

# The Juice That's Left to Squeeze: How HR Information Systems Save Even the Most Cost-Effective ASCs Real Dollars



Presented by:  
Tom Jacobs/MedHQ CEO &  
John Merski Jr./MedHQ ED  
of Human Resources



# About Tom Jacobs

- ▶ President of Med HQ
- ▶ Works with over 50 physician affiliated organizations
- ▶ Current administrator of endoscopy center
- ▶ MBA, University of Notre Dame

# About John Merski Jr.

- ▶ Executive Director of Human Resources
- ▶ Responsible for more than 1,000 employees at client facilities
- ▶ 30 years of experience in HR
- ▶ Master's of education with a specialization in administration, Bowling Green State University

# 5 HR Practices for ASCs



<b>General Efficiency</b>	<b>\$20,000</b>
<b>Employee Insurance Benefit Bill Management</b>	<b>\$10,000</b>
<b>Automated Timekeeping/Payroll Integration</b>	<b>\$25,000</b>
<b>Online Training</b>	<b>\$5,000</b>
<b>Comp Management</b>	<b>\$25,000 to \$100,000</b>

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**Total: \$50,000 to \$300,000, Annually**



<b>General Efficiency</b>	<b>\$20,000</b>
Employee Insurance Benefit Bill Management	<b>\$10,000</b>
Automated Timekeeping/Payroll Integration	<b>\$25,000</b>
Online Training	<b>\$5,000</b>
Comp Management	<b>\$25,000 to \$100,000</b>

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**Total: \$50,000 to \$300,000, Annually**



## General Efficiency

20 FTE employees

10 minutes per FTE per day

Average \$50K/FTE/Yr

240 workdays per year

20 FTE's

x 3.33 hrs/day

x \$29/hr

240 days/Yr

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**\$23,102/Yr**

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**Avg ASC Total: \$20,000 Annually**



# Employee Electronic Document Filing

The screenshot displays a web application interface for employee management. On the left, a sidebar contains navigation tabs: Personal, Employment, Compensation, Job, Leave, Documents, Notes, and Attachments. The main content area shows the profile for an employee named Charme, including a placeholder for a photo and the following details:

- Employee ID: 1202
- Job Title: Collection Specialist
- Employment Status: Full Time
- Work Phone Number:
- Work Email:

On the right, a window titled "Charme - Attachments" is open, showing a list of documents. The "Show" dropdown is set to "All Attachments". The list includes various document types such as Resumes, Applications, Administrative Forms, Licenses, and Tax Forms. A "File Name" column on the right side of the list shows the names of the attached PDF files, such as "9 Form - Austin, charme.pdf" and "2013 Ohio IT 4 Tax Form -".



# Employee Employment History File

Employee Information - Consult, HR1 - Active

Training/Inservice	Discipline	Assets	Security	Licenses Certifications	Vaccinations			
Personal	Contact	Employment	Job	OSHA	Dependents	Other	Notes	Attachments

Name Consult, HR1 Emp ID 1041

From	To	Employment Status
10-01-11		Full Time

From 10-01-2011 To

Employment Status: Full Time

Length of Service

Hire Date: 10-01-2011 Adjusted Seniority Date:

1 Year 7 Months from 10-01-11 to 05-31-13

Termination

Date:

Type: None

Reason: None

Rehire Status: None

Employment Eligibility Verification

I9 Status: Completed

Citizenship: US Citizen

I9 Review Date:

Visa Type:

Number:

Expiration:

Changed 05-31-2013 by Gifford, Laura A.

# Company Electronic Documents Sharing



The Medical Center at

Home My Self My Team My Company

My Company Links

- My Company
  - Attendance Portal for Employees at Employee Handbook
  - Company Directory
  - Medical Center at Website
  - My Company Links
  - 401(k) participant disclosure 07/01/2012

# Electronic History of Compensation Adjustments

Approval History					
28 tasks					
Process Name	Employee	Date Initiated	Initiated By	Approval Date	Last Approved By
New Compensation	in, Brian	5/28/2013	Alexander M.	5/29/2013	Consult,
New Compensation	:queline E.	5/28/2013	Mary E.	5/28/2013	Consult,
New Compensation	, Casey D.	5/28/2013	Mary E.	5/28/2013	Consult,
New Compensation	, Mark L.	5/28/2013	Mary E.	5/28/2013	Consult,
New Compensation	ynthia E.	5/28/2013	Mary E.	5/28/2013	Consult,
New Compensation	Deron	5/28/2013	Mary E.	5/28/2013	Consult,
New Compensation	, Wendy	5/28/2013	Mary E.	5/28/2013	Consult,
New Compensation	r, Emily N.	5/28/2013	Mary E.	5/28/2013	Consult,
New Compensation	, Kristal E.	5/28/2013	Mary E.	5/28/2013	Consult,
New Compensation	Kathy S.	5/25/2013	Lavonne	5/28/2013	Consult,

# Management Approval Processing

Approval Chains

▶ My Team

▼ Workflow

Workflow Home

Approver Roles

Approval Chains

▶ Users

▶ Widgets

[Edit Approval Chain](#)

Chain Name:

If the initiator of a task is also involved in the approval chain, would you like to have the task automatically approved for that initiator?

