Wellstar
HEALTH SYSTEM

WorkWell
Training Tracks
Updated 11/22/23

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Introduction

As we prepare for the launch of the WorkWell implementation, your learning experience is key to your success using Workday, UKG and other partnering applications.

This guide will assist you in identifying your required learning and other training tools for you to thrive within this new people-focused software.

As you review this training catalog, the icons below will assist you in understanding training components.

Course Name	💬	Learning Objective	💡	Training Delivery	🧑‍🏫

Distribution of role specific WorkWell training tracks	Team members receive & review role specific training track	Sign up for training in SuccessFactors	Complete Required Training	Review WorkWell Resources	Attend Re-engagement Sessions	**Training Completion**

☐	Leaders will receive information on the required role-specific training for WorkWell.
☐	Designated roles will receive training tracks on their role specific required training.
☐	Individuals will sign up for their designated role specific training in SuccessFactors. **Resources:** 1. How to Open SuccessFactors in Google Chrome on a Wellstar Device. 2. How to Access SuccessFactors. 3. How to Register for a Class
☐	Completion of required role specific training.

☐	Resources will be made available to assist and support the roles in WorkWell.
☐	Pre-Launch re-engagement sessions the week of December 17, 2023
☐	Required training completed.

Role Based WorkWell Training Tracks

WorkWell Role: Compensation Partner

SF ID	Course Name	Course Description	Topics	Modality	Length of Training	Available Session Dates and Times (Select One)
2218480	Compensation Training	This course will provide an overview of Compensation key definitions, compensation change (base pay), compensation change (add/remove allowance), one-time payment and Merit Review.	Compensation Overview Compensation Change (Base Pay) Compensation Change (Add/Remove Allowance) One-Time Payment Merit Review Compensation Reports	Virtual Instructor-led	1 hour	11/15

WorkWell Role: Benefit Analyst

SF ID	Course Name	Course Description	Topics	Modality	Length of Training	Available Session Dates and Times (Select One)
	Absence Training	This course will provide Absence Partner an overview of the various Absence tasks.	Time Off vs Absence Request Leave of Absence Place Worker on Leave Return Worker from Leave Modify Leave of Absence Cancel Absence Balance Override Accrual and Limit Override	Virtual Instructor-led	2 hours	12/5-2p-4p 12/12- 2p-4p

WorkWell Role: Learning Partner

SF ID	Course Name	Course Description	Topics	Modality	Length of Training	Available Session Dates and Times (Select One)
2218483	Learning Partner Training	This course will provide Learning Partner with information on how to create, cancel, and manage Learning in Workday. For Learning Basics, please see HCM_ESS150	Create Virtual Course Offering Create In-Person Course Offering Manage Course Offering Roster Cancel Course Offering Cancel Learner's Enrollment Close a Class Roster Record Class Attendance Manually Complete Learner Mass Enroll and Assign Learners View Learning Reports	Virtual Instructor-led	2 hours	11/13- 1p-3p 11/14- 9a-11a 11/14- 4p-6p 11/15- 9a-11a 11/15-1p-3p 11/20- 1p-3p 11/21- 4p-6p, 11/21- 1p-3p

						11/22-9a-11a
						11/27- 1p-3p
						11/28- 9a-11a
						11/29- 4p-6p
						11/30- 1p-3p
						12/1- 9a-11a
						12/4- 1p-3p
						12/5- 9a-11a
						12/6- 1p-3p
						12/7- 4p-6p
						12/8- 9a-11a
						12/11- 4p-6p

WorkWell Role: Workforce Engineering

SF ID	Course Name	Course Description	Topics	Modality	Length of Training	Session Dates and Times (Select One)
	Workforce Engineering WorkDay Basics	This course will provide an overview of basic workforce engineering onboarding functions and workflows in WorkDay.	Workday Orientation, access, user role, high level workflow Dashboard and Search functions Vendor Submission workflow Candidate Submission to open req workflow WFE CA Candidate review/screen and push to manager End Contingent worker workflow Manager "contract contingent worker" and Offer workflow	In person Instructor-led	4 hours	11/27- 8a-12p
	Workforce Engineering Reports	This course will provide an overview of Workforce Engineering Reports.	Reporting	In person Instructor-led	2 hours	11/28- 8a-10a
	Onboarding-Workforce Engineering	This course will provide an overview of the onboarding workflow for workforce engineering.	Onboarding/Welcome communication workflow, start date change workflow Compliance workflow Extension date change workflow	In person Instructor-led	4 hours	12/4- 8a-12p
	Reverse Invoicing	This course will provide an overview of the reverse invoice workflow in UKG.	Reverse Invoicing Workflow- UKG	In person Instructor-led	3 hours	12/5- 8a-11a

WorkWell Role: HR Partner, Provider Compensation

SF ID	Course Name	Course Description	Topics	Modality	Length of Training	Available Session Dates and Times (Select One)
	Provider Compensation	TBD	TBD	TBD	TBD	TBD

