



Team members,

We hope you've spent some time on your transition website since our first transition update email – it's updated frequently, so please check back often. As a reminder, you can access the website from anywhere you have an internet connection:

- **Transition website:** welcome.optum.com/prohealthny-caremount
- **Case-sensitive password:** CareMount2022

In today's update, we're sharing some important payroll dates and outlining what will happen to your ProHEALTH NY Paid Time Off (PTO) and sick time hours at the time of integration. We also want to encourage you to update your personal information in ADP.



Payroll

As we mentioned in our last update, you will transition to CareMount on Sept. 1. Among new benefit offerings, policies and systems, this integration also means that you'll have a new employer of record, CareMount Medical PC.

Since CareMount's payroll is on the opposite Friday of ProHEALTH's pay schedule, please make note of the following pay dates:

ProHEALTH pay dates

- On Sept. 2 you will receive a paycheck which will cover any time worked from Aug. 14–27
- On Sept. 9 you will receive a paycheck which will cover any time worked from Aug. 28–31

CareMount pay dates:

- On Sept. 9 you will receive a paycheck which will cover any time worked from Sept. 1–4

- On Sept. 23 you will receive a paycheck which will cover any time worked from Sept. 5–18

You can see the upcoming CareMount paydays on the [2022 Payroll Calendar](#), which we've posted on your transition website.



ProHEALTH NY PTO and Sick Time Transition

So you can begin to plan accordingly, we'd like to share that all of your accrued but unused sick time/PTO at ProHEALTH NY will transition to CareMount within the month of integration. **You will not lose any of your accrued but unused hours.**

We'll share more information about the PTO program in a future update.

Scheduled PTO for Dates After Integration

Effective Sept. 1, you'll request time off differently than you do today. This means that if you've already requested PTO for dates after integration in ADP, those hours will be canceled and returned to your ProHEALTH NY PTO bank.

Requested and approved PTO will be honored, but you'll need to reenter it in CareMount timekeeping system once you have access in September. We'll share more about this before integration, so you know how to request and record your time away from work.



Action Item: Update Your Personal Information in ADP

It's important that your current information is transferred to CareMount's payroll system. Please log in to ADP and verify that your personal information, including your personal cell phone number, is up to date as soon as possible. We appreciate your diligence in staying up to date with information related to the transition and look forward to sharing more information with you soon.

Thanks,
Deb Bierman
VP of People, Optum Health



For transition information, visit welcome.optum.com/prohealthny-caremount and enter **CareMount2022** as the case-sensitive password.

This website is only for physicians, APCs and licensed clinical professionals transitioning to CareMount on Sept. 1. It is not relevant or intended for chiropractors transitioning to American Health Network or non-licensed staff transitioning to Optum on Sept. 25.