

Becoming Ensemble: Your First Paycheck

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Dept

March 8, 2024

Becoming Ensemble: Your First Paycheck

- > Your first paycheck will be on Friday, March 15th, 2024, and will cover time worked for the period of 02/25/24 through 03/09/24.
- > Any time submitted in Workday by Monday, March 11th at 11am ET will be paid on next week's paycheck.

For Managers:

- > Timecards lock at 11am on Monday morning, 03/11/24.
- > Any changes or adjustments needed for associates after timecards lock need to be submitted with a Payroll Adjustment Form by opening a ticket with MyHR.
- > For the first payroll, the Ensemble Payroll team will submit and approve all time that was not already approved in Workday by the deadline.

Associate Action Items:

Verify your Information in Workday

- Verify today that you can access your own timesheet.
- Verify that your pay rate and hire date in Workday are correct.

Verify Your Direct Deposit Information in Workday

- Penny deposit test was run by Ensemble Payroll Team on 02/29/24. Make sure corrections have been made to account information.

Ensemble 2024 Payroll Schedule

Pay #	Tax Year	Pay Period Begins	Pay Period Ends	Pay Date
1	2024	Sunday, December 17, 2023	Saturday, December 30, 2023	Friday, January 5, 2024
2	2024	Sunday, December 31, 2023	Saturday, January 13, 2024	Friday, January 19, 2024
3	2024	Sunday, January 14, 2024	Saturday, January 27, 2024	Friday, February 2, 2024
4	2024	Sunday, January 28, 2024	Saturday, February 10, 2024	Friday, February 16, 2024
5	2024	Sunday, February 11, 2024	Saturday, February 24, 2024	Friday, March 1, 2024
6	2024	Sunday, February 25, 2024	Saturday, March 9, 2024	Friday, March 15, 2024
7	2024	Sunday, March 10, 2024	Saturday, March 23, 2024	Friday, March 29, 2024
8	2024	Sunday, March 24, 2024	Saturday, April 6, 2024	Friday, April 12, 2024
9	2024	Sunday, April 7, 2024	Saturday, April 20, 2024	Friday, April 26, 2024
10	2024	Sunday, April 21, 2024	Saturday, May 4, 2024	Friday, May 10, 2024
11	2024	Sunday, May 5, 2024	Saturday, May 18, 2024	Friday, May 24, 2024
12	2024	Sunday, May 19, 2024	Saturday, June 1, 2024	Friday, June 7, 2024
13	2024	Sunday, June 2, 2024	Saturday, June 15, 2024	Friday, June 21, 2024
14	2024	Sunday, June 16, 2024	Saturday, June 29, 2024	Friday, July 5, 2024
15	2024	Sunday, June 30, 2024	Saturday, July 13, 2024	Friday, July 19, 2024
16	2024	Sunday, July 14, 2024	Saturday, July 27, 2024	Friday, August 2, 2024
17	2024	Sunday, July 28, 2024	Saturday, August 10, 2024	Friday, August 16, 2024
18	2024	Sunday, August 11, 2024	Saturday, August 24, 2024	Friday, August 30, 2024
19	2024	Sunday, August 25, 2024	Saturday, September 7, 2024	Friday, September 13, 2024
20	2024	Sunday, September 8, 2024	Saturday, September 21, 2024	Friday, September 27, 2024
21	2024	Sunday, September 22, 2024	Saturday, October 5, 2024	Friday, October 11, 2024
22	2024	Sunday, October 6, 2024	Saturday, October 19, 2024	Friday, October 25, 2024
23	2024	Sunday, October 20, 2024	Saturday, November 2, 2024	Friday, November 8, 2024
24	2024	Sunday, November 3, 2024	Saturday, November 16, 2024	Friday, November 22, 2024
25	2024	Sunday, November 17, 2024	Saturday, November 30, 2024	Friday, December 6, 2024
26	2024	Sunday, December 1, 2024	Saturday, December 14, 2024	Friday, December 20, 2024