Yes  No

Approver 1 :  Timothy

How many days does this approver have to approve or reject the request?  days

Where should the request be routed if no action is taken by the approver?  HR  Next Approver

Approver 2 :  Alexander M.

How many days does this approver have to approve or reject the request?  days

Where should the request be routed if no action is taken by the approver?  HR  Next Approver

Approver 3 :  Consult,

How many days does this approver have to approve or reject the request?  days

Where should the request be routed if no action is taken by the approver?  HR  Next Approver

# Former Employee Access to Records

**Terminated Employee Access**

Employees terminated through \_\_\_\_\_ HR can still retain access to Self-Service for a given time period. Please select how you would like to handle terminated employee access to Self-Service.

**Disable terminated employees' access to Self-Service:**

Immediately upon termination

After 180 days

On the next  180 following termination

Showing 10 terminated employees who retain access to Self-Service based on the selected policy.

Name ↕	Employee ID	Termination Date	Last day of Access
Imara D.	1071	12/19/2012	06/17/2013
Kenneth	1032	02/02/2013	08/01/2013
Del	1011	02/14/2013	08/13/2013
Regina	1087	01/31/2013	07/30/2013
Kimberly, d.	1031	01/05/2013	07/04/2013
Shan S.	1139	04/18/2013	10/15/2013
Carla K.	1152	02/06/2013	08/05/2013
Virley C.	1154	03/30/2013	09/26/2013
Ryl M.	1171	04/05/2013	10/02/2013
Elizabeth A.	1187	01/21/2013	07/20/2013

General Efficiency	\$20,000
<b>Employee Insurance Benefit Bill Management</b>	\$10,000
Automated Timekeeping/Payroll Integration	\$25,000
Online Training	\$5,000
Comp Management	\$25,000 to \$100,000

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**Total: \$50,000 to \$300,000, Annually**



# Employee Insurance Benefit Bill Management

Four insurance plans (Health, Dental, Vision, Life)

1 incorrect EE's per plan

4 out of 12 months with error

1 EE health bill error

1 EE dental bill error

1 EE vision bill error

1 EE life bill error

**4 plans**

**x 1 error/plan**

**x 4 months**

**x** {  
**\$600 / month**  
**+ \$30 / month**  
**+ \$5 / month**  
**+ \$5 / month**

---

**\$10,240/yr**

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**Avg ASC Total: \$10,000 Annually**



# Employee Benefits Recordkeeping

Employee Manager - MedHQ

Employee COBRA/HIPAA Reports Utilities Help

MedHQ Active Employees Sort by Name

Benefits - No Closing Date

Enrollment Eligibility Other Insurance Providers Beneficiaries Attachments Billing Adjustments

Name: Donna M. Emp ID: 1003

Show Enrollment as of: 05-31-2013 Paycheck deduction: \$325.57

Hide waived benefits

Plan Name	Type	Status	Event	Begins	Ends	Enrolle...
2012 - HSA - ER Cont. Family	Med	Active	04-21-13	11-01-12		E,S,4C
2012 - HSA Family Contribution	125	Active	10-16-12	11-01-12		E
401k Employee Retirement Plan	Ret	Active	05-30-12	07-31-10		E
AD&D - Employees - Guardian (...)	Life	Active	11-01-12	11-01-12		E
Basic Life - Guardian (Staffing)	Life	Active	11-01-12	11-01-12		E
Dental - Guardian (Staffing)	Den	Active	05-14-13	11-01-12		E,S,4C
EAP - Employee Assistance Plan	Other	Active	11-01-12	11-01-12		E
Health Care Section 125	125	Active	11-01-09	11-01-09		E
Medical HSA (Staffing)	Med	Active	05-14-13	11-01-12		E,S,4C
STD - Employees - Hartford	STD	Active	10-16-12	11-01-12		E
Vision - Guardian VSP (Staffing)	Vis	Active	05-14-13	11-01-12		E,S,4C

Plan Payroll dct. \$17.52 Changed 05-14-13 Gifford, Laura A.

