

8th Edition

September 16, 2013

Conversion of Payroll

As a result of the realignment of programs between HDGH and WRH hospitals, necessary changes must take place within the payroll systems of each respective organization. While all of these changes will not take place as of October 1, 2013, the payroll departments of each organization will ensure that there will be no disruption of payroll for the change over date.

HDGH Staff transferring to WRH:

- Employees working for the Ouellette Campus of WRH as of October 1, 2013 will continue to utilize the Kronos system as of that date for time keeping.
- The processing of payroll for an interim period will continue to be performed by the existing HDGH payroll department.
- Pay stubs will continue to be distributed via email and will indicate that WRH is the paying organization.
- Pay ending September 27, 2013 will be processed as a regular pay period and paid on October 3, 2013 by HDGH
- Pay ending October 11, 2013 will be paid on October 17, 2013 by WRH
- There is no change to the actual pay cycles for those employees remaining on the Ouellette Campus on Day 1-October 1, 2013.

WRH Staff transferring to HDGH:

- Employees working for the Tayfour Campus of HDGH (but originally WRH staff) as of October 1, 2013 will continue to utilize the time keeping processes currently in place as of that date.
- The processing of payroll for an interim period will continue to be performed by the existing WRH payroll department.
- Pay stubs will continue to be distributed via email and will indicate that HDGH is the paying organization.
- Pay ending October 4, 2013 will be processed as a regular pay period and paid on October 10, 2013 by WRH
- Pay ending October 18, 2013 will be paid on October 24, 2013 by HDGH
- There is no change to the actual pay cycles for those employees remaining on the Tayfour Campus on Day 1-October 1, 2013.

HDGH Staff at the Tayfour Campus:

- Employees working for the Tayfour Campus of HDGH (but originally HDGH staff) as of October 1, 2013 will continue to be paid through the HDGH payroll system but will not be swiping in Kronos
- The processing of payroll will continue to be performed by the existing HDGH payroll department.
- Pay stubs will continue to be distributed via email and will indicate that HDGH is the paying organization.
- Pay ending September 27, 2013 will be processed as a regular pay period and paid on October 3, 2013 by HDGH
- Pay ending October 11, 2013 will be paid on October 17, 2013 by HDGH
- There is no change to the actual pay cycles for those employees joining the Tayfour Campus from HDGH on Day 1- October 1, 2013.

WRH Staff at Met Campus:

- Employees working for the Met Campus of WRH as of October 1, 2013 will continue to utilize the time keeping processes currently in place as of that date.
- The processing of payroll will continue to be performed by the existing WRH payroll department.
- Pay stubs will continue to be distributed via email and will indicate that WRH is the paying organization.
- Pay ending October 4, 2013 will be processed as a regular pay period and paid on October 10, 2013 by WRH
- Pay ending October 18, 2013 will be paid on October 24, 2013 by WRH
- There is no change to the actual pay cycles for those employees remaining on the Met Campus on Day 1-October 1, 2013.

Staff will be notified of further changes as the information becomes available.

Contact information:

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