



Ascension

## Transition to PT Solutions

The transition from Ascension to PT Solutions will mean a change from Ascension benefits plans and payroll.

### Impact on Your Benefits Summary

#### **Paid Time Off (PTO)/Front Loaded Time Off (FLTO)**

The balance in your time off bank will be paid out in accordance with the Paid Time Off (Accrual and Front-Loaded Time Off) policy. Accrued, unused paid time off (PTO) will be paid out at 100%. Front-loaded time off (FLTO) will not be paid out, except as required by state law, and does not need to be repaid.

#### **Medical/Rx, Dental and Vision Plans**

Continued coverage under these plans (if enrolled prior to your separation date) will be offered through COBRA. If you are enrolled in both Ascension COBRA coverage and Medicare, Medicare becomes the primary payer for your medical claims. If you or your spouse is eligible for Medicare but not enrolled, Ascension will still pay as secondary. The separation of your employment is a qualifying event to enroll in Medicare assuming you are Medicare-eligible.

#### **Healthcare Flexible Spending Account (FSA)**

If you have a balance in your Healthcare FSA when you terminate employment, you are not eligible to continue this benefit. You have until March 31 of the following year to submit eligible expenses for reimbursement that you incurred while you were active in the plan.

#### **Dependent Care Flexible Spending Account (FSA)**

Coverage in this plan ends on your transition date. You have until March 31 of the following year to submit eligible expenses for reimbursement that you incurred while you were active in the plan.

#### **Health Savings Account (HSA)**

You will continue to have full access to the funds in your HSA account to pay for qualified expenses following your transition date. If you have coverage under another HDHP, you can continue to contribute funds directly to your HSA. Per IRS rules, once you are no longer enrolled in an HDHP, you can no longer contribute to an HSA. Ascension covers the administrative cost of HSAs for active employees. You will start to be charged administrative fees once you are no longer associated with Ascension. For questions, please contact Optum Financial (ConnectYourCare) at 844-594-1231.

**Medical Health Reimbursement Arrangement (HRA)**

You will have 90 days after your transition date to submit eligible expenses for reimbursement with dates of service before your transition date.

**Employee Assistance Program (EAP)**

You will not be eligible to participate in the EAP after your transition date.

**Basic Life, Supplemental Life, Dependent Life and Accidental Death & Dismemberment**

Coverage in these plans ends on your transition date. However, conversion and portability options are available. Port/conversion options are only available for a short time following your employment transition, so do not delay if you are interested in continuing coverage. You will receive information via mail from Prudential regarding these options and continuing coverage, or you can contact Prudential directly at 800-778-3827.

**Short-term and Long-term Disability**

Coverage in these plans ends on your transition date.

**Hyatt Legal**

Coverage in this plan ends on your transition date.

**Transportation Benefits**

Once you are terminated, you are no longer able to place new orders for transportation benefits. If you have questions, please contact Optum Financial (ConnectYourCare) at 844-594-1231.

**Voluntary Benefits through Corestream**

If you are currently participating in any voluntary benefits through Corestream, you will receive instructions from the carrier to continue the benefit through direct bill.

**Benefits FAQs****When will my Ascension benefits (medical/Rx, dental and vision) end?**

Your Ascension benefits (medical/Rx, dental and vision) will end at the end of the day on February 28, 2023.

**How long can I access my 2022 flexible spending account (FSA) balances?**

You will have until March 31, 2023, to submit claims for your 2022 Healthcare and Dependent Care FSA accounts for eligible expenses incurred in 2022.

**How long can I access my 2023 flexible spending account (FSA) balances?**

You will have until March 31, 2024, to submit claims for your 2023 Healthcare and Dependent Care FSA accounts for eligible expenses incurred in 2023 prior to 11:59 p.m. on February 4, 2023.

**Will my 2022 flexible spending account (FSA) roll over?**

You will not receive any 2022 FSA rollover funds from Ascension in 2023 because you will no longer be an active Ascension associate when the rollover occurs.

**How long can I use my medical health reimbursement arrangement (HRA) balance?**

You will have 90 days after your transition date to use the balance in your medical HRA account for eligible healthcare expenses incurred prior to 11:59 p.m. on February 4, 2023.

**How long will I have access to my health savings account (HSA) balance?**

You will continue to have full access to the funds in your HSA account to pay for qualified expenses following your transition. Per IRS rules, once you are no longer enrolled in an HDHP, you can no longer contribute to an HSA. Ascension covers the administrative cost of HSAs for active associates. You will start to be charged administrative fees once you are no longer associated with Ascension. For questions, please contact Optum Financial (ConnectYourCare) at 1-844-594-1231.

**What happens if I am on leave of absence during the transition?**

If you are on leave of absence during the transition, you will not transition until you return to work in the system. Here are steps you will need to take when you return to work:

- Ensure you have shared the return-to-work date with your leader and Sedgwick, our third-party leave administrator, before your return.
- You will also need to connect with [Associate Occupational Health \(AOH\)](#) at least three days before returning.

If these notifications do not happen, there may be delays in returning to work and transitioning. Associates on leave of absence due to their own serious health condition will need to provide a release-to-work note from their treating provider to AOH before they are cleared to return to work.

