

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

Welcome to AdventHealth!

This issue has several resources designed to support you through the transition. Visit the onsite Command Center 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 – **July 1-10**.
- Team Members will be able to clock in and out using the Web Browser, UKG Dimensions Tile or UKG Pro Mobile App. **Click in from your computer or mobile device only not physical timeclocks.**

Command Center:

Onsite support happening July 1-3 on the 4th floor of the main campus. Come by with any questions, we'd love to see you. Full details posted on the microsite – link to the right.

Can't make it? Email us at Readiness@AdventHealth.com with any training questions!

KEY DATES



July 1

System access granted for AH systems

Benefits Open Enrollment Begins

July 8

UKG Basic Scheduling Training

Visit the Transitions site often to see the latest updates:



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

For training questions, email Readiness@adventhealth.com

DISCUSSION TOPICS FOR YOUR TEAM

Day 1 Activities to Complete in The Hub

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

- **My Profile:** See and update your address, phone number, emergency contacts, job info, and licenses.
- **My Time & Schedule:** Clock in and out, check your timesheet, fix time mistakes, and ask for time off.
- **My Benefits:** Sign up for benefits, see your plan, and update information about your family.
- **My Pay:** View your paychecks, change your bank information, and update your tax elections.

Training Assignments in the AdventHealth Learning Network (ALN)

ALN is a learning management system hosting all training courses. You take and retake courses as needed, and many have short quizzes to check what you've learned. Starting July 1, all team members will be assigned the following online courses and receive links and completion dates via email:

- **iSynergy: Intro to the Hub:** Learn how to use The Hub to update your personal information, check your benefits, and see your time off balance.
- **UKG Time and Attendance:** Learn how to clock in and out, take meal breaks, and fix timecard mistakes.
- **UKG Scheduling:** Learn how to see your schedule, pick up shifts, and ask for time off.

If you have not completed these courses prior to the transition, please finish these courses as soon as you can.