Plan Description: Dental - Guardian (Staffing)

Self-Service Administration Marriage/divorce Last Recalc. 05-14-13

New... Change... View... Delete... Recalc... Close

Benefit Detail for Donna M.

Health Life - AD&D Disability Retirement Section 125 Other

Name: Dental - Guardian (Staffing) Change Reason: Marriage/divorce Event Date: 05-14-2013

Employee Election

Benefit Status: Active Eligibility Begins on: 11-01-2012

Benefit Begins: 11-01-2012 Ends:

Enroll Dependents - Dependent 1 of 7

Shawanna [Child] Date of Birth: 01-28-1991

Benefit Status:

Costs Per Month

EE Only Premium	Dep Only Premium	Total Premium	Employee Contribution	Employer Contribution
\$32.73	\$75.91	\$108.64	\$75.91	\$32.73

Deduction is \$17.52 52 times/year ESC

Comments: Per Donna, remove Lexus effective today. He has own insurance through the military

Calcs OK Cancel

Setup Manager Applicant Manager Payroll Connect QuickStart Print Screen Help



# Monthly Electronic Benefits Billing

591731537-P0-Q2-C0-R0-L0-E0-B0-S0-H0.pdf - Adobe Reader | hr.ascentis.com

File Edit View Window Help | Tools Sign Comment

3 / 5 | 100% | Click on Sign to add text and place signature on a PDF File.

MedHQ  
Four Westbrook Corporate Center  
Suite 440  
Westchester, IL  
(708) 492-0519

As of 06-01-13

**2012 - Client Monthly billing for M-D-V-BL-ADD**  
By Employee

Plan	Employee	Status	Begin	End	Coverage	Rate Tier or Volume	Premium			Contribution	
							Employee	Dependent	Total	Employee	Employer
Dental - Guardian (Staffing)	David M.	Active	11-01-12		E,S,1C	ESC	32.73	75.91	108.64	75.91	32.73
Den	Laura A.	Active	11-01-12		E	E	32.73	0.00	32.73	0.04	32.69
Group #	ward J.	Active	11-01-12		E,S,3C	ESC	32.73	75.91	108.64	75.91	32.73
Dental - Guardian (Staffing)	Thomas	Active	11-01-12		E	E	32.73	0.00	32.73	0.04	32.69
	Debra T.	Active	11-01-12		E,S	ES	32.73	27.89	60.62	27.89	32.73
	John	Active	11-01-12		E	E	32.73	0.00	32.73	0.04	32.69
	ric D.	Active	11-01-12		E	E	32.73	0.00	32.73	0.04	32.69
	, Christine	Active	11-01-12		E,S	ES	32.73	27.89	60.62	27.89	32.73
	n, Donna M.	Active	11-01-12		E,S,4C	ESC	32.73	75.91	108.64	75.91	32.73
	ra	Active	11-01-12		E	E	32.73	0.00	32.73	0.04	32.69
Totals for Dental - Guardian (Staffing)					5 E 2 E,S 1 E,S,1C 1 E,S,3C 1 E,S,4C	5 E 3 ESC 2 ES	327.30	283.51	610.81	283.71	327.10



# Employee Online Benefits Access

**MedHQ**

Home My Self My Team My Company Donna

### My Benefits Summary

Shown below is a summary of your benefits as of the dates shown. If you need to make a change, click the Change button next to the benefit you want to change. You will need to supply a qualifying change reason and all changes will be sent to HR for approval.

In the event that you desire to make a plan change, please contact the MedHQ Benefit Department. Click here to make contact: [Benefit Change Request](#)

#### Medical Benefit Plans for Employees

**United Health Care: Medical Benefit Plan - (High Deductible Health Savings Account - HSA)**

You have been enrolled since 11-01-2012. You pay \$249.73 per paycheck. The company pays \$138.46 per paycheck. Covered family members:

#### HSA Employee Contributions

**Optum Health Bank: 2012- HSA Family Contribution**

You pay \$30.00 per paycheck. This level of contribution has been effective since 11-01-2012.

#### Medical Care Spending Account

You have waived all coverage.

