

Benefits Overview

Pay Schedule

401K

Perks & Discounts

Paid Days Off

Medical, Dental, Vision

Intranet Overview

HRIS Overview

Relias



Pyramid Healthcare
AN INTEGRATED BEHAVIORAL HEALTHCARE SYSTEM

2021 Pay Schedule

PAY PERIOD	CHECK DATE
12/13/2020 - 12/26/2020	1/1/2021
12/27/2020 - 1/9/2021	1/15/2021
1/10/2021 - 1/23/2021	1/29/2021 <small>No Benefits Deducted</small>
1/24/2021 - 2/6/2021	2/12/2021
2/7/2021 - 2/20/2021	2/26/2021
2/21/2021 - 3/6/2021	3/12/2021
3/7/2021 - 3/20/2021	3/26/2021
3/21/2021 - 4/3/2021	4/9/2021
4/4/2021 - 4/17/2021	4/23/2021
4/18/2021 - 5/1/2021	5/7/2021
5/2/2021 - 5/15/2021	5/21/2021
5/16/2021 - 5/29/2021	6/4/2021
5/30/2021 - 6/12/2021	6/18/2021
6/13/2021 - 6/26/2021	7/2/2021
6/27/2021 - 7/10/2021	7/16/2021
7/11/2021 - 7/24/2021	7/30/2021 <small>No Benefits Deducted</small>
7/25/2021 - 8/7/2021	8/13/2021
8/8/2021 - 8/21/2021	8/27/2021
8/22/2021 - 9/4/2021	9/10/2021
9/5/2021 - 9/18/2021	9/24/2021
9/19/2021 - 10/2/2021	10/8/2021
10/3/2021 - 10/16/2021	10/22/2021
10/17/2021 - 10/30/2021	11/5/2021
10/31/2021 - 11/13/2021	11/19/2021
11/14/2021 - 11/27/2021	12/3/2021
11/28/2021 - 12/11/2021	12/17/2021

**Located on the
Pyramid Intranet**

Human Resources Tab

Click Payroll Contacts > Pay Schedule



- **Locations/Departments/Jobs track their hours differently**
 - Clocking in and out online via the HRIS system
 - Issued a timecard to clock in and out at facility time clock
- **Communicate any missed punches to your supervisor**

401 K – The Standard

- Eligible upon completion of 3 months of service on the first of the following quarter.
- Entry dates are the 1st day of Jan, April, July & Oct.
- Auto Enrolls at 6%

YOUR DEFERRAL
RATE

PYRAMID MATCHING
CONTRIBUTION

1%	=	100%
2%	=	50%
3%	=	50%
4%	=	50%
5%	=	50%
6%	=	50%



Save 6% (or more) and receive 3.5% from Pyramid!



NOTE

While the match stops at a deferral rate of 6%, **you can continue to contribute as much as you want up to the annual IRS limit of \$19,500, or if age 50 or older at any time in 2021 the annual limit is \$26,000.**

(800) 858-5420
www.standard.com/retirement/pyramid

Referral Bonus Policy

- ✓ The applicant will identify on their application the employee(s) who referred them
- ✓ If 2 employees referred a new hire, the bonus is split between them

Referral Bonus Payout Information for Full-time Employees

Full-time	Non-Clinical	Clinical	CRNP/PA	Doctor
90 days	\$50	\$100	\$500	\$1,000
6 months	\$50	\$100	\$500	\$1,000
1 Year	\$100	\$200	\$500	\$1,000

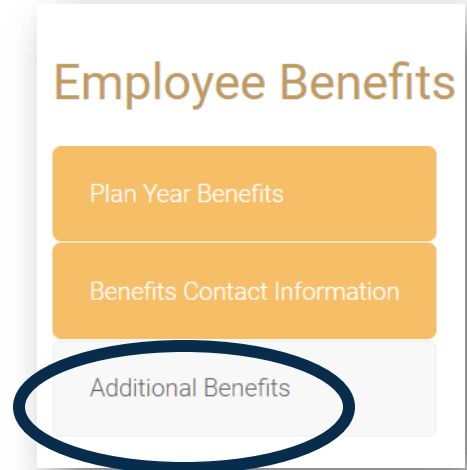
Referral Bonus Payout Information for Part-time Employees

Part-time	Non-Clinical	Clinical	CRNP/PA	Doctor
90 days	\$25	\$50	\$250	\$500
6 months	\$25	\$50	\$250	\$500
1 Year	\$50	\$100	\$250	\$500

Perks and Discounts

Intranet > Employee Benefits > Additional Benefits

- *Capella University*
 - *Capella discount is 10%, and is also available to your immediate family members.*
 - *Must provide proof of employment (ID badge/paystub)*
- *Mt Aloysius* offers 25% tuition discount if enrolled at least part-time
- Contact the Pyramid Purchasing Department for more information on discounts for:
 - Sherwin Williams paint
 - Office Depot
 - Orkin Pest Control
 - Enterprise Car Rental, and more!



Education Assistance

Employee Educational Assistance Program

Do you want to further your education?

To encourage employees to enroll in outside courses to improve job performance and promotability. Pyramid supports partial reimbursement for courses and other related fees to enable the employees to accomplish future goals when economically feasible to do so.



The Tuition / Educational Assistance Program Process:

1. Employee must discuss intention of taking job-related courses with their immediate Supervisor and obtain their prior approval.
2. Employee must complete the [electronic application](#) form, [prior to signing up for the outside class](#), and their Immediate Supervisor will review for further approval.
3. Employee takes course and completes with at least a C grade or equivalent
4. Employee provides receipts and grade report after completion of the course to **Courtney Thacker**, Training Manager at CThacker@pyramidhc.com.
5. **Payroll will process** reimbursement monies utilizing direct deposit information on file.

About the program

- Open to full time staff
- Reimburses the employee for books, fees, and tuition
- Pays up to **\$500** per semester, **\$1,500** per calendar year!
- For more details, reference the Policy. You can find the Policy on **ADP** by navigating to the Company Policy page.

FT Staff are eligible to apply upon completion of 6 months of service

Employee Assistance Program

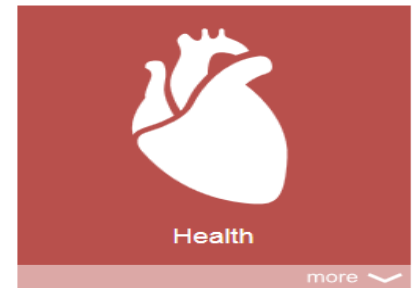
Offers virtual, telephonic or face-to-face counseling sessions to help employees with concerns regarding Marital & Family, Child & Spouse, Emotional & Personal issues, Grief & Loss, Alcohol & Drugs, Job Stress, etc...

- Confidential
- Employee + household
 - 4 covered sessions per family member, per situation



Employee Assistance Program

You can access EAP services by phone
at 1-800-543-5080
Or via the EAP portal at www.mseap.com
Access Code **PYRHC**



First Friday Wellness at Noon

On the first Friday of every month at noon, all staff are invited to participate virtually in a 30 minute wellness break.



Benefits – Full Time Employees

- **Paid Days Off**
- **Excellent benefit choices**
 - **Medical**
 - **Dental**
 - **Vision**

Paid Days Off Policy – Full Time

- Paid Days Off (PDOs) provide time off with pay for vacation, holidays, sick leave, and other approved personal time off.
- Regular **full-time** employees who have completed three months (90 days) of continuous full-time employment in an active status are eligible to accrue and then take time off with pay.
- **Accruals begin on the 91st day of employment for eligible.**
- Staff can carry over up to 40 hours of accrued but unused PDO earned each year (to be used in the next year).
 - Our fiscal year runs July through June.

Bereavement Policy

- Employees are allowed up to three consecutive days off from regularly scheduled duty with regular pay in the event of the death of the employee's:
 - Spouse, domestic partner, child, stepchild, parent, stepparent, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother, sister, stepbrother, grandparent or stepsister
- If an employee leaves early the day he or she receives notice of a family member's death, that day will not count as bereavement leave.
- Must provide verification in the form of an obituary, funeral program, or prayer card in order to be paid for the days.

