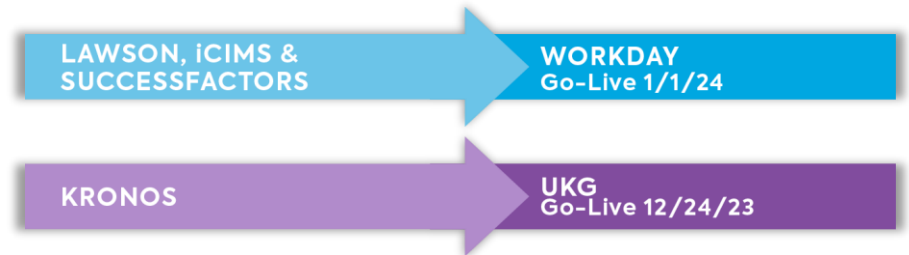# WorkWell Team Member Key Information

January 1, 2024, is the planned go-live date for WorkWell, our systemwide business transformation. WorkWell will enhance the team member experience and streamline day-to-day tasks by replacing our current business platforms with more intuitive systems like Workday and UKG. The following resource is intended to provide the key dates and information you'll need for that transition.

We know you may have additional questions on the key topics below. For more information and additional resources, please visit our WorkWell microsite. You may also reach out to the WorkWell Command Center at **470-956-6000** or email workwell@wellstar.org.

| LAWSON, iCIMS & SUCCESSFACTORS | → | WORKDAY Go-Live 1/1/24 |
| KRONOS | → | UKG Go-Live 12/24/23 |

WorkWell Training

Key Dates	What's New
• **Now-Dec. 31**: Complete required WorkWell training CBL • **Now-Dec. 24**: Complete UKG training CBL (required for TeleTime users)	• Training CBLs are assigned in SuccessFactors and include video modules, in-person instructor-led sessions (only for functional teams) and self-paced learning, supported by optional training aids and simulations • Training is 30-75 minutes for leaders and team members • Team members and leaders do not have to complete all at once; they can save their progress and come back any time • Training can be completed on your desktop or mobile phone

Workday

Key Dates	What's New
• **Jan. 1**: Workday go-live	• Workday will be replacing iCIMS, SuccessFactors and Lawson • Workday single sign-on (SSO) will link to MyBenefits, AbsenceSoft ESS and UKG ○ Team members will initiate all leave of absence requests in AbsenceSoft ESS • Workday can be accessed via an app or link on your mobile phone or a link on your desktop

Timekeeping

Key Dates	What's New
• **Dec. 24:** Kronos replaced with upgraded UKG (Ultimate Kronos Group) • **Dec. 26:** By 10am, all timekeeping in Kronos is complete for the pay period ending on Dec. 23 • **Jan. 8:** All timekeeping for the pay period ending on Jan. 6 is complete in UKG by 10am	• Leaders are required to approve timecards but may delegate timecard editing or approval • Team members using TeleTime will now need to use Remote Time Stamp (web-based) for recording time; CBL training will be provided and required for all TeleTime users
	What's Not Changing
	• Team members will still use a time clock or Remote Time Stamp (web-based) for recording time • Team members will still follow their existing process to request PTO, EIB and Decades of Service • Team members will be able to request time clock punch adjusted through UKG if they forget their badge or have a virtual meeting • There is no change to the meal break policy • Exempt team members still do not clock in or out • Team members who use SmartSquare will continue to do so for scheduling and time off requests

Career Center

Key Dates	What's New
• **Dec. 22**: Employee Referral Program will freeze • **Dec. 24**: Final date for team members to apply to open positions in iCIMS • **Jan. 2**: Career Center and location for team member applications go-live	• Team members will now apply to open positions using the Workday Career Site • Since the Career Center and Talent Acquisition system are now one, when team members complete their career profile – highlighting skills, experience and qualifications – it will pre-populate certain fields in the application • If a team member has previously referred a candidate or wants to refer a candidate to Wellstar, they will need to go into Workday after Jan. 1 to do so

