

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

Upcoming People Leader Workshop on October 10

What is a People Leader? At AdventHealth, people leaders are anyone who has a direct report. People Leaders manage day to day operations of teams or departments and maintain the appropriate staffing levels for their teams.

During the People Leader Workshop on October 10, you will learn about My Team within The Hub where you can view information about your team members and initiate transactions to manage positions within your department.

Beginning October 1, **My Team** in The Hub will give you access to view direct reports' job details, document development conversations, and initiate hiring requisitions.

UKG Scheduler Training on September 22

UKG will replace ADP for scheduling, timekeeping, and more.

UKG Scheduling for Schedulers course occurs this week. A scheduling lab to assist with building schedules will be included in this course. Class invitations were sent to managers and assigned team members.

Customized Training Curriculums

Additional training courses are released to team members via email beginning October 1. You will receive a customized curriculum according to your job and role. Watch for the email from ALN, AdventHealth Learning Network.

KEY DATES



September 22
UKG Scheduling for
Schedulers vILT

October 1
Officially AdventHealth
Benefits Open Enrollment
Begins

October 8
eProcurement Ordering
Supplies & Services vILT

October 10
People Manager Workshop

Remember to visit to the
Transitions site often to see
the latest updates on the
upcoming transition to
AdventHealth:



<https://adventhealth.com/transitions/genescare>

For training questions, email
Readiness@adventhealth.com

DISCUSSION TOPICS FOR YOUR TEAM

Team Member Training Launches Today!

UKG will replace the current system for scheduling, timekeeping, and more. Training is currently underway for all team members. Please continue to encourage all team members to complete these two courses no later than Tuesday, September 30 to ensure accurate timekeeping for first payroll. Access the courses via links below:

- [UKG Scheduling for Team Members](#)
- [UKG Time & Attendance for Team Members](#)

Beginning October 1, additional web-based training will be available in ALN for all team members.

Time Clock Transitions

As we move closer to October 1, team members can choose from two methods for clocking in and out:

- **Web clocking** on The Hub using My Time and Schedule tile on a desktop or tablet using a web browser
- **UKG Pro app** on a mobile device (To make clocking easy from a mobile device, connect to the guest Wi-Fi in your facility)

The UKG training courses will aid team members in becoming familiar with these processes.