

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

## LEADERSHIP CORNER

### Upcoming People Leader Workshop

***What is a People Leader?*** At AdventHealth, people leaders are anyone who has a direct report. People Leaders manage day to day operations of teams or departments and maintain the appropriate staffing levels for their teams.

During the People Leader Workshop on June 25th, you will learn about My Team within The Hub where you can view information about your team members and initiate transactions to manage positions within your department.

Beginning July 1, **My Team** in The Hub will give you access to view direct reports' job details, document development conversations, and initiate hiring requisitions.

### UKG Trainings

**UKG will replace ADP for scheduling, timekeeping, and more.**

- UKG Scheduling Plus Labs begin this week: Registration invitations were sent to managers who have taken the UKG Scheduling Plus training.

**Individual Training Curriculum:** Additional training courses will be released to individuals via email beginning July 1. You will receive a customized curriculum according to your job and role. Watch for the email from ALN, AdventHealth Learning Network.

## KEY DATES



**June 24**

HR Team Service Delivery Model Overview

**June 25**

People Manager Workshop

**July 1**

Officially AdventHealth

**July 1 – 10**

Benefits Open Enrollment

**Remember to visit to the Transitions site often to see the latest updates on the upcoming transition to AdventHealth:**



<http://www.adventhealth.com/transitions/bond-clinic>

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

## DISCUSSION TOPICS FOR YOUR TEAM

### Training In Progress

UKG will replace the current system for scheduling, timekeeping, and more. Training is currently underway for all team members. Please continue to encourage all team members complete these two courses no later than Monday, June 30.

- [UKG Scheduling for Team Members](#)
- [UKG Time & Attendance for Team Members](#)

Beginning July 1, additional web-based training will be available in the AdventHealth Learning Network (ALN) for all team members.

### Time Clock Transitions

As we move closer to July 1, team members can choose from two methods for clocking in and out:

- Web clocking on The Hub using My Time and Schedule tile on a desktop or tablet using a web browser
- UKG Pro app on a mobile device (To make clocking easy from a mobile device, connect to the guest Wi-Fi in your facility)

The UKG training courses will aid team members in becoming familiar with these processes.