This is **Leading The Way**; a weekly discussion guide to inform and prepare leaders and their teams for the transition to AdventHealth. Use this guide as talking points with your team in meetings, huddles, or however you communicate with your team today.

LEADERSHIP CORNER

Manager Training in ALN

On **July 1**, leaders were assigned training through AdventHealth Learning Network (ALN). Below are some courses for leaders you can expect to see in your learning dashboard:

- ❑ UKG Dimensions for Leaders
- ❑ iSynergy: Talent Acquisition
- ❑ iSynergy: Team Management
- ❑ iSynergy: Leave Management for Managers
- ❑ iSynergy: Employee Relations for Managers
- ❑ iSynergy: Reporting for Leaders

As a reminder, these courses may be retaken and used as resources for navigating new processes and procedures.

Leader Resources

With so many resources shared, we wanted to ensure you had one more reminder of the most frequently used ones. If you're just getting started, we've got you covered here with a People Leader Checklist. To help you navigate Teams on your mobile device, please see this helpful flyer: MS Teams for Mobile Flyer. It includes quick tips and features to make collaboration easier on the go. Visit our Microsoft 365 site for a deeper dive and additional tips for the Office Suite. The following resources may also be accessed through Connect from the Teams App.

Manager Toolkit	The Hub	Organizational Readiness Resource Center	ALN	Shared Services 1-844-843-6363

KEY DATES

Questions About What's Happening?

Connect with your local leader, and visit the Transitions site for the latest updates:

http://www.adventhealth.com/transitions/bond-clinic

For training questions, email Readiness@adventhealth.com

DISCUSSION TOPICS FOR YOUR TEAM

Prepare for Payroll Monday with Timecard Submissions & Approvals:

Team members can make edits to their own timecards, including updating missing or incorrect punches for the current pay period. They can submit these corrections using the Connect or UKG Dimensions mobile apps, or via the My Time and Schedule tile on The Hub. These corrections must be approved by managers, so be sure to review timecard exceptions regularly. This will help you prepare for a smooth Payroll Monday on July 14 and beyond. Below are some useful resources for you and your teams.

For Managers
- Simulation: Viewing the Punch Map in the UKG Dimensions Mobile App
- QRG: Punch Audit Dataview Job Aid

- Simulation: Approving Punch Corrections
- QRG: Approving Timecard Edits and Punch Corrections

For Team Members
- Simulation: Submitting Punch Corrections via Web
- QRG: Timecard Punches and Corrections

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