

# Frequently Asked Questions

## Trinity Health Referral Rewards Program



### Questions & Answers

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#### How do Trinity Health Referral Rewards work?

Trinity Health Referral Rewards incentivizes colleagues from any Trinity Health ministry to refer candidates to open positions. Colleagues are given points for interacting with the program. Points accumulate each quarter, and the top earners on the national leaderboard receive a prize. Cash bonuses are also available for certain positions.

#### How do I access Trinity Health Referral Rewards?

You can access Trinity Health Referral Rewards in one of two ways:

- Visit [referrals.trinity-health.org](https://referrals.trinity-health.org) from any web browser
- Download the mobile app by searching "Trinity Health Referral Rewards" from the Google Play or Apple App Store

#### How do I log in?

You will use your Trinity Health or ministry email address and password to log in. Off network access to the program requires cloud multi-factor authentication (MFA). For cloud MFA help, visit [Trinity Health Help Me Connect](#).

#### What happens after I make a referral?

After a referral is made, you can track its progress as the candidate moves through the hiring process. For example, you will see when the referred candidate accepts the referral, applies for the position and is hired. In addition, you also receive points as the candidate advances.

#### How do I earn points?

Points are gained through interaction with the Trinity Health Referral Rewards Program. You can earn points by logging in, making referrals, sharing a job on social media and more.

#### How do I earn prizes?

Each quarter the points you receive for using Trinity Health Referral Rewards are added up. The top point earners get to select a curated gift from an online catalogue.

#### How many prizes are awarded each quarter?

The top 20 colleagues on the national leaderboard receive a grand prize. All other colleagues who earned points during the quarter are entered into a second chance drawing to win a secondary prize.

#### How are cash bonuses received?

The initial payment (equal to 50 percent of the total bonus amount) is payable at approximately one pay period after the initial 30 days of your referred candidate's employment. The referrer will receive a second payment (equal to 50 percent of the total bonus amount) at approximately one pay period after the six-month anniversary of the referred candidate. The referral incentive will be processed within a normal payroll cycle.

See the *Trinity Health Referral Rewards Policy* for more details.

#### Are prizes and cash bonuses taxed?

Yes, prizes and cash bonuses will have all applicable local, state and federal taxes withheld. For **prizes**, some tax assisted will be provided.

### **Is this program open to all Trinity Health colleagues?**

Certain colleagues are not eligible to earn cash bonuses through the program. However, they still can use the program to refer candidates. Colleagues excluded from receiving cash prizes include:

- Trinity Health executives (director or higher) and physicians
- Colleagues in any department of Human Resources
- Colleagues who are prohibited because of any labor agreement
- Hiring managers for requisitions they are responsible for filling

See the *Trinity Health Referral Rewards Policy* for limitations on eligibility.

### **Can I refer former Trinity Health colleagues?**

Eligible former Trinity Health colleagues are welcome to apply for vacant roles at any time. However, only after the completion of a 12-month waiting period are they considered a referable candidate.

See the *Trinity Health Referral Rewards Policy* for more details.

### **Are internal transfers eligible for referral bonuses?**

No, internal transfers are not eligible candidates for the program.