

New Team Member Toolkit



Welcome to Wellstar

We recognize you are more than a Team Member and Caregiver. You are a friend, a son, a daughter, even a parent or grandparent. Your life is full, busy and demanding. As you start your new position with Wellstar to serve our patients and consumers, we want to make the transition to your new role as easy as possible. We'll handle the details so you can focus on serving with compassion, pursuing excellence and honoring every voice.

This toolkit is designed to provide the tools you need to get you started at Wellstar, give you a brief introduction to our health system, and answer frequently asked questions.

Again, welcome to the Wellstar family. We are more than healthcare...we're PEOPLECARE!

What's in the Toolkit

- **How to Navigate Week 1 Learning**
- **Orientation & Payroll Calendar**
- **Wellstar Locations**
- **New Team Member Resources**

Our Values



We serve with compassion



We pursue excellence.



We honor every voice

How to Navigate Week 1 Learning

We are excited to have you join us at Wellstar! As you begin your journey with Wellstar, we've created a **Week 1 Module Navigation Guide** to help you get started.

Please follow the steps outlined below **in the order listed**. Each step is designed to help you navigate through essential resources, and tools that will support your success.

DAY 1: Get Ready, Get Set, Go!



YOU MUST ACTIVATE your OneID and MFA System Accounts prior to your starting date.

OneID@wellstar.org will send you an email with instructions. **You may need to check your spam folder for this email.**

If you need assistance, please contact the WellStar IT Service Desk at 470-956-6000
Augusta Team Members: can call 470-610-0720.

TMCO Virtual Orientation

8:45 AM – Sign in to the Live Virtual TMCO Orientation session <http://orientation.wellstar.org>.

9:00 AM – 12:00 PM – Live Team Member and Caregiver Orientation (TMCO) Zoom Session.

12:00 PM – 5:30 PM – Complete the self-paced TMCO learning module in Workday.

Instructions on Accessing Workday to Learning Modules

Follow the instructions below, to gain access to Workday, where you will find information and resources to prepare you for a successful orientation experience.

After Activation of ONEID and MFA Accounts:

1. Get Started:

- Open a Google Chrome browser.
- [Use this link to access the Workday login page: Workday Wellstar \(myworkday.com\)](#)
- Navigate to "Login via SSO".
- **Sign In:** firstname.lastname@wellstar.org
- **Enter Password:** The OneID Password You Created

2. Authentication:

- You will be prompted through MFA on your registered mobile device to approve the log in

