

Memorandum

To: Golden Shore Medical Group Employees
From: ADP TotalSource
Date: December 1, 2017
Re: ADP TotalSource

On January 1, 2018, Golden Shore Medical Group began utilizing ADP TotalSource to help administer payroll, provide employee benefits and assist with human resources and risk management. ADP TotalSource, Inc. is a human resources management firm in a business popularly referred to as a "Professional Employer Organization" (PEO). Under this arrangement, both Golden Shore Medical Group and ADP TotalSource have responsibilities with respect to your employment. The PEO relationship will not change your employment relationship with Golden Shore Medical Group. As before, all day-to-day operations and all organizational decisions will remain with Golden Shore Medical Group.

My TotalSource Access:

- On the TotalSource website, you can manage your personal information (home address, taxes, direct deposit) at any time
- To begin registration
 - Go to <https://adptotalsource.adp.com/> and click on "Register Now"
 - Enter in the registration passcode: **GSMG-286744**
 - You will be prompted to verify your identity, create a username and password to complete registration
- Once the registration is complete, log in to <https://adptotalsource.adp.com/> using the credentials set up during registration to complete your new hire profile
- In the upper right corner, click on the envelope to view any messages and next steps from ADP TotalSource

Perks & Resources:

- For ADP TotalSource questions – My Life Advisors: 844-448-0325 or MyTS@adp.com
- Confidential assistance for employees who are experiencing any of life's personal challenges - Employee Assistance Program – 800-756-5792
- Discount Programs
- My Life @ My TotalSource - <https://mylife.adpts.com/>

Benefits

- Benefit effective date for medical, dental and vision will be January 1, 2018
- Enrollment deadline is Friday, December 15, 2017
- The first benefit plan year will run from January 1, 2018 to May 31, 2018 (5 month plan year!).
- Federal Regulations require the social security number and date of birth for all dependents also enrolled in benefits – please have that information ready when enrolling

We look forward to our upcoming relationship with Golden Shore Medical Group!