

New Employee Welcome

Orientation to Payroll

HealthEast Payroll Department

Location:

- Midway Campus
- 1700 University Avenue West
- 6th Floor
- St. Paul, MN 55104

Main Payroll #: 651-232-1160

Office Hours: Monday-Friday
8:00 – 4:30

Manager:

- Connie Klein, #21168

Payroll Specialist:

- Debbie Scott, #21165

Lawson Payroll System Specialist:

- Kim Vanguilder, #21166

Payroll Representatives:

- Kristi Kemp, #21128
- T.J. Finch, #21164
- Bow Xiong, #21167

HealthEast Organizations

B1 Cycle (Acute)

Entities:

- Bethesda Hospital (BH)
- St. John's Hospital (JN)
- St. Joseph's Hospital (SJ)
- Hospice (HOS)
- Woodwinds Hospital (WW)

B2 Cycle (Non Profit)

Entities:

- HealthEast/Shared Services (HE)
- HealthEast Companies, Inc./ Physician Services (PS)
- Research Institute (RI)
- HealthEast Medical Transportation (HT)
- Home Care (HC)
- Professional Services (SP)

Payroll Information

HealthEast pays bi-weekly (26 times a year) alternating bi-weekly

Pay periods are two weeks and start with the day shift on Monday and end at the end of the night shift on Sunday

Friday is payday!

A payday schedule can be found in MyHR:

MyHR > Pay Information > [Year] Payroll Schedule

Payroll Information

- All checks are mailed to your home address
 - Make sure your address is always current
 - Address changes can be made via MyHR or contact Benefits for assistance @ 651-232-1300 (option 4)
- If you do not receive your check in the mail or if you lose your check, replacement checks will not be issued until two weeks after the original check was issued.
- You will not receive a paper copy of your direct deposit unless you fill out the “Direct Deposit Opt Out Form,” found under Payroll Forms in MyHR.
 - MyHR > Pay Information > Direct Deposit Opt Out Form

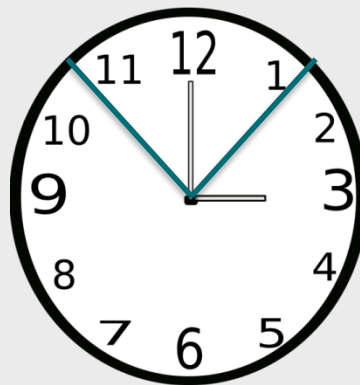
Recording time

- If your schedule is in MyTime, it automatically flags late starts and early departures.
- Remember: You should be ready to begin your work shift at your appointed start time. Your leader will cover this in more depth in your department.
- The system automatically rounds your time to the nearest quarter hour.

➤ 2:53 = 3:00

➤ 3:07 = 3:00

➤ 3:08 = 3:15



Employee's Responsibility in MyTime

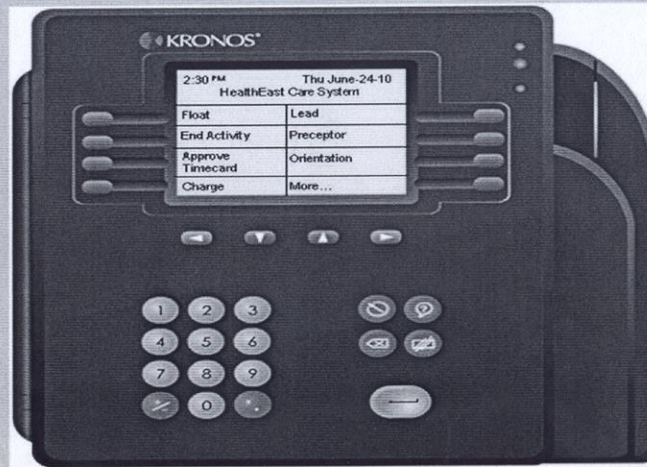
- **Review** your timecard. This can be done at any point in the pay period.
- **Approve** (by clicking “Approve”) your timecard at end of the pay period.
- If corrections to your timecard are needed, use the Time Stamp Adjustment Form. Check with your manager and/or preceptor if you have questions regarding filling out the TSAF.
- There are MyTime education modules on the Infonet.
 - Infonet > Education > MyEducation > Catalog > Search for “MyTime”
 - There are four modules: Badge Terminal, Expectations for All Employees, Expectations for Managers and Approvers, and Salaried Employees
- Additional MyTime Information can be found on the Infonet under:
 - Infonet > Employee Tools > MyTime Resources

Your Badge ID



- After swiping your badge at the Badge Terminal, you will get a message that says whether or not your punch was recorded. The badge terminal records and reports your Badge ID, not your Employee ID.
- The Badge ID is a 6 digit number found on your HealthEast Employee ID Badge.
- If your punches are not registering, contact Payroll to verify we have the correct badge number in our system.

