Training Coming Soon!

Join us February 17 – 28 for on-site and virtual training!

As part of our ongoing efforts for the March 1 transition, we kindly ask that <u>all</u> team members complete the following courses by Friday, February 28.

- <u>UKG Scheduling for Team Members</u>: learn how to view your schedule, pick up shifts and request time off in the AH UKG instance.

- <u>UKG Time & Attendance for Team Members</u>: learn how to use the timeclock, make edits to your timecard and submit your timecard in the AH UKG instance.

Additional on-site and virtual training courses are launching soon based on your department roles. Please look out for these training invitations in your email. Note that not all team members will receive invitations for training sessions occurring February 17-28 as they are based on role. Additional web-based training for all team members will launch on March 1.

Your participation and engagement will be invaluable, and we look forward to your presence.

AdventHealth