#### Dental Benefit Plan for Employees

**Guardian: Dental Benefit Plan**

You have been enrolled since 11-01-2012. You pay \$17.52 per paycheck. The company pays \$7.55 per paycheck. Covered family members: Donna

# Employee Benefits Access Online

Plan Information & Comparisons - Windows Internet Explorer

File Edit View Favorites Tools Help

Plan Information & Comparisons

Plan Type: Dental Benefit Plan for Employees

Plans:

Dental Benefit Plan

**Compare**

Dental Benefit Plan	
Carrier Website	<a href="https://www.guardiananytime.com/">https://www.guardiananytime.com/</a>
Plan Document	<a href="#">Dental Benefits Summary</a>
Provider Directory	<a href="#">Go to Provider Directory</a>
Eligibility	1 month waiting
Plan Year Deductible	Individual - \$50.00/plan year Family - \$150.00/plan year
Co-Insurance	Preventive Care Paid at 100% Basic Care Paid at 80% Major Care paid at 50% Orthodontia Care paid at 50%
Dependent Child(ren) Coverage	Up to age 26
Annual Maximum	\$1,000
Lifetime Orthodontia Maximum	\$1,000
Network	Guardian Network
Below are Employee Deductions listed on a per paycheck basis	
Employee Only Plan	\$0.02
Employee & Spouse Plan	\$0.02
Employee & Child(ren) Plan	\$0.02
Family Plan	\$0.02



# Benefits Master Billing Process

Medical HSA (Staffing)

A rate table has been created below from the information that you provided. If this does not look correct, go back and change your answers to any of the previous questions.  
Wherever possible, the table has been calculated, filled in, and corrected as needed.

Rates effective from  to

	Monthly Rate	Contribution	
		Company	Employee
Employee Only	\$541.23	\$490.00	\$51.23
Employee + Spouse	\$1,136.59	\$480.00	\$656.59
Employee + Spouse + Children	\$1,682.16	\$600.00	\$1,082.16
Employee + Children	\$1,028.34	\$480.00	\$548.34

Health 9

This plan is 80% completed

General Efficiency	\$20,000
Employee Insurance Benefit Bill Management	\$10,000
<b>Automated Timekeeping/Payroll Integration</b>	\$25,000
Online Training	\$5,000
Comp Management	\$25,000 to \$100,000

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**Total: \$50,000 to \$300,000, Annually**



# Automated Timekeeping/Payroll Integration

20 FTE employees	20 FTE's
7 minutes on each "side" of the shift per FTE per day	x 4.67 hrs/day
Average \$50K/FTE/Yr	x \$29/hr
240 workdays per year	240 days/Yr
	<hr/>
	\$32,480/Yr

**Avg ASC Total: \$25,000 Annually**



# Employee Online Work Calendar

The screenshot displays the MedHQ Employee Online Work Calendar for May 2013. The interface includes a top navigation bar with 'Home', 'My Self', 'My Team', and 'My Company' options, and a user profile for 'HR1 Consult'. A left sidebar contains navigation links: 'My Team', 'My Team Home', 'Direct Reports', 'Task List', 'Calendar', and 'Approval History', along with a 'Finder' button. The main calendar area shows a grid for May 2013 with columns for days of the week and dates. A legend indicates that blue represents weekends, purple represents holidays, green represents approved leave, and yellow represents pending leave. The calendar shows several leave requests: Morse, Eric D. (PTO) from Thu 1 to Sat 3; Thompson, Donna M. (PTO) from Mon 5 to Wed 7; Gifford, Laura A. (Personal Leave) from Thu 8 to Fri 9; Lubbers, Debra T. (PTO) from Fri 9 to Sat 10; Villanueva, Juan (PTO) from Tue 13 to Thu 15; Schukies, Christine (PTO) from Mon 19 to Wed 21; Memorial Day (Holiday) on Mon 26; Gifford, Laura A. (PTO) on Thu 29; and Vong, Sara (Personal Leave) and Thompson, Donna M. (PTO) on Fri 30. A 'Time Line View' button is located in the top right of the calendar area.

Day	Date	Event	Status
Sun	28		Weekend
Mon	29		Weekend
Tue	30		Weekend
Wed	1		Weekend
Thu	1	Morse, Eric D. (PTO)	Approved
Fri	2	Morse, Eric D. (PTO)	Approved
Sat	3	Morse, Eric D. (PTO)	Approved
Sun	4		Weekend
Mon	5	Thompson, Donna M. (PTO)	Approved
Tue	6	Thompson, Donna M. (PTO)	Approved
Wed	7	Thompson, Donna M. (PTO)	Approved
Thu	8	Gifford, Laura A. (Personal Leave)	Approved
Fri	9	Gifford, Laura A. (Personal Leave)	Approved
Sat	10	Lubbers, Debra T. (PTO)	Approved
Sun	11		Weekend
Mon	12		Weekend
Tue	13	Villanueva, Juan (PTO)	Approved
Wed	14	Villanueva, Juan (PTO)	Approved
Thu	15	Villanueva, Juan (PTO)	Approved
Fri	16	Villanueva, Juan (PTO)	Approved
Sat	17		Weekend
Sun	18		Weekend
Mon	19	Schukies, Christine (PTO)	Approved
Tue	20	Schukies, Christine (PTO)	Approved
Wed	21	Schukies, Christine (PTO)	Approved
Thu	22	Schukies, Christine (PTO)	Approved
Fri	23	Schukies, Christine (PTO)	Approved
Sat	24	Schukies, Christine (PTO)	Approved
Sun	25		Weekend
Mon	26	Memorial Day	Holiday
Tue	27		Weekend
Wed	28		Weekend
Thu	29	Gifford, Laura A. (PTO)	Pending
Fri	30	Vong, Sara (Personal Leave)	Approved
Sat	31	Thompson, Donna M. (PTO)	Approved
Sun	1		Weekend

