Wellstar MCG
Enablement Toolkit - Know / Share / Do

March 2024

Know, Share, Do – Toolkit #3

The materials below are designed to support and equip you with the information you need to engage with your team members regarding upcoming changes for WMCG.

KEY INFORMATION LEADERS NEED TO KNOW.

- Team members who haven't activated their Wellstar OneID usernames will get weekly follow-up emails until this is complete.
- Epic training will occur 8 weeks prior to go-live for most users. We will contact you next month to align course requirements for you and your teams.
- Changes are coming to the way you clock your time, check your pay slip and order supplies using Workday/UKG targeted for August.
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INFORMATION LEADERS NEED TO SHARE WITH THEIR TEAMS.

- Starting March 31, team members previously on a monthly pay cycle will switch to biweekly. The first biweekly check will be on April 19.
- If you are looking for your Wellstar OneID email with instructions to activate, check your spam folder.
- **Get Excited!** Starting in June/July, team members will receive an @wellstar.org email, calendar and OneDrive. SharePoint and Teams capabilities (e.g., meeting and chat) will be enabled in the following weeks. You will need your new Wellstar OneID to access and use.
- The Epic training course catalog and class schedule will be published by early June. This will help you plan your schedule around your Epic training sessions.

TAKE ACTION ON THESE IMPORTANT ITEMS.

- With paycheck dates changing, please remind team members to review any automatic bank account withdrawals.
- **Make it easy!** Team members need to provide their personal email and cell phone number when activating their OneID to facilitate password reset. See the instructions provided in the email titled "Action Required – Claim Your New Wellstar Username and Password (Wellstar OneID)"
- Tell team members to move anything saved on their workstation (e.g., files, documents, photos, downloads) to their OneDrive.
- Distribute the monthly toolkit from the link HERE

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