Compensation & Benefits

Key Dates	What's New
• **Dec. 15**: Last day to elect PTO Cash In 100% in Lawson for 2024 • **Dec. 15**: Last day to use Decades of Service for 2023 • **Dec. 16**: Last day to confirm personal information in Lawson • If you have critical changes to make to your personal information between **Dec. 20** and **Jan. 1**, reach out to Human Resources Service Center (HRSC) at (470) 267-1234 • **Dec. 20**: Lawson access becomes read-only for team members • **Jan. 1**: Workday go-live • **Jan. 1**: Decades of Service will now be gifted and used in whole day increments	• Decades of Service (DOS) will now be gifted and used in **whole day** increments in 2024 • Team members will now go to Workday to access 2024 paystubs (called pay slips in Workday) • Team members will have access in Lawson to paystubs 90 days after Workday go-live • Team members will be able to view/download/print past W2 and 2023 W2 via this link, which will remain active post-Jan. 1 • W2s for 2024 and beyond will be in Workday • Team members will now request PTO Cash In 80%, EIB, DOS and PTO Donations in UKG; more training to come in 2024 • Additional self-service features in UKG will be rolled out in Q1 of 2024
	What's Not Changing
	• PTO Cash In 100% elections for 2024 will occur in Lawson by Dec. 15, 2023 • PTO Cash In 100% payouts will not change • PTO Cash In 80% payouts will not change (June and November) • Once designated for cash in, PTO hours will no longer be available to use for time off • Time off for PTO, EIB and Decades of Service Days will be processed in UKG as a pay code edit • The PTO Donation process will not change

Payroll Processing, Paychecks & W2

Key Dates	What's New
• **Dec. 26:** Payroll processing for the pay period ending on Dec. 23 • **Dec. 28:** Last paycheck paid from Lawson • **Dec. 28:** No manual check after this date • **Jan. 6:** First pay period in Workday ends • **Jan. 11:** First paycheck paid from Workday	• Paystubs for the Jan. 11 pay day will be available in Workday • Link to 2023 W2 will be available through Workday
	What's Not Changing
	• Pay periods will remain the same • Timecards will be complete by 10am on payroll Monday • Paystubs for paychecks prior to Dec. 31, 2023, will be available in Lawson ESS through Mar. 31, 2023 • The blackout period for manual checks at year-end (consistent with prior years) will be effective starting Dec. 28, 2023

Performance, Development & Learning

Key Dates	What's New
• **Nov. 30**: Goals, development plans and performance modules become "read-only" in SuccessFactors ○ Data will be migrated to Workday for you • **Dec. 31**: SuccessFactors is restricted for all team members except those who have pending **required** courses • **Jan. 1**: Workday go-live • **Jan. 31**: SuccessFactors access closed for all team members	• Goals, development plans, performance evaluations and learning activities, such as registering for a course or completing a Computer Based Learning will be completed in Workday

Finance

Key Dates	What's New
• **Now-Jan. 5**: Enter PCard expense reports in the Works system for December. Prior charges to be reconciled and approved • **Dec. 19**: Last day to submit expense reports in Lawson • **Dec. 20**: Last day for managers to approve expense reports in Lawson • **Dec 29**: Last day for any Strata Capital activity including Capital Projects, Fund Release Requests (FRRs) or Requisitions • **Jan. 1**: Workday go-live • **Jan. 2**: Team members need to re-enter any unapproved expense reports in Workday and all new expenses incurred	• Expense reports & PCard expense reports will now be done in Workday

Supply Chain

Key Dates	What's New
• **Dec. 22**: Last day to submit a requisition for non-essential supplies, specials/non-catalog items • **Dec. 27**: Last day to submit par/department orders and inventory orders • **Dec. 28**: Last day to submit requisitions • **Dec. 29**: All requisitions must be approved; any unapproved requisition past this date must be cancelled and created in Workday • **Dec. 29**, at 5:00pm ET: Last day/time to issue a purchase order in Lawson • **Jan. 1**: Workday go-live	• Requisitions will be created in Workday
	What's Not Changing
	• Supply chain delivery will remain the same