

# Workday/UKG Day 1 Checklist for Team Members

## 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.*

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## WMCGH Employed Team Members

- Confirm personal information** in Workday such as your address and mobile phone number to ensure you get important notifications. Follow this [guide](#) to update your contact information.
- Confirm pay information** in Workday such as your [direct deposit information](#), [federal](#) or [state/local](#) tax withholdings.
- Confirm your profile information** in Workday such as your manager and work location using this [guide](#). If inaccurate, talk to your manager.

*As applicable:*

- Clock-in** using a timeclock or web browser *if you are a non-exempt employee*. Follow these guides to use a [timeclock](#) or [web browser](#).
- Confirm time off** in UKG *if you are a qualifying team member on the Wellstar PTO plan*. Time off may have been populated by your manager or timekeeper from TimeNet. If time off is missing, recreate or request using this [guide](#).
- Take the Smart Square Overview course** in Workday (approximately 10-15 minutes) *if you/your department used Clairvia*.
- Create and submit your first expense report** in Workday *if you have any outstanding expenses* using this [guide](#).

## AU Employed/Affiliated Team Members (including active students)

No action needed at this time.

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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



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## Workday/UKG Day 1 Checklist for Team Members

- Reach out to your manager or your department's CyberSTAR, who can be identified through your manager or by their red shirt over the next two weeks
- 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