WorkWell Role: Provider Onboarding

SF ID	Course Name	Course Description	Topics	Modality	Length of Training	Available Session Dates and Times (Select One)
	Provider Onboarding	This course will provide an overview of the provider onboarding process from offer except to day one.	Offer except Credentialing providers Provider clearance Day one workflow	In person Instructor-led	4 hours	12/1- 8a- 12p 12/5- 10a-2p 12/15- 8a-12p

WorkWell Role: Provider Recruiter

SF ID	Course Name	Course Description	Topics	Modality	Length of Training	Available Session Dates and Times (Select One)
	Provider Recruiter Training: Part 1	This is a four-part Recruiting Course for Recruiters. Part 1 of 2 will take a deep dive into how to Create Job Requisition, Create Confidential Job Requisition, Create Evergreen Requisition, Link Evergreens, and Recruiting Module Overview.	Create Job Requisition Create Evergreen Requisition Link Evergreens Overview Recruiting Module Overview of recruitment dashboard reports	In person Instructor-led (Virtual option)	4 hours	12/4- 10a-2p

SF ID	Course Name	Course Description	Topics	Modality	Length of Training	Available Session Dates and Times (Select One)
	Provider Recruiter Training: Part 2	This is a four-part Recruiting Course for Recruiters. Part 2 of 4 will take an in-depth review of the screening and interviewing process.	Part 1 – recruiters only: Review Candidates Screen Candidate Management Part 2: Recruiters and Recruitment coordinators: Schedule Interview Interview feedback References Expenses Pulling CV and candidate information	In person Instructor-led (Virtual option)	3 hours	12/6- 10a-1p
	Provider Recruiter Training: Part 3	This is a four-part Recruiting Course for Recruiters. Part 3 of 4 will take an in-depth review of the offer, send to hire and onboarding process.	Part 1 – recruiters only: Offer Process Part 2 – Onboarding coordinators join: Ready for Hire and send to onboarding process.	In person Instructor-led (Virtual option)	4 hours	12/19- 9a-1p
	Provider Recruiter Training: Part 4	This is a four-part Recruiting Course for Recruiters. Part 4 of 4 will take an in-depth review of the entire recruitment workflow from create requisition to send to hire/onboarding.	This final training session will be a time for any overflow from previous sessions, q&a, as well as an opportunity to review the workflow from start to finish of creating a requisition through the entire recruitment workflow process.	In person Instructor-led (Virtual option)	3 hours	12/20- 10a-1p

WorkWell Role: Talent Partner

SF ID	Course Name	Course Description	Topics	Modality	Length of Training	Available Session Dates and Times (Select One)
2218492	Talent Partner	This course will provide Talent Partner with information on how to manage and launch development plans, goals, and performance reviews. For Career/Talent Basics, please see HCM_ESS130	Navigating Workday to Support Growth and Development How all Talent Modules connect and feed other key growth processes (Job Hub, Learning, etc.) Overview of Role/Access/Key business processes/Audit trail High Level overview of / view on key modules: Feedback (NURSING ONLY) Development Items Talent Profile Goal Setting Performance Process Approve or Send back process Review archived documents Reporting/Dashboards	In person Instructor-led	2 hours	12/6- 9a-11a 12/7- 1p-3p 12/13- 9a-11a 12/14- 1p-3p

	Get Feedback Admin	This course will provide Talent Partner, CFNE and Nurse Leaders with information on how to manage the Get Feedback Process	Business Process Requests/Assignments Review Feedback	In person Instructor-led	1 hour	12/6- 11a-12p 12/7- 3p-4p 12/13- 11a-12p 12/14- 3p-4p

WorkWell Role: Recruiter

SF ID	Course Name	Course Description	Topics	Modality	Length of Training	Session Dates and Times
2218490	Recruiter Training: Part 1	This is a two-part Recruiting Course for Recruiters. Part 1 of 2 will take a deep dive into how to Create Job Requisition, Create Confidential Job Requisition, Create Evergreen Requisition, Link Evergreens, and Recruiting Module Overview.	Create Job Requisition Create Evergreen Requisition Link Evergreens Overview Recruiting Module	Instructor-led	8 hours	12/12- 8a-4p
2218491	Recruiter Training: Part 2	This is a two-part Recruiting Course for Recruiters. Part 2 of 2 will take an in-depth review of the entire Recruiting Module.	Review Candidates Screen Candidate Management Schedule Interview Offer Generate Offer Letter Background Check Ready for Hire	Instructor-led	8 hours	12/14-8a -4p

WorkWell Role: Recruiter (Sourcing Team)