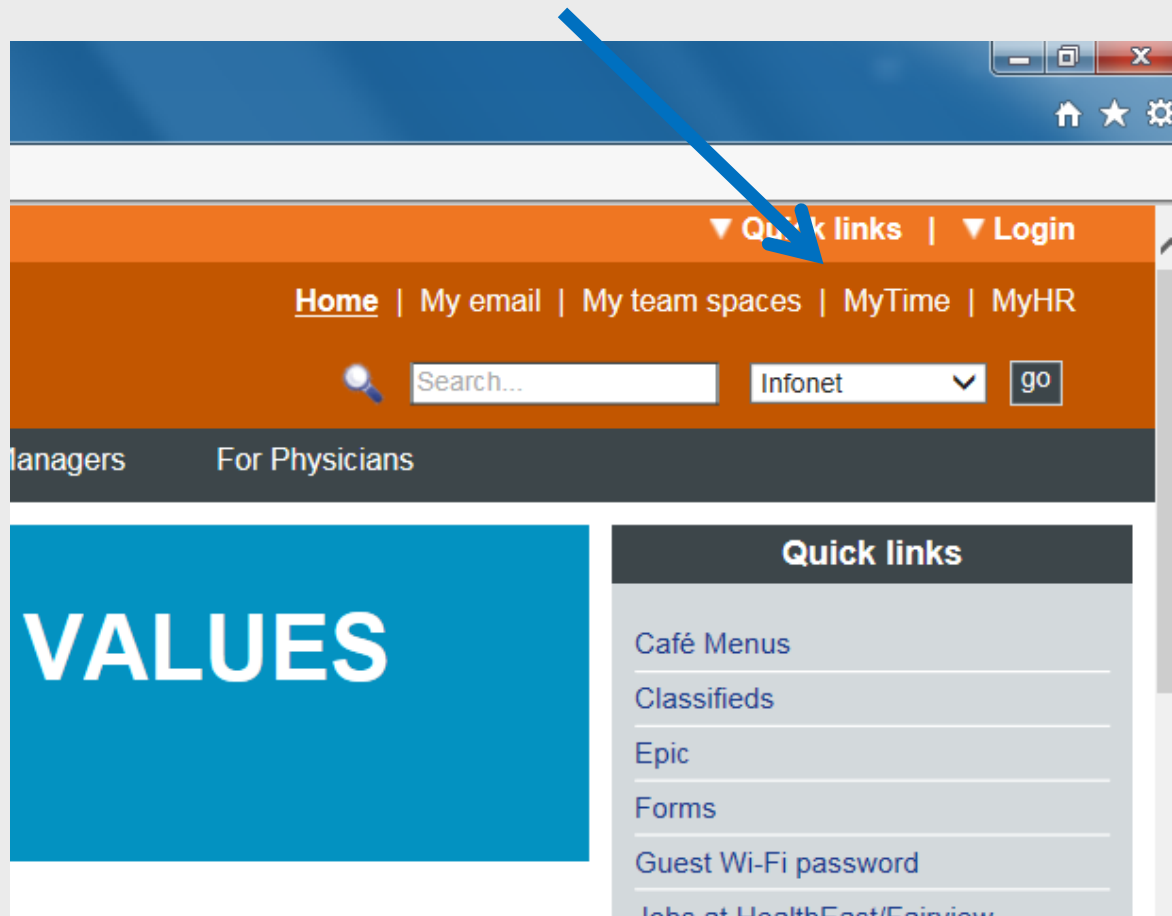
MyTime



Badge Terminal Guide

Logging in to Mytime

Click on the MyTime link on the Infonet



Logging in to MyTime

Enter your
HealthEast
username
and
password

HealthEast MyTime

Workforce Central[®] Version 7.0.6

To login, please enter your HealthEast network
username and password.
If you have trouble logging in, call the IS Service Desk at
651-232-1227. (P3)