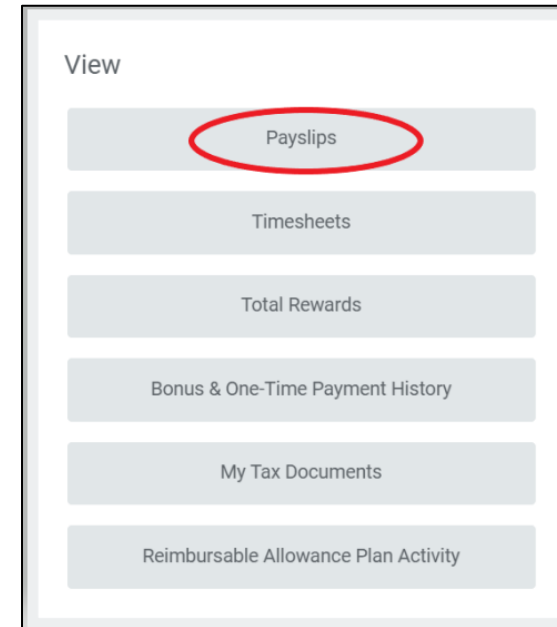
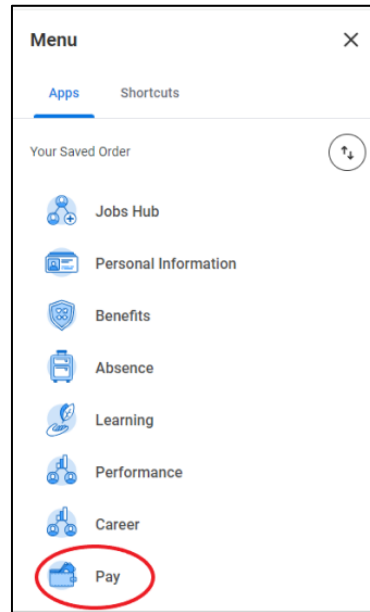
- > Pay dates are Bi-Weekly or every other Friday.
- > 26 Pay periods per year.
- > All time must be submitted and approved weekly by 11am ET on Monday.

2024 Ensemble Holidays		
Holiday	Date Of Holiday	Date Holiday Observed
New Year's Day	Monday, January 1, 2024	Monday, January 1, 2024
Memorial Day	Monday, May 27, 2024	Monday, May 27, 2024
Independence Day	Thursday, July 4, 2024	Thursday, July 4, 2024
Labor Day	Monday, September 2, 2024	Monday, September 2, 2024
Thanksgiving Day	Thursday, November 28, 2024	Thursday, November 28, 2024
Christmas Day	Wednesday, December 25, 2024	Wednesday, December 25, 2024

Any questions? Submit a ticket with MyHR!

Viewing Your Payslip in Workday

- > Workday self-service allows you to view and print pay slips.
- > Pay slips become available in Workday at 12:01am on the pay date.
- > You are allowed to download and e-mail your personal pay slips to your personal e-mail address.



Payslips 10 items							
Payment Date	Period Start Date	Period End Date	Company	Gross Amount	Net Amount	View	Print
12/08/2023	11/19/2023	11/20/2023	Ensemble RCM LLC	22.84	0.00	View	Print
11/24/2023	11/05/2023	11/18/2023	Ensemble RCM LLC	347.16	105.69	View	Print
11/09/2023	10/22/2023	11/04/2023	Ensemble RCM LLC	150.73	0.00	View	Print
10/27/2023	10/08/2023	10/21/2023	Ensemble RCM LLC	187.28	2.16	View	Print
10/13/2023	09/24/2023	10/07/2023	Ensemble RCM LLC	552.70	313.41	View	Print

Viewing Your Payslip – Direct Deposit

Payment Information 2 items				
Bank	Account Name	Account Number	Amount in Pay Group Currency	Pay Group Currency
Navy Federal Credit Union	Navy FedChecking	*****	297.74	USD
The BanCorp	Venmo Checking	*****	15.67	USD
			Total:	313.41

Pay Information section of your pay-slip shows your Direct Deposit Information including- Bank, Account Name, last four digits of the account number and the amount deposited to each account.

- > If you have set up direct deposit in Workday, you will receive pay directly to the account(s) you have set up.
- > Your first paycheck will be paid on Friday, March 15th, 2024. Account information entered as of March 12th will be the payment elections for your March 15th paycheck.
- > Bank 'sweeps' happen multiple times throughout the day on the pay date. If you haven't seen your deposit hit your account, allow time for it to post on the pay date.

If you have elected to receive a Live Check:

- > Live checks are sent to your home address in Workday for delivery on the pay date. Verify that your home address is correct in Workday.
- > If you have not set up a payment election, you will default to receive a live check.
- > We cannot send live checks to P.O. Boxes.

Any questions? Submit a ticket with MyHR!

Viewing Your Payslip – Tax Withholding

'Withholding' section shows your current tax withholding elections.

Withholding 3 items		
Description	Federal	Work State
Marital Status	Single or Married filing separately	Married
Allowances	0	0
Additional Withholding	0	0

Associate Action Item: Once you receive your first paycheck: review local taxes are correct, including state, county and school tax.

IRS W4 changed in 2020. If you have not filled out a W4 since 2020, you will notice changes in marital status, allowances and additional amount:

- > **Marital Status:** should reflect your W4 selection by choosing one of three options: Single or Married filing separately; Married filing Jointly; or Head of Household.
- > **Allowances:** The allowance rows for Federal will show '0' since the change to the 2020 W-4 format no longer provides the option to claim allowances. The current W-4 now allows for a 'Dependent Amount' which will be in dollars, it will not show on the pay slip but will show in the W4 area of your profile and is part of your withholding calculation.
- > **Additional Amount:** The additional amount will show any additional dollar amount you've selected during your W4 elections.
- > **Keep in mind that the tax tables can change every year. You can visit IRS.GOV to review changes or consult with your tax advisor to discuss your specific tax needs. Consult with your tax advisor for questions related to your tax withholdings.**

Any questions? Submit a ticket with MyHR!

