

***Please scan the QR codes or navigate to the provided URLs and complete these two training courses prior to July 1.***

## **UKG Scheduling for Team Members**

This course provides team members with the essential skills and knowledge to effectively navigate and complete Scheduling tasks in UKG. Participants will learn how to view and manage their schedules and request time off. The course includes step-by-step guidance, simulations, and quick reference guides to ensure a comprehensive understanding of the scheduling process.

*(0:30 minutes)*



<https://rb.gy/tbb9lh>

## **UKG Time and Attendance for Team Members**

This course equips team members with the necessary skills to efficiently manage their time and attendance using UKG. Participants will learn how to clock in and out, and how to view and correct their timecards. The course includes practical demonstrations, interactive simulations, and quick reference guides to ensure a thorough understanding of the time and attendance processes.

*(0:30 minutes)*



<https://rb.gy/14k8vx>

*In order to receive credit, you must attest completion at the end of each course.*



# Bond Clinic Team Member Training FAQs

## What is UKG?

UKG is the scheduling and timekeeping tool used by AdventHealth. It replaces the ADP tool currently used at the Bond Clinic.

## What is the required UKG Team Member training?

There are 2 courses to complete by June 30:

1. [UKG Scheduling for Team Members](#)
  - Learn to view your schedule, pick up shifts and request time off
2. [UKG Time and Attendance for Team Members](#)
  - Learn to use the timeclock, edit your timecard and submit your timecard

## Do physicians or providers need to take this training?

No, physical therapists, physicians and providers do not need to take this training. All other salary and hourly team members are required to take these trainings.

## How long will it take to complete?

Each course takes 30 minutes to complete.

## How do I access the training?

Access these trainings via the links above and on the Microsite. This training is a short video you watch online. You'll need sound to hear the video. You can watch it on a computer, tablet, or phone. Sign in is not required.

## Can I pause and restart the training?

You can pause, but don't close out of the window or you will have to restart the course.

## Can I complete it while at work, during my shift?

Yes, you may take the training during operating hours as long as it does not interfere with job duties. Communicate with your supervisor the intended date and time of completion.

## Is there a test, or assessment and do I need to pass it?

No, there is no formal test! You will have simulations and short questions to complete throughout.

## Do I need to submit anything when I finish?

Yes, please click on the "Track Completion" button when finished and complete the attestation form.