Benefits – Full Time Employees

Full Time Eligibility

- Available 1st day of the month following 60 days of continuous employment
 - Medical
 - Vision
 - Dental

You'll enroll for benefits on our HRIS system



Our purpose is people

Your Medical Plan Options

PLAN FEATURES	VALUE HEALTH SAVINGS PLAN	BASE HEALTH SAVINGS PLAN	PREMIUM PPO PLAN
In-Network			
Deductible* (Includes medical and Rx)	\$5,000/Employee only; \$10,000/Employee + Dependent(s)	\$2,500/Employee only; \$5,000/Employee + Dependent(s)	\$2,000/Employee only; \$4,000/Employee + Dependent(s)
Out-of-Pocket Maximum**	\$8,900/Employee only; \$13,800/Employee + Dependent(s)	\$8,900/Employee only; \$13,800/Employee + Dependent(s)	\$8,600/Employee only; \$13,200/Employee + Dependent(s)
Coinsurance	You pay 30%	You pay 20%	You pay 10%
Employer HSA Contribution (Paid by Pyramid)	\$300/Employee only; \$600/Employee + Dependent(s)	\$300/Employee only; \$600/Employee + Dependent(s)	N/A
Preventive Care	Covered 100%	Covered 100%	Covered 100%
Doctor's Office Visits Primary Care Specialist	30% after deductible 30% after deductible	20% after deductible 20% after deductible	\$30 copay \$45 copay
Diagnostic Lab, X-ray, MRI, CT Scan	30% after deductible	20% after deductible	10% after deductible
Virtual Visit through Doctor on Demand or Amwell	30% after deductible	20% after deductible	\$20 copay
Emergency Room	30% after deductible	20% after deductible	100% after \$200 copay (waived if admitted)
Urgent Care	30% after deductible	20% after deductible	\$55 copay
Inpatient Surgery	30% after deductible	20% after deductible	10% after deductible
Outpatient Surgery	30% after deductible	20% after deductible	10% after deductible
Out-of-Network			
Deductible	\$10,000/Employee only; \$20,000/Employee + Dependent(s)	\$5,000/Employee only; \$10,000/Employee + Dependent(s)	\$4,000/Employee only; \$8,000/Employee + Dependent(s)
Out-of-Pocket Maximum**	\$20,000/Employee only; \$40,000/Employee + Dependent(s)	\$10,000/Employee only; \$20,000/Employee + Dependent(s)	\$5,000/Employee only; \$10,000/Employee + Dependent(s)
Coinsurance	You pay 50%	You pay 40%	You pay 30%

Family Deductible – PPO and Value Plan vs. Base Health Savings Plan

- **If enrolled in the PPO plan or Value Health Savings Plan** with dependents, each family member must only satisfy the individual deductible before the plan pays coinsurance.
- **If enrolled in the Base Health Savings Plan**, the whole family must meet the family deductible before the plan pays coinsurance.

Please Note: Pyramid's HSA Contribution will be made in per pay increments.

Prescriptions

This year we will be taking advantage of **Highmark's National Select Formulary**.

DRUG TIER	VALUE AND BASE HEALTH SAVINGS PLAN		PREMIUM PPO PLAN	
	RETAIL (30 Day Supply)	MAIL ORDER (90 Day Supply)	RETAIL (30 Day Supply)	MAIL ORDER (90 Day Supply)
Generic	\$10 after deductible	\$20 after deductible	\$10	\$20
Formulary Brand	\$80 after deductible	\$160 after deductible	\$80	\$160
Non-Formulary Brand	\$130 after deductible	\$260 after deductible	\$130	\$260
Formulary Specialty	\$180 after deductible	\$360 after deductible	\$180	\$360
Non-Formulary Specialty	\$300 after deductible	\$600 after deductible	\$300	\$600

Did you know you can save money and time with Mail Order?

When you use mail order for your maintenance medications you will receive up to a 3-month supply for 2 retail copays AND your prescriptions will be delivered right to your home!

How much can you save using Mail Order?

EXAMPLE	RETAIL Up to a 30-day supply	MAIL ORDER Up to a 90-day supply	ANNUAL SAVINGS
Formulary Brand	\$80 \$80 per month x 12 fills \$960	\$160 \$160 per order x 4 fills a year \$640	\$320

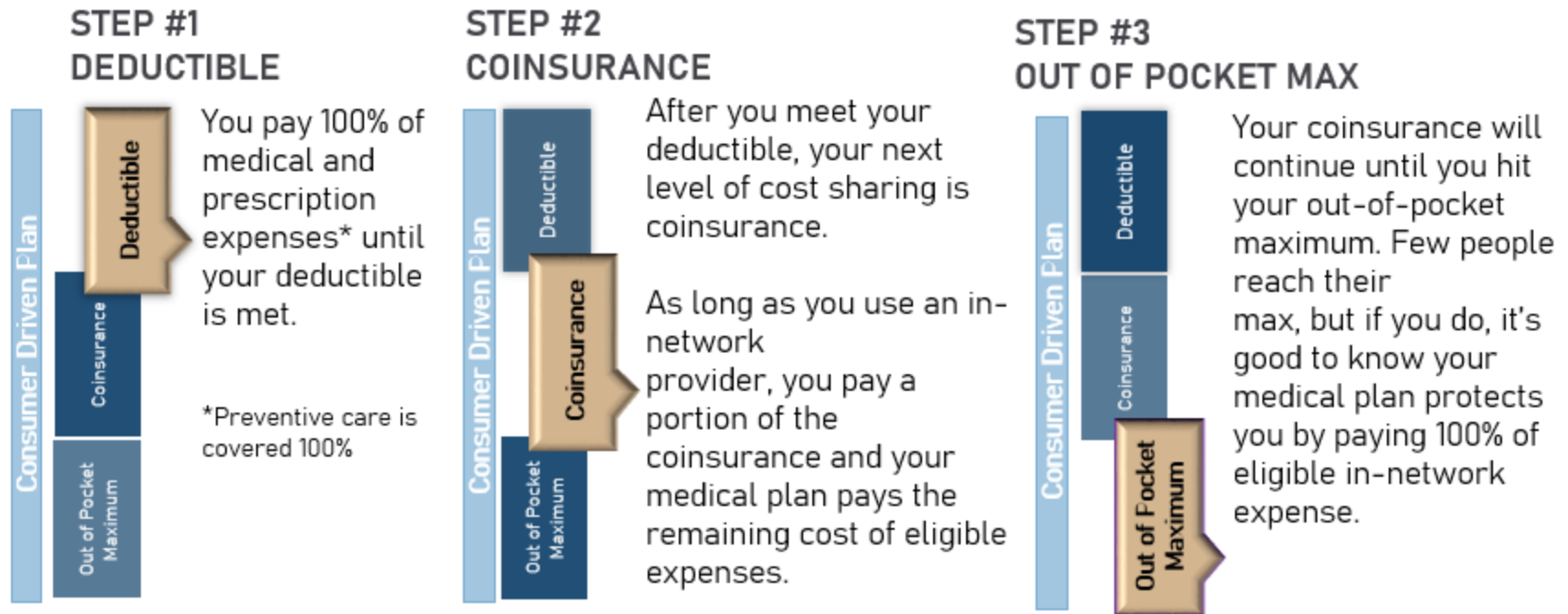
Get Started!

Log into www.highmarkbcbs.com or www.express-scripts.com to obtain and complete a mail order form.

Send form along with your written prescription for a 90-day supply of medication.

Your Health Savings Plan Options

Value and Base Health Savings Plan – How They Work



Health Savings Account (HSA)

Tax preferred savings account which can be used to pay for your out-of-pocket costs (e.g.: deductible and coinsurance) or saved for a later date.

