

MEMO

To: All Employees on TBRHSC Payroll

From: Adam Vinet, Vice President, Patient Experience & Chief Nursing Executive and
Regional Vice President, Regional Cancer Care;
Peter Myllymaa, Vice President, Operations, Clinical and Support Services & Chief Financial
Officer

Date: February 13, 2024

RE: **Launch Date for UKG Pro Workforce Management – March 25, 2024**

We have recently communicated with you about an organization wide project to convert our legacy timekeeping system (Staffright) to a new best-in-class system UKG Pro Workforce Management (formerly branded as UKG Dimensions). With this change, we are set to embark on a new era of workforce management that provides you, our managers and employees, with direct access to the time and attendance information you need, in real-time.

We are thrilled to inform you that we have set the go-live date for UKG as **March 25, 2024**.

To ensure a smooth transition, we will be running both StaffRight and UKG Pro Workforce Management simultaneously for two pay periods, from March 25 to April 21, 2024. During this period, staff will continue to be paid through StaffRight, while we closely monitor the UKG Pro Workforce Management system.

This approach will allow us to gauge the system's performance and ensure it aligns seamlessly with our requirements. Rest assured, we aim to be 100% ready for payroll processing on UKG Pro Workforce Management when we transition solely to this system on April 22, 2024.

In the upcoming weeks, you will be provided with training opportunities to familiarize you with the new system. We urge you to keep an eye out for more information on training sessions, which will equip you with the knowledge and skills needed to navigate UKG Pro Workforce Management effectively.

We truly appreciate your cooperation and dedication during this critical transition. If you have any questions or need assistance, please don't hesitate to contact your supervisor or a member of the UKG Implementation Team.

Thank you for your continued support.

UKG Implementation Team:

- Dino Armenti – Co-Project Sponsor
- Dawna Maria Perry – Co-Project Sponsor
- Rita Grenier Buchan – Project Lead – Scheduling
- Michael Iorianni – Project Lead – Payroll
- Carrol Wenzell – Payroll Subject Matter Expert
- Monique Trudeau – HR Subject Matter Expert
- Cora Rouillard – Integration Subject Matter Expert
- Julio Gomes – Integration Subject Matter Expert
- Trisha Gibson – HR Subject Matter Expert – Leaves
- Sharen Howarth – HR Subject Matter Expert – Leaves
- Angela Kutok – PI Consultant