

To: All Employees on TBRHSC Payroll

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

Date: March 21, 2024

RE: UKG Pro Workforce Management – Go Live on March 25, 2024 (All Employees)

Starting Monday, March 25, 2024 you will capture your time using UKG Pro Workforce Management.

As with any change, there will be a transition period, but please know that we are right there with you and are confident that we have the best team dedicated to our success. As we go through this together, let's support our managers and each other.

Here are the key changes taking effect on Monday, March 25, 2024:

- Beginning March 25, 2024, you will be required to capture your time using the UKG Pro Workforce Management application for all scheduling needs.
- You will punch in at the start of your shift and out at the end by tapping your ID badge at designated time clocks or accessing the punch tile via the UKG desktop or mobile application while on site.
- Any future time-off requests, overtime banking, missed meal breaks, and mileage tracking are to be managed through the UKG application.
- Areas with advanced scheduling features will be able to request shift swaps through the system.

Things that remain unchanged:

- The current vacation planning process and email tour notifications for applicable union groups will continue as usual until further notice.

Should you encounter any difficulties using UKG:

- If you have any questions about how to access the application or track your time correctly, make sure you ask your manager right away!

All employees will be required to confirm their ability to access the UKG application and know where to find additional information. Please anticipate additional correspondence regarding the UKG readiness declaration through the Dual Code Learning Management System (LMS).

To ensure a smooth transition, both Staffright and UKG Pro Workforce Management will be run simultaneously for two pay periods, from March 25, 2024 to April 21, 2024. In the background, managers will continue to update Staffright along with UKG Pro Workforce Management while the implementation team closely monitors the UKG Pro Workforce Management system.

We are thrilled about this new system and have full confidence in our organization's ability to adapt smoothly. Your cooperation and dedication during this transition are greatly appreciated.

For any queries or assistance, please contact your manager 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