Health Savings Account (HSA)

Tax Favored Opportunities If Enrolled in the Base or Value Health Savings Plan

NEW! Your HSA is now managed by WEX.
Pyramid's contribution has increased from \$240 for an individual to \$300
and from \$360 for a family to \$600.

Pyramid contributes to your HSA

- \$300 **employee only** coverage
 - \$600 **employee + dependent(s)** coverage
- This is an annual amount. Pyramid will contribute to your account in per pay increments.*

You can also contribute to HSA

- 2021 maximum annual contribution
 - EE only coverage: **\$3,600***
 - EE + dep(s) coverage: **\$7,200***

** Includes employer contribution*

- Pyramid contributions are yours to use or keep
- The account is portable – you take it with you if you leave the company
- Triple Tax Savings
- You can use this account for Medical, Dental, and Vision Expenses



Flexible Spending Accounts (FSA)

Health Care and Dependent Care Tax Favored Accounts

WEX is our new vendor and they will send you information if you enroll in one of these programs!

	ELIGIBLE IF...	2021 MAXIMUM CONTRIBUTION	SAMPLE ELIGIBLE EXPENSES
Health Care FSA	You are not enrolled in the Base or Value Health Savings Plan	Up to \$2,750 to use <u>before 10/15/2022</u>	<ul style="list-style-type: none">Medical copays and deductibleDental expensesEyeglasses and eye surgeryPrescription drug copays
Dependent Care FSA	You have dependents age 12 or younger	Up to \$5,000 Any amounts not spent in 2021/22 will rollover to the next plan year	<ul style="list-style-type: none">PreschoolSummer day campBefore or after school programs

Health Care FSA Use It Or Lose It

It is important that you carefully plan the amount of money that you set aside. Due to IRS rules, you will lose any money you did not claim for expenses incurred from August 1, 2021 to October 15, 2022



Dental Benefits

Pyramid offers you two dental plan options through Cigna.

	CIGNA LOW PLAN		CIGNA HIGH PLAN	
	In-Network Advantage & DPPO	Out-of-Network ¹	In-Network Advantage & DPPO	Out-of-Network ¹
Plan Year Deductible	\$75/individual; \$225/family		\$50/individual; \$150/family	
Plan Year Maximum	\$1,500		\$2,000	
Preventive & Diagnostic Exams, Cleanings, Bitewing X-rays (each twice in a calendar year) Fluoride Treatment, Sealants, Space Maintainers (limited to non-orthodontic treatment) Non-Routine X-Rays Emergency Care to Relieve Pain	You pay 20%, no deductible	You pay 20%, no deductible	You pay 0%, no deductible	You pay 15%, no deductible
Basic Services Fillings, Extractions, Endodontics (root canal) Periodontics, Oral Surgery Anes- thetics, Bridges, Crowns, & Inlays Repairs - Dentures	You pay 20% after deductible	You pay 20% after deductible	You pay 20% after deductible	You pay 20% after deductible
Major Services Crowns (Inlays/Onlays) Stainless Steel/ Resin Crowns, Bridgework, Dentures, Implants (High Plan Only)	You pay 50% after deductible	You pay 50% after deductible	You pay 50% after deductible	You pay 50% after deductible
Orthodontia Benefits Dependent Children Only up to Age 26	You pay 50% after deductible		You pay 50% after deductible	
Orthodontia Lifetime Benefit Maximum	\$1,000		\$1,000	



¹ If you use an Out-of-Network Dentist, you may have to pay the Dentist at the time of the service, complete and submit your own claims and wait for Cigna to reimburse you. You will be responsible for the Dentist's full charge which may exceed Cigna's charge and result in higher Out-of-Pocket expenses for you.



HOW TO ACCESS YOUR ID CARD

Cigna Dental does not mail ID Cards.

1. Go to www.mycigna.com and **create a profile.**
2. Use group number **3339963.**
3. Search by last & first name. Click on the corresponding Blue ID Number & **Print** the document



Vision Benefits

	In-Network	Out-of-Network
Exams <i>(every 12 months)</i>	\$10 copay	Up to \$30 Reimbursement
Frames <i>(every 12 months)</i>	Up to \$150 retail allowance, then 20% discount off the remaining balance	Up to \$30 Reimbursement
Lenses <i>(every 12 months)</i> Single Lined Bifocal Lined Trifocal Lenticular	\$10 copay	Up to \$25 Reimbursement Up to \$35 Reimbursement Up to \$45 Reimbursement Up to \$60 Reimbursement
Contact Elective Evaluation/Fitting	Up to \$150 retail allowance Daily wear: 100% Covered Extended wear: 100% Covered Covered specialty: Covered 100% after \$20 copay	Up to \$75 retail allowance Daily wear: \$20 Extended wear: \$30 Covered specialty: \$30



National Vision Administrators, L.L.C.



Pyramid Healthcare

Your personal Well360 Clarity Team

Your health plan through Pyramid comes with a pretty major perk — your own dedicated team of health experts, always on the lookout to make sure you receive the highest quality care, every time.

What your Well360 Clarity Team can do for you

When it's time to make important care decisions, you can call your Well360 Clarity Team — or they may reach out to you — for expert guidance and advice on:

- Finding high-quality specialists who deliver proven results.
- Ensuring your recovery from surgery or other procedures goes smoothly.
- Knowing where to go for care.
- Managing a chronic or complex condition.

You can also reach out to them any time you have a question or need help navigating your health plan. They'll be happy to help you:

- Schedule and prepare for appointments.
- Answer benefit and coverage questions.
- Learn about wellness programs and community resources.
- Understand your medications.
- Resolve claim or billing issues.

Live Pyramid Intranet Overview <https://intranet.pyramidhc.com/>

The screenshot displays the Pyramid Healthcare Intranet homepage. The top navigation bar is dark blue with the Pyramid Healthcare logo on the left, a search bar in the center, and a grid icon on the right. Below the navigation bar is a sidebar menu with the following items: About the Pyramid Family, Contact Sheets, Employee Benefits, Employee Resources, Human Resources, Training, Bed Management Resources, EMR Resources, Safety & Environment of Care, Clinical Resources, Compliance Resources, and Policies & Procedures. The main content area features four action buttons: 'Share your events! Submit pictures showing your facility events!', 'Submit an Employee Recognition | Staff Appreciation | Client Victory Story', 'HFI PDES/SKS: Submit your Support Tickets & User Requests', and 'Click Here to View & Apply for Current Job Openings'. Below these buttons is a 'Quick Link Buttons:' section with a row of 15 circular icons representing various services and departments. At the bottom of the main content area is a large banner with the text 'ANNOUNCING A NEW LOOK!' in a stylized font, the Pyramid Healthcare logo, and the text 'Pyramid Healthcare, an Integrated Behavioral Healthcare System'.

Attendance & Punctuality Policy

Clearview Pyramid Acquisition Company, LLC.

POLICY/PROCEDURE

Section:	Administration
Policy Name:	Attendance and Punctuality
Policy Number:	10,001

Issued By:	Human Resources
Date Issued:	07/01/99
Date Reviewed/Revised:	06/10/03; 01/05/15; 1/10/17, 5/1/17; 2/25/19

PURPOSE: To promote satisfactory attendance and promptness; to control absenteeism, thus helping maintain effective staffing levels for client safety and operational productivity.

POLICY: The Company considers unnecessary and excessive absenteeism or tardiness a serious matter and one that interrupts departmental routines, the workloads of other staff members, and the Company's ability to provide effective services.

- ✓ Arrive on time to perform the necessary duties and responsibilities of job
- ✓ Absences will be considered excused if they are scheduled in advance and approved by Management.
- ✓ 3 paths of discipline – You can be at various levels discipline levels between paths



Attendance & Punctuality Policy

- Late Arrivals / Early Departures:

Unexcused within a one year look back period handled as follows:

- | | |
|---|---|
| 1 | 5 lates/early outs = Verbal Warning |
| 2 | 3 more lates/early outs following verbal = Written Warning |
| 3 | 2 more following Written = Written Warning w/suspension |
| 4 | Any additional = Termination |

Attendance & Punctuality Policy

▪ Call Offs:

- Unreported absence is considered a serious infraction of the Company's rules and standards of conduct.
- Notify your supervisor if you can't report for work at the regularly scheduled time.

