Workday/UKG Day 1 Checklist for Specialized Roles

How to access UKG and Workday

- **Option 1: Desktop Icon**
  - Click on the Workday or UKG icon on your desktop
- **Option 2: Wellstar Virtual Desktop**
  - Click on the Wellstar Desktop icon on your desktop
  - Click on the Workday or UKG icon on the virtual desktop

You will have in-app support when you use your Wellstar Virtual Desktop however it will take slightly longer to log in.

Managers

- ☐ **Review your team org chart** in Workday to confirm that your direct reports are listed by clicking on *Team Org Chart* on your home page. If inaccurate, please complete this [form](#)
- ☐ **Review and (re)approve time off** in UKG on behalf of qualifying team members on the Wellstar PTO plan using this [guide](#). Recreate time off requests or follow-up with timekeeper as needed. Time off is not carried over from TimeNet.

As applicable:

- ☐ **Delegate the Timekeeper role** to enable others to create, review and edit time in UKG. Follow this [guide.](#)
- ☐ **Manage delegation** in Workday as necessary, such as the ability to approve expense reports. Follow this [guide](#).
- ☐ **Review and approve first timecards for non-exempt team members** in UKG using this [guide](#)
- ☐ **Create new job requisitions** for staff openings in Workday as needed using this [guide](#).

Timekeepers

- ☐ **Accept the delegated timekeeper role** from relevant manager(s) in UKG using this [guide](#). Follow-up with manager to delegate as necessary.
- ☐ **Recreate pending and approved time off** in UKG on behalf of qualifying team members on the Wellstar PTO plan. Time off is not carried over from TimeNet.

*As applicable for **non**-Smart Square users:*

- ☐ **Review and edit first timecards** for non-exempt team members in UKG using this [guide.](#)

Requisitioners

- ☐ **Set up procurement favorites** in Workday to make it easier for yourself going forward. Follow this [guide](#).

As applicable:

- ☐ **Create urgent rush order requisitions** in Workday using this [guide](#).
- ☐ **Create orders** in Workday for [recurring service](#) or [standing supplies.](#)

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Questions?

- Access online guidance via the "?" icon at right within Workday and UKG if you are accessing these applications through the Wellstar Virtual Desktop
- Refer to step-by-step guides
- Rewatch HealthStream training courses
- Reach out to your manager
- Open a ticket in Wellstar ServiceNow directly through eSource on your Wellstar virtual desktop
- Contact Wellstar HR Service Center online or at 470-267-1234 for HR, time management and payroll questions e.g., issues editing punches, manager hierarchy corrections, job requisition help, or cost center corrections
- Contact Wellstar Integration Support at 470-610-0720 for technical questions (e.g., system access, applications or timeclock hardware) as well as supply or service requisition assistance