

Enablement Toolkit

March 2024

How the new payroll cycle impacts you



Team Members Previously on a Biweekly Schedule

New Payroll schedule took effect the week of March 4th



Team Members Previously on a Monthly Schedule

New payroll schedule takes effect March 31st

- Plan for your first biweekly check on **April 19th***
- Payroll is scheduled on a biweekly basis going forward

2024 PAYROLL TRANSITION FOR AUMA/AUHS/AUMC/RWSH EXEMPT PAYROLL

Pay Period Start Date	Pay Period End Date	Check Date
New		
3/31/24	4/13/24	4/19/24*
4/14/24	4/27/24	5/3/24
4/28/24	5/11/24	5/17/24
5/12/24	5/25/24	5/31/24
5/26/24	6/8/24	6/14/24
6/9/24	6/22/24	6/28/24
6/23/24	7/6/24	7/12/24
7/7/24	7/20/24	7/26/24
7/21/24	8/3/24	8/9/24
8/4/24	8/17/24	8/22/24**
8/18/24	8/31/24	9/5/24
9/1/24	9/14/24	9/19/24
9/15/24	9/28/24	10/3/24
9/29/24	10/12/24	10/17/24
10/13/24	10/26/24	10/31/24
10/27/24	11/9/24	11/14/24
11/10/24	11/23/24	11/27/24
11/24/24	12/7/24	12/12/24
12/8/24	12/21/24	12/26/24

*You will receive 3 weeks of pay in the April 19th paycheck to bring you in line with the Wellstar biweekly pay schedule

**Starting on August 22nd, pay dates will shift to Thursdays



Please direct employees to the payroll office for related questions at **706-721-9226** or **AUHealth_Payroll@augusta.edu**

Wellstar OneID Update

Buckle up and blast off with your Wellstar OneID! It's your ticket to new email and other tools and technologies as they become available for you

Please note that you will not have access to Wellstar applications. Claiming your OneID is the first step to begin gaining access later this year.

On your marks, get set, GO 🚀

As of early March, only **37% of clinical** and **44% of non-clinical** team members have set up their Wellstar OneID

Let's get to 100% together!



Check your spam mailbox for Wellstar OneID emails

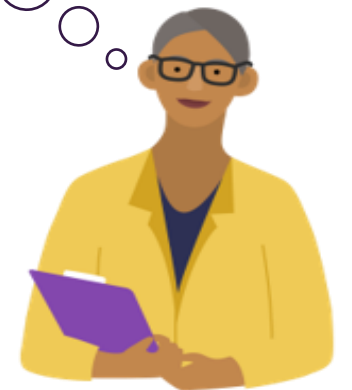


Provide your personal email and cell phone number when activating your OneID



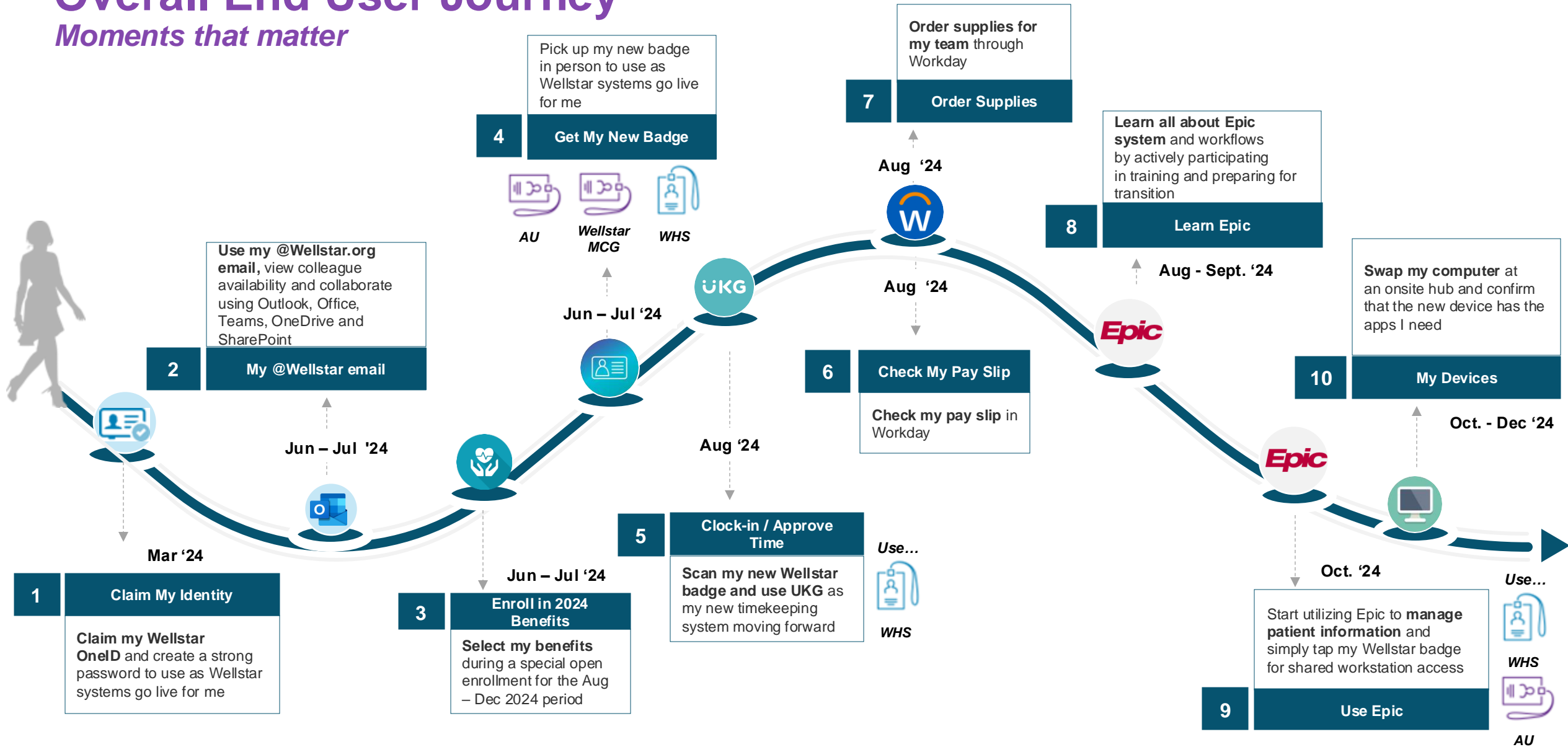
You will continue to receive weekly emails until you complete the steps required to activate your Wellstar OneID