# Employee Electronic Time Off Request System

**MedHQ** Home My Self My Team My Company HR1 Consult

**Available Leave**

Employee Vong, Sara  
 Shown below is a summary of time off balances afforded you by MedHQ. Special Notation - If you have a leave that will require you to use a combination of time, please submit individual requests; ie. PTO 2 days as a one request, with Leave without pay for 3 days, in the event you may be taking a full week off, and you have time only to cover 2 days with PTO. In this example then two separate requests are needed.

In the event that you feel your balance is incorrect or that you need any assistance in knowing whether you have taken your personal day this quarter, please feel free to contact HR Services. Click here to make contact: [Time Off Inquiry to HR](#)

Show Totals as of: 5/31/2013 Go

Leave amounts shown below are expressed in Hours  
 Include Pending Changes in Calculations

Type	Period Start Date	Carryover	Accrued	Taken	Adjusted	Available
Holiday Leave	01-01-2013	0.00	48.00	0.00	0.00	48.00
PTO	10-01-2012	40.00	94.25	92.00	0.00	42.25
Personal Leave	01-01-2013			16.00		

Enter Leave

**Leave Scheduled**

All

Start Date	End Date	Amount (Hours)	Comments
05-24-2013	05-24-2013	8.00	
04-18-2013	04-19-2013	16.00	Employee comments: Flood
04-11-2013	04-12-2013	16.00	Employee comments: Mini Vacation Weekend
03-01-2013	03-01-2013	8.00	
02-01-2013	02-01-2013	8.00	Employee comments: Ryan is leaving to Europe
12-27-2012	12-28-2012	16.00	
12-21-2012	12-21-2012	8.00	Employee comments: Last shopping day before christmas
11-23-2012	11-23-2012	4.00	Employee comments: Day after thanksgiving half day
11-08-2012	11-08-2012	16.00	
10-12-2012	10-12-2012	8.00	Employee comments: Horse Show





# Employee Time Off History Record

Attendance

Summary | Leave Taken | FMLA

Name \_\_\_\_\_ Emp ID 1020

Show Totals as of 05-31-2013

Type	Status	Period Start Date	Carry Over Amount	Accrued	Taken	Adjusted	Available
Bereavement Leave	Non-Accruing	01-01-13			0.00		
Holiday Leave	Started	01-01-13	0.00	48.00	0.00	0.00	48.00
Leave Without Pa	Non-Accruing	01-01-13			0.00		
Personal Leave	Non-Accruing	01-01-13			16.00		
PTO	Started	10-01-12	40.00	94.25	92.00	0.00	42.25
Time Away Salarie	Non-Accruing	01-01-13			0.00		

Show All Leave Types

Start... Stop... Delete Calcs... Policy... Report... Close

# Employee Time Off History Record

Attendance

Summary Leave Taken FMLA

Name Emp ID 1020

Show All Leave Types

Type	Start	End	Amount	Comments
Personal Leave	05-24-13	05-24-13	8.00	
PTO	04-18-13	04-19-13	16.00	
PTO	04-11-13	04-12-13	16.00	
Personal Leave	03-01-13	03-01-13	8.00	
PTO	02-01-13	02-01-13	8.00	
PTO	12-27-12	12-28-12	16.00	
PTO	12-21-12	12-21-12	8.00	
Personal Leave	11-30-12	11-30-12	8.00	
PTO	11-23-12	11-23-12	4.00	
PTO	11-08-12	11-09-12	16.00	
PTO	10-12-12	10-12-12	8.00	

Type

Amount Hours Start Date: End Date

Approver Comments Employee Comments

New Delete Adjustment... Report... OK Cancel

# Employee Notification of Approved Time Off

**From:** Laura Gifford  
**Sent:** Tuesday, December 25, 2012 2:01 PM  
**To:** Consult HR  
**Subject:** Leave request was approved

Consult HR,

Your leave request for Time Away Salaried - Other from 11-26-2012 to 11-26-2012, for 8.00 Hours, has been approved.

