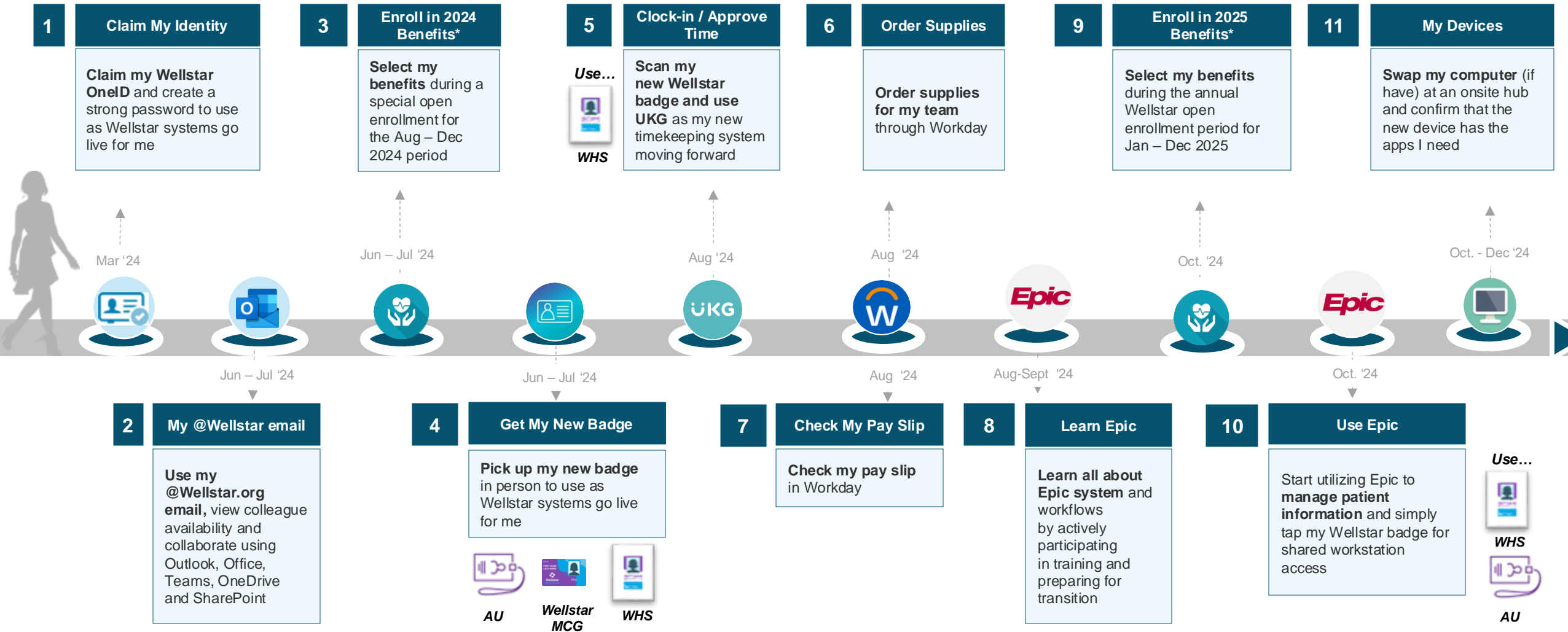


Enablement Toolkit

April 2024

Refresher! Our Moments That Matter



Toolkit Table of Contents

In this month's enablement toolkit, you will learn more about..

April

Exciting topics for this month's Toolkit!