Unexcused call offs within a one year look back period:

1	5th absence = Verbal Warning
2	6th absence = Written Warning
3	7th absence = Written Warning w/suspension
4	8th absence = Termination

Attendance & Punctuality Policy

The following individual infractions will trigger issuance of at least a Written Warning:

- 1 Calling off on a day when PDO has already been denied**
- 2 Calling off when you have signed up for an overtime shift**
- 3 Per Diem staff refusing two consecutive shifts that fall within their availability**
- 4 Two unexcused absences within first 90 days of employment**



Attendance & Punctuality Policy

- **No Call/No Show:**

Voluntary abandonment of job, and employment termination, if staff does not report to work for two consecutively scheduled shifts and fails to notify their immediate supervisor or other designated individual (see Termination of Employment policy)

- **Any individual day that an employee is a no-call no-show, that infraction will proceed to the next level of discipline.**

- Ex. Employee has a verbal warning for attendance, then a no-call no-show will proceed to a Written Warning



Drug-Free Workplace Policy

Clearview Pyramid Acquisition Company, LLC.

POLICY/PROCEDURE

Section:	Administration
Policy Name:	Drug-Free Workplace
Policy Number:	10,009

Issued By:	Human Resources
Date Issued:	07/01/1999
Date Reviewed/ Revised:	4/4/12; 1/30/15; 8/18/2016; 3/22/17, 5/1/17; 7/18/18; 6/20/19

PURPOSE:

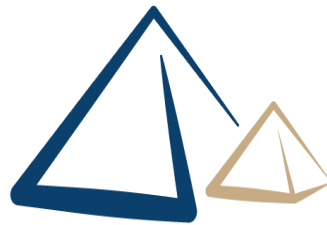
Pyramid Healthcare is committed to satisfying the needs of its customers and at the same time, cares about the well-being of each of its employees. The abuse of drugs, alcohol and/or other controlled substances by employees is a concern, because such behavior is detrimental both to the Company's business objectives and, more important, harmful to the health and welfare of the employee involved as well as his or her coworkers, patients, families, and guests.

1. To establish and maintain a healthy and safe working environment for all employees;
2. To ensure to our customers the reputation of the Company and its employees as good, responsible citizens;
3. To reduce accidental injury to person or property;
4. To reduce absenteeism, tardiness, and indifferent job performance;
5. To comply with the terms and specifications of our customer's contracts.



Our purpose is people

Logging In and Viewing Personal Information



Pyramid Healthcare

AN INTEGRATED BEHAVIORAL HEALTHCARE SYSTEM

How to Log Into UKG

HOW TO LOGIN TO UKG

In order to login to UKG, you must know your company email address and password and have access to your inbox.

STEPS TO LOGIN

If you are using a company computer at a facility or on the VPN

You can access UKG by going to <https://pyramidhc.ultipro.com/> or use the quick link button on the Intranet. The preferred internet browser is Chrome.



The first time you enter UKG, the website will bring you to a New User Activation website. Enter *your date of birth* with the slashes (example: 01/01/1950) and your *first name*, then click “OK.”



New User Activation

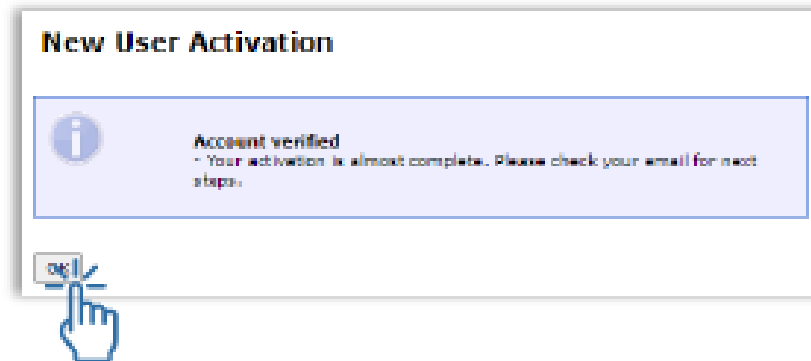
Welcome to the Single Sign On activation page.

Enter Date of Birth: Example: mm/dd/yyyy (slashes required)

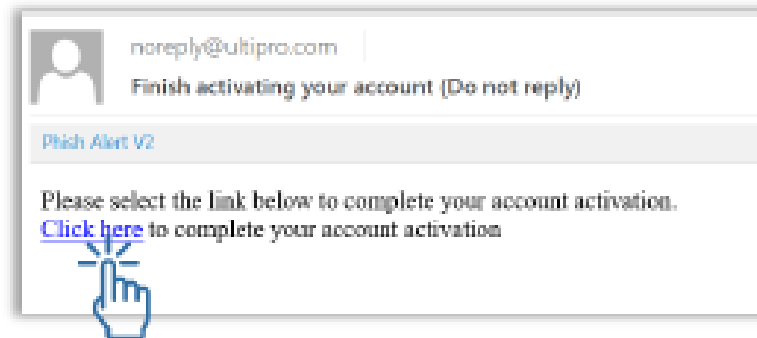
Enter Your First Name: Example: Christopher

How to Log Into UKG

The below screen will appear after clicking "OK." Next, you will need to go to your company email account to complete your account activation.



In your email, you will receive an email from noreply@ultipro.com. Click on "Click here" within the email to complete your user activation. *This link will bring you directly into UKG and automatically log you in.*



How to Log Into UKG

STEPS TO LOGIN

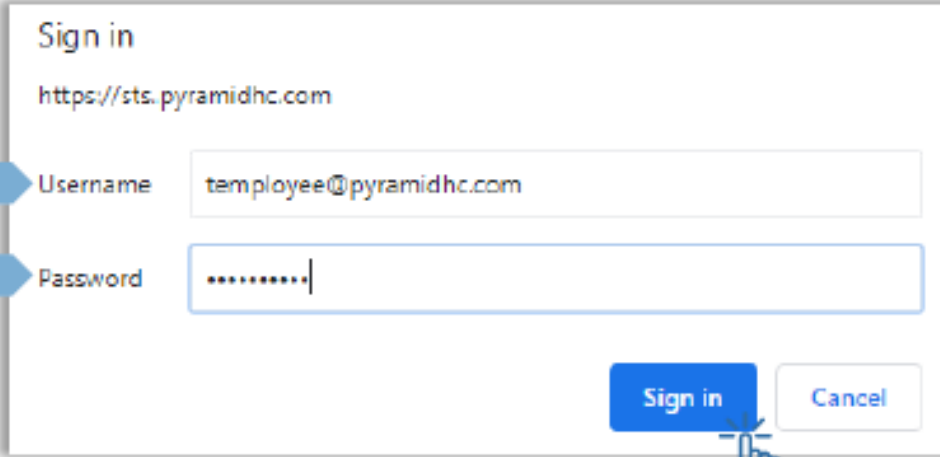
If you are not at a facility and/or using VPN

You can access UKG by going to <https://pyramidhc.ultipro.com/>.

The UKG link will bring you to the Sign in prompt.

- Your username is your company email address
- Your password is the password you use to access your email.

Enter your company username and password, and then click "Sign in."



The screenshot shows a 'Sign in' dialog box with the URL 'https://sts.pyramidhc.com'. It contains two input fields: 'Username' with the value 'temployee@pyramidhc.com' and 'Password' with masked characters. A blue arrow points to the 'Sign in' button, which is being clicked by a hand icon. A 'Cancel' button is also visible.

