

FAQs

PTO (found on page 10 of the employee handbook)

Q- If I am short shifts may I take unpaid leave instead of using PTO?

A- No. PTO must be exhausted before you are permitted to use leave without pay.

Q- When can I take PTO?

A- PTO may be taken as accrued with approval of the site lead and contingent upon staffing and scheduling requirements.

Q- Can I use PTO whenever I want?

A- PTO must be requested at least 8 weeks in advance to allow for schedule development. While effort is made to accommodate all schedule requests, leads may deny any PTO request if staffing levels and patient care needs require the coverage.

Q- Can I be forced to use PTO?

A- PTO time will be automatically deducted if the number of shifts worked is below the requirement for the block.

Q- Can I carry PTO over from one year to the next?

A- It is possible to carry up to 100 hours from year to year.

Q- When can (or cannot) PTO be cashed out?

A- Employees with more than 100 hours of unused PTO time at the end of the calendar year will be paid out up to 80 hours in 26 equal distributions over the next calendar year. If the employee leaves during this payout time, the balance will be forfeited.

Q- What about PTO during my notice period?

A- Unless stipulated otherwise in the employee's individual employment agreement, once an employee has given notice, no additional PTO time will be accrued and no PTO time, even if pre-scheduled, may be taken. Exceptions may be made by the supervisor.

Moonlighting Pay

Q- What qualifies as moonlighting pay?

A- Shifts worked by hospitalist providers above the contractually required number of shifts in a block (4 week period of time) qualify for moonlighting pay. This is calculated over an entire block not in two week periods. Post-Acute providers' moonlighting is calculated over the two week payroll period and will be paid out during each pay cycle.

Q- When will I get paid for my moonlighting shifts (in a regular payroll or in a separate deposit?)

A- There are two payrolls per block. The first payroll in every block is a regular salary payment. In addition to the regular salary payment, the second payroll includes any PTO deductions and any moonlighting payments. Post-Acute providers will see moonlighting and PTO changes reflected bi-weekly.

Q- What happens if I have scheduled PTO and then pick up an extra shift?

A- It is impossible to be paid for both PTO and moonlighting in a single block. If an extra shift is worked, that number of hours reduces the PTO deduction taken.

Overtime Pay

Q- Will I be paid extra for staying beyond my shift length?

A- Not if the reason you are staying is to complete your own work. However, if you are staying to cover hours for a colleague who called out or has had an emergency you will be paid for those extra hours.

Payroll Issues

Q- Payment timing?

- A- Payroll schedule is attached.
- B- Hospitalist RVU schedule is attached.

Q- How can I access my payroll statements?

A- *Pay Entry Payroll System-*

You will receive an email from our payroll processing company, Pay Entry, with instructions on how to access your personal payroll information online. This email will come to your Adfinitas email account, so it is important to set up that account as soon as possible and keep an eye on all email traffic to it.

The **very first step** in giving you Pay Entry access is for you to **respond to the email you received from Pay Entry and confirm your email address.**

B- The process for accessing Pay Entry is attached.

Q- Who can I contact regarding payroll questions, issues and concerns?

A- All questions regarding payroll and the payroll system can be answered by Bridgett Dennis, Payroll Administrator. Her telephone number is: (410) 999-1124 and her email address is: bdennis@adfinitashealth.com.

Expense Reimbursement

Q- What is the process for submitting for reimbursement of expenses and how long should I expect it to take to receive my reimbursement?

A- The anticipated timing for reimbursement of correctly submitted employee expenses is 20 to 30 days of submitting the expense(s) for reimbursement.

Here's some tips about correctly submitting an expense reimbursement:

1. The web site is www.concursolutions.com;
2. Login, click Expense, and Create a New Report, and work through the templates. A Business Purpose is a required field.
3. If you cannot remember your password, simply click on the forgot password link to reset your password.
4. Receipts for non-mileage expenses must be attached to the reimbursement request and show the date paid and the amount paid. This is a requirement for reimbursement.
5. If you have a week's worth of expenses, please submit them all in one expense report through Concur, not multiple individual reports.
6. The Mileage Calculator must be used for all mileage reimbursement requests.