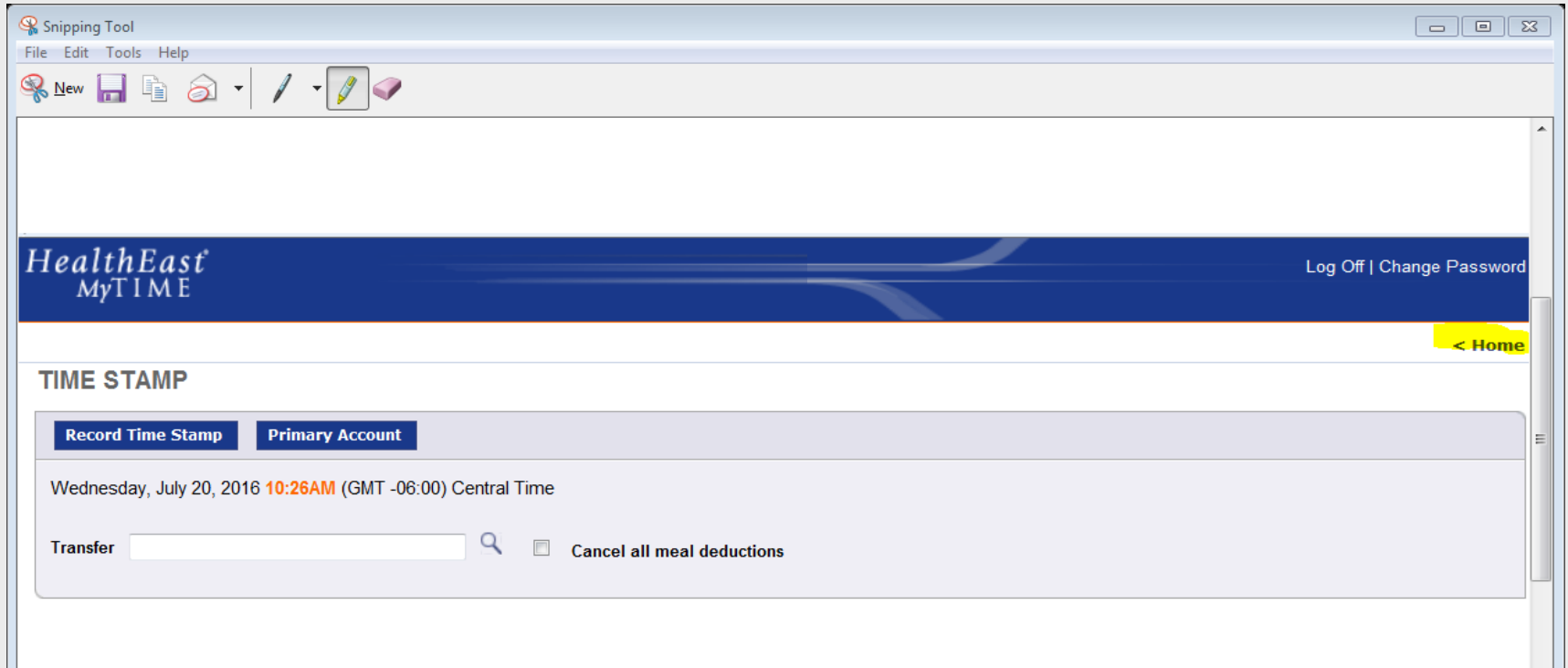
Username

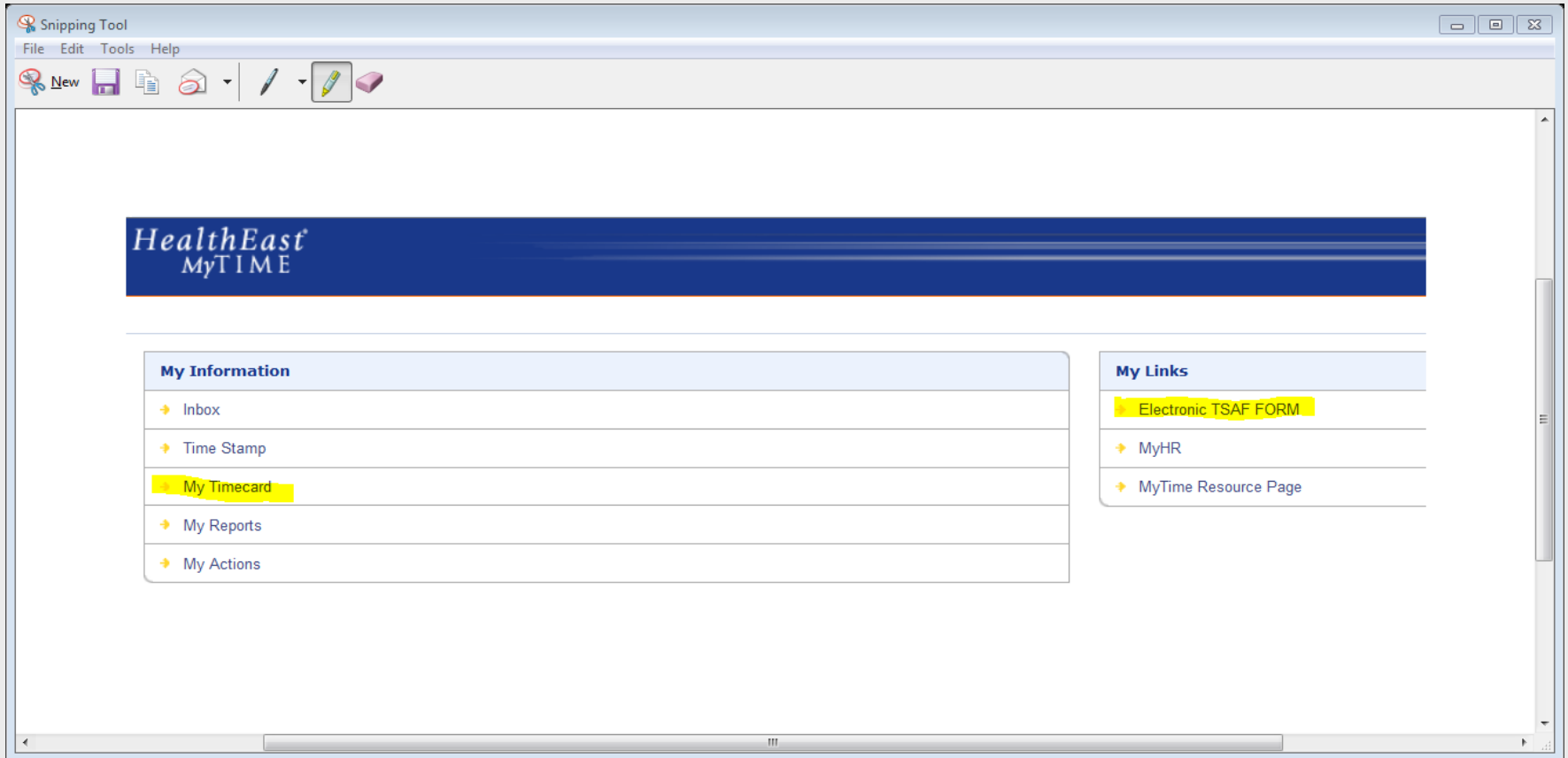
Password



Unsupported browser. Users of IE 8 and
higher should turn off Compatibility View.

Logging into MyTime – Hourly Employees





Time Stamp Adjustment form (TSAF)

Instructions

If you made an error in the electronic reporting of your time, forgot to electronically report your time, have a change from your scheduled shift, or are unable to log your time electronically because you are at a site that does not have MyTime, please complete this form immediately. **Please use only one form per occurrence.**

* Denotes required field.

Employee information

Today's date:

Enter your Employee ID number and hit search. Do not include an "h" when entering your Employee ID number. Please verify that the correct name is populated below.

*Employee ID number:

*Employee name:

*Date of occurrence:

*Department name:
Please enter your department name.

*Select your home site:
Select Job 1, if you work more than one job.

