

New Team Member Experience Update –HUDDLE

Wellstar New Team Member Experience

Wellstar Work Well Implementation Plan and 2024 Onboarding Changes

Goal



...to communicate changes related to Onboarding prior to Go-Live for the Wellstar Work Well (**Workday**) implementation taking place January 2, 2024.

Impact

New Team Member Experience / Onboarding

The content below is designed to support and equip you with the information you need to know regarding the upcoming migration to Workday.

Details and Deadlines!

- **December 11:** New hires (team members, contractors, agency, Providers) scheduled to start on 12/11/23 will be the last group to receive individual Week 1 schedules/ Welcome Letters.
- **December 18:** Internal transfers scheduled to start on 12/18/23 will be the last group to receive their week 1 schedule information email from iCIMS.
- **December 18:** Critical onboarding week- there will be no Virtual TMCO Session on Monday. All required learning will be online self-led. A general communication will be sent from Onboarding with instructions for this week. **Team members starting this week must begin their learning this week in Success Factors and complete by 12/31/23 or this will be reassigned in Workday.**
- **December 25:** No TMCO this week
- **January 2, 2024:** TMCO on Tuesday this week

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Workday Onboarding Go-Live Updates Starting January 2024

- **As of January 2, 2024**, New Hires scheduled to start January 2, 2024 (Team Members, contractors, agency, and Providers) will reference their specific Onboarding Journey in Workday for information re: their Day 1 TMCO Virtual Session Zoom link and their assigned required learning in Workday.
- **Internal Transfers-** Internal transfers scheduled to start as of January 1, 2024, will receive their schedule communication from Preboarding.
- **Overdue Required Learning-** New Hires scheduled to start January 2, 2024 (Team Members, contractors, agency, internal transfers, and Providers) will receive an email notification from Workday the day following the required Week 1 learning (TMCO and or Clinical Orientation- as applicable) is overdue and at the end of week 1 if this remains overdue. The hiring leader will be cc'd as well.
- **Compliance Reporting for Required Week 1 Learning-** *Just a reminder: HR Policy 3009 requires TMCO modules to be completed on Day 1. Week 1 clinical orientation must be completed prior to the team member starting on their unit orientation and prior to caring for patients.*
- **As of January 2, 2024, the new team member's progress with Workday required learning completion (i.e.: not started, in progress or completed) can be viewed in Workday per the individual team member or via a Workday learning report.**
- **Onboarding Surveys-** As of January 2, 2024: 30-60-90-day Onboarding Surveys will be accessible to new team members via their Workday Onboarding Journey.
- **Onsite new team member support / computer access will continue for** TMCO and Clinical Orientation module completion on Mondays and Wednesdays at the Wellstar 1800 building.

Actions to take and Items to share

- Reference this information for key dates and access points.
- **Share this information with preceptors, educators and others assisting with Onboarding New Team Members, Contractors, Agency, and Internal Transfers.**
- **Please discard any onboarding week 1 schedules you may have saved for new team members, contractors, or agency team members, as these will no longer be used as of January 2, 2024, and this information may have changed.**
- **Please also visit [WorkWell SharePoint](#) and [WorkWell FirstUp](#).**