AdventHealth Training Preview
Human Resources Team Edition

Welcome to AdventHealth!

This document serves as a preview of the HR training you will receive during your first month at AdventHealth. We invite you to read and plan for coursework time, as prompt completion of courses will support your confidence in using new systems and new processes.

Required HR Training Courses

How will I take my required courses?

During the week of July 1, 2025, you will receive an email with your assigned courses and the corresponding completion dates. Courses are found via the **My Learning** pane in the AdventHealth Learning Network (ALN). Courses can be retaken as needed!

What are my required courses?

The courses listed below are tailored to the specific needs of HR professionals within our facilities and clinics to efficiently manage financial and HR data, process transactions and generate essential reports. **You may have additional assigned courses to support your individual role or job.**

iSynergy The Hub for Business HR (0.5 hrs.)

Learn to navigate The Hub's HR tile, search for and view team member's personnel file, view job data, and generate HR reports.

Perceptive Content for Business HR (0.5 hrs.)

Understand how to track projects and assets effectively, use ChartFields, and distinguish project types for effective tracking.

UKG Reporting for Finance & HR (0.5 hrs.)

Build on UKG Reporting by learning to use Reports Only access for dataviews and run reports across the business unit or division, depending on the access level.

For any **Org Readiness Support,** the Organizational Readiness Resource Center page contains several resources to guide you through tasks related to The Hub including Supply Chain, Finance, Human Resources, Time and Attendance and more.

AdventHealth Service Delivery Model & Shared Services
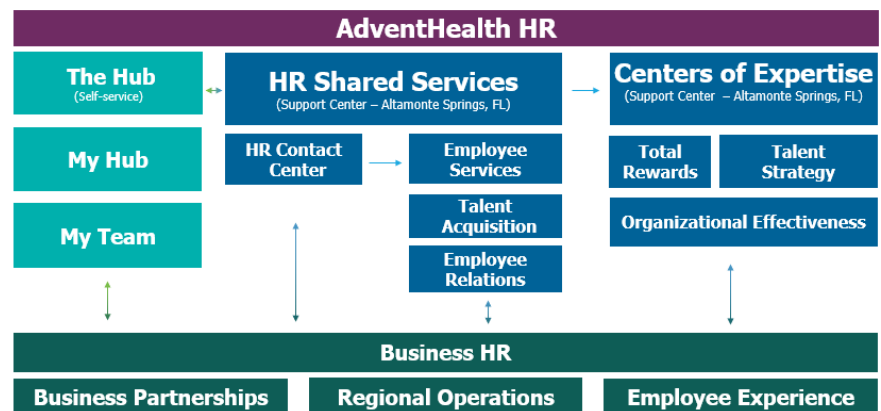Human Resources Edition

HR Service Delivery Model

The HR Services Delivery Model is a structure that incorporates self service components to initiate requests for services to a shared services entity that will be responsible for routine and repeatable tasks, and subject matter experts at Corporate and within your facility.

Commonly Referenced Policies

- CW HR 110 Rest Breaks & Meal Breaks

- CW IS SEC 120 Acceptable Use Policy

- CW HR 237 Workforce Member Conduct (Rules of Conduct)

- CW HR 274 Corrective Action

- CW HR 275 Attendance

- CW HR 276 Recording of Work Time for Non-Exempt Team Members

- CW 527 Social Media Profile Policy

For more policies, please reference Policy Tech library.

HR Service Delivery Model

AdventHealth HR

| The Hub (Self-service) | HR Shared Services (Support Center – Altamonte Springs, FL) | Centers of Expertise (Support Center – Altamonte Springs, FL) |

My Hub — HR Contact Center → Employee Services — Total Rewards | Talent Strategy

My Team — Talent Acquisition — Organizational Effectiveness

Employee Relations

Business HR

Business Partnerships | Regional Operations | Employee Experience

Contacting Shared Services

HR AnswerLink via The Hub
If any assistance is needed, the HR AnswerLink via The Hub is where you can search through existing topics or create a case through the HR AnswerLink tile on The Hub. It's quick and easy!

HR Shared Services Contact Center
Call our HR Shared Services team at **1-844-843-6363**. Contact Center staff is available to assist you. Their operating hours are **M-Th** 7:00 am – 6:00 pm EST, **F** 7:00 am - 4:00 pm EST

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