Adjustment

- *Type of adjustment:
- Missed punch
 - Adjust/correct punch
 - Remove/Double punch
 - Low need - *indicate the benefits time used/number of credit hours below*
 - Uneven exchange - *indicate the benefits time used below*
 - Off premise call
 - Differentials
 - Meeting/Committee
 - Union activity
 - Education
 - Missed meal
 - FMLA

Hourly Timecard Example

< Home

TIMECARD

Person & Id Test, Hourly (99998)

Time Period 7/30/2018 - 8/12/2018

<input type="button" value="Save"/> <input type="button" value="Approve"/> <input type="button" value="Primary Account"/> <input type="button" value="Totals Summary"/> <input type="button" value="Refresh"/>									
Add Row	Date	Pay Code	Amount	In	Transfer	Out	Totals		
							Shift	Daily	
<input type="button" value="t"/>	Mon 7/30			8:00AM					
<input type="button" value="t"/>	Tue 7/31								
<input type="button" value="t"/>	Wed 8/01								
<input type="button" value="t"/>	Thu 8/02								
<input type="button" value="t"/>	Fri 8/03								
<input type="button" value="t"/>	Sat 8/04								
<input type="button" value="t"/>	Sun 8/05								
<input type="button" value="t"/>	Mon 8/06								
<input type="button" value="t"/>	Tue 8/07								
<input type="button" value="t"/>	Wed 8/08								
<input type="button" value="t"/>	Thu 8/09								
<input type="button" value="t"/>	Fri 8/10								
<input type="button" value="t"/>	Sat 8/11								
<input type="button" value="t"/>	Sun 8/12								
							Total:		

EXEMPT Timecard Example

TIMECARD

Person & Id Test, Salaried (99999)