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



Overall End User Journey

Moments that matter



How will M365 Impact you?



What's Changing?

- You will start using your **@wellstar.org email addresses** and the **Wellstar M365 platform** starting in the June / July timeframe
- Emails will be **automatically migrated to your new Wellstar M365 account** on your behalf

***Note for AU / UGA employed providers:** You will receive an @wellstar account **and** will continue to use your current @augusta.edu account and associated documents. Additional guidance forthcoming*

Please note that you will not yet have access to Wellstar applications. Claiming your OneID is the first step to begin gaining access later this year.

Exciting benefits coming your way:

✓ **Work seamlessly** with fellow Wellstar team members in tools like Excel, Word or PowerPoint

✓ **Easily join Wellstar Teams meetings** (No waiting in the meeting lobby!)

✓ **See Outlook calendar availability** of Wellstar colleagues

▲ **Please note:** While transitioning to Wellstar's M365 platform offers exciting new ways to collaborate with your WHS team members, access to AU (non-WMCG) files, Teams meetings, chat and calendar availability will be more limited



How will M365 Impact you?



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



Swap Devices



What can I tell my team?

To assist with the smooth migration of content, please begin to take the following steps:

- 1. Lookout for an email from onelD@wellstar! All team members must act!** – All team members must claim their Wellstar OneID to obtain their new email address and facilitate access to Wellstar applications later this year.
 - **Can't find it?** Check your spam folder
 - **Forgetful?** You'll be able to reset your password if you update with your *personal* email/cell.
- 1. Don't lose your stuff! Move content to OneDrive** – To ensure your files are migrated, move anything saved on your local device or H drive to your OneDrive (e.g., Desktop, Documents, Pictures, Downloads)
- 2. Microsoft Office 365 content** – Review and delete content you no longer need from your mailbox, OneDrive, SharePoint, Teams sites and Box

How will Workday & UKG Impact you?



What is UKG?

UKG is a user-friendly platform, where you can quickly, and easily complete tasks related to scheduling and time management from your desktop.



What does this mean for me?

Team members:

- ✓ Clock in / out on applicable devices
- ✓ View schedule
- ✓ View time off accruals

Managers:

- ✓ Review and approve team member timecards
- ✓ Update and manage scheduling and shift assignments

...and more!

What is Workday?

Workday is a system which automates and integrates many human resources, finance, supply chain and other business functions under a singular platform.



Team members:

- ✓ View your pay slip and W-2s
- ✓ Update bank information or emergency contacts
- ✓ Apply for a job or refer a friend
- ✓ Submit business expenses

Managers:

- ✓ Interview and hire staff
- ✓ Order supplies
- ✓ Approve requisitions
- ✓ View information and analytics about your team

...and more!