

Enablement Toolkit








May 2024

Toolkit Overview

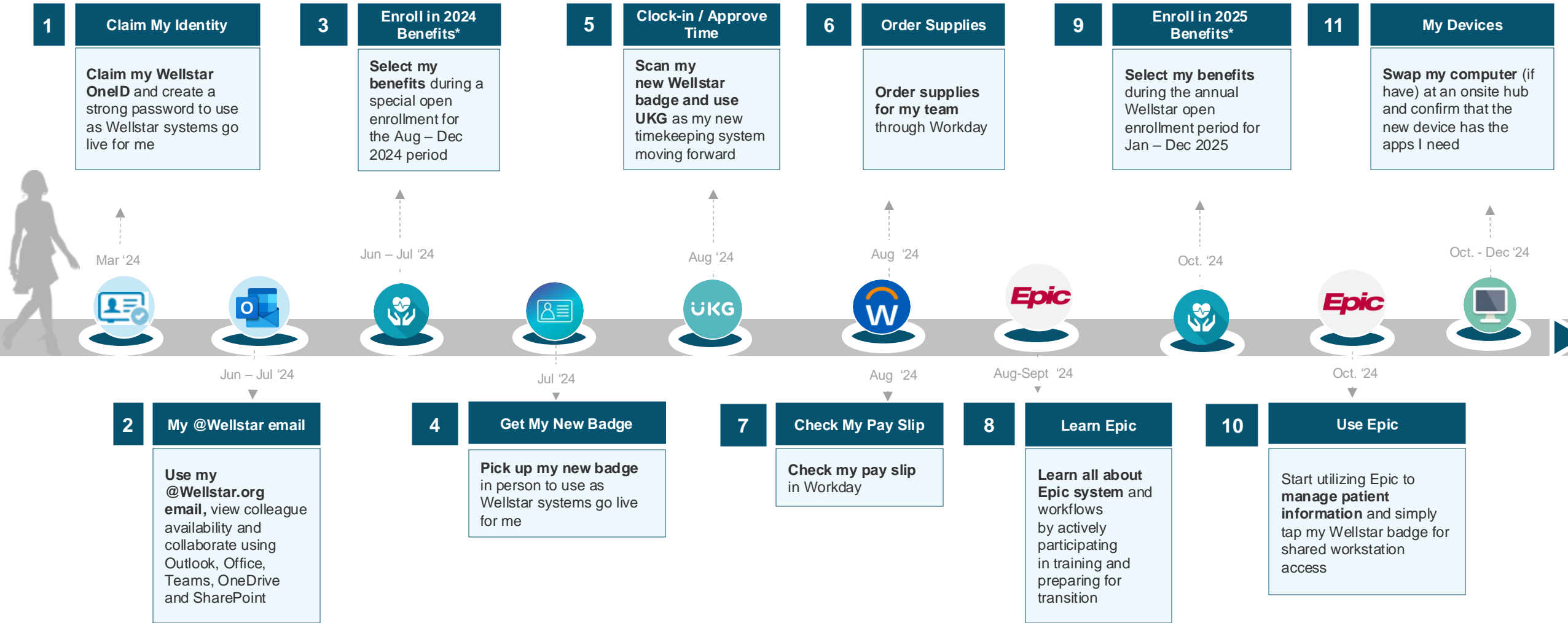
May

Exciting updates
this month!



Topic	What you need to know today	Where you can learn more
 Secure Access	Register now for multi-factor authorization, which allows secure access to Wellstar apps	Instructions and how to register <i>[Slide 5]</i>
 M365	Prepare your content now for a smooth transition in July	What to expect through the migration <i>[Slides 6-7]</i>
 Badging	Pick up your new badge in July to start using in August	When and where you will use your new badge <i>[Slide 8]</i>
 UKG	Small changes to how we work will add up to an enhanced experience	See what a typical day could look like for team members and managers <i>[Slides 9-10]</i>
 Workday	Training will need to be completed between June 17-July 26	
 Epic	Learn which classes you will take. The course catalog is now available	See when the schedule is available so you can start planning <i>[Slide 11]</i>
 Integration Resources	Find answers to your questions about the integration	Check out the resources available <i>[Slide 12]</i>