Viewing Your Payslip – Employee Taxes

'Employee Taxes' section shows the various Federal, State and Local taxes deducted from your pay.

Employee Taxes 3 items			
Description		Amount	YTD
OASDI		149.08	298.15
Medicare		34.87	69.73
Federal Withholding		113.26	226.52
Total:		297.21	594.40

Associate Action Items:

- Review your Federal Withholding row. If you are missing federal withholding but believe you should have tax withholding, review your federal tax elections in Workday to edit the W4.
- Review your state and local taxes to ensure that the correct information is set up for you in Workday.

Federal Tax Types:

- > **OASDI:** Old Age Survivor Disability Insurance, commonly known as Social Security.
- > **Medicare:** Funds health coverage when you become eligible as a Medicare beneficiary.
- > **Federal Withholding:** Based on the IRS Tax Tables, your taxable income and your W4 elections.

Any questions? Submit a ticket with MyHR!

Viewing Your Payslip – Earnings

The 'Earnings' section shows each type of earnings by Hours and Amount for the pay period as well as Year-To-Date totals.

Earnings 4 items						
Description	Dates	Hours	Rate	Amount	YTD Hours	YTD Amount
Holiday	01/01/2023 - 01/14/2023	8.00	43.269231	346.16	16.00	692.32
Imputed Income	01/01/2023 - 01/14/2023	0.00	0.00	1.66	0.00	3.32
PTO					32.00	1,384.62
Regular	01/01/2023 - 01/14/2023	72.00	0.00	3,115.39	112.00	4,846.16
Total:				3,463.21		6,926.42

Associate Action Item: Review your earnings after every pay slip. Hours paid in the period should match the hours entered on your timecard.

Imputed Income:

- > Specific Employer paid benefits must be treated as income per the IRS for tax reporting purposes; such as employer paid Basic Life Insurance.
- > Adjustments to time or PTO in a previous pay period will appear as a negative entry with a corresponding positive entry.

Any questions? Submit a ticket with MyHR!

Viewing Your Payslip – Deductions

'Post Tax Deductions' are Voluntary Deductions or benefit premiums elected during the open enrollment process.

Post Tax Deductions 2 items			
Description		Amount	YTD
Child Life		1.38	1.38
Supp Life AD&D Insurance		17.49	17.49
Total:		18.87	18.87

Associate Action Items: Review your deductions after your first paycheck. Verify that the premium amounts are what you elected. Verify that all voluntary benefits elected are included.

'Pre-Tax Deductions' show the items deducted from pay before taxes are calculated, which reduces your taxable income. These deductions include 401(k) and Health Premiums such as Medical, Dental, Vision, Health Care Spending Account (FSA) or Dependent Care Spending Account.

Pre Tax Deductions 2 items			
Description		Amount	YTD
Dental		35.00	35.00
Vision		7.00	7.00
Total:		42.00	42.00

> Any garnishments or withholding orders will appear in the 'Post Tax Deductions' box.

Any questions? Submit a ticket with MyHR!

Viewing Your Payslip – Employer Paid Benefits / Taxable Wages

‘Employer Paid Benefits’- This section shows the amount the Ensemble Health Partners contributes towards your benefits.



Employer Paid Benefits 4 items		
Description	Amount	YTD
Life	1.55	1.55
Dental.ER	4.99	4.99
LTD	6.94	6.94
STD	14.17	14.17
Total:		27.65

Taxable Wages 4 items		
Description	Amount	YTD
OASDI - Taxable Wages	2,073.60	2,073.60
Medicare - Taxable Wages	2,073.60	2,073.60
Federal Withholding - Taxable Wages	2,073.60	2,073.60
State Tax Taxable Wages - OH	2,073.60	2,073.60

‘Taxable Wages’ – This section of the payslip shows the wages for a certain pay date and also YTD. These are the wages reported on your W2. Taxable wages are your Gross Wages minus any pre-tax deductions.



Any questions? Submit a ticket with MyHR!

Viewing Your Payslip – Absence Plans (Paid Time Off)

'Absence Plans' section of your pay slip reflects PTO and Floating Holiday hours used and available

- > **Hourly associates (non-exempt) PTO plans are accrued, and balances are updated once timecards are submitted and approved weekly.**

PTO 1 item

Description	Accrued	Reduced	Available
PTO Accrued Per Period (Non-Exempt) Time Off Plan	4.616	1.00	7.51075

- > **Salaried associates (exempt) PTO plans are 'front loaded' into Workday.**

PTO 2 items

Description	Accrued	Reduced	Available
Floating Holiday Time Off Plan	0.00	0.00	8.00
PTO Accrued Front Loaded Time Off Plan	0.00	0.00	180.00

Any questions? Submit a ticket with MyHR!

Conclusion: Thank you for
listening!

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