New Team Member Checklist

Purpose: To assist new AdventHealth team members with important task reminders and where to find pertinent information.

My Hub

1. **The Hub**
   - ☐ Locate **The Hub** from **Connect**
     - ✓ Access OR Resource Center
     - ✓ Save to favorites
   - ☐ Access or log in to **The Hub**

     Note: If you are unable to log in, please notify your manager and/or your local Human Resources

2. **My Profiles**
   - ☐ Review the **Professional Profile** tile for accuracy
     - ✓ This tile is where you can find your Employee ID, department number, etc.
   - ☐ Review the **Personal Profile** tile for accuracy
     - ✓ Be sure to Add/review Emergency Contacts information

3. **My Pay**
   - ☐ Set up direct deposit
     - ✓ For assistance, contact your local Human Resources
   - ☐ Add/update your W-4 Elections

4. **My Benefits**
   - ☐ Download the Benefits Guidebook
     - ✓ Navigation: My Hub > My Benefits > Benefits Resource Dashboard
   - ☐ Complete benefits selection
     - ✓ Within your first 10 days
     - ✓ Please reach out to the Benefits Team with any questions

5. **HR AnswerLink / Training Resources**
   - ☐ Search **HR AnswerLink:** Timecard
   - ☐ Select: *Timecard Punches and Corrections*
   - ☐ Click to review the reference guide

UKG: Time & Attendance and Scheduling

1. **Accessing UKG**
   - ☐ Connect > The Hub > Time and Schedule > UKG Dimensions

   - ☐ (Optional) Download the UKG Pro Mobile App

2. **Hourly Team Members**
   - ☐ View **My Schedule** tile
   - ☐ Clock In at the beginning of your shift
   - ☐ Clock Out at the end of your shift
     - ✓ Confirm meal break
   - ☐ View **My Timecard** tile regularly
     - ✓ Click *My Timecard* link to review and correct missing punches and exceptions, as needed

3. **Salaried Team Members**
   - ☐ View **My Timecard** tile
     - ✓ Timecard will be blank except for approved PTO until Friday at the end of the pay period
     - ✓ Approve your timecard before the pay period closes

4. **All Team Members**
   - ☐ **Time Off Request** tile
     - ✓ As needed, request time off (e.g. PTO, Jury Duty)

SecureAuth

1. **SecureAuth:**
   - ☐ To access **The Hub** outside of the AdventHealth Network refer to the SecureAuth Setup instructions in **Connect**.
     - ✓ For assistance in using SecureAuth after downloading, refer to The Hub External Access document

AdventHealth Learning Network (ALN)

1. **My Learning**
   - ☐ Locate the My Learning page (Connect > The Hub > Quick Links & Resources > AdventHealth Learning Network)
   - ☐ Complete required courses before the due date
     - ✓ Prioritize, My Hub and Role Based Courses

Note: You may take and retake courses, reference them for tasks, and assign yourself additional courses. Look out for additional course assignments throughout the year.