UKG - Hear about UKG, its timekeeping abilities and how it may impact you



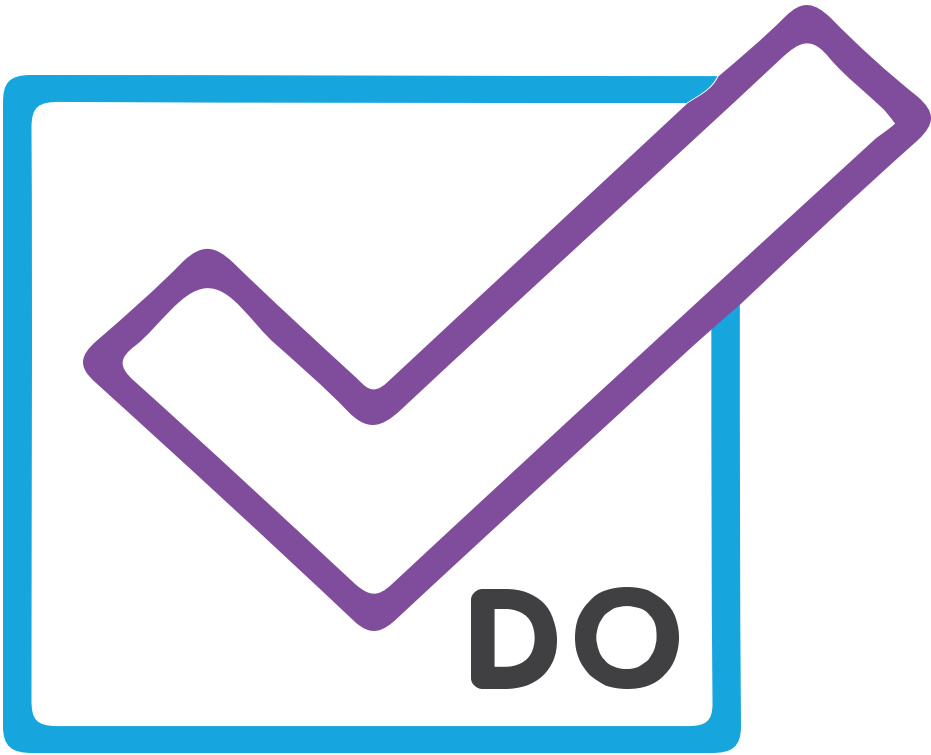
Workday- Find out more about Workday enhancements for people managers



Epic – Build a foundation and know important upcoming training dates



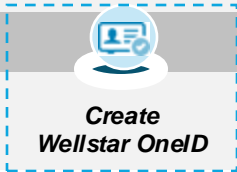
CyberSTARS- Find out what it means to be a CyberSTAR!



Have you claimed your Wellstar OneID?

Activating your OneID *now* is the first step to accessing Wellstar applications *later this year*.

Our Moments that Matter



Create Wellstar OneID



My @Wellstar email



Enroll in 2024 Benefits*



Get New Badges



Clock In & Approve Time



Check Pay Slip & Order Supplies



Epic Training & Activation



Enroll in 2025 Benefits*



Swap Devices

 **59%** of team members have set up their Wellstar OneID



Let's make our way to 100%!

Steps to activate your OneID

1

Find most **recent email** from oneid@wellstar.org
Hint: It may be in your spam folder

2

Follow the instructions in the email

3

Provide your **personal email** and **cell phone number** when activating

Note: You will not have access to Wellstar applications immediately upon activating your OneID.

For issues with OneID, please contact **Wellstar OneID Implementation Support** at 470-610-0720



What's coming up for Workday and UKG

Training for both Workday and UKG will be available in late June - July



What	You will learn how to complete required activities in Workday and UKG, as well as get answers to many of the 'how do I...' questions
When	June - July Training will take approximately 60-90 minutes for most team members and leaders
Where	Online training in HealthStream



People managers, timekeepers, requisitioners, HR, Finance, and Supply Chain:

Training may be longer and could include in-person elements based on your role. More details will be shared in the coming months.

What's coming up for Epic

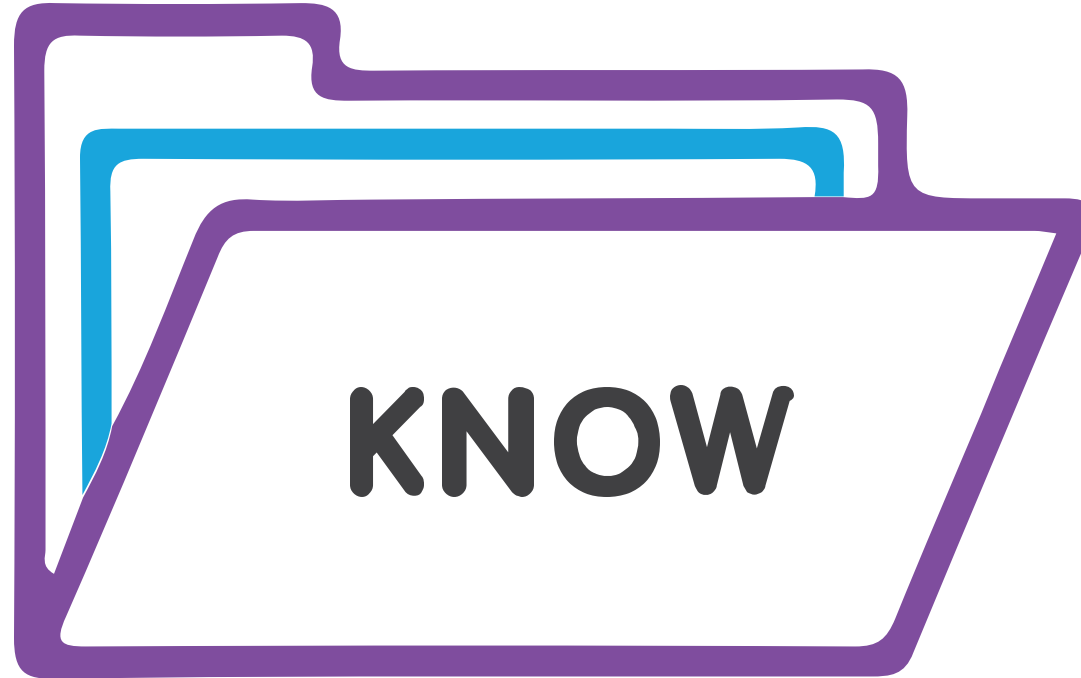
Soon you can learn about the training process and requirements before registering