**Will I be eligible to receive tuition reimbursement through Edcor?**

You will not be eligible to receive tuition reimbursement for expenses incurred after your transition date.

**Will I still qualify for the Public Service Loan Forgiveness (PSLF) Program after my transition?**

Associates should visit the [U.S. Department of Education](#) website for more information. You may also contact FedLoan Servicing at 855-265-4038.

**Retirement FAQs****Will Ascension arrange financial advisors and assistance for the handling or transferring of current retirement savings plans?**

Associates can speak to one of Transamerica's Retirement Planning Consultants to discuss their options on their Ascension retirement plan accounts. Contact Transamerica at 877-346-7284 and say "yes" when prompted, or [schedule an appointment online](#).

**When will contributions on my behalf under the Retirement Savings program end?**

Employee contributions to the 403(b), and any employer-matching contributions made on your behalf, will end as of your last regular Ascension paycheck.

**Will I be eligible for the 2023 employer automatic contribution?**

To be eligible for the 2023 employer automatic contribution, you must first have satisfied the initial requirements for participation in the employer automatic contribution, i.e., you were credited with at least 1,000 hours of service in a calendar year.

If you satisfied the initial requirements for participation as described above, earned at least 500 hours of service during 2023 (unless you are age 55+ and vested) and are actively employed on the transition date, you will be eligible for the 2023 employer automatic contribution.

If you have satisfied the eligibility requirement for the employer automatic contribution as of your employment termination date, the 2023 employer automatic contribution amount will be deposited into your Ascension Healthcare Employer Contribution Account with Transamerica, the recordkeeper for the Retirement Savings program, late in the first quarter or early in the second quarter of 2024.

**Will I be vested in my Retirement Savings program benefits?**

You are always 100% vested in your employee contributions. If you are an active, non-vested associate and a participant in the plan on your employment termination date, all amounts in your Employer Contribution Account will be considered 100% vested.

**What are my withdrawal options under the Retirement Savings program?**

The Retirement Savings program is designed for long-term savings to assist you in meeting your retirement income needs. You receive the greatest value when you keep your funds in the Retirement Savings program for as long as possible; however, upon your employment termination date, the options described below apply to all participants.

If the total value of your account(s) is over \$5,000, you may choose to:

- Leave your funds in the Transamerica account(s)
- Roll over these funds to an IRA
- Transfer the account(s) to your new employer's plan, if the new employer's plan permits transfers
- Take a full or partial distribution of your account(s) in cash\*

\*If you choose a distribution, the Plan Administrator will withhold 20% for federal taxes as required by law, unless you elect a direct rollover of your account(s). In addition, if you are under age 59½, an additional 10% early withdrawal IRS tax penalty may apply. You may initiate a distribution by contacting Transamerica at 877-346-7284 or [transamerica.com/portal/ascension](https://transamerica.com/portal/ascension).

If the current total value of your account(s) is \$5,000 or less as of 60 days following receipt of your employment termination date, the Retirement Savings program's "small benefits" provision may apply and your account(s) will automatically be distributed. In that event, you will receive a

letter requesting that you designate a form of payment for your account(s) within 35 days of the date you receive the letter.

- If you do not respond within the 35-day period, and the value of your account(s) is \$200 or less, you will receive your benefit in a cash payment as soon as administratively possible.
- If you do not respond within the 35-day period and the value of your account(s) is greater than \$200 but less than \$5,000, your account(s) will be transferred to ("rolled into") an IRA with Millennium Trust Company.

**Important Note:** You may contact Transamerica (877-346-7284) for details or if you have any questions. However, please allow several weeks after your employment termination date for Ascension to provide Transamerica with information about the associates who become 100% vested as a result of the transition. In addition, you are encouraged to consult a qualified financial planner or tax advisor before requesting a distribution or rollover.

#### **What happens if I have an outstanding loan from my 403(b)?**

You can continue making loan repayments to Transamerica after your employment termination date. However, your loans can no longer be repaid through payroll deduction since you are no longer an active associate of Ascension. If you have an outstanding loan from your 403(b) account, you will receive "coupon books" from Transamerica that you can use to submit monthly checks to repay your loan directly to Transamerica. Or, you may choose a direct-pay (direct debit) scenario with your bank. Information about the repayment options will be provided on the back of the coupon slips you receive from Transamerica. You may contact Transamerica (877-346-7284) for details. If you choose not to continue making loan repayments directly to Transamerica, your loan will be deemed to be "in default." This means the value of your outstanding loan will be treated as a taxable distribution.

#### **Non-qualified 457(b) Plans**

##### **What are the options for participants in 'non-qualified' 457(b) plans?**

If you participate in a non-qualified 457(b) plan, you will receive specific communications shortly after the transition date. The provisions that apply to you are based on the terms of the non-qualified 457(b) plan and are time-sensitive. Generally, there are three distribution options:

1. Default option – on the first day of the month that is 120 days following the transition date, the funds will be distributed to you in a lump sum payment and will be treated as taxable income.
2. You make an election, at least 31 days prior to the above-scheduled distribution, to defer the distribution to a future date.
3. You elect to transfer the funds to a 457(b) plan offered by your new employer, provided the new employer's 457(b) plan allows funds to be transferred in. This election must be made at least 31 days prior to the default distribution schedule explained in Option 1.