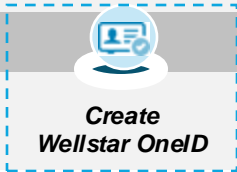
Refresher! Key Moments in Our Journey



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

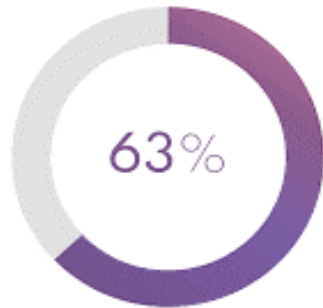


Enroll in 2025 Benefits*



Swap Devices

 **63% 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

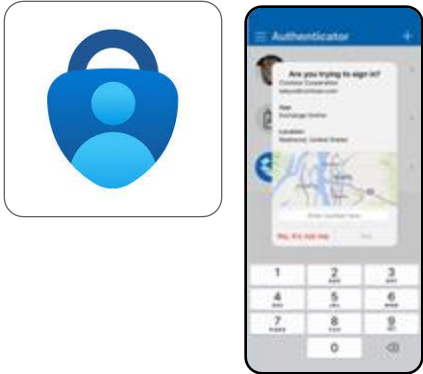
Provide your **personal email** and **cell phone number** when activating

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

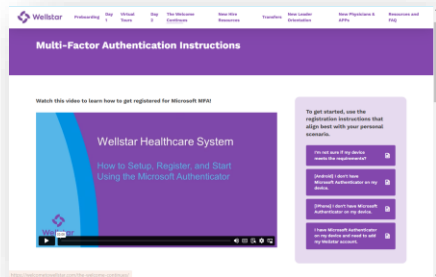
For issues with OneID, please contact **Wellstar OneID Implementation Support** at 470-610-0720

What do I need to access the Wellstar network?

Register now for multi-factor authorization to allow secure access to the Wellstar network when we migrate



All team members will use the **Microsoft Authenticator mobile app** to access Wellstar applications and platforms securely with multi-factor authentication.



Go to <https://welcometowellstar.com/mfa> to find answers to your questions and **register now** with your Wellstar OneID!

✓ If you have not yet claimed your OneID, find the email you received from oneid@wellstar.org for instructions.

What is multi-factor authentication (MFA)?

MFA verifies your identity, typically through a combination of:

- Something you know (like a password)
- Something you have (such as a text message or mobile app)
- Something uniquely you (such as a fingerprint)

You may have used MFA to access your bank or other secure online accounts!



Wellstar M365 is coming in July!

You will have access to your Wellstar Microsoft account starting on July 15.

Our Moments that Matter



Mid July

Use your **Wellstar OneID** to log into:

- ✓ Outlook for email & calendar
- ✓ SharePoint / Teams
- ✓ OneDrive



Late July

WMCG employees will see in OneDrive:

- ✓ AUHS Box content



TBD

WMCG employees will see in OneDrive:

- ✓ AUHS MYFILES (U:) files
- ✓ AUHS MYFILES (F:) files



WMCG employees will see in a Wellstar drive:

- ✓ AUHS SHARE (H:) files



Are you ready to move to Wellstar M365?

WMCG-employed team members can now prepare for a smooth migration of their content.

Our Moments that Matter



WMCG Employed Team Members – How you can prepare

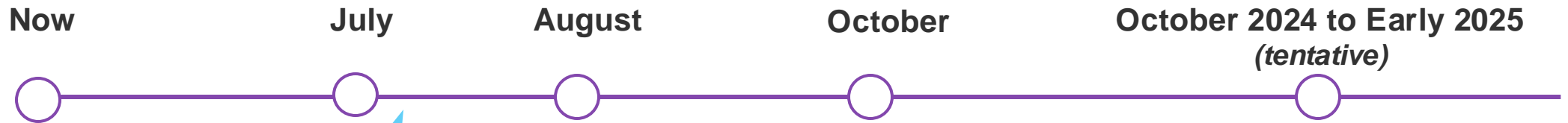
- 1. Transfer the content you would like to keep** from your local workstation's (C:) drive to your AUHS Box, such as files from your desktop, documents, browser bookmarks and pictures as detailed [HERE](#).
 - If left on your local (C:) drive, files will not be moved on your behalf and will be permanently deleted
- 2. Review and delete content you no longer need** from your mailbox, SharePoint, Box, SHARE (H:), MYFILES (U:) and MYFILES (F:).
- 3. Switch personal accounts to your personal email** if you use your @augusta.edu email for personal matters like banking or retail. Otherwise, you may miss important emails and face password reset issues after the migration.

AU-Employed Team Members do not need to take these steps as their content will not be moved.

Get your new WHS badge in July!

But remember, you still will need to use your WMCG/AU badge to access certain places.

Our Moments that Matter



Where can you use your new badge?



- ✓ Timeclocks
- ✓ 'Tap n go' to access shared devices (e.g., in patient rooms)
- ✓ Purchase goods thru a payroll deduction (i.e., onsite cafes)
- ✓ WMCG building, floor and door access

Which badges will you have?



AU Employed Team Members will continue to carry their AU badge and will also be receiving a **WHS Badge!**

How will Workday and UKG fit into my daily work?

An example of the small changes that will enhance a day in the life of a team member and manager.

Our Moments that Matter



I start my day by badging in, it takes just one more click than before.



