PTO Exchange:

Employee Introduction

Creating Choice and Flexibility from Excess PTO

FOR:

American Senior Communities

PTO Exchange

AVAILABLE PLANS

ASC has enabled the following service plans for eligible employees:

FINANCIAL WELLNESS	SOCIAL WELLBEING
Cash Out	Donate to Non-Profits

PTO Exchange

GENERAL RULES FOR USING PTO EXCHANGE

- **You must maintain a PTO balance of at least 40 hours. Only hours above 40 are eligible for exchange.**

- **You may exchange up to 80 hours per year.**

- **PTO exchanged will be deducted from your PTO balance.**

- **PTO Enhancement hours are not eligible for this program.**

Eligibility
- **All employees who are eligible to receive and participate in American Senior Communities' paid time off (PTO) program are eligible to participate in PTO Exchange. Employees in the Work Life Balance Flexible PTO program are not eligible for PTO Exchange.**

Taxes
- **PTO is taxable income. Whether you are cashing it out or donating to your favorite non-profit, the PTO you use will be added to your paycheck and taxed at your regular tax rate.**

Service Charge
- **The IRS will not allow American Senior Communities to provide a dollar-for-dollar exchange of PTO. For all plans, a 7.5% Service Charge will apply. Unfortunately, ASC is not allowed to pay this fee on your behalf.**

PTO Exchange

PTO EXCHANGE Account Set-Up INSTRUCTIONS

Account Set-up Instructions

Follow the steps below to create an account.

1. **Go to site:** https://ptoexchange.com/setup/asc
2. **Enter:**
   a. Employee ID (all eight numbers, include leading 100)
   b. Date of Birth (mm/dd/yyyy)
   c. Click "Next"

Please note: The site URL https://ptoexchange.com/setup/asc is the URL used to create your PTO Exchange account. To log on to your account in the future you will go to https://ptoexchange.com

PTO Exchange

① Verify identity   ② Contact method   ③ Confirmation

Sign in setup

Employee ID

_____

Date of birth
mm/dd/yyyy

[Next]   Sign in help?

Already have an account? Sign in now

3. **Add Personal Email:** Enter your personal email. **Do Not use your ASC email.** And click Next. A validation email will be sent to your personal email address you entered.

For security purposes, it is very important you use your own personal email to create your account.

a. **Open your email.**
b. **Click the validation link in the message from PTO Exchange**
c. **Create your password.**
   i. **Passwords must be at least 12 characters containing 1 uppercase, 1 lowercase, 1 number and 1 special character, no spaces.**

4. After your account has been verified you may login to the PTO Exchange system.
5. Landing Page

6. Your landing page will display your available balance for PTO Exchange, Exchange Value if you cash out or give to charity, all the available hours for PTO Exchange and your total PTO accrued balance.

7. To Cash out PTO, click on the Cash Out button. To donate to charity, click on the Giving button.

8. Fill out the Exchange Form by entering the hours you would like to Cash Out.
   a. The Service Charge will be applied and show you your before taxes total that will show on your paycheck
   b. Taxes will be taken in payroll
   c. Click the I agree button
   d. Submit

Fill out the exchange form

Cash Out
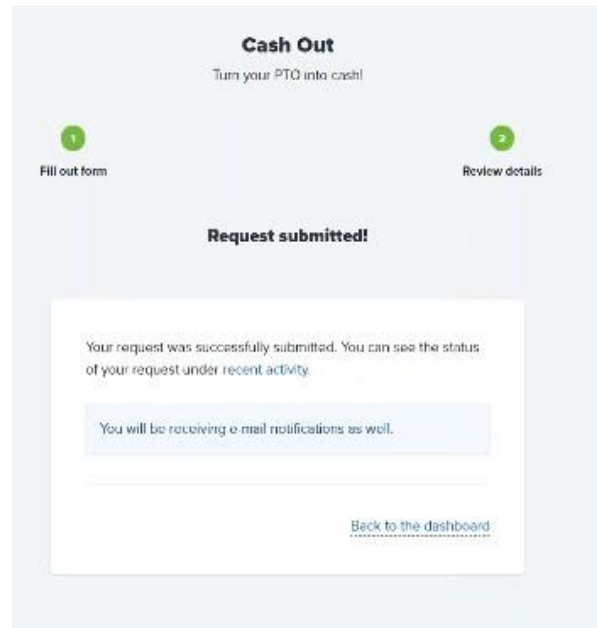
Hours
24

You have **46.00 hours** available to exchange

Amount	24.00 hours	$1,428.96
Service charge	7.5%	$107.17
Total before taxes		**$1,321.70**
Taxes	Determined by payroll	TBD

Comment

Optional

☐ I agree to the terms of service

Submit   Cancel

9. You will receive confirmation.

Cash Out

Turn your PTO into cash!

1 Fill out form

2 Review details

Request submitted!

Your request was successfully submitted. You can see the status of your request under recent activity.

You will be receiving e-mail notifications as well.

Back to the dashboard

10. Your PTO Exchange transaction is complete.
11. Click <u>Back to the Dashboard</u> to see your transaction. You will also see your exchange hours balance has now decreased by the number of hours you just cashed out.

Logging into the PTO Exchange Site after creating your account

- Once you account is created, you will use https://ptoexchange.com to log on to your account in the future.

Need More Info?

More information can be found on the ASC Employee Benefits Portal:

 (URL: ascom.mybenefitsinfo.com)
ASCOM Benefits Site – Benefits Information from MyBenefitsInfo

For Support
If you ever need help or have a question, send us note at:
support@ptoexchange.com

PTO Exchange