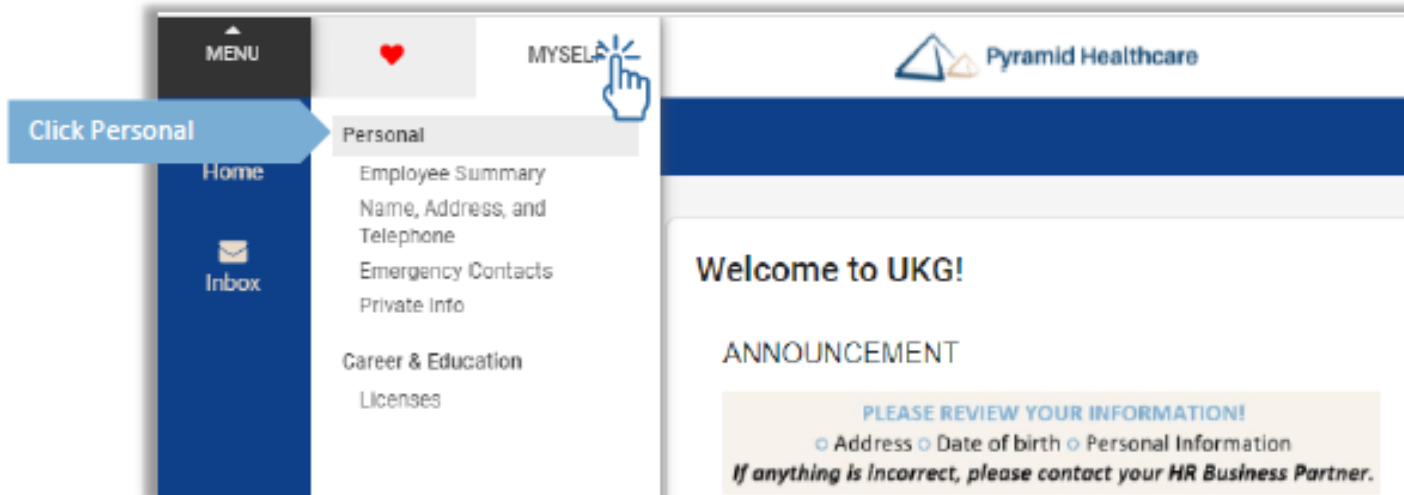
How to View Personal Info in UKG

First Login to UKG

To review your personal information, click on **MENU** in the top left corner.

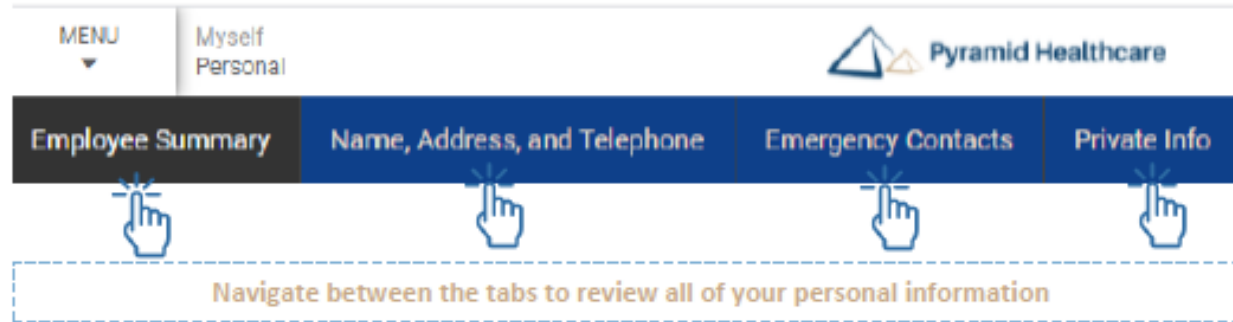


Then, click on the **MYSELF** tab to open a list of options available to you. To view your Personal Information, click **Personal**.



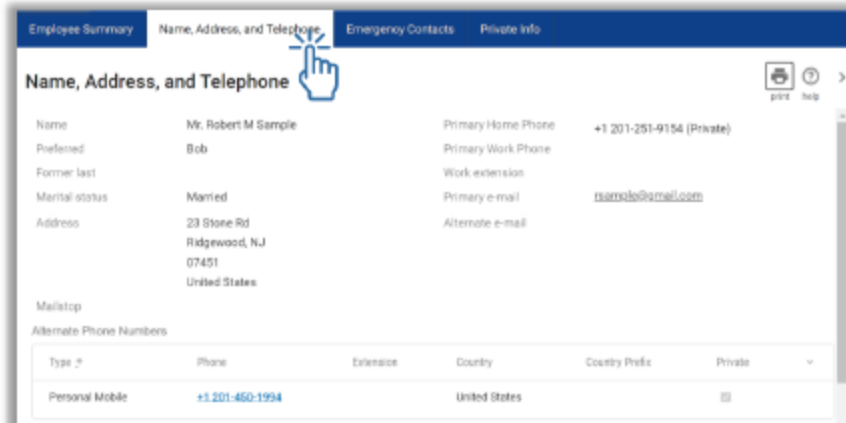
How to View Personal Info in UKG

Next, click on each of the listed options on at a time to view them. Once you are in the Personal Information section, you can also click on the tabs on the top to view different information. *If you find errors, reach out to your local HRBP.*



The screenshot shows the top navigation bar of the UKG system. On the left, there is a 'MENU' dropdown and a 'Myself Personal' profile link. On the right is the 'Pyramid Healthcare' logo. Below this is a dark blue horizontal bar with four white tabs: 'Employee Summary', 'Name, Address, and Telephone', 'Emergency Contacts', and 'Private Info'. Each tab has a hand icon with a lightning bolt pointing to it, indicating it is clickable. Below the tabs is a dashed orange box containing the text: 'Navigate between the tabs to review all of your personal information'.

Name Address & Telephone



The screenshot shows the 'Name, Address, and Telephone' page. At the top, there are four tabs: 'Employee Summary', 'Name, Address, and Telephone', 'Emergency Contacts', and 'Private Info'. The 'Name, Address, and Telephone' tab is selected and highlighted. A hand icon with a lightning bolt points to this tab. The page content is organized into two columns. The left column contains fields for Name, Preferred, Former last, Marital status, Address, and Mailstop. The right column contains fields for Primary Home Phone, Primary Work Phone, Work extension, Primary e-mail, and Alternate e-mail. Below these fields is a section for 'Alternate Phone Numbers' with a table.

Type	Phone	Extension	Country	Country Prefix	Private
Personal Mobile	+1 201-450-1994		United States		<input type="checkbox"/>

Emergency Contacts

Hourly - How to Clock In and Out on UKG

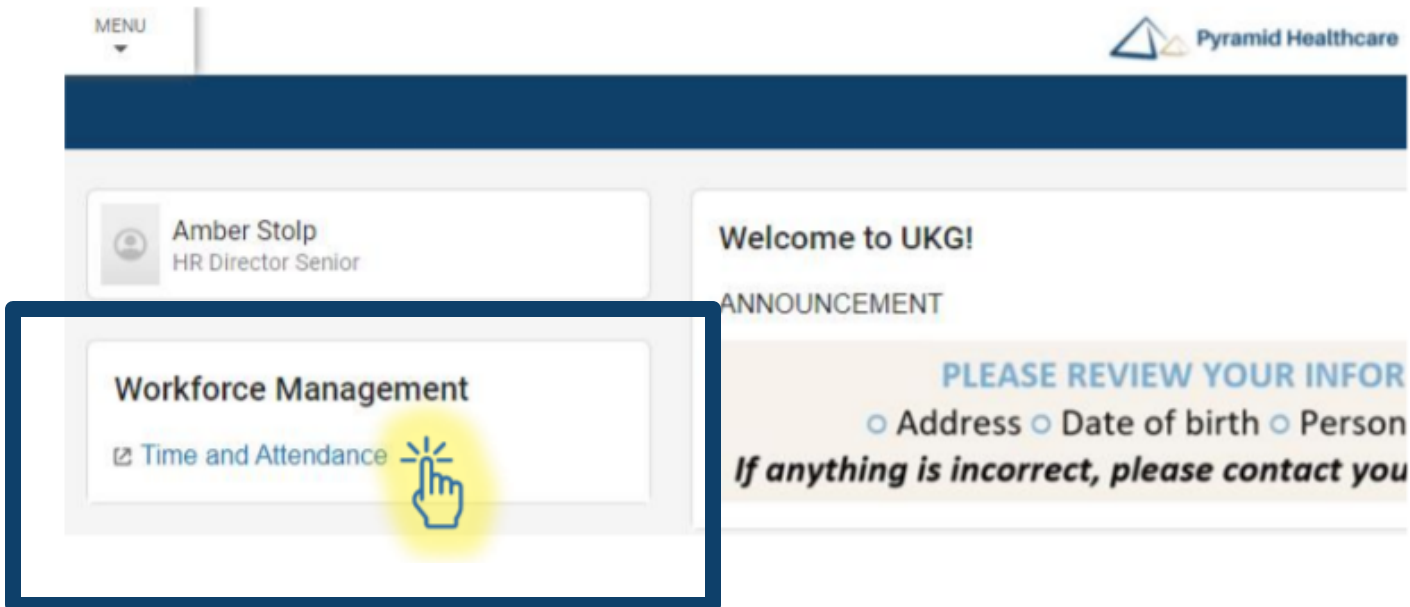
In UKG, Time and Attendance is part of the Workforce Management module. This module includes timesheets and paid time off.