SF ID	Course Name	Course Description	Topics	Modality	Length of Training	Session Dates and Times
2218490	Recruiter Training: Part 1	This is a two-part Recruiting Course for Recruiters. Part 1 of 2 will take a deep dive into how to Create Job Requisition, Create Confidential Job Requisition, Create Evergreen Requisition, Link Evergreens, and	Create Job Requisition Create Evergreen Requisition Link Evergreens Overview Recruiting Module	In person Instructor-led	8 hours	12/12- 8a-4p

SF ID	Course Name	Course Description	Topics	Modality	Length of Training	Session Dates and Times
		Recruiting Module Overview.				
2218491	Recruiter Training: Part 2	This is a two-part Recruiting Course for Recruiters. Part 2 of 2 will take an in-depth review of the entire Recruiting Module.	Review Candidates Screen Candidate Management Schedule Interview Offer Generate Offer Letter Background Check Ready for Hire	In person Instructor-led	8 hours	12/14- 8a-4p
	Position Sourcing	This course will provide an overview of workflows unique to the sourcing team.		In person Instructor-led	4 hours	

WorkWell Role: All Core HR (HR Service Center)

SF ID	Course Name	Course Description	Topics	Modality	Length of Training	Session Dates and Times
	WorkWell 101	Welcome to WorkWell (Prerequisite- WorkWell Essentials)	Workday basics (navigation and terminology) Employee Self Service (Talent Management View, Functional User View) Manager Self Service (Leader view, Functional User View)	Virtual Instructor-led	3 hours	11/29- 9a-12p 11/29- 1p-4p
	WorkWell 201	Initiating the Team Member Experience	Profiles & Positions Talent Acquisition (The Search Begins) Pre/Onboarding Contingent Worker Onboarding Provider Onboarding	In person Instructor-led	3 hours	11/30- 9a-12p (a) 11/30- 1p-4p (a) 12/5- 9a-12p (b) 12/5- 1p-4p (b) *must attend a and b
	WorkWell 301	Team Member Experience (Prerequisite- Workday Reporting))	Total Rewards Talent Management License & Certification Learning Management TM Actions (Job Modifications, LOA & Exits)	In person Instructor-led	3 hours	12/7- 9a-12p 12/7- 1p-4p
	WorkWell 401	Talent Management (TM) & Position Actions (Prerequisite- WorkWell 101)	Change Job (Modifying job & transferring) Modify Position (Changing position attributes)	In person Instructor-led	3 hours	12/8- 9a-12p 12/8- 1p-4p

			Transfers (Process & Management) LOA Processes TM Exit (Voluntary, Involuntary & Severance)			
	WorkWell 501	Payroll (Prerequisite- UKG CBL))	Payroll Overview Data (Payroll &HR Data) Pay Statements (Paycheck Review)	In person Instructor-led	3 hours	12/14- 9a-12p 12/14- 1p-4p

WorkWell Role: HRBP

SF ID	Course Name	Course Description	Topics	Modality	Length of Training	Session Dates and Times
	WorkWell 101	Welcome to WorkWell (Prerequisite- WorkWell Essentials)	Workday basics (navigation and terminology) Employee Self Service (Talent Management View, Functional User View) Manager Self Service (Leader view, Functional User View) HR BP/Leader Specifics	In person Instructor-led	3 hours	
	WorkWell 201	Initiating the Team Member Experience	Profiles & Positions Talent Acquisition (The Search Begins) Pre/Onboarding Contingent Worker Onboarding Provider Onboarding HR BP/Leader Specifics	In person Instructor-led	3 hours	
	WorkWell 301	Team Member Experience (Prerequisite- Workday Reporting))	Total Rewards Talent Management License & Certification Learning Management TM Actions (Job Modifications, LOA & Exits) HR BP/Leader Specifics	In person Instructor-led	3 hours	
	WorkWell 401	Talent Management (TM) & Position Actions (Prerequisite- WorkWell 101)	Change Job (Modifying job & transferring) Modify Position (Changing position attributes) Transfers (Process & Management) LOA Processes TM Exit (Voluntary, Involuntary & Severance) HR BP/Leader Specifics	In person Instructor-led	3 hours	
	WorkWell 501	Payroll (Prerequisite- UKG CBL))	Payroll Overview Data (Payroll &HR Data) Pay Statements (Paycheck Review) HR BP/Leader Specifics	In person Instructor-led	3 hours	

How to Open SuccessFactors in Google Chrome on a Wellstar Device

Use this tip sheet if you need to open eSource in Google Chrome.

Note: Google Chrome is the preferred internet browser when accessing SuccessFactors. There are known incompatibilities with Internet Explorer.

1.) Open a Google Chrome browser by going to your start menu and clicking on Google Chrome.

2.)

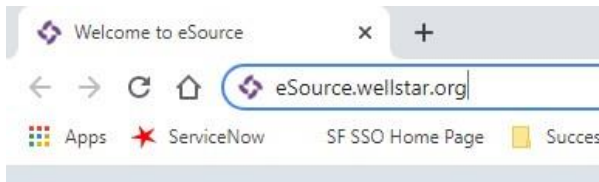2.) Scroll down on the left side menu and click the SuccessFactors image.

