

AdventHealth Training Preview

People Leader Edition

What is a People Leader?

People Leaders at AdventHealth (AH) are defined as any individual that has a direct report. People Leaders have a robust training curriculum to complete in the first 60 days of joining our organization. This guide outlines **training for PeopleSoft and UKG systems only**. Please expect additional training to support your overall onboarding experience.

Required Leader 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 people leaders within our facilities and clinics to efficiently manage teams and talent acquisition and address employee relations and oversee leave management. **You may have additional assigned courses to support your individual role or job.**



UKG for Leaders (2 hrs.)

Learn to manage schedules, paycodes, PTO, punch corrections, timecards, and reports in UKG.



UKG Maintaining Team Member Schedules (2 hrs.)

Manage schedule changes using the Staffing Dashboard, assign shifts, float team members, and apply paycodes.



Team Management (2 hrs.)

Perform key tasks in The Hub like updating reporting lines, running reports, and submitting HR forms, like the Employee Change and Manager-Initiated Separation forms.



Talent Acquisition (2 hrs.)

Prepare to manage the talent acquisition process in The Hub, including creating requisitions and overseeing candidate selection.



Leave Management (1 hr.)

Track absences, monitor timesheets, and understand your role in the leave process.



Employee Relations for Managers (1 hr.)

Learn to confidently address conflicts, ensure policy compliance, and promote a respectful workplace.

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

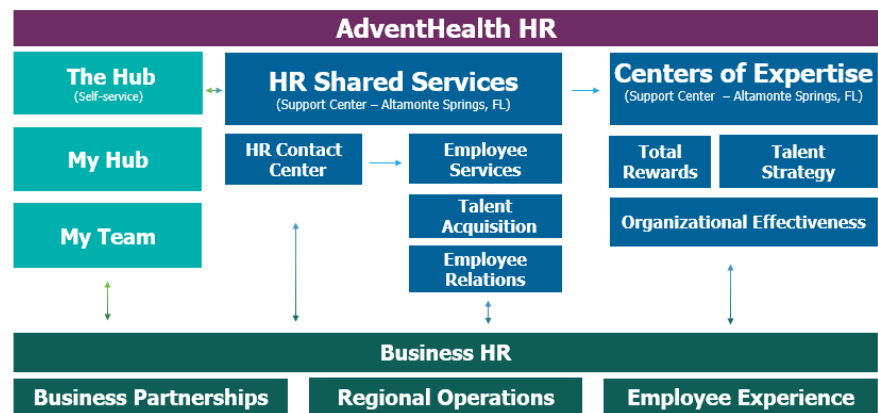
People Leader Edition

The HR Service Delivery Model is a structure that utilizes 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.

Key Reference Links

- [Day 1 Manager Checklist](#)
- [Connect](#)
- [The Hub](#)
- [The Hub Reference Guides](#)
- [AdventHealth Learning Network \(ALN\)](#)
- [UKG Time & Attendance and Scheduling](#)
- [Team Management](#)
- [Leaders Resource Guide](#)

HR Service Delivery Model



Resources

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, Time and Attendance and more.

[HR Toolkit for People Leaders](#)

HR AnswerLink via The Hub

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

Finance and Supply Chain Contact Center

For Finance and Supply Chain support call **1-844-843-6363** and select **Option 2** for Finance and Supply Chain, then listen to the prompt and select the appropriate option.