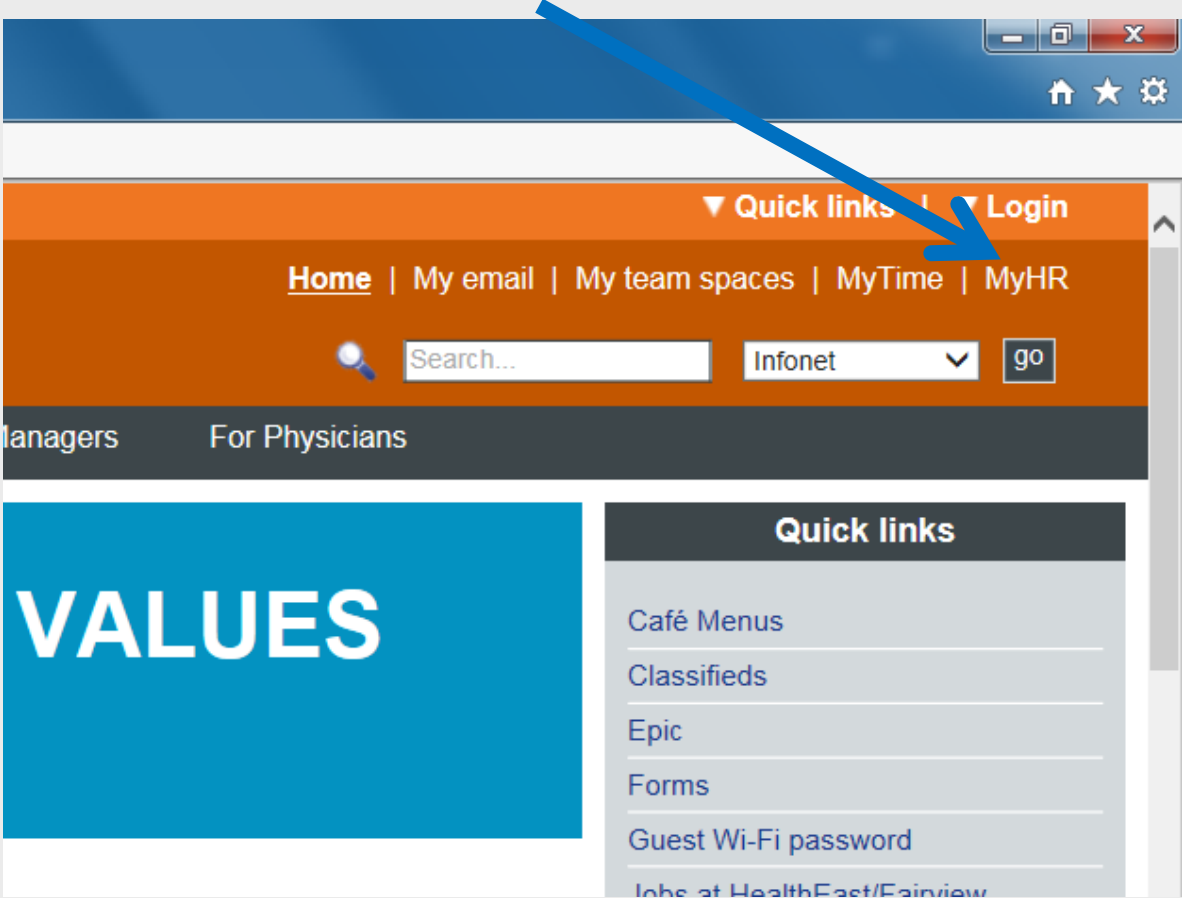
Time Period 7/30/2018 - 8/12/2018

-

Add Row	Pay Code	Transfer	Mon 7/30	Tue 7/31	Wed 8/01	Thu 8/02	Fri 8/03	Sat 8/04	Sun 8/05	Total
<input type="button" value="↕"/>	<input type="text" value="Reg"/> <input type="button" value="v"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text" value="8.0"/>	<input type="text" value="8.0"/>	<input type="text" value="8.0"/>	<input type="text" value="8.0"/>	<input type="text" value="8.0"/>	<input type="text"/>	<input type="text"/>	40.0
			8.0	8.0	8.0	8.0	8.0	0.0	0.0	40.0

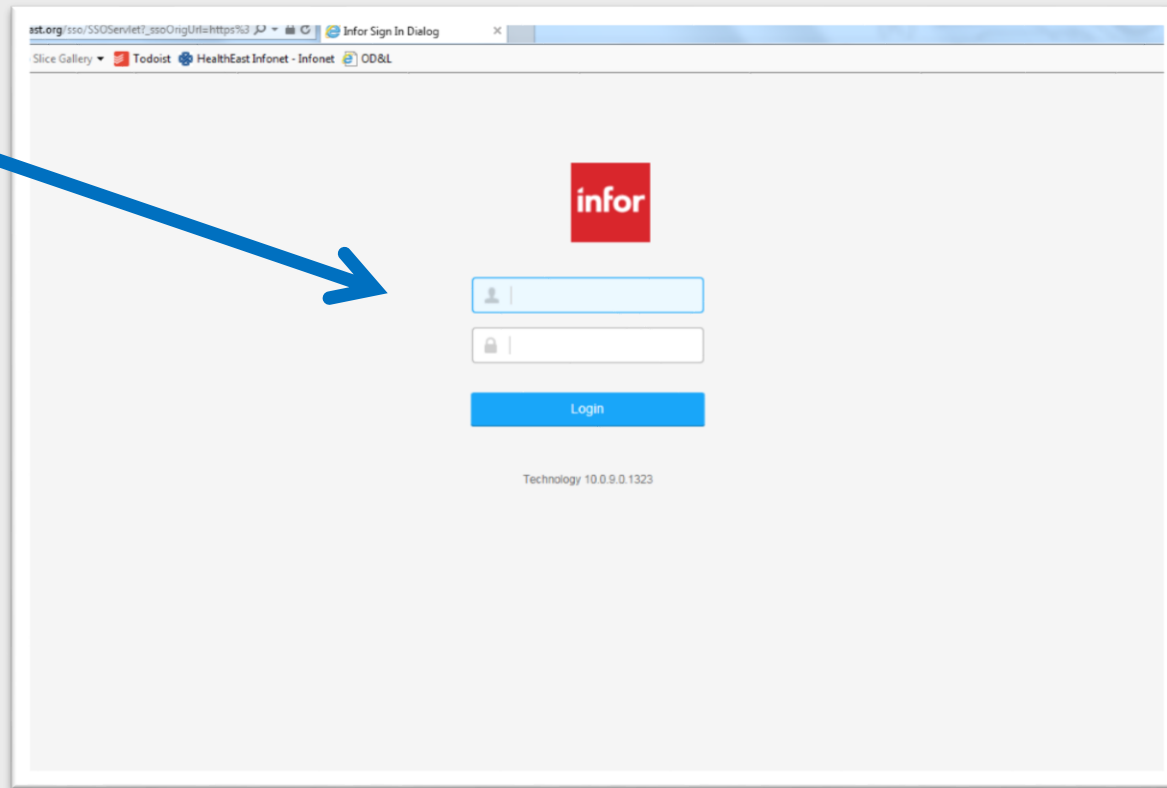
Add Row	Pay Code	Transfer	Mon 8/06	Tue 8/07	Wed 8/08	Thu 8/09	Fri 8/10	Sat 8/11	Sun 8/12	Total
<input type="button" value="↕"/>	<input type="text" value="PTO"/> <input type="button" value="v"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/>	<input type="text" value="8.0"/>	<input type="text" value="8.0"/>	<input type="text" value="8.0"/>	<input type="text" value="8.0"/>	<input type="text"/>	<input type="text"/>	32.0
<input type="button" value="↕"/>	<input type="text" value="Reg"/> <input type="button" value="v"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="text" value="8.0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	8.0
			8.0	8.0	8.0	8.0	8.0	0.0	0.0	40.0

