

The cover features a solid purple background. On the left side, there is a vertical light blue bar that transitions into a large, rounded, light blue shape at the bottom left corner. The text is positioned in the upper left quadrant.

Wellstar MCG

Empowerment Toolkit - Know / Share / Do

June 2024

Know, Share, Do – Toolkit #6

The information below is designed to help you engage your team members and share monthly updates about the integration process with Wellstar.



KEY INFORMATION LEADERS NEED TO KNOW.

- **Secure Access:** Team members will use the Microsoft Authenticator mobile app to access Wellstar applications and platforms securely with multi-factor authentication, particularly when working from outside the Wellstar network (e.g. from home or AU location, on an AU device). You can find more information on our [website](#).
- **Epic Training:** Clinical and Revenue Cycle managers will be responsible for working with their staff to register them for training classes by July 19th. The training team will be available to assist you with the process.
- **New WHS Badges:** Badges will be available onsite for WMCGH employed team members to pick up starting July 22. You will receive an email with specifics on where you can pick-up your badge.
- **Workday Cutover:** In preparation for the transition to Workday, the Employee Information Form (EIF) will become inactive for leaders and the Employee Self Service (ESS) Portal will become view-only for team members after July 10. Activities which must slow down or pause are highlighted in the toolkit with further details coming next week.



INFORMATION LEADERS NEED TO SHARE WITH THEIR TEAMS.

- **Enroll and make choices concerning your WHS employee benefits** during our “Welcome Enrollment” event, taking place now through July 15. Benefits are effective August 1, 2024.
 - Questions? Benefit Navigators will be onsite to help. Plus, you (and your spouse if you wish) can attend virtual information sessions. You can also reach out to the MyBenefits Call Center or Benefits Communication Line.
- **Activate your Wellstar OneID** if you haven’t already:
 - Find most recent email from oneid@wellstar.org (*Hint: It may be in your spam folder*)
 - Follow the instructions in the email
 - Provide your personal email and cell phone number when activating
- **Register now for multi-factor authorization (MFA)**, which will allow secure access to the Wellstar network when we migrate later this year:
 - Go to <https://welcometowellstar.com/mfa> for instructions based on our mobile device
 - Install the Microsoft Authenticator app on your mobile device
 - Register for MFA on your computer and configure your mobile device
- **Review the M365 Go-Live Readiness Checklist** [HERE](#) to prepare for the transition to Wellstar Outlook, SharePoint, Teams and OneDrive in July.
- **Review the Epic Training Class Schedule** [HERE](#) for the timing of each training applicable to you. For more details on training tracks and course descriptions, please reference the course catalog [HERE](#).
- **Starting July 22, new WHS badges will be available for WMCGH employed team members** to pick up. You will receive an email with specifics on where you can pick-up your badge.
- **Complete the required Workday / UKG training by July 26.** For most team members, training will occur online via HealthStream at a time of their choosing, lasting 60-90 minutes

- **New Equipment Testing** - Starting July 1, we will be installing and testing new equipment required for Epic. You may see colorful stickers on workstations and peripherals indicating their testing status. **Please do not remove the stickers.**



TAKE ACTION ON THESE IMPORTANT ITEMS.

- Ensure you and your team have **claimed your OneID and registered for Multi-Factor Authorization (MFA)**.
- **Request critical new job requisitions by July 5** or pause until Workday go-live
- **Submit EIFs for position changes by July 10** to take effect no later than July 21 (e.g., transfers, add/remove differential or change full-/part-time percentage.)
- Encourage your team to **update their address, direct deposit, withholdings by July 10**.
- Make sure you and your team **enroll in your new WHS benefits** between June 17-July 15. Benefits are effective August 1, 2024.
- **Complete the required Workday / UKG training by July 26**. For most team members, training will occur online via HealthStream at a time of their choosing, lasting 60-90 minutes.
- **Working with you WMCGR team members to sign them up for Epic Training in HealthStream**. Check your email for details on the registration process.
 - To prepare for registration, you can review the Epic Training Class Schedule [HERE](#) for the timing of each training applicable to you and your team. For more details on training tracks and course descriptions, please reference the course catalog [HERE](#).
- **Distribute the monthly toolkit** from [HERE](#).