Our Moments that Matter



Course Catalog <i>May 3</i>	A comprehensive course catalog will be published that outlines and describes the required training for each role.
Full Class Schedule <i>June 3</i>	A full class schedule will be available for you to plan your training sessions.
Q&A Sessions <i>June 3 – 17</i>	Q&A sessions with training leaders for managers to learn about the Epic training process, the training requirements, and how to register for courses.
Class Registration <i>Opens June 17</i>	Managers will be responsible for the online registration of their teams. The Epic training team will be available to assist throughout the process to get everyone appropriately registered.
CyberSTAR Training <i>July 22 – August 2</i>	CyberSTARs will attend training first, giving them a chance to learn the new system and prepare for their important peer support role during go-live.
End User Training <i>August 5 – September 27</i>	All staff who will use the Epic system will complete a required training track customized for their role. This training will include computer-based learning and in-person classes.

Look out for an email coming soon with these details regarding Epic Training.



What you need to know about UKG and time...

You will continue using your current time tracking method until August 4.



After 12:01am August 4th

Non-Exempt Team Members (Typically, Hourly)

- Two options for logging time**
 - Clocking in via UKG timestamp through a browser on computer or cell phone
 - Badging in at a physical clock
- New physical timeclocks will be in fewer locations**
 - Usage analysis indicated fewer of the new clocks are needed
 - Team members no longer near a timeclock will use UKG timestamp website
- Attest to your time each day; no additional attestation each pay period**
 - Validate that time recorded accurately reflects when you worked
 - Team members will typically answer a meal break question attesting

Exempt Team Members (Typically, Salaried)

- No need to clock in/out**
 - You will manage your time as you do today

People Managers / Timekeepers

- People Managers :**
 - You will be able to edit and approve timecards, including correcting incorrect / missed punches, updating PTO and more
 - Your appointed delegate will have edit and approval capabilities
- Timekeepers:**
 - You will be able to edit timecards, including correcting incorrect / missed punches, updating PTO and more
 - Your appointed delegate will have edit capabilities
- Early in / early out, late in / late out and unexcused absences are flagged for your awareness**



What's different with UKG?

Soon, you will keep your team's schedule up to date with UKG!



Hello, I'm Cheryl. I'm a **Manager with WMCG**. Tell me more about UKG! How does it impact me?



Timekeeping & approval will be **based on reporting structure (manager)** rather than cost center (team)

Quickly see **changes to employee shifts*** and new hire schedules

Easily **collaborate and coordinate staffing** with other team members

Save time and reduce the risk of error – without paper!

Manage shifts efficiently and with up-to-date information

Quickly access **up-to-date schedule information**

Stay in tune with a **fluid 24/7 workforce**



Make your life easier with Workday

New enhancements will change how people managers work – we're here to help you prepare!

Our Moments that Matter



One-stop shop for HR needs (No more EIFs!)

- ✓ Manager self-service
- ✓ Streamlined hiring process
- ✓ Comprehensive performance management
- ✓ Systematic annual compensation reviews

Greater visibility into Supply Chain

- ✓ Approve requisitions from the mobile app
- ✓ Track inventory between locations

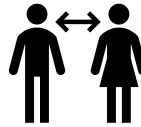
More control in Finance

- ✓ Submit and approve expense reports and invoices from the mobile app
- ✓ Additional threshold-based approval reviews

EXAMPLE: NON-PROVIDER STAFFING



Automation in the job requisition process facilitates initiation. Certain job attributes will default for you!