Click on the MyHR link on the Infonet



Logging in to myHR

Enter your
HealthEast
username
and
password



The screenshot shows a web browser window titled "Infor Sign In Dialog". The browser's address bar contains the URL "sst.org/sso/SSOServlet?_ssoOrigUrl=https%3a%3a...". The browser's tab bar shows several tabs: "Slice Gallery", "Todoist", "HealthEast Infonet - Infonet", and "OD&L". The main content area of the browser displays the Infor logo (a red square with the word "infor" in white) at the top center. Below the logo is a login form consisting of three elements: a text input field with a person icon on the left, a password input field with a lock icon on the left, and a blue "Login" button. A blue arrow originates from the text box on the left and points to the username input field. At the bottom center of the login form, the text "Technology 10.0.9.0.1323" is visible.



Health and Wellness

View coverage details, provider information, download forms, learn more, and enroll.

[Discounts](#)

[Financial Benefits](#)

[Life and Disability](#)



Pay Information

View your paycheck and other payroll information including direct deposit and tax withholding (W4). **Payroll changes are not available Wednesday (payroll processing).**

[Enroll or Update Direct Deposit](#)

[MyTime](#)

[Update Tax Withholding \(W4\)](#)

[View My Paycheck](#)



Leaves and Time Off

View time off balances, accruals, and leave of absence information.

[Instructions to view your time off balances in MyHR](#)

[View My Time Off Balances](#)



Benefits Enrollment

Welcome to Health East! For information on Benefit enrollment click on the link above.



Careers

Use these links to manage your career journey.

[Learning & Development](#)

[Performance Management](#)

[Search Internal Job Postings](#)



My Information

[Change of Address, Name, Phone, Emergency Contact](#)

[Employee Education Update Request Form](#)

[Employment Verifications](#)

Payroll Information on MyHR

Pay Information

Overview

[Pay Information](#)

Related Links

[HealthEast Credit Union](#)

Find a Form

[Direct Deposit Opt Out Form](#)

[Employee Parking Agreement - Cancellation](#)

[Payroll Deduction Cafeteria Form](#)

[All Forms](#)



Employees are paid bi-weekly / every other Friday according to the alternating payroll cycle (see below for B1/B2 schedule). Use the self-service links to view your paycheck history and current hourly rate (printable paystub). Questions? Contact Payroll at 651-232-1160 or email payroll@healtheast.org.

Payroll Processing

[2018 Payroll Calendar](#)
[Alternating Pay Cycles](#)
[Instructions - MyHR Payroll](#)
[Pay Code Listing](#)
[Payroll Q & A](#)

Compensation

[Imputed Income](#)
[Payment Modeling](#)

Action Items

[MyTime](#)
[View My Paycheck](#)
[Year to Date](#)

My Paycheck

Set up and change your Direct Deposit and W-4 Tax Withholding. These changes cannot be made on Wednesdays as the system is locked for payroll processing.

[Direct Deposit Opt Out Form](#)
[Enroll or Update Direct Deposit](#)
[Tax Documents: Instructions for Authorizing Online W-2 and 1095-C Web Delivery](#)

Tax Withholding

Tax Withholding



Deductions

	Description	Resident Status	Marital Status	Exemptions	Exempt	Additional Exemptions	Additional Amount
	Federal	Resident	Single	0	No	0	
	State Income Tax Minnesota	Resident	Single	0	No	0	

Tax Withholding - Federal

W-4 Form

Department of the Treasury
Internal Revenue Service

For [Privacy Act and Paperwork Reduction Act Notice](#), see page 2 of paper form.

