



Prisma Health moving to one pay schedule

Frequently asked questions

as of Oct. 29, 2019

Q: Why are we moving to one pay schedule?

A: Moving to a common pay schedule is a necessary step in our journey forward as One Prisma Health. To make this happen, we need to be on a common pay schedule before Workday launches next year. In preparation for the Workday system launch, the common pay schedule needs to be tested in the new application. Read more about Workday in another FAQ below.

Q: Are Palmetto Health-USC Medical Group team members included?

A: Yes. Palmetto Health-USC Medical Group team members are included. USC-leased employees are excluded.

Q: What will be the last two week check under the current pay schedule?

A: Nov. 8 will be the last two week paycheck under the current pay schedule.

Q: When will I receive the one week paycheck?

A: Nov. 15 will be the pay date for the one week paycheck. It covers time from Sunday, Nov. 3–Saturday, Nov. 9.

Q: What are the pay dates after Nov. 29?

A: Beginning on Friday, Nov. 29, all Prisma Health team members will be paid every two weeks. Pay dates after Nov. 29 will be Fridays: Dec. 13, Dec. 27, Jan. 10, Jan. 24, etc.

Q: I have more than one account for my direct deposit. Which account will my Nov. 15 paycheck go to?

A: The Nov. 15 paycheck will go to the bank or credit union account you have designated as "deposit all of net check".

Q: I have a Palmetto Health Credit Union deduction for a loan or savings program. Will these be taken out of my Nov. 15 paycheck?

A: Palmetto Health Credit Union deductions for loans and savings programs will not be taken out of the Nov. 15 one-week check. They will be deducted from the Friday, Nov. 8 and Nov. 29 checks.



Q: I have a loan with the Palmetto Health Credit Union. Do I need to make any changes with the Palmetto Health Credit Union due to the change in the pay schedule?

A: You will need to contact the Credit Union if your loan payment frequency is bi-weekly and you want the payment due dates to match payroll dates. You must contact the Credit Union to make the change before Thursday, Nov. 21. If your payment is monthly, no need to contact the Credit Union. Email info@phcu.org, call 803-978-2101 (option 5) or visit any branch location.

Q: What happens to PTO accrual?

A: You will receive a one-week accrual of PTO in the Nov. 15 paycheck. The normal two-week accrual of PTO will be included in the Friday, Nov. 29 paycheck.

Q: I have retirement contributions taken out of my paycheck. Can I change how much is taken out of the Nov. 15 paycheck?

A: Yes. If you would like to change the percentage taken out or the flat dollar amount you usually have taken out for retirement, log in to www.NetBenefits.com/prisma any time between Tuesday, Nov. 5 and Friday, Nov. 8 at 8 p.m. to affect the Friday, Nov. 15 paycheck.

Be sure to log in between Saturday, Nov. 9 and Friday, Nov. 22 at 8 p.m. if you would like to change the amount back before the Friday, Nov. 29 paycheck.

Please note: If you have retirement loans they will not be deducted from the Nov. 15 paycheck. Any retirement loan deductions will resume automatically on the Nov. 29 paycheck.

Q: I have additional taxes taken out of my paycheck. Can I change how much is taken out of the Nov. 15 paycheck?

A: Yes. If you usually have additional taxes taken out, you can change the amount you want taken out for this specific check by following these steps before Monday, Nov. 11:

- Click on the mySelfService icon on your desktop
- Log in to Infor/Lawson using your network ID and password
- Click on W-4 Tax withholding update
- Make the necessary changes

Be sure to log in between Saturday, Nov. 16 and Monday, Nov. 25 at noon if you would like to change the amount back before the Friday, Nov. 29 paycheck.



Q: I have court-ordered deductions taken out of my paycheck. How will this work with the Nov. 15 paycheck?

A: Depending on your situation, the following will apply:

- Court-ordered support orders will still be taken, but adjusted for a one-week amount based on your court documents
- Percentage-based court orders will be taken based on the percentage required by your court documents
- Flat amount court orders, based on monthly amounts, will not be deducted as you will have met the required amount during the month of November.

Q: I have payroll deductions for purchases I have used my ID badge to purchase. How will this be handled in the Nov. 15 paycheck?

A: Items you have used your ID badge to purchase in payroll deduction, such as cafeteria, gift shop, pharmacy and uniforms will be taken.

Q: How are health insurance, dental insurance, HSA, etc. handled in the Nov. 15 paycheck?

A: Benefit deductions such as health insurance, dental insurance, HSA, etc., will not be deducted from the one-week paycheck. They will be deducted from the Nov. 8 and Nov. 29 paychecks.

Q: I have Purchasing Power deductions taken out of my paycheck. How will this work with the Nov. 15 paycheck?

A: Purchasing Power deductions will not be taken out of the one-week paycheck. They will be deducted from the Nov. 8 and Nov. 29 paychecks.

Q: How will team member reimbursements be handled?

A: Any team member reimbursement submitted and approved by 5 p.m. on Friday, Nov. 8 will be included in the Nov. 15 paycheck. Any reimbursement submitted and approved by 5 p.m. on Friday, Nov. 22 will be included in the Nov. 29 paycheck.

Q: I have bills timed to my paycheck schedule. What should I do?

A: Be sure to update any automatic payments you have timed to your paycheck schedule to be timed with the new schedule by contacting the appropriate company.

Q: How was Nov. 29 selected as the date to begin the common pay schedule?

A: Following a two-week schedule starting Nov. 29 will ensure that our pay schedule lines up with Workday's launch in summer 2020.

Q: What is Workday?

A: The Workday system is a cloud-based application that will modernize and integrate systems in Finance, Human Resources, Payroll and Supply Chain across Prisma



Health, including replacing Lawson, SuccessFactors and Position Manager. Visit myPal to learn more about Workday.

Q: What if I have further questions?

A: Contact your leader for help with your questions.