

New People Leader Checklist

Purpose: To assist new AdventHealth people leaders with important task reminders and where to find pertinent information. This checklist provides a tool for managers to review their reporting relationships, review employee's job data, identify existing empty positions, and review open job postings as applicable.

My Team

1. The Hub

- ☐ Locate **The Hub** from [Connect](#) using the **Quick Links and Resources** button.
- ☐ Access or log in to **The Hub**
- ☐ View your personal information in **My Profiles**

2. My Team

- ☐ Locate **My Team** from **My Hub**
 - ✓ Save to favorites

Note: If you are unable to log in or do not have this tile, please notify IT via [ServiceNow](#) or 1-800-873-4024

- ☐ Navigate to **Team Member Snapshot**
 - ✓ This tile is where you can find your team members, manage time and attendance, and pull reports

3. Team Member Snapshot

- ☐ Review your Direct Line Reports listed
- ☐ Confirm your Reporting Structures
 - ✓ If your team members have direct reports, click on the '# Direct' hyperlink and validate those team members are accurate

3. HR AnswerLink / Training Resources

- ☐ Search [HR AnswerLink](#): Timecard
 - ☐ Select: *Approving Team Member Timecards*
 - ☐ Click to review the solution details

Time and Attendance

1. Time and Attendance Dashboard

- ☐ Locate the UKG Dimension tile
 - ✓ My Hub > My Time & Schedule > UKG Dimensions
- ☐ Navigate to Manage Schedule pane and click the full schedule arrow →
 - ✓ Validate the names listed are within your department
 - ✓ Confirm team members' schedule
- ☐ Navigate to Manage Timecard pane > Click all timecards schedule arrow → > Click inside the search bar for a team member dropdown
 - ✓ Validate the direct reports listed are accurate

Note: For any errors to the department(s) access or employee lists, please visit the Command Center or contact HR Shared Services via [HR AnswerLink](#) or calling 1-844-843-6363.

AdventHealth Learning Network (ALN)

1. My Learning pane

- ☐ Locate the My Learning page (Connect > The Hub > Quick Links & Resources > [AdventHealth Learning Network](#))
- ☐ Complete required courses before the due date
 - ✓ Prioritize My Hub, Manager & Role Based Courses

Note: You may retake courses, reference them for tasks, and assign yourself (or your team) additional courses. Look out for additional course assignments throughout the year.