



Your Participation Matters!

Important Training in your new scheduling & timecard system.



Your first important training is now! Learn your new scheduling/timecard system UKG. UKG is the AdventHealth system which replaces ADP. Please complete the required UKG self-paced training, by clicking on the links below.

For an accurate payroll we kindly ask that all team members complete the following courses by **Monday, June 30.**

- [UKG Scheduling for Team Members](#): learn how to view your schedule, pick up shifts and request time off in UKG
- [UKG Time & Attendance for Team Members](#): learn how to use the timeclock, make edits to your timecard and submit your timecard in UKG



Who? All hourly and salary employees, excluding Physical Therapists, Physicians, & Providers.



Access? Linked above.



Sound on



30 mins to complete



Test? No test—just short questions & simulations.

Once complete, click “Track Completion” and fill out the form

*More training courses are coming soon based on your role. Starting July 1, all team members will get additional online training via the AdventHealth Learning Network (ALN). Watch your email and Outlook calendar for invites. **NOTE:** Not everyone will receive an invite—only those who need it.*

Questions? Email Readiness@AdventHealth.com