*Approver comments:* Enjoy your day off!

General Efficiency	<b>\$20,000</b>
Employee Insurance Benefit Bill Management	<b>\$10,000</b>
Automated Timekeeping/Payroll Integration	<b>\$25,000</b>
<b>Online Training</b>	<b>\$5,000</b>
Comp Management	<b>\$25,000 to \$100,000</b>

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**Total: \$50,000 to \$300,000, Annually**



## Online Training

20 FTE employees  
\$250 annual savings  
per EE per year

20 EE's

x \$250 / EE

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\$5,000/Yr

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**Avg ASC Total: \$5,000 Annually**

# Employee Training Record

The screenshot displays the 'Employee Manager - MedHQ' application window. The browser address bar shows 'hr.ascentis.com'. The main window title is 'Employee Manager - MedHQ' and the URL is 'hr.ascentis.com'. The interface includes a navigation menu on the left with icons for Employees, Compensation, Benefits, Attendance, COBRA, Report Wizard, Self-Service, and Correspondence Wizard. The main content area shows the 'Employee Information - Thompson, Donna M.' window. This window has a tabbed interface with 'Employee Information' selected. The employee's name is 'Thompson, Donna M.' and the Emp ID is '1003'. A table lists training sessions:

Class Date	Name of Inservice/Training Sess...	Training offered by	Cost of C
08-24-2012	HIPAA Course	Healthstream	
07-31-2012	Tax Levies and Creditor Garnish...	Ascentis Webinars	\$1
07-19-2012	The HR Professional as Coach	Ascentis Webinars	

Below the table, the details for the selected class (08-24-2012) are shown:

Class Date: 08-24-2012  
Name of Inservice/Training Session: HIPAA Course  
Training offered by: Healthstream  
Recertification Required:  Yes  No  
Cost of Class: \$0.00  
Number of Class Hours: 0.00  
Number of Credits (if applicable): 0.00

Buttons: New, Delete, OK, Cancel. Last changed by Corbett-Coleman, Donna M. on 09-04-2012.



# Training Document Storage

The screenshot displays the MedHQ Employee Manager interface. The main window shows the 'Employee Information' for Donna M. with a table of training documents. A secondary window, 'Adobe Reader', is open, displaying a 'Certificate of Completion' for the 'INT-DC HIPAA Course Certification'.

Type	Date	Followup Date	File Name
Other	08-02-2012		INT - DC Tax Levies Conf alter
Other	08-02-2012		INT - DC HR Prof Webinar.pdf
Other	08-02-2012		INT - DC Hand Payroll Overpay
Other	08-02-2012		INT - DC Multistate Tax.pdf - 20
Other	08-02-2012		INT - DC Social Media.pdf - 20
Other	09-04-2012		INT-DC HIPAA Course Certifica
Other	10-16-2012		ColemanDonna8-20-2012.pdf -

**Certificate of Completion**

This is to Certify  
Donna Coleman  
has completed the course  
"HIPAA"

8/24/2012

HealthStream



# Manager Access to Training Online

**My Team**

Search by: All my down level reports

**My Direct Reports**

Donna M.

**Personal**

Employee ID: 1003  
 Job Title: Payroll Services Manager  
 Employment Status: Full Time  
 Work Phone Number: (708) 492-0519  
 Work Email:

**Training/Inservice**

Actions	Class Date	Name of Inservice/Training Session	Training offered by
change   delete	08-24-2012	HIPAA Course	Healthstream
change   delete	07-31-2012	Tax Levies and Creditor Garnishments	Ascentis Webinars

**Class Date: 08-24-2012**  
**Name of Inservice/Training Session: HIPAA Course**  
**Training offered by: Healthstream**  
 Recertification Required: No  
 Cost of Class: \$0.00  
 Number of Class Hours: 0.00  
 Number of Credits (if applicable): 0.00

**Add New** Close





General Efficiency	\$20,000
Employee Insurance Benefit Bill Management	\$10,000
Automated Timekeeping/Payroll Integration	\$25,000
Online Training	\$5,000
<b>Comp Management</b>	<b>\$25,000 to \$100,000</b>

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**Total: \$50,000 to \$300,000, Annually**



# Turnover cost for a typical ASC with 20% annual turnover and 15 employees is \$45,000 per year.

	Turnover Rate					
#FF's	15%	20%	25%	30%	35%	40%
15	\$30,000	\$45,000	\$60,000	\$75,000	\$75,000	\$90,000
20	\$45,000	\$60,000	\$75,000	\$90,000	\$105,000	\$120,000
25	\$60,000	\$75,000	\$90,000	\$120,000	\$135,000	\$150,000
30	\$75,000	\$90,000	\$120,000	\$135,000	\$165,000	\$180,000
35	\$75,000	\$105,000	\$135,000	\$165,000	\$180,000	\$210,000
40	\$90,000	\$120,000	\$150,000	\$180,000	\$210,000	\$240,000