I am a new hire and onboarding has been so easy! I check my dashboard for any tasks I missed.



I am planning a vacation, so I check my leave balance from my phone during my lunch break.



Today is pay day! I check the hours on my payslip.



I went to a conference last week. I submit my expenses for reimbursement on my phone.



Time to wrap up! I badge out and head home.



I review and approve my team's timecards.



I see my new team member has a few onboarding tasks to complete.



I interview a candidate to fill an open role on my team. I add my feedback from my tablet – let's hire him!



One of my team members had a fabulous year. I'll add details to their performance review



I run a report to see all my team's performance for last year.



I approve expenses and invoices from my phone.



Training for both Workday and UKG will be available June 17

You must complete the online training by July 26.



- Training will equip you to complete required activities in Workday and UKG, as well as help answer many of the 'how do I...' questions.
 - For example: During training we'll demonstrate how to update contact or banking info, find a pay slip, clock in on a laptop or timeclock.
- End User Training will be available on June 17. Training will be completed online via HealthStream at a time of your choosing by **July 26**.
 - All staff will be assigned training required by their role.
 - Training will take approximately 60-90 minutes for most team members and leaders.*



*People managers, timekeepers and requisitioners:

Training may be longer based on your role. You will be able to complete training at any point before **July 26**.

*Finance, Supply Chain and HR:

Training will be longer and will include live or in-person elements based on your role. You will need to make yourself available for this required training when offered. Training will occur between June 17 and **July 26**; precise dates and more details will be shared in the coming months.

Epic training schedule will be available June 3

Your participation in training is critical – check the schedule to know when you need to be available.

Our Moments that Matter



The Epic Olympics!



Upcoming training events to get you prepared

Full Class Schedule

June 3- For Epic, UKG & Workday

Arrange your schedule so you are available!

Review description and timing of training sessions applicable to your role and plan accordingly.

Q&A Sessions

June 3-17

Get the information you need to succeed!

Managers can talk with training leaders about the Epic training process, the training requirements and how to register for courses.

Class Registration

Opens June 17 for Epic

Make sure you are registered for the right events!

Managers will be responsible for the online registration of their teams.

WorkDay & UKG

June 3-14 HealthStream Modules

The Epic training team will be available to assist throughout the process to get everyone appropriately registered.

End user Training

Aug 5th – Sept. 27th

Gain essential knowledge and hands-on practice!

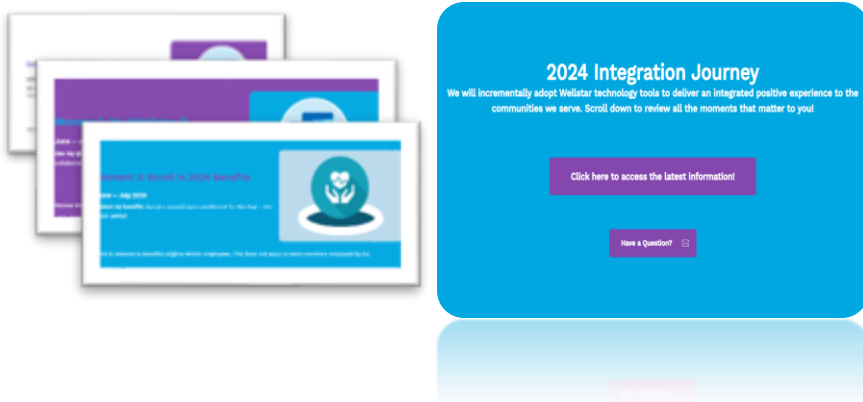
All team members who will use the Epic system will be assigned a training curriculum that customized for your role(s).

Looking for information about the integration?

You have several ways to stay informed and ask questions!

Welcome to Wellstar MCG Website

Check out what's new at
<https://welcometowellstarmcg.com/>



Our website has been revamped to offer you more resources along our journey, such as ongoing communications like KSDs and Enablement Toolkits

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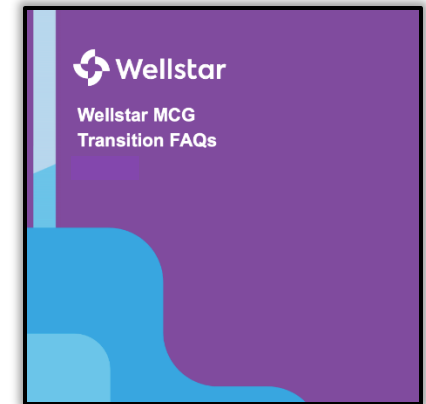
Have a question?
Scan the QR code and ask away!



We will review your questions and provide answers as they are available!

Frequently Asked Questions (FAQs)

Find answers to your questions
[HERE!](#)



The FAQs will be updated regularly to address key questions you may have about the Wellstar MCG Integration.