To access Dimensions from UKG Home Page, follow these steps:

Access UKG by going to <https://pyramidhc.ultipro.com/> or use the quick link button on the Intranet.



Click on Time and Attendance from the homepage.



Hourly - How to Clock In and Out on UKG

The screenshot displays the UKG Home dashboard for an hourly employee. The interface includes several key sections:

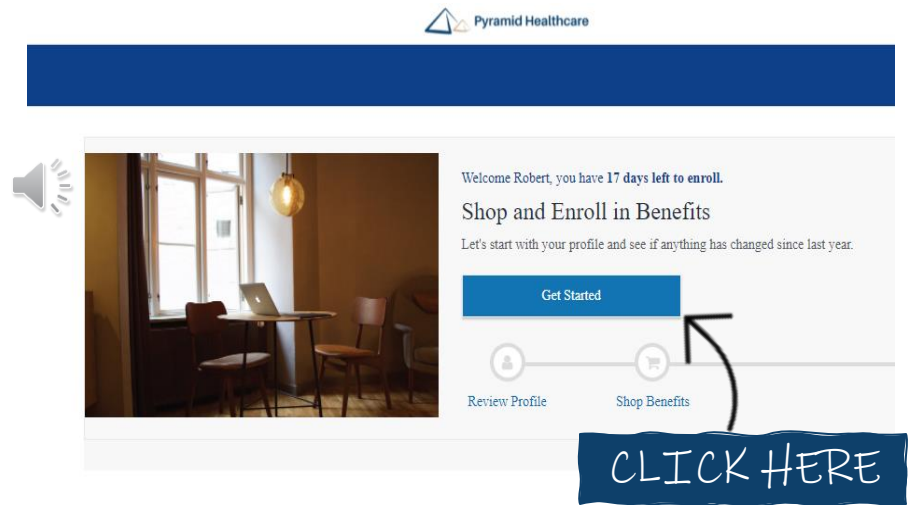
- My Profile:** Shows the user's name as "Hourly Test" and an "Edit Profile" link.
- My Notifications:** Lists 0 Tasks, 3 My Requests, and 3 Timekeeping notifications.
- Punch:** This section is highlighted with a red box and a red arrow. It features a "Transfer" dropdown menu, "Punch" and "Punch Out" buttons, and a "Last Punch" record for 2:52 PM on 6/21/2021 (GMT -05:00) Eastern Time (USA, Canada).
- Exceptions:** Shows 0 exceptions with the message "There are no items to display."
- My Accruals:** Displays the "Paid Days Off" balance as 43.47 hours. A table below shows: Available Balance (43.47), Earned to Date (3.47), Planned Takings (0.00), and Taken to Date (0.00).

Enrolling in Benefits in UKG

After logging into UKG, click **Myself** tab > **Manage My Benefits**



Click on “Get Started” to begin your Open Enrollment




Enrolling for Benefits in UKG

Click “Shop Plan” to begin electing your 2021/2022 benefits. You’ll have to checkmark to decline coverage if there is a benefit you do not want.



The screenshot shows the Pyramid Healthcare enrollment page. At the top, the logo and name 'Pyramid Healthcare' are on the left, and the user name 'Robert Sampl' is on the right. Below the header is a dark blue navigation bar with a shopping cart icon. The main content area is titled 'Your Benefits' and features a progress bar with three steps: 'Review Profile' (with a person icon), 'Shop Benefits' (with a shopping cart icon), and 'Checkout' (with a checkmark icon). Below the progress bar, a note states: 'To make a change, click on the benefit name. To complete your enrollment, click **Check Out** at the bottom of the page.'

Below the progress bar is a section titled 'New Enrollment' with the subtext 'Plan Year Effective from 08/01/2021 to 07/31/2022'. This section contains three rows, each representing a benefit category: 'Medical', 'Dental', and 'Vision'. Each row has a dashed box on the left containing the text 'No Plan Selected' and a blue 'Shop Plans' button on the right. A handwritten blue box on the right side of the page contains the text 'Review & make a selection for each plan' with three arrows pointing to the 'Shop Plans' buttons for Medical, Dental, and Vision.


Enrolling for Benefits in UKG

 **Basic Employee Life** Coverage amount \$10,000.00

Primary Beneficiaries (Required *)
You must designate a primary beneficiary for this benefit.

Roberta Sample, Spouse	Allocation	<input type="text" value="100%"/>	 
------------------------	------------	-----------------------------------	---

Allocation Total: **100%**

Would you like to add secondary beneficiaries?  No Yes

Add your Beneficiary here!

Enrolling for Benefits in UKG

Confirm your Benefit Elections



Review Profile



Shop Benefits



Checkout

Last Step!

Take a few moments and check things over. If it looks good, then click **Checkout** at the bottom and you'll be all set. If not, click on **Your Benefits** to make changes. If we have an e-mail address on file for you, you can send yourself an email that contains your confirmation statement.

By the way, if you get married, unmarried or have a baby, come back and let us know! We want to make sure you have the right benefits for your family – no matter what size.

Each benefit election you have made is listed below.

You can make adjustments to your plan selections **until your enrollment period is closed** which is indicated to the right under "days left"

- Your enrollment will be complete when you **click Confirm** at the bottom of the page.
- If you need to **make adjustment** to your elections, **click on the Benefit titles below:**

New Enrollment Plan Year Effective from 08/01/2021 to 07/31/2022

Review Changes

Medical



Coverage Declined

[View or Change Plan](#)

[← Back](#)

[Checkout](#)

Review all of your benefit elections

Make sure the selections are accurate

Click checkout to submit your Benefit Elections.



Enrolling for Benefits in UKG

Current Benefit Elections

Enrollment Complete!

You have completed the open enrollment process and confirmed your selections.

Need a copy of your benefits confirmation statement?

[Send by Email](#)



Review Profile



Shop Benefits



Checkout

The coverage details listed below are the current active elections on file for you and your dependents.

1. To change an election, click directly on the name of the benefit.
2. To complete enrollment, click continue at the bottom of the page.
 - If you believe there is an error in your statement, please contact Human Resources.
 - If you need to make changes due to a qualifying life event, please click on the Life Event link.

Click on the icons below to print your confirmation statement or generate a PDF file.

You're Done! Enrollment is complete.

New Enrollment Plan Year Effective

Download or print a copy of your elections!

[Download](#)

[Email](#)

[Print](#)



Live UKG Overview



Pyramid Healthcare

Search posts, groups, members, and etc

Share your events! Submit pictures showing your facility events!

Submit an Employee Recognition | Staff Appreciation | Client Victory Story

HELPDESKS: Submit your Support Tickets & User Requests

Click Here to View & Apply for Current Job Openings

Quick Link Buttons:

ANNOUNCING A NEW LOOK!

