Know, Share, Do – Week 1 Required Learning in Workday- (Expectations and Tracking Progress)

Document Purpose: The information below is designed to equip you with the information you need to maintain compliance and check your team member's required learning completion progress during Week 1 and throughout their onboarding journey.

KNOW *This is the key information for you to know as a Leader*

- Wellstar's HR Policy 3009 Employee Orientation- "Employees must complete Team Member and Care Giver Orientation modules on their first day of employment and Clinical Orientation modules prior to assuming responsibility for patient care (if applicable) or other activities."
- Leaders must ensure new hire required learning completions are reviewed in Workday during Week 1 so that team members are completing these per the designated required timeframes **(TMCO Module- due Day 1 and Virtual Clinical Orientation- (if applicable) due by end of day on Wednesday/prior to assuming responsibility for patient care.** These are both self-led online CBL modules that are auto assigned to the team member.

SHARE *This is the information you need to share with your Team Members*

- Team members will access their required learning assignments for Week 1 through their Onboarding Journey/Workday Learning. These learning modules are automatically assigned to new team members.
- Team members should follow the listed required due dates as a reference for when items are to be completed. Following Week 1, there may be additional system learning assignments for team members to complete. Team members should check their Workday learning on a regular basis for any new assignments.
- Team members having issues activating OneID system accounts, accessing Workday or issues with online learning assignments should contact the IT Service Desk for assistance at 470-956-6000.

DO *Take action and complete these important items*

- Complete your Workday Task for Onboarding Setup for your new hire once received, so that your new team member can access their Onboarding Journey in Workday.
- Begin checking your new team member's required learning progress as early as Day 2 to ensure team members are completing their regulatory required learning by the designated timeframes.
- Follow-up with team members that are overdue to assist them in scheduling time to complete these modules.
- Utilize the following resources to check your team member's completion status:
  - *Workday Managers - View My Team's Learning Report*
  - Individual Team Member Lookup- From the team member's account, click on "Career" on the left side of the page and then "Learning" at the top of the page to view the team member's individual Learning Transcript.

If you have additional questions about Week 1 Learning completions or need additional assistance, we are here for you! Please **CLICK HERE** to open a Service Now ticket for the New Team Member Experience Onboarding Team.