

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

Welcome to AdventHealth!

We are delighted to have you join the AdventHealth family! A few key reminders for you and your team:

- Don't forget to enroll in your 2025 benefits during the 10-day enrollment period – **October 1-10** and your 2026 benefits **October 1-22**.
- Team Members will be able to clock in and out using the Web Browser, UKG Dimensions Tile or UKG Pro Mobile App. **Do not use physical timeclocks after September 30.**
- Beginning October 1, Command Center teams will be rounding and available virtually to support your transition. Shared Services is also available at 844-843-6363.

KEY DATES



October 1

AH System Access Granted

Benefits Open Enrollment Begins

October 8

eProcurement Ordering Supplies & Services vILT

October 10

People Manager Workshop

Visit the Transitions site often to see the latest updates:



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

For training questions, email Readiness@adventhealth.com

DISCUSSION TOPICS FOR YOUR TEAM

Day 1 Activities to Complete in The Hub

Beginning on October 1, all team members will have access to The Hub, AdventHealth's self-service tool. Upon accessing The Hub for the first time, encourage your team members to navigate to the following tiles:

- **My Time & Schedule:** Clock in and out, check your timesheet, fix time mistakes, and ask for time off.
- **My Profile:** See and update your address, phone number, emergency contacts, job info, and licenses.
- **My Pay:** Verify your bank information and update your tax elections. On October 10, view your paychecks.
- **My Benefits:** Sign up for benefits, see your plan, and update information about your family.

Accessing Training Assignments in the AdventHealth Learning Network (ALN)

ALN is a learning management system hosting all training courses. You take and retake courses as needed, and many have short quizzes to check what you've learned. Starting October 1, all team members will be assigned the following online courses and receive links and completion dates via email:

- **iSynergy: Intro to the Hub:** Learn how to use The Hub to update your personal information, check your benefits, and see your time off balance.
- **UKG Time and Attendance:** Learn how to clock in and out, take meal breaks, and fix timecard mistakes.
- **UKG Scheduling:** Learn how to see your schedule, pick up shifts, and ask for time off.

If you have not completed these courses prior to the transition, please finish these courses in ALN as soon as you can.