3.) SuccessFactors will launch in a new tab

How to Access SuccessFactors

1. Open a **Google Chrome Browser**.

2. If the browser does not automatically take you to **eSource**, you can type in
   eSource.wellstar.org

3. Click the **Wellstar SuccessFactors logo** image.

4. You will be taken to the **SuccessFactors login** screen where you will need to enter
   your **Employee ID** or **Network ID** for the account you are accessing and click
   Continue.
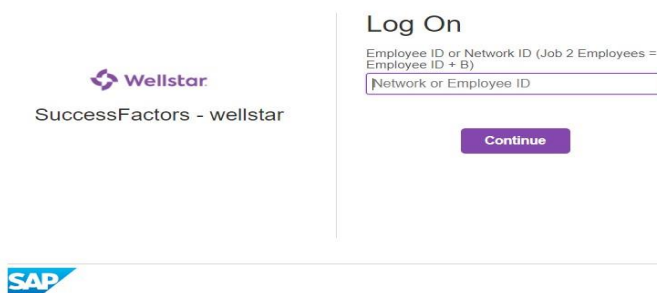
5. You will then be directed to Microsoft Azure single sign-on (SSO) for authentication.
   Enter your **Wellstar email** address and click **Next**.

   > ***If the field is auto-populating your employee ID, please delete and enter
   > your Wellstar email*
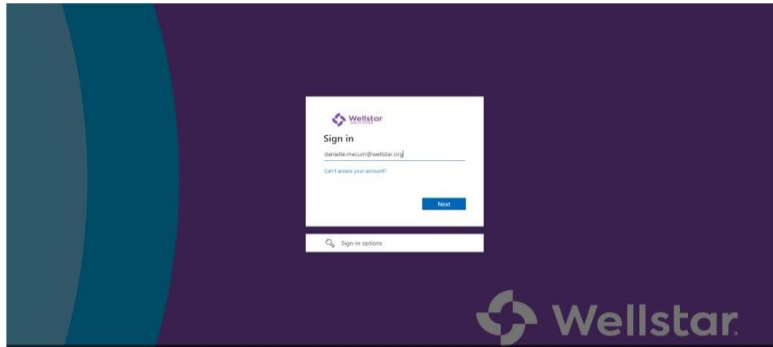
6. You will then see a screen that says, *"Taking you to your organization's sign-in page".*
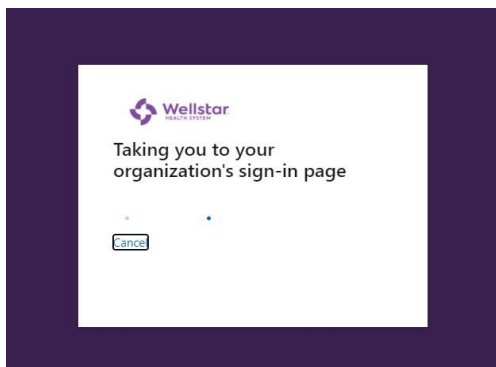
7. You will then be authenticated and directed to the SuccessFactors Home Page.

You have now been authenticated. Your request has been forwarded to the target system for processing.
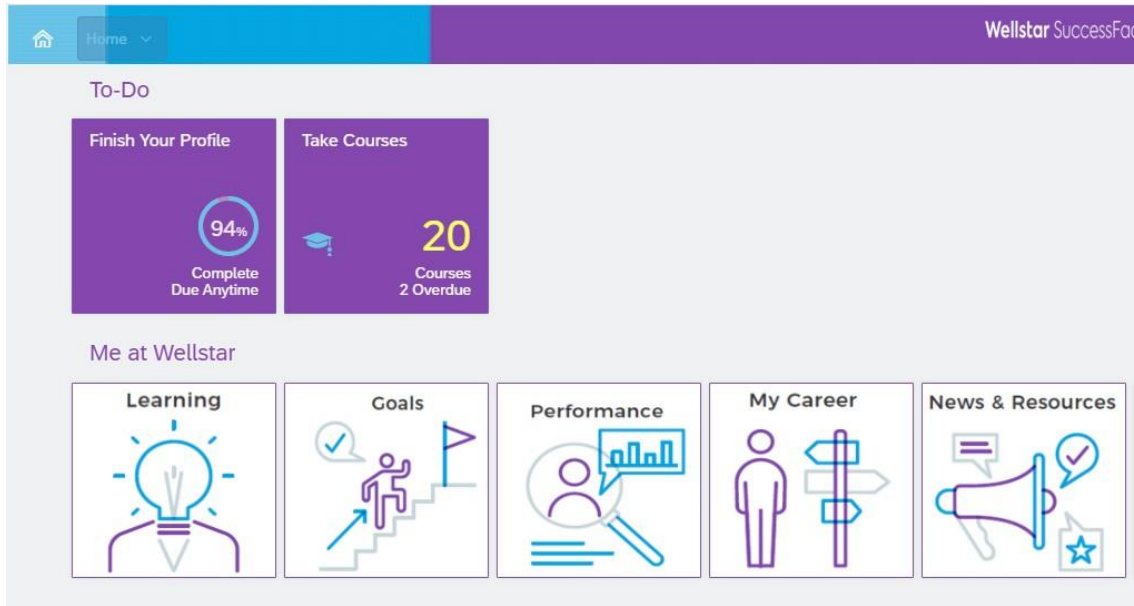
Team Members: Register for a Class