Source: Employment Policy Foundation

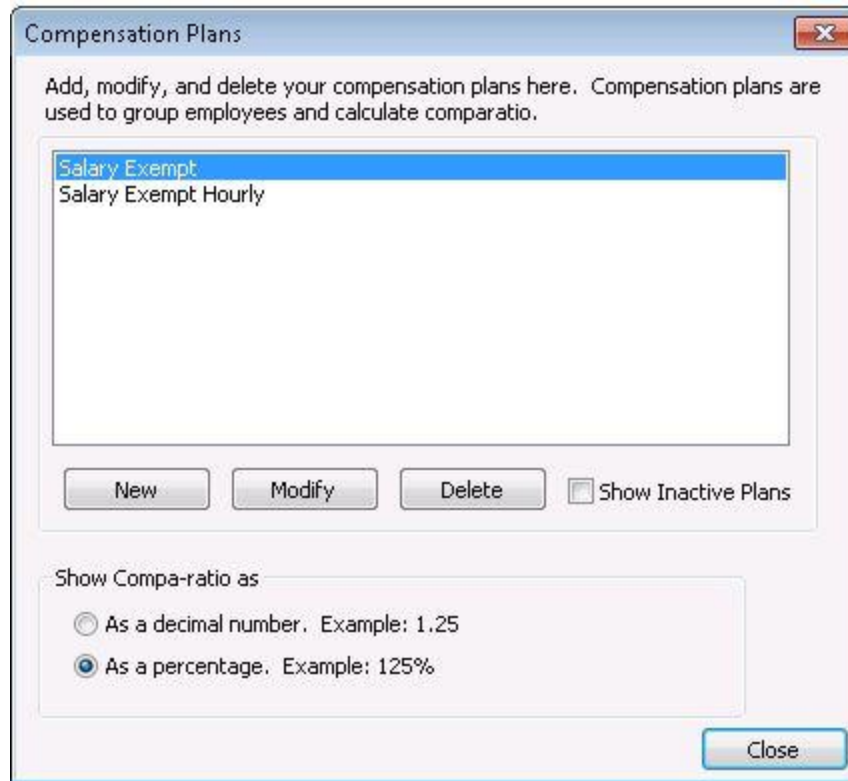
# Automated Timekeeping/Payroll Integration

Reduced Turnover	<b>\$30,000</b>
0.9% First Year Comp Savings	<b>\$10,000</b>
Second Year Comp Savings	<b>\$30,000</b>
Third Year Comp Savings	<b>\$70,000</b>

---

**Avg ASC Total: \$25,000 to  
\$100,000 Annually**

# Compensation Systems Online



# Compensation Systems Online

Compensation Plan

Compensation Plan

Description

Salary Unit Type  Yearly, Monthly, and Weekly  Daily  Hourly

Active

Modify the paygrades below as needed.

Note that annualized ranges need to be used for Weekly and Monthly types so that they are comparable.

Pay Grade Name	Range Min	Range Max
32	\$44,074.00	\$68,875.00
33	\$48,130.00	\$77,142.00
34	\$52,946.00	\$84,849.00
37	\$67,764.00	\$112,940.00
38	\$74,540.00	\$124,234.00
39	\$81,994.00	\$136,657.00
40	\$90,198.00	\$150,327.00

# Compensation History Records

Compensation - Active

Compensation | Review | Bonus | Benefits Compensation | Attachments

Name: Emp ID 1020

Award Date: 12-20-2012 | Bonus Type: Annual Company Bonus | Review Date: None

Bonus Calculation

Amount: \$777.09

Percent Of Pay: 0.0 % of 0 pay = \$777.09

example: 50 % of 3 Months' pay = \$XXXXXX (at current pay rate)

Comments

View/Edit History | Review Wizard

---

Bonus History

Award Date	Review Date	Bonus Amount	Bonus Type
12-20-2012	None	\$777.09	Annual Company Bonus
10-25-2012	None	\$425.00	Company - HR Incentive Bonus PI
07-15-2012	None	\$770.00	Company - HR Incentive Bonus PI
05-15-2012	None	\$465.00	Company - HR Incentive Bonus PI
03-14-2012	None	\$25.00	Company - HR Incentive Bonus PI
02-15-2012	None	\$400.00	Annual Company Bonus

