New People Leader Checklist

Purpose: To assist new AdventHealth people leaders with important task reminders and where to find pertinent information. This checklist provides a tool for managers to review their reporting relationships, review employee's job data, identify existing empty positions, and review open job postings as applicable.

My Team

1. **The Hub**
   - ☐ Locate **The Hub** from Connect using the **Quick Links and Resources** button.
   - ☐ Access or log in to **The Hub**
   - ☐ View your personal information in **My Profiles**

2. **My Team**
   - ☐ Locate **My Team** from **My Hub**
     - ✓ Save to favorites
     - **Note:** *If you are unable to log in or do not have this tile, please notify IT via ServiceNow or 1-800-873-4024*
   - ☐ Navigate to **Team Member Snapshot**
     - ✓ This tile is where you can find your team members, manage time and attendance, and pull reports

3. **Team Member Snapshot**
   - ☐ Review your Direct Line Reports listed
   - ☐ Confirm your Reporting Structures
     - ✓ If your team members have direct reports, click on the '# Direct' hyperlink and validate those team members are accurate

3. **HR AnswerLink / Training Resources**
   - ☐ Search **HR AnswerLink**: Timecard
     - ☐ Select: *Approving Team Member Timecards*
     - ☐ Click to review the solution details

Time and Attendance

1. **Time and Attendance Dashboard**
   - ☐ Locate the UKG Dimension tile
     - ✓ My Hub > My Time & Schedule > UKG Dimensions
   - ☐ Navigate to Manage Schedule pane and click the full schedule arrow ↗
     - ✓ Validate the names listed are within your department
     - ✓ Confirm team members' schedule
   - ☐ Navigate to Manage Timecard pane > Click all timecards schedule arrow ↗ > Click inside the search bar for a team member dropdown
     - ✓ Validate the direct reports listed are accurate

Note: *For any errors to the department(s) access or employee lists, please visit the Command Center or contact HR Shared Services via HR AnswerLink or calling 1-844-843-6363.*

AdventHealth Learning Network (ALN)

1. **My Learning Pane**
   - ☐ Locate the My Learning page (Connect > The Hub > Quick Links & Resources > AdventHealth Learning Network)
   - ☐ Complete required courses before the due date
     - ✓ Prioritize My Hub, Manager & Role Based Courses

Note: *You may retake courses, reference them for tasks, and assign yourself (or your team) additional courses. Look out for additional course assignments throughout the year.*

Visit the Organizational Readiness Resource Center for resources to guide you through tasks related to The Hub, including Supply Chain, Finance, Human Resources, Time and Attendance and more.