Recruiting will handle interview scheduling for you. During the interview, you will be encouraged to take candidate notes and provide feedback directly in Workday



The offer process is more automated in Workday and includes logic-based approval to route through you, your leadership, and compensation as needed.



An onboarding dashboard tracks tasks and progress once an offer has been accepted. You will have insights into planned start and any incomplete tasks.

Please Note: The provider staffing process will also change and will include APP and Locum staffing in future state.

We are moving to Epic!

Wellstar's experience with Epic will allow us at WMCG to harness their learning to accelerate ours.

Our Moments that Matter



What does Epic mean to us?



- ✓ Epic provides a comprehensive data management approach, meaning the system **integrates patient information** into a single source of truth
- ✓ Providers in different departments will have the ability to **update patient information in real time**, which provides a **coordinated approach to patient care**
- ✓ Epic offers an opportunity to **optimize workflows** and improve operational efficiencies
- ✓ Epic **enhances patient experience** through an integrated patient portal that offers easy access to all health information and digital communication tools

As a leader at WMCG...



...you are a **change agent!**

How to actively contribute now...



Raise visibility of initiatives, anticipated changes and benefits

- ✓ Present upcoming changes and benefits of the Epic system during planned team meetings



Build support for change and help colleagues embrace changes

- ✓ Highlight M365 migration and device updates / refresh waves, timeline and what to expect



Cascade and explaining important messages at all levels (up, down and across)

- ✓ Communicate challenges team members face surrounding future state changes to change team



Ask the right questions to encourage colleagues to adopt new behaviors

- ✓ Proactively talk to team members about process changes coming in Workday / UKG

Introducing CyberSTARs

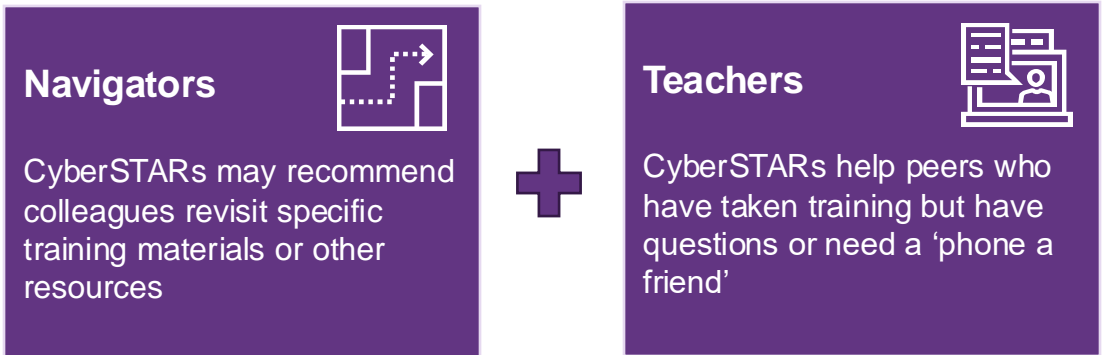


CyberSTARs are superusers that provide support and guidance to accelerate adoption and integration

You may be asked to nominate CyberSTARs from your Department

Team members will have questions as they learn new tools. This is where CyberSTARs come in!

CyberSTARs will support your team as...



...through key moments that matter, including **clock in** and **approve time**, **check your pay slip** and **Epic activation**



Important reminders from last month!



- **Pay Schedule:** As of March 31, team members previously on a monthly pay schedule switched to biweekly. The first biweekly pay date will be on April 19
- **Workday / UKG Training** will show WMCG employed team members how to check a pay slip, clock time (if non-exempt), and more in June - July
- **Epic Training** milestones include publishing of the course catalog (May 3) training Q&A sessions (June 3 - 17), and class registration (Opens June 17)



- ◻ **Pay Schedule:** With pay dates changing, please remind team members to review any automatic bank account withdrawals
- ◻ **OneID:** Look for the latest email from oneid@wellstar.org and follow the instructions to activate your Wellstar OneID. If you have not received it, check your spam folder. Please provide your personal email and cell phone number when activating
 - ◻ For questions, please contact the Wellstar OneID Support line at 470-610-0720.