Bonus

Award Date: 12-20-2012 | Type: Annual Compar | Review Date: None

Bonus Calculation

Amount: \$777.09

Percent of Pay: 0.0 % of 0 pay = \$777.09

example: 50 % of 3 Months' pay = \$XXXXXX (at current pay rate)

Comments

New | Delete | PrintScreen | OK | Cancel

Compensation - Active

Compensation | Review | Bonus | Benefits Compensation | Attachments

Name Emp ID 1020

Last Column Comp Plan - Pay Grade

From	To	Type	Hours	Amount	Comp Plan - Pay Grade
01-14-13		Salary Exempt	40.0	\$45,947.20/Year	Salary Exempt - 31
01-01-12	01-13-13	Hourly Non-Exempt	40.0	\$19.88/Hour	None
01-01-11	12-31-11	Hourly Non-Exempt	40.0	\$19.49/Hour	None
01-01-10	12-31-10	Hourly Non-Exempt	40.0	\$19.09/Hour	None
01-21-08	12-31-09	Hourly Non-Exempt	40.0	\$18.75/Hour	None

Changed 03-18-2013 by

New... View

Compensation -

Compensation | Calculation | Compa-ratio | Comments | What If

Effective 01-14-2013 to

Change Reason  
Change from Hourly to Salaried

Pay  
Amount \$45,947.20  
Per Year  
Pay Period Weekly  
Hours Per Week 40.00  
 Day Shift  Swing Shift  Night Shift

Categories  
Salary Type Salary Exempt  
Compensation Plan Salary Exempt  
Pay Grade 31  
Payroll Directory MHQ1 (MHQ1)  
Benefits  
Deduction Frequency 52 times/year  
Key/Highly Compensated Employee  
 Retirement  Section 125

OK Cancel

# Compensation/Bonus Record Keeping

Review and Bonus Setup Wizard

Now setup your bonus types. The "type" is simply the name that will appear as an option when awarding an employee a bonus and on reports. For example, you may have Executive bonuses, Performance bonuses, and leveling bonuses. When you are done, click Finish.

Bonus types:

- Annual Company Bonus
- Company - HR Incentive Bonus Plan
- Monthly Commission
- Quarterly Reconciliation

Bonus type:

Bonus Types:



# Manager Approval Process Compensation

The screenshot displays the MedHQ web application interface. At the top, there is a navigation bar with 'Home', 'My Self', 'My Team', and 'My Company' buttons. Below this, a sidebar on the left shows a menu with 'My Team', 'My Team Home', 'My Direct Reports', and a search dropdown set to 'All my down level reports'. A secondary menu on the left lists 'Personal', 'Employment', 'Compensation', 'Job', 'Leave', and 'Documents'. The 'Compensation' section is expanded, showing 'Compensation Information' as the active item. The main content area features a table with columns for 'Hire Date' and 'Employment Status'. A modal window titled 'Vong, Sara - Compensation Information' is open, displaying the following details:

- Compensation Information**
- Start Date: 5/31/2013
- End Date: (empty)
- Compensation Change Reason: None
- Previous Pay: \$45,947.20 per Year
- Pay**
  - Amount: 0.00
  - Salary Unit: Year
  - Pay Period: Weekly
  - Hours Per Week: 40.00
- Categories**
  - Salary Type: Salary Exempt
  - Payroll Directory: MHQ1
- Benefits**
  - Key/Highly Compensated Employee: (checkbox)

Buttons for 'Add Comments', 'Save New Compensation', and 'Cancel' are visible at the bottom of the modal.

# Manager Records Access by Employee

**Kimber A.**

- Personal
- Employment
- Compensation
  - Compensation Information
  - Payroll
- Job
- Leave
- Documents

**Kimber A. - Compensation Information**

### Compensation Information

Start Date : 5/31/2013 End Date :

Compensation Change Reason : None

Previous Pay: **\$22.70 per Hour**

[Add Comments](#)

**Pay**

Amount : 0.00 [Model](#) Salary Type :

Salary Unit : Hour Payroll Directory

Pay Period : Bi-Weekly **Bei**

Hours Per Week : 40.00 Key/Highly Comp

[Save New Compensation](#) [Cancel](#)

<b>General Efficiency</b>	<b>\$20,000</b>
<b>Employee Insurance Benefit Bill Management</b>	<b>\$10,000</b>
<b>Automated Timekeeping/Payroll Integration</b>	<b>\$25,000</b>
<b>Online Training</b>	<b>\$5,000</b>
<b>Comp Management</b>	<b>\$25,000 to \$100,000</b>

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**Total: \$50,000 to \$300,000, Annually**



# Thank You

For a free back office assessment from today's presenters visit [www.medhq.net](http://www.medhq.net) or contact:

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