Contact Ryan Cawley, Director of Finance or Bill Hughes, CFO, directly (rcawley@adfinitashealth.com or bhughes@adfinitashealth.com) with any questions or issues about employee reimbursement or the Concur system.

All employee expense reports must be submitted within 30 days of incurring the expense.

Q- Does Adfinitas reimburse for board exams, licenses, certifications?

A- Adfinitas does reimburse for these expenses for Full Time and Part Time (NOT PRN) employees **once they are actively working**

New Onboarding Staff for Initial Credentialing: Providers need a license, CDS, DEA, ACLS, BLS fingerprint, drug screen, PPD Lab screening, and flu shots.

- All providers (FT/PT/PRN) cover these costs themselves.
- Exception: Delegation Agreement Fees – company pays
- Exception: VA Birth Related Injury Fund Certification – company pays

Existing Staff for Expanded License/Credentialing : new license, CDS, DEA, ACLS,BLS, fingerprint, drug screen, flu shot, PPD

- FT – Company pays for costs
 - Exception: Provider pays for their own flu shots and PPD, if they can't get it done at the hospital where they work.
 - Exception: Most PAS facilities do not require ACLS or BLS. These are not paid for by Adfinitas unless they generate CME credits, in which case the CME allowance may be used for reimbursement.
 - Only licensing required by the provider's work site will be reimbursed.
- PT/PRN – Provider pays for costs
 - Exception: Delegation Agreement Fees – company pays
 - Exception: VA Birth Related Injury Fund Certification – company pays
 - Exception: CDS change of address – company pays

Existing Staff Reappointment/Renewed Delegations:

- All providers (FT/PT/PRN) – Company pays for all costs

CME Reimbursements

Q- What is the reimbursement process?

A- Adfinitas Health will reimburse advance payments for future CME conferences when the expense is incurred and submitted in Concur, for example, if you've paid the registration fee for the CME conference in advance or booked an airplane ticket or paid for some other item in advance.

Q- What can I be reimbursed for under the CME funds?

A- You can be reimbursed for the following fees and expenses up to \$50.00 per day:
Conferences
Meals
Travel
Hotel
Books (associated with receiving CME credits, not educational credits)
Subscriptions (for example UpToDate) which result in CME being generated
*Itemized receipts are a requirement of reimbursement

Q- When can I start getting reimbursed for my CME credits?

A- You may begin submitting for CME reimbursement for expenses incurred after the first 90 days of employment.

Referring a Friend

Q- What is the benefit for referring a friend to Adfinitas?

A- The employee referral policy and form are attached.

Corporate Contacts

Q- Who is the best person at the corporate office to contact to change my personal information like phone number or address?

A- Either Lisa Nugent (443) 410-4993 (lnugent@adfinitashealth.com) or Karen Walsh (410) 999-1132 (kwalsh@adfinitashealth.com) can help you.

A- A copy of the Corporate Contact List is attached that will help you identify the best person for your questions. If you would prefer, reach out to our Administrative Assistant, Erica Harris, (410) 999-1131, and she will be able to direct you.

Reporting a Concern

Q- To whom do I report a problem or misconduct?

A- For issues involving the workplace, interpersonal relationships, Adfinitas policies or procedures, you can reach out to the following: your lead, the Director of Operations, Human Resources {Lisa Nugent (443) 410-4993 (lnugent@adfinitashealth.com) or Karen Walsh (410) 999-1132 (kwalsh@adfinitashealth.com) }.

A- For Clinical issues, your best options are your lead or the Regional Medical Director.

B- The confidential Compliance Hotline (855) 372-8345 or www.FraudHL.com .