees working on either the actual or company-observed holiday will be paid 1.5x their hourly equivalent rate up to 8 hours, in addition to their holiday pay.
- Employees who work both the actual and observed holiday will only receive 1.5x their hourly rate on whichever day they work more hours.
- On-call salaried, exempt employees receive 8 hours of holiday pay and must utilize their PTO to make their shift whole. For example, an on-call employee that typically works a 12-hour shift would receive 8 hours of holiday pay and 4 hours of PTO.
- Employees that work their full shift on the holiday can choose to have their holiday pay applied to a different day off within 14 days of the holiday, with manager approval.

Reminders

Glenview Office: Mask Policy Change

Glenview Office staff are **not** required to wear a mask unless they are going to the Glenview IPU or the Glenview IPU staff are coming to the Administration side of the building. Face coverings will continue to be required for unvaccinated individuals with an approved exemption in offices that are covered by the CMS vaccine mandate regardless of State or local allowances. The appropriate level of PPE protection is still required during all patient interactions.

Note: This policy change does *not* apply to the Barrington IPU/office due to difference in how the IPU is sectioned from the Administration side.

COVID-19 Vaccination Tracking for JourneyCare

JourneyCare asks all staff who have received COVID-19 vaccine boosters to send their booster record to HRanswers@journeycare.org. The Center for Medicare and Medicaid Services (CMS) has mandated that our agency track and document the number of employees who have received boosters. This information will also help the COVID team respond with appropriate information about quarantine or isolation time needed whenever as staff member is diagnosed with COVID-10 or has an exposure, as well as when that employee can return to work.

We encourage staff members who have not received their boosters to take this critical step as soon as possible. This will help ensure we prevent outbreaks and keep healthy, which allows us to continue providing essential care. Thank you for your cooperation in sharing your booster records!

Hourly Employee Timekeeping

Effective **3/27/2022**, all hourly employees must complete a live punch-in when they arrive at work and punch-out prior to leaving for the day using MyADP. In addition, hourly employees will need to punch in and out for their unpaid lunch breaks. This process will replace existing Paylocity timecards and Care Center swipe badge clock-in methods. Please see ADP training information below in preparation for this process change.

Holidays

Effective **4/1/2022**, JourneyCare employees will transition to the Addus holiday policy as outlined below.

- 6 Paid Company Holidays per year: New Year's Day, Labor Day, Memorial Day, Thanksgiving, Independence Day, Christmas Day
- At the sole discretion of Addus Management, holidays falling on a Saturday will normally be observed the preceding Friday. Holidays falling on a Sunday will normally be observed the following Monday.
- To be eligible for holiday pay, an employee must meet the following criteria:
 - Employment Status must be active. Employees who are on a leave of absence are not eligible to receive holiday pay.
 - Work the day preceding the holiday and the day following the holiday unless they have scheduled time off in advance or are not normally scheduled to work those days.
- Non-exempt employees working on either the actual or company-observed holiday will be paid 1.5x their hourly rate, in addition to their holiday pay.
- Exempt employees working on either the actual or company-observed holiday will be paid 1.5x their hourly equivalent rate up to 8 hours, in addition to their holiday pay.
- Employees who work both the actual and observed holiday will only receive 1.5x their hourly rate on whichever day they work more hours.
- On-call salaried, exempt employees receive 8 hours of holiday pay and must utilize their PTO to make their shift whole. For example, an on-call employee that typically works a 12-hour shift would receive 8 hours of holiday pay and 4 hours of PTO.
- Employees that work their full shift on the holiday can choose to have their holiday pay applied to a different day off within 14 days of the holiday, with manager approval.

Transition from JourneyCare Hardship PTO Program to Addus ACTS

Effective today, JourneyCare's Hardship PTO Program will no longer be available to participate in. All remaining donations in this program were granted to staff in need.

Here at Addus, we believe in helping our fellow employees when they need it most. Addus ACTS is an employee assistance fund that is tax-deductible and designed to assist employees through financial hardship resulting from catastrophic events beyond their control, when all other means of financial assistance has been exhausted. The Addus ACTS Committee is represented by members from all business lines, including support departments. This is truly a "For Employees by Employees" endeavor.

Qualifying requests may include assistance for, but are not limited to the following:

- Disaster assistance (fires, floods, hurricanes, tornados)
- Basic living expenses due to a catastrophic event (food, utilities, etc.)
- Emergency situations involving deaths and medical catastrophes
- Housing assistance to prevent a mortgage foreclosure or eviction due to a catastrophic event
- Costs associated with being a victim of a crime

[CLICK HERE TO APPLY FOR ASSISTANCE THROUGH ADDUS ACTS](#)
[CLICK HERE TO DONATE TO THE ADDUS ACTS PROGRAM](#)

**Thank you,
The Addus HomeCare Team**