Pyramid Healthcare

Pyramid Healthcare, an Integrated Behavioral Healthcare System

RELIAS

Overview

How to Access Relias

- ▶ Relias will email New Hires their Relias log-in credentials the afternoon or evening of date of hire.

From: no-reply@alerts.reliaslearning.com <no-reply@alerts.reliaslearning.com>
Sent: Monday, January 13, 2020 7:03 PM
To: pyramid employee's email
Subject: Relias Account Information

RELIAS

Dear _____,

Congratulations! An account has been created for you on the Relias Learning Management System (RLMS), brought to you by Pyramid Healthcare. Relias is happy to have you on board. Below is information you will need to login to the RLMS and the Relias Mobile App.

URL: <http://pyramidhc.training.reliaslearning.com>

Username: _____ (this will be an email address)

Password: welcome

Please change your password after your initial login.

Organization ID: 852

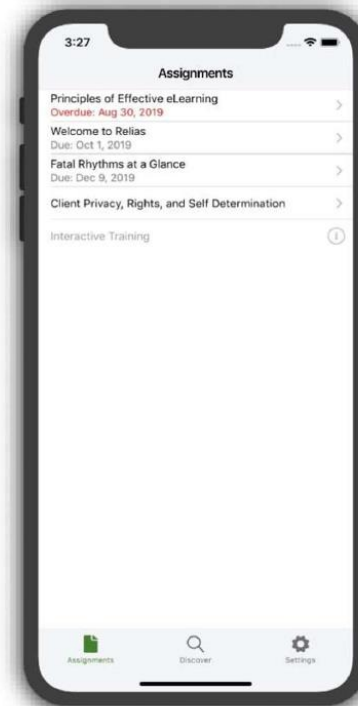
Upon logging in to the RLMS, you will notice a question mark icon in the upper right hand corner of your screen. Selecting this will allow you to send a help message directly to your site's contact. Please utilize this option for any questions you have concerning Relias and your training. We hope you enjoy using the RLMS!

Sincerely,

Relias

Download the Relias App for iPhone or Android!

- ▶ No need to wait in line for a desktop computer, which delays training and completions



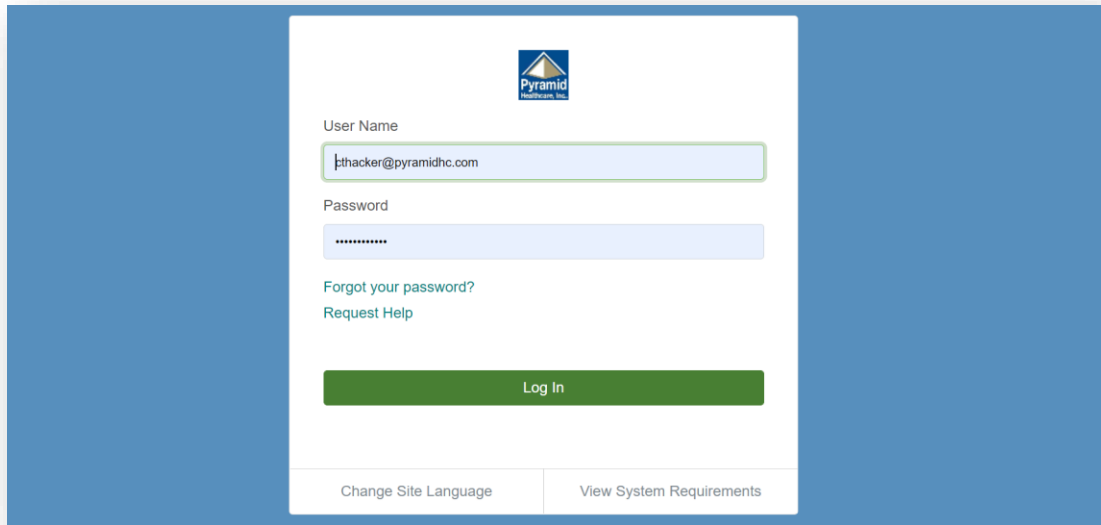
How to Access Relias

The screenshot shows the Pyramid Healthcare, Inc. intranet homepage. The header includes the company logo, a search bar, and a menu icon. The main content area features three buttons for feedback, employee recognition, and helpdesk requests. Below these is a link to view and apply for current job openings. A section titled 'Quick Link Buttons:' contains a row of various service icons. The 'RELIAS' icon is highlighted with a red box, and a red arrow points to it with the text 'Click Intranet Quick Link'. Below the quick links are two sections: 'Organizational Climate Survey Results' and 'A look back: Organizational Climate Survey'.

URL: <http://pyramidhc.training.reliaslearning.com>

If you log in outside of Pyramid network/Intranet, you will be prompted to input an Organizational ID: 852

How to Access Relias



Pyramid
HOSPITALITY, INC.

User Name
tthacker@pyramidhc.com

Password

[Forgot your password?](#)
[Request Help](#)

[Log In](#)

[Change Site Language](#) [View System Requirements](#)

- ▶ Enter credentials and log in.
- ▶ Username/password related issues? Click the “Request Help” button or email your Pyramid Relias Administrator.

How to Access Relias

- ▶ Your Relias will open on the highest level of access that you are granted.
 - ▶ Supervisor or Learner
 - ▶ Select from the drop down menu if you need to change your view.

The screenshot displays the Relias dashboard interface. On the left is a navigation sidebar with sections: OVERVIEW (Dashboard), SOLUTIONS (Learning), MANAGE (Users, Reports, Settings), and HELP (Connect, Relias Support). The main content area is titled 'TRAINING PERFORMANCE' and features a bar chart 'Course Status Top/Bottom Performers'. The chart shows 'Course Status %' on the y-axis (0-100) for various roles on the x-axis. A legend indicates: red for '% Courses Not Complete And Overdue', light green for '% Courses Completed Late', blue for '% Courses Not Complete and Not Yet Due', and dark green for '% Courses Completed On Time'. Below the chart are formulas for 'Compliance %' and 'Completion %'. A note states: 'Note: The data presented is updated daily and represents the Top and Bottom 5 performers hierarchies. The chart includes all assigned courses due between 10/1/2020 12:00:00 AM - 12/31/2020 12:00:00 AM.' At the bottom, there is a 'COURSE UPDATE SUMMARY' section. On the right, a 'My Saved Reports' list includes items like 'CLINICAL - M&S Health Training Hours - 1.1.20 through 12.31.20'. A user menu dropdown is open in the top right, showing roles: Administrator, Instructor, Supervisor, Observer, Data Entry, and Learner. The 'Administrator' role is highlighted with a red box.

How to Access Relias

- ▶ In Learner view, you will see your assignments immediately upon log in.

The screenshot displays the Relias Learner interface. At the top left is the Pyramid Healthcare, Inc. logo. A green box labeled "Expected Downtime" is visible. The user is logged in as "Learner". The main content area is divided into sections: "Learning Summary" with metrics (Compliance Rate: 69%, Average Grade: 95%, Total Courses Taken: 37), "Announcements", and "Assigned Training". The "Assigned Training" section is highlighted with a red box and contains a list of courses with "Take Now" buttons. A red arrow points to the first "Take Now" button with the text "Click to start training".

Course Title	Duration	Due Date	Action
Building a Multicultural Care Environment	1.75 hours	Due 12/31/2020	Take Now
Corporate Compliance and Ethics	1 hour	Due 12/31/2020	Take Now
FLSA for Supervisors	1 hour	Due 1/7/2021	Take Now
FMLA for Supervisors	1 hour	Due 1/7/2021	Take Now
Introduction to Interviewing Techniques	1 hour	Due 1/7/2021	Take Now
Supervisor Training Curriculum - Part 1: Defining Work Expectations			

How to Access Relias

- ▶ Click the transcript tab to review your completed trainings.

