

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

### Welcome to AdventHealth

As we welcome you to AdventHealth, we remind you of several resources designed to support you through the transition. Visit the onsite Command Centers or call Shared Services at **844-843-6363**.

Below are some key items to keep in mind over the coming days.

- Don't forget to enroll in your benefits during the 10-day enrollment period – **March 1-10**.
- Team Members will be able to clock in and out using the Web Browser, UKG Pro Mobile App, or Timeclock to swipe in and out for shifts.
- A web-based training will be offered to those who were unable to complete virtual/Instructor Lead Trainings ILT prior to March 1.
- Should you receive invoices for goods and service received procured on or after March 1 under AdventHealth, submit to the AP team by email to [adh.ap.documents@adventhealth.com](mailto:adh.ap.documents@adventhealth.com) or by mail to 902 Inspiration Avenue, Suite 9100, Altamonte Springs FL 32714.

## KEY DATES



### March 1

System access  
granted for AH  
systems

Benefits Open  
Enrollment Begins

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



## DISCUSSION TOPICS FOR YOUR TEAM

### Day 1 Activities to Complete in The Hub

Beginning on March 1, all team members will have access to AdventHealth's **The Hub**. Upon accessing The Hub for the first time, encourage your team members to navigate to the following tiles:

- **My Profile** to view addresses, phone numbers, emergency contacts, service dates, licenses and other personal and job-related information. Update your personal information as needed.
- **My Time & Schedule** to punch in/out for shifts, review your timesheet, submit missing punches and time corrections, and request PTO.
- **My Benefits** to enroll in your AdventHealth benefits, access your benefits plan summary, and update dependent information.
- **My Pay** to access pay statements, manage direct deposits and update federal tax withholding.

### Web-based Training

The following online courses will be assigned on March 1 to all team members for completion in the AdventHealth Learning Network (ALN):

- **iSynergy Introduction to The Hub**: you will learn how to navigate The Hub and use the self-service processes to update personal information, view benefits, and PTO information
- **UKG Time and Attendance for Team Members**: you will learn how to navigate in UKG to punch in/out for your shifts, attest your meal breaks, and submit missing punches and corrections in your timecard
- **UKG Scheduling for Team Members**: you will learn how to navigate in UKG to view your schedule, pick up shifts, and request time off

All team members are encouraged to complete these training courses as soon as possible.