Team Members can use this step-by-step guide to register for a scheduled Class.
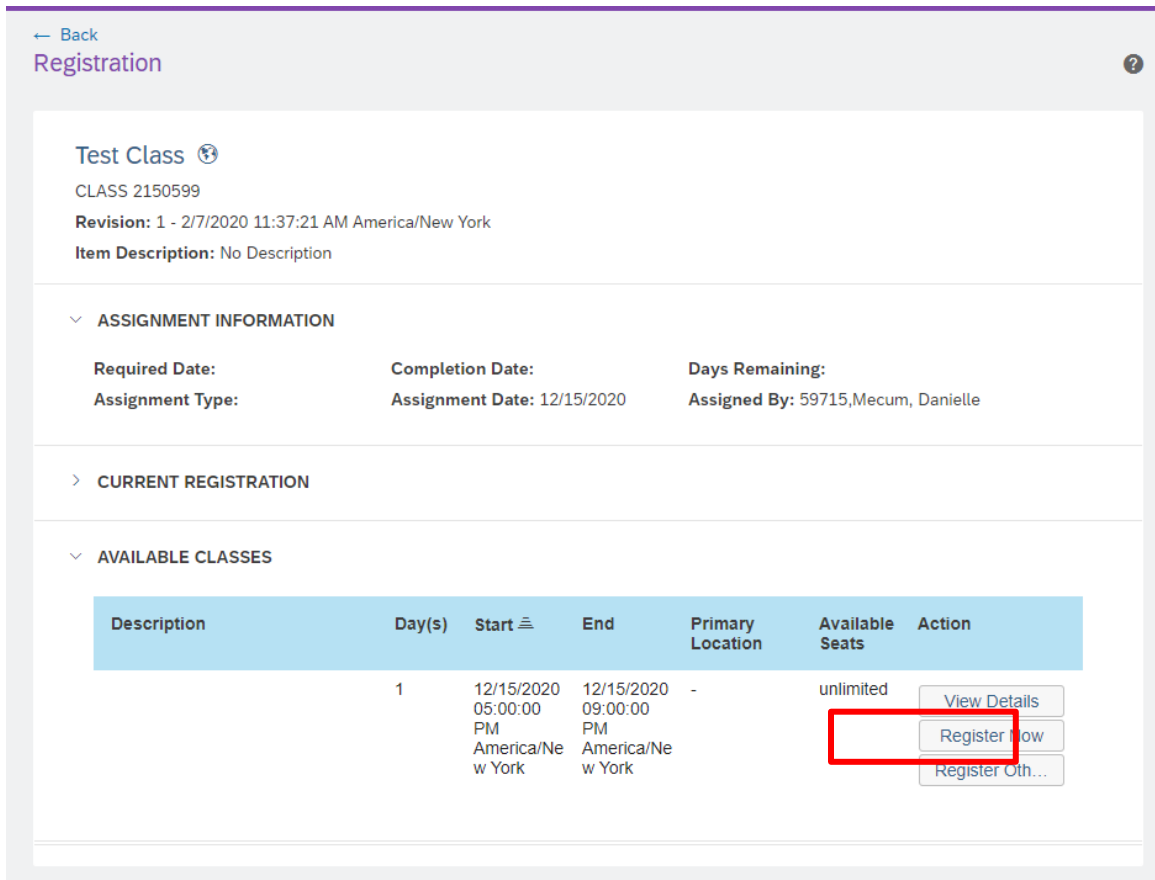
From your Home page, click the **"Learning" Icon.**
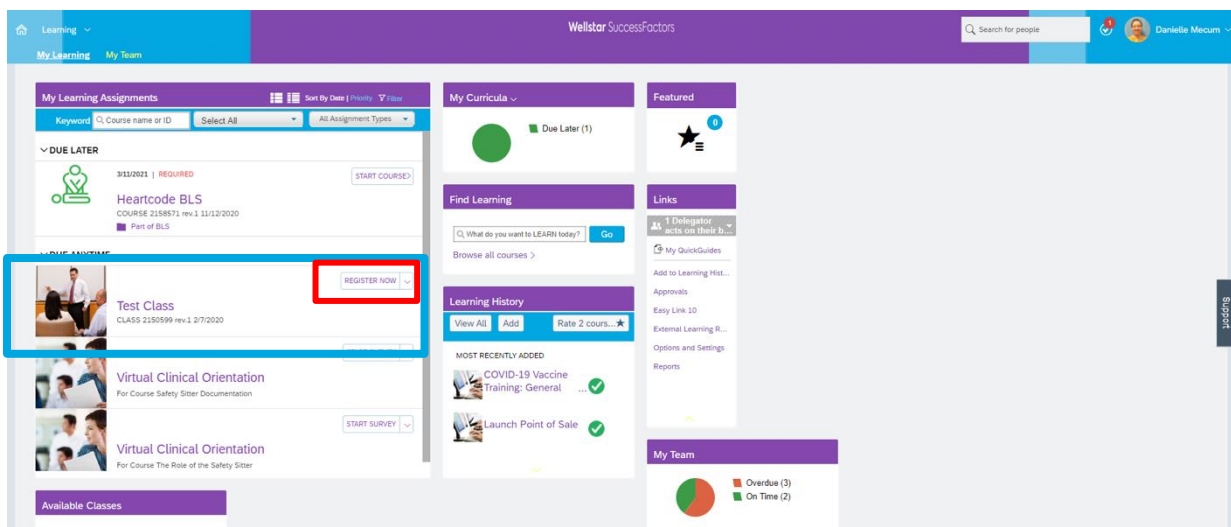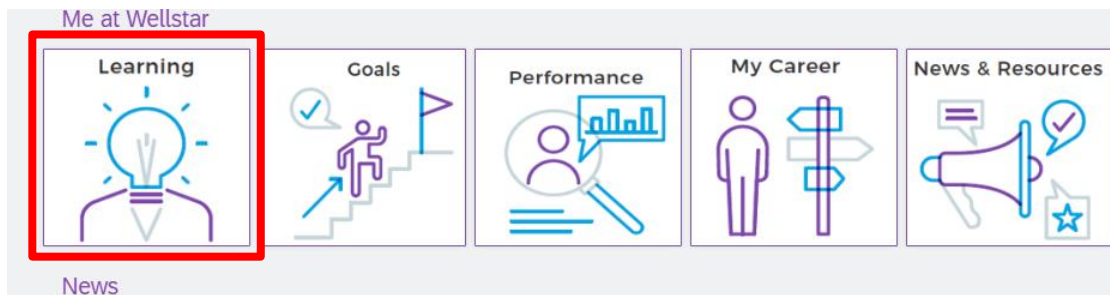
In the **"My Learning Assignments"** box, review/scroll to the class you'd like to register for and click the hyperlink for **"Register Now".**