The screenshot displays the Relias Learning Management System interface. The top navigation bar includes the Pyramid Healthcare, Inc. logo, an 'Expected Downtime' indicator, and a 'Learner' dropdown menu. The left sidebar contains navigation options: OVERVIEW, Assignments, Licenses & Certifications, HELP, Connect, and Resources. The main content area is divided into two sections: 'Learning Summary' and 'Announcements'. The 'Learning Summary' section shows a Compliance Rate of 69%, an Average Grade of 95%, and a total of 37 courses taken (33 assigned, 4 electives). A 'Print Transcript' button is visible. The 'Announcements' section is currently empty. The 'Learning' tab is selected, and the 'Transcript' sub-tab is highlighted with a red box. Below the tabs is a search bar for 'Search Completed Assignments' and a filter section with options for Type, Date Type, Certificates, and Date Range. A table of completed assignments is displayed below, with a red box highlighting a certificate icon in the first row and a red arrow pointing to it. A red text annotation reads: 'Click certificate icon if you want to save or print'.

Learning Summary

Compliance Rate: 69%

Average Grade: 95%

Total Courses Taken: 37

Assigned: 33

Electives: 4

Print Transcript

Announcements




Learning **Transcript**

Search Completed Assignments

Filter by + Filter Clear

Type: All Types Date Type: Completed on Range Certificates: All Certificates

Date Range: Specify Dates... From: To:

Title	BrainSparks	Grade	Due Date	Completed
2013 MS Intermediate 1.25 hours 	N/A	100%		9/25/2020
Approving Time in ADP 0.25 hours 	N/A	100%	7/31/2020	8/4/2020
Basic Supervisory Skills 1 hour 	N/A	90%	10/25/2020	9/25/2020
Bloodborne Pathogens and Standard Precautions				

Click certificate icon if you want to save or print

Entering your Professional License/Certification

The image shows a step-by-step guide for entering a professional license or certification into the Pyramid Learning Management System. The process is indicated by three red numbers:

- 1**: The 'Licenses & Certifications' menu item in the left sidebar is highlighted with a red box.
- 2**: The '+ Add My License or Certification' button in the main content area is highlighted with a red box.
- 3**: The 'State & License or Certification' modal form is shown, with several fields highlighted by red boxes:
 - 'Professional Role *' dropdown menu
 - 'State/Province *' dropdown menu
 - 'License/Certification *' dropdown menu
 - 'Renewal Period *' dropdown menu (set to '12 months')
 - 'Professional Number (License/Certification/Membership)' text input field
 - The 'Save' button at the bottom right of the modal.

The modal form also includes fields for 'Total Hours Required', 'Total Online Hours Accepted', 'Reminder' (set to 'None'), and 'Next Renewal Date'.

Employee - Uploading a Certificate to a Requirements Tracker (DDAP, CPR/FA)

What is a Requirements Tracker?

A Requirements Tracker is a placeholder for an in-person training event.

It is assigned to the employee with a due date, but it is not a virtual Relias course.

Learning

Transcript

Current Training

External Training

Pro-on-the-Go

+ Browse Elective Courses



Assigned Training

PHC FY 21-22 Specialty Pay Process Review for Supervisors
0.15 hours

Due 9/30/2021

Take Now

Basic Supervisory Skills
1 hour

Due 12/31/2021

Take Now

Biopsychosocial Model of Substance-Related and Addictive Disorders
1 hour

Due 12/31/2021

Take Now

CPR/First Aid/AED - Upload Certificate
5 hours

Due 12/31/2022

Take Now



CPR/First Aid/AED - Upload Certificate

5 hours

[+ More Properties](#)

842263

Description/Instructions

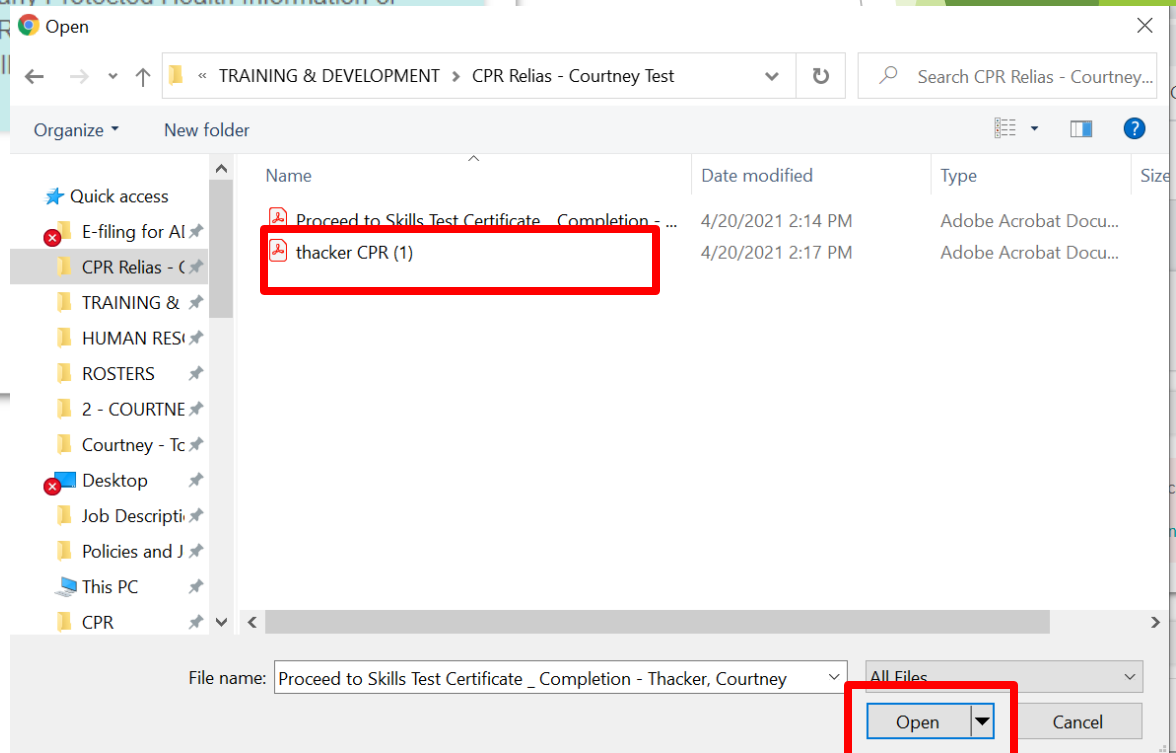
Upload File

Customers are expressly prohibited from loading any Protected Health Information or other information which is covered under HIPAA. R damages you incur due to non-compliance with HI

Choose File No file chosen

Upload

Submit





Trouble with Relias?



Courtney Thacker
Training Manager
CThacker@pyramidhc.com



Kimberly Tate
Training Coordinator
KTate@pyramidhc.com

Live Relias Overview

The screenshot displays the Pyramid Healthcare website interface. At the top left is the Pyramid Healthcare logo. A search bar is located at the top center with the text "Search posts, groups, members, and etc". On the left side, there is a navigation menu with the following items: "About the Pyramid Family", "Contact Sheets", "Employee Benefits", "Employee Resources", "Human Resources", "Training", "Bed Management Resources", "EMR Resources", "Safety & Environment of Care", "Clinical Resources", "Compliance Resources", and "Policies & Procedures".

At the top right, there are four buttons: "Share your events! Submit pictures showing your facility events!", "Submit an Employee Recognition | Staff Appreciation | Client Victory Story", "HELPDESKS: Submit your Support Tickets & User Requests", and "Click Here to View & Apply for Current Job Openings". A red arrow points from the "HELPDESKS" button down to the "RELIAS" logo in the "Quick Link Buttons" section.

The "Quick Link Buttons" section contains a row of 15 circular icons representing various services and systems. The "RELIAS" logo is the 10th icon from the left.

At the bottom of the page, there is a banner with the text "ANNOUNCING A NEW LOOK!" on the left, the Pyramid Healthcare logo in the center, and the text "Pyramid Healthcare, an Integrated Behavioral Healthcare System" on the right.



Movement Break with Jim Donovan