## Frozen Pension Plan

### What are the vesting provisions under the frozen pension plan?

If you are a non-vested participant with a benefit in an Ascension Healthcare-sponsored pension plan ("frozen pension plan"), you will become 100% vested in the frozen pension plan benefit if you are an active associate transitioning to PT Solutions as of your employment termination date.

### When can I elect a distribution of my frozen pension plan benefit?

Normal plan distribution rules still apply. For example, for some of the frozen pension plans, you may need to be over age 55 to start your pension or take a distribution of your pension plan benefit. Pension plan participants will receive a letter from Ascension Pension Services which will explain the benefit options for the pension plan.

If you have immediate concerns or plan to retire within 90 days, please contact Ascension Pension Services by visiting the self-service website at [www.ascension.org/pensioninfo](http://www.ascension.org/pensioninfo). You may visit the website to:

- Obtain a current estimate of your pension benefit
- Review the distribution options for the plan in which you participated
- Initiate a request to start your retirement benefit (if eligible)
- Review other important information about the pension plan

You may also contact Ascension Pension Services at 877-346-7284 and follow the prompts to reach Pension Services or send an email to [pensionservices@ascension.org](mailto:pensionservices@ascension.org).

**Important note:** If you will be over age 65 on your employment termination date, and you have not already started your pension payments, your benefits will need to begin the first of the month after your transition date. Please contact Ascension Pension Services for more information and to request the paperwork you will need to complete to have your pension payments begin. In the future, you should contact Ascension Pension Services 90 days before the date you want to start your pension.

## Retirement Health Reimbursement Arrangement

### When will credits stop being made to the retirement health reimbursement arrangement (HRA)?

The last credit to the retirement HRA account occurred at the end of the first quarter in 2021 for the 2020 calendar year.

### Will I be vested in the Retirement HRA?

This benefit does not automatically vest due to the transition. You can become vested, that is, able to use the retirement HRA for eligible healthcare (medical, prescription drug, dental and vision) expenses, if you terminate employment with Ascension or a health ministry after either:

- Attaining age 55 with five years of 1,000 hours of service per year
- Attaining age 65 with one year of 1,000 hours of service; or

- If you were actively employed and at least age 50 on January 1, 2015, (or other date when your health ministry first offered the retirement HRA) after attaining age 55 with one year of 1,000 hours of service

If you are not vested in the retirement HRA on your employment termination date, your retirement HRA account will be forfeited.

**Important note:** Years of employment prior to the date your employer started participating in the plan do not count toward vesting for purposes of the retirement HRA.

### **What are the options under the Retirement HRA?**

If you are vested in your retirement HRA as explained above, and you are at least 55 on your employment termination date, your retirement HRA account will be transferred to a spending account administered by Ascension's vendor, Optum Financial. You will receive a welcome kit and spending account card from Optum Financial as soon as administratively possible. For vested participants who are active on their scheduled employment termination date, we expect your balance to transfer to Optum Financial in the quarter following the quarter in which your employment ends. Until that time, there is no action that you need to take.

## **Payroll FAQs**

### **Will I need to approve my timecard before my transition?**

Yes, because your current manager will lose access to your timecard after your transition and will not be able to make corrections. Access instructions to [approve your timecard](#) before your transition.

**How will I receive my last paycheck from Ascension?** Your last paycheck will be paid through direct deposit or payment card like normal. Your last pay statement will be mailed to your home address.

**How will the transition to PT Solutions impact my existing garnishment?** Ascension will send a letter to the court/agency stating you are no longer employed by Ascension after your transition. Then, the court/agency will generate new orders and send them to PT Solutions. To ensure there is no delay in processing, you can reach out to the court/agency before your transition date and request new orders be sent to PT Solutions to avoid an arrears balance.

### **Will I have two W-2 records for 2023?**

Yes, because you will work for two companies in 2023.

### **If I currently access my W-2 electronically, will I receive a printed record in the mail?**

You will receive a paper W-2 with your income for 2022. In order to ensure you receive a printed W-2, be sure to review your contact information on myHR prior to your transition date.

### **When will my form W-2 be mailed?**

They will be mailed by Ascension via the U.S. Mail no later than January 31, 2023, for the 2022 year.

**How can I download a copy of my personal myLearning transcript?**

From the home page of your myLearning menu, choose My Transcript. You can filter these completed records in several different ways. In this instance you will want to change it to all so that you get everything you have ever done. Click on export to PDF – then click on “click here to download the file.” It will open in a PDF – click on print so you have a copy for your records.

**What will happen to my personal myLearning documents?**

When you transition over to PT Solutions, your myLearning account will no longer be active. Please complete your modules and print your transcripts before your transition. After you transition, an Excel spreadsheet will be sent to PT Solutions of your transcript.

**Questions?**

If you have any questions about your benefits, please contact HR Central at **1-844-847-4747**.