Please note- if the "Register Now" is not visible, here are a few common scenarios:

- You have unmet prerequisites- complete the prerequisite training
- Approval has to be given prior to registration- your direct leader must approve you to register for the class
- Its blank- there are no currently scheduled classes, please continue to check back

Review the details of the class as needed, click **"Register Now"** for the specific date/time you prefer.

The next page is a confirmation page, review the Registration details for the class offering you are enrolling and add comments as needed. Once satisfied, click **"Confirm".**

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Registration

Lastly, enter any comments that you wish to be associated with your request and/or registration.

[Previous] [Confirm]

Class
Test Class 🌐

CLASS 2150599

Revision: 1 - 2/7/2020 11:37:21 AM America/New York

Start Date: 12/15/2020 05:00:00 PM America/New York

End Date: 12/15/2020 09:00:00 PM America/New York

Capacity: 0 enrolled, 0 waitlisted

Registration Comments

User Name: Mecum, Danielle M

Registration Status: Active Enrollment (Enrolled)

Comments:

[Previous] [**Confirm**]

The final screen is a registration confirmation screen. No further action is required beyond this point.

← Back
Registration
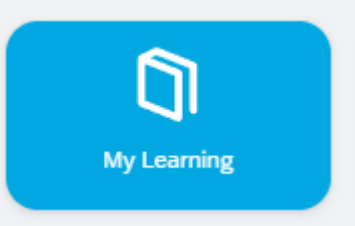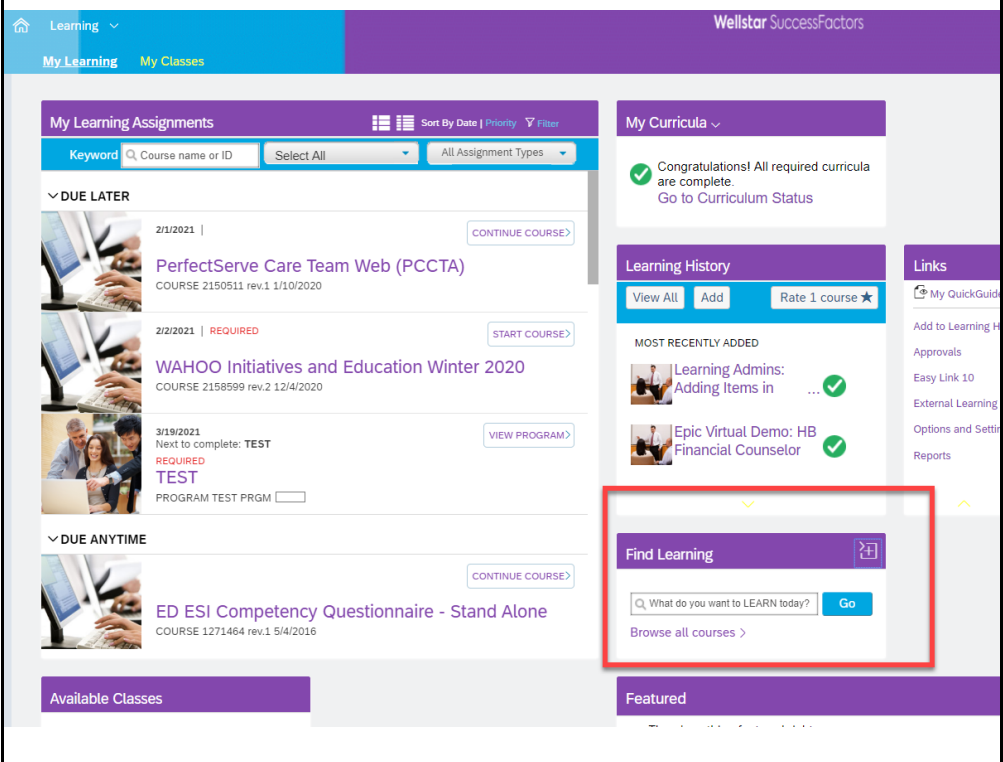
Registration Comments → Finished

Test Class

CLASS 2150599

Revision: 1 - 2/7/2020 11:37:21 AM America/New York

Start Date: 12/15/2020 05:00:00 PM America/New York

End Date: 12/15/2020 09:00:00 PM America/New York
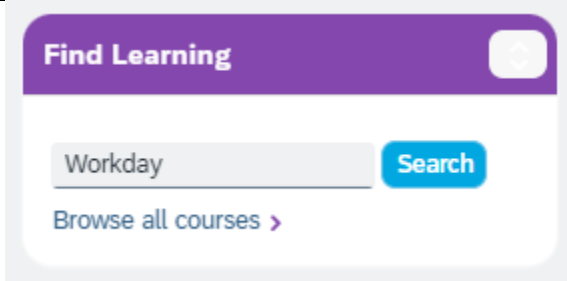
Capacity: 1 enrolled, 0 waitlisted

Success

User Name: Mecum, Danielle M

Registration Status: Active Enrollment (Enrolled)

Comments:

Team Members: Self-Assign Workday Training

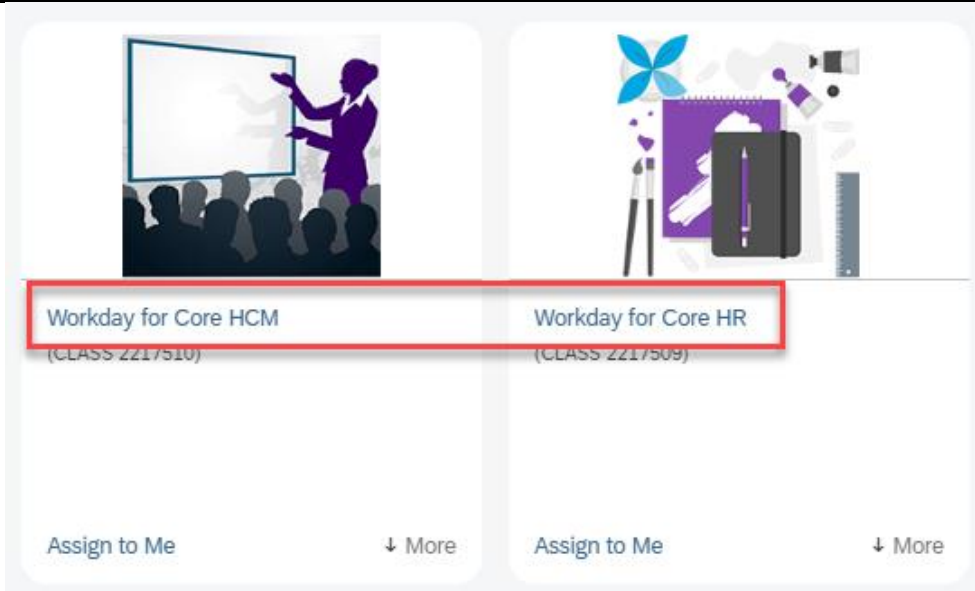**Follow these steps to self-assign learning in SuccessFactors if you do not see the course assigned to you!**

Explanation	Screenshot
Navigate to your SuccessFactors Landing Page. (1) Click your **My Learning** Tile	
(2) On your Learning Landing page, you can search for learning in the **Find Learning** widget.	

