

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

Manager Training in ALN

On **October 1**, you were assigned courses in [AdventHealth Learning Network \(ALN\)](#). Below are some courses for leaders you can expect to see in your learning dashboard:

- | | |
|---|--|
| <input type="checkbox"/> UKG Dimensions for Leaders | <input type="checkbox"/> iSynergy: Leave Management for Managers |
| <input type="checkbox"/> iSynergy: Talent Acquisition | <input type="checkbox"/> iSynergy: Employee Relations for Managers |
| <input type="checkbox"/> iSynergy: Team Management | <input type="checkbox"/> iSynergy: Reporting for Leaders |

These courses may be taken, retaken and referenced for navigating new processes and procedures.

As a reminder, please review your Outlook calendar for invitations to the upcoming live training courses on October 8th and October 10th.

Leader Resources

With so many resources shared, we wanted to ensure you had one more reminder of those most frequently used. If you're just getting started, we've got you covered here with a [People Leader Checklist](#). To help you navigate Teams on your mobile device, please see this helpful flyer: [MS Teams for Mobile Flyer](#). It includes quick tips and features to make collaboration easier on the go. Visit our [Microsoft 365 site](#) for a deeper dive and additional tips for using the Office Suite. The following resources may also be accessed through [Connect](#) from the Teams App.



[Manager Toolkit](#)



[The Hub](#)



[Organizational
Readiness
Resource Center](#)



[ALN](#)



[Shared Services](#)
1-844-843-6363

KEY DATES



October 8

eProcurement Ordering
Supplies & Services vILT

October 10

People Manager Workshop

Questions About What's Happening?

Connect with your local
leader, and visit the
[Transitions](#) site for the
latest updates:



[https://adventhealth.com/
transitions/genescare](https://adventhealth.com/transitions/genescare)

For training questions, email
Readiness@adventhealth.com

DISCUSSION TOPICS FOR YOUR TEAM

Prepare for Payroll Monday with Timecard Submissions & Approvals:

Team members can make edits to their own timecards, including updating missing or incorrect punches for the current pay period. They can submit these corrections using the Connect or UKG Dimensions mobile apps, or via the My Time and Schedule tile on The Hub. These corrections must be approved by managers, so be sure to review timecard exceptions regularly. This will help you prepare for a smooth [Payroll Monday](#) on October 6 and beyond. Below are some useful resources for you and your teams.

For Managers

- Simulation: [Viewing the Punch Map in the UKG Dimensions Mobile App](#)
- QRG: [Punch Audit Dataview Job Aid](#)

For Team Members

- Simulation: [Submitting Punch Corrections via Web](#)
- QRG: [Timecard Punches and Corrections](#)

- Simulation: [Approving Punch Corrections](#)
- QRG: [Approving Timecard Edits and Punch Corrections](#)