



Training FAQs

What is UKG?

UKG is the scheduling and timekeeping tool used by AdventHealth. It replaces ADP systems currently used at GenesisCare.

What is the required UKG Team Member training?

There are 2 courses to complete by September 30:

1. [UKG Scheduling for Team Members](#)
 - Learn to view your schedule, pick up shifts and request time off
2. [UKG Time and Attendance for Team Members](#)
 - Learn to use the timeclock, edit your timecard and submit your timecard

Do physicians or providers need to take this training?

No, physicians and providers do not need to take this training. All other salary (exempt) and hourly (non-exempt) team members are required to take these trainings.

How long will it take to complete?

Each course takes 30 minutes to complete.

How do I access the training?

Access these trainings via the links above and on the Microsite. This training is a short video you watch online. You'll need sound to hear the video. You can watch it on a computer, tablet, or phone. Sign in is not required.

Can I pause and restart the training?

You can pause, but don't close out of the window or you will have to restart the course.

Can I complete it while at work, during my shift?

Yes, you may take the training during operating hours as long as it does not interfere with job duties. Communicate with your supervisor the intended date and time of completion.

Is there a test, or assessment and do I need to pass it?

No, there is no formal test! You will have simulations and short questions to complete throughout.

Do I need to submit anything when I finish?

Yes, please click on the "Track Completion" button when finished and complete the attestation form.

Questions? Email Readiness@AdventHealth.com