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|		
(3)	In the widget, type in the course name, course number or key terms. Click **Search**.	**Find Learning** Workday [Search] Browse all courses >
(4)	Find the course and click **the blue hyperlink title** if you want to assign the course to complete later.	Workday for Core HCM (CLASS 2217510) Assign to Me ↓ More Workday for Core HR (CLASS 2217509) Assign to Me ↓ More
(5)	Select the class date that works best for you based on available classes, then click **Register** on the next screen	**Course Details** **Upcoming Classes** Monday 11/13/2023 — Monday 11/13/2023 01:00:00 PM 03:00:00 PM 🏢 Microsoft Teams 30 seats available Then click [**Register**]

(6) A confirmation pop-up will appear and click **Ok**	
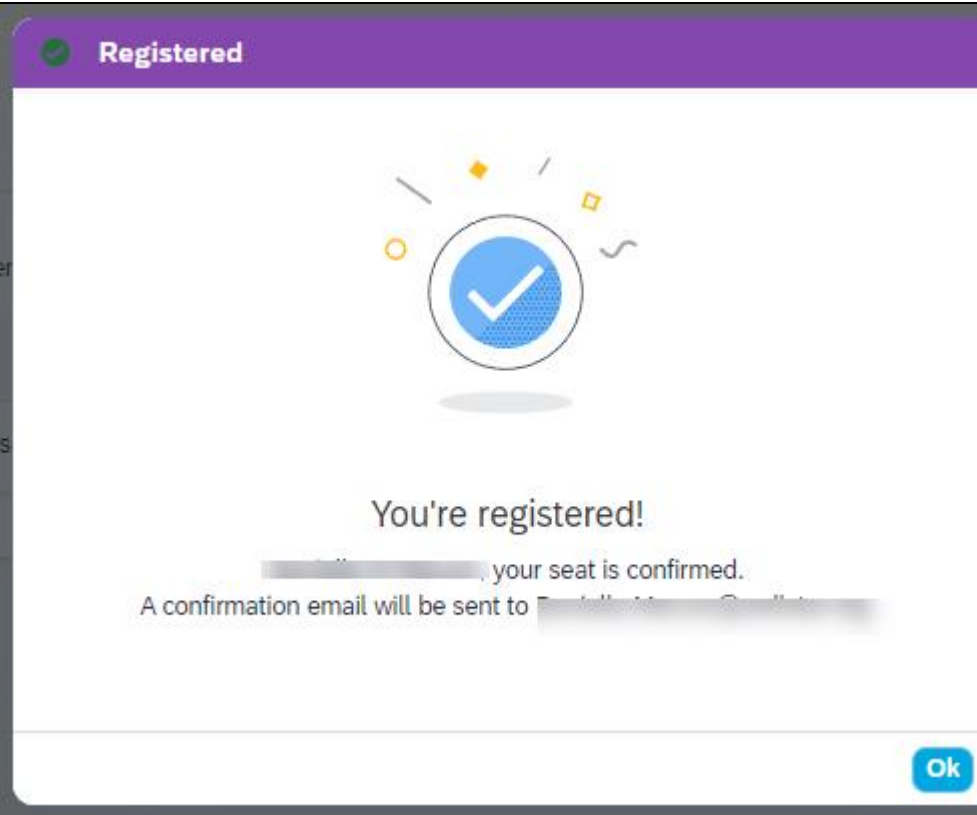
Additional Educational Support

CONTINUING EDUCATION OPPORTUNITIES

LEARNING RE-ENGAGEMENT

- December 18 – 22
- Updates on any changes
- Top three workflows you should master for day one
- Learning resources for JIT support
- Questions

WORKWELL WEDNESDAYS

- Wednesdays beginning January 10th
- Review & demonstrate top problematic workflows identified via helpdesk & HRSC
- Quick Tips & Tricks
- Q&A

Additional Resources

Provided by the IT WorkWell Project Team. Please reach out to workwell@wellstar.org or call the WorkWell Command Center at 470-956-6000 with questions.

Resource	Purpose	Access
Connecting WorkWell to Purpose	An overview of goals, objectives, impacts, and guiding principles	Click Here
UPerform	Job aides and demonstrations of workflows available directly within the Workday and UKG applications, which allow users to get real time guidance to support the completion of tasks.	Wellstar UPerform UPerform Learning Library
WorkWell Command Center / HR Service Center	Call the WorkWell Command Center at 470-956-6000 with any questions.	Click Here
What's my role?	Understand the difference in Train-the-Trainer and Super User roles	Click Here