



Employee Payroll Change Announcement

Dear Team Member,

We are excited to announce a new partnership with ADP and Synerion for our payroll and HR services. We are moving to the latest technology platform Workforce Now on **15th December 2024**. This decision enables us to extend additional services to all employees and managers and give you self-service features for your HR and payroll needs. As well, it will give access to a suite of tools, resources, communications, and value-added services to enhance your employment experience.

There will be a couple of guides available for every team member; information on how to register and navigate the site for features that include:

- View pay statements/T4s
- Set up or change direct deposit information.
- Update your personal information.
- View time off and make time off requests.
- Employment Verification Services

In addition to the online Employee Portal, you will also have access to the ADP Mobile Solutions App and the Synerion time keeping App. Both of these will allow you to view pay summaries, time bank summaries and assist you in managing your work calendar, time off requests, shift trades, etc. all from your smartphone.

We are excited to be making this change and look forward to this valuable improvement in our HR systems. There will be more information to come in the weeks leading up to December 15th.

Sincerely,

Wayne Nogier, CEO
Mont St Joseph Home Inc.

