UKG

Your Participation Matters!

Important training in your new scheduling & timecard system.

It is time to prepare to use AdventHealth's systems. Learn AdventHealth's scheduling/timecard system, UKG. UKG replaces ADP. Please complete the required UKG webbased self-paced training, by clicking on the links below.

For an accurate timecards and payroll, we kindly ask that all team members complete the following courses by **Tuesday, September 30**.

- [UKG Scheduling for Team Members](#): learn how to view your schedule, pick up shifts and request time off in UKG

- [UKG Time & Attendance for Team Members](#): learn how to use the timeclock, make edits to your timecard and submit your timecard in UKG

Who? All hourly (non-exempt) and salary (exempt) employees, excluding physicians & providers

Access? Linked above.

🔊 **Sound on**

⏱ **30 mins to complete**

Test? No test—just short questions & simulations.

Once complete, click "Track Completion" and fill out the form

More training courses are coming soon based on your role. Starting October 1, all team members will get additional online training via the AdventHealth Learning Network (ALN). Watch your new AdventHealth email for invitations.

Questions? Email Readiness@AdventHealth.com

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