2013

1 Type or print your first name, middle initial and last name

2 Your social security number

Home address (number and street or rural route)

3 Single Married Married, but withhold at higher Single rate
Note: If married, but legally separated, or spouse is a nonresident alien, check the Single box.

City or town, state, and ZIP code

4 If your last name differs from that on your social security card, call 1-800-772-1213 for a new card.

5 Total number of allowances you are claiming **5** 3

6 Additional amount, if any, you want withheld from each paycheck **6**

7 I claim exemption from withholding for 2013, and I certify that I meet **BOTH** of the following conditions for exemption:

- Last year I had a right to a refund of **ALL** Federal income tax withheld because I had **NO** tax liability **AND**
- This year I expect a refund of **ALL** Federal income tax withheld because I expect to have **NO** tax liability.
If you meet both conditions, enter "EXEMPT" here. *(Contact your Payroll department to claim EXEMPT).*

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

Employee's signature

Date

8 Employer's name and address
(Employer: Complete 8 and 10 only if sending to the IRS)

9 Office code
(optional)

10 Employer identification number

[Continue](#) [Model](#) [Back](#) [Print](#) [W-4 Instructions](#)

Tax Withholding - State

State Income Tax Minnesota

Residency

Status *

Exemptions

Additional Amount

Minnesota allowances cannot exceed the number of federal allowances.

* Required

Direct Deposit

Direct Deposit



Accounts

You may open up to 3 account(s).

Bank	Order	Account	Description	Type	Amount	
ASSOCIATED HEALTHCARE CREDIT U	1	[REDACTED]	HE CU	Savings	60.00	Close Account
WELLS FARGO BANK (Minnesota)	2	[REDACTED] Default	Checking	Checking	100.00%	Close Account

Authorization

I hereby authorize my employer, HealthEast Care System, to initiate credit entries and if necessary, to initiate debit entries and adjustments for any credit entries in error to my accounts. This authority is to remain in full force until HealthEast Care System has received written notification from me of its termination in such timely manner as to give HealthEast Care System and my financial institution a reasonable opportunity to act on it, or until the termination of my employment.

I agree with this statement.

I do not agree with this statement.

Direct Deposit

Direct Deposit

Accounts

You may open up to 3 account(s).

Routing Number is Filter Close

Routing Number	Bank
11000028	STATE STREET BANK AND TRUST CO
11000138	BANK OF AMERICA, N.A.
11001234	BANK OF NEW YORK MELLON
11200365	BANK OF AMERICA, N.A.
11300595	CAMBRIDGE TRUST COMPANY
11400495	BANK OF AMERICA, N.A.
11600033	TD BANK NA

View 25 Previous Next Records 1 - 25

Bank*

Description*

Account Type* Checking Savings

Effective Date* 11/14/2017 MM/DD/YYYY

Flat Amount or
Percent of Net

Deposit _____ AMOUNT

Routing Number* Account Number*

Update Cancel

1. Click magnifying glass
 2. Type in routing number
 3. Click on <Filter>
- Fill in:
- ✓ Description
 - ✓ Effective Date
 - ✓ Choose Account Type
 - ✓ Routing Number
 - ✓ Account Number
 - ✓ Choose Flat Amount or Percent of Net (default must be 100%)

Printable Pay Stub

The screenshot shows the HealthEast MyHR interface. At the top, there is a navigation bar with 'Home' and a search field. Below this is a 'Pay Checks' section. The main content area is divided into 'Payments' and 'Wages' tabs. The 'Payments' tab is active, displaying a table with three columns: 'Date', 'Gross', and 'Net'. The first row of the table is highlighted with a red box, and a red arrow points from this row to a 'Printable Pay Stub' link in the 'Summary' section below. The 'Summary' section also contains a table with details for the selected pay stub.

Date	Gross	Net
07/26/2013	346.40	308.58
05/31/2013	337.84	302.06
05/17/2013	536.16	453.09

Summary	
Printable Pay Stub	
Check Number	196550
Payment Date	07/26/2013
Period End Date	07/21/2013
Gross Wages	346.40

Printable Pay Stub

New Employee Welcome

Questions?