

This is **Leading The Way**; a weekly discussion guide to inform and prepare leaders and their teams for the transition to AdventHealth as it relates to managing your teams and non-labor resources. Use this guide as talking points for applicable topics with your team in meetings, huddles, or however you communicate with your team today.

## LEADERSHIP CORNER

### Approvals in The Hub

Department leaders at AdventHealth ensure their departments operate within their budget by monitoring reports and approving transaction. Using the Approvals tile within The Hub, leaders provide approval of requisitions, vouchers and invoices.



Beginning **March 1**, leaders with approval responsibility will be assigned training through AdventHealth Learning Network (ALN). This training is designed to help you learn how to approve transactions and populate vouchers with important department account information. Look for and complete the iSynergy Voucher and Requisition Approval course once you have access to ALN.

## KEY DATES



**This Week**  
Training Begins  
Vendor Benefits Fair

**March 1**  
Officially AdventHealth

For questions, email  
[Readiness@adventhealth.com](mailto:Readiness@adventhealth.com)

## DISCUSSION TOPICS FOR YOUR TEAM

### Training Updates

Training is currently underway for all team members. These training courses can be used as guides on March 1. Please ensure all team members complete these two courses no later than **Friday, February 28**.

- [UKG Scheduling for Team Members](#): learn how to view your schedule, pick up shifts and request time off.
- [UKG Time & Attendance for Team Members](#): learn how to use the timeclock, make edits to your timecard and submit your timecard.

**Role-based Instructor Led and virtual training courses began this week.** For those individuals who have not registered, it's not too late! Continue to encourage training registrations and make participation a priority.

Here are a few things to remember and share with your applicable team members:

- Do not forward training invitations to other members of your team. Training assignments are specific to individuals based upon work tasks and responsibilities; training may not be assigned the same for everyone. Team Members that need training will receive a registration invitation via email.
- Instructors will provide information for the class, including the Zoom link, to registered individuals within 24 hours of the class using the email address provided in Sign Up Genius.