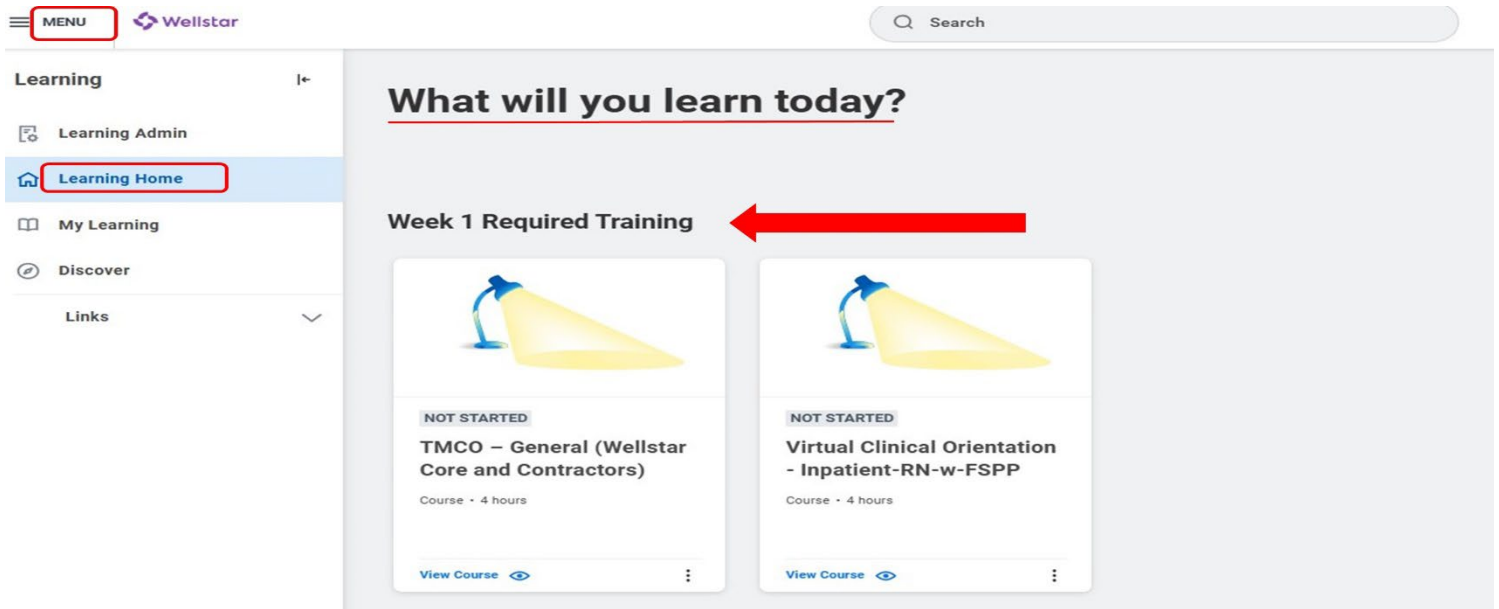
3. Entering Workday:

- Click the 'Menu' at the top left of the page,
- Select 'Personal'

4. Click 'Learning' to view your assignments

DAY 1 Required Learning In Workday (Below is a visual of Workday Required Day 1 Learning.)

5. From Workday Learning Navigate to: **TMCO General - Wellstar Core and Contractors Module**



NOTE: Completing the required module by 5:30 pm today on Day 1 is essential, but if any circumstances prevent you from doing so, please contact your hiring leader. If you experience any issues with completing your modules, please contact the HR Service Center at 470-267-1234.

Remainder of Week 1

FACILITY ORIENTATION INSTRUCTIONS:

Click [here](#) and select your specific facility for Orientation Instructions.

Holiday Weeks: When a Holiday falls on a Monday, the Day 1 Orientation will be held on Tuesday and your Facility Orientation will be held at a later date. **Follow up with your Hiring Leader on when and where you should report this week.**

ADDITIONAL REQUIRED LEARNING:

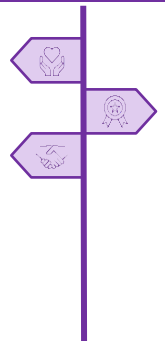
Clinical Orientation: (if applicable) Clinical Team Members may have additional clinical assignments based upon their clinical role. These assignments must be completed prior to caring for patients.

Electronic Medical Record Training: (if applicable)

EPIC- Epic training modules assigned in Workday. Check your Workday account for all required learning. **Your Epic access will be granted as long as you complete the assigned module.** Questions regarding Epic training, please click the [EPIC Training](#) Link.

COMPLETION OF YOUR REQUIRED LEARNING:

Once you have completed all assigned online Week 1 learning (TMCO and Virtual Clinical Orientation (as applicable) and EPIC (as applicable), connect with your hiring leader on when to report to your facility to start your unit orientation if you haven't already done so.



2026 Holiday & Payroll Calendar



January	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	February	
					1 New Year's Day	2	3	1 Pay Period Starts	2	3	4	5 Pay Day	6	7		
	4 Pay Period Starts	5	6	7	8 Pay Day	9	10	8	9	10	11	12	13	14		
	11	12	13	14	15	16	17	15 Pay Period Starts	16	17	18	19 Pay Day	20	21		
	18 Pay Period Starts	19 MLK Day	20	21	22 Pay Day	23	24	22	23	24	25	26	27	28		
	25	26	27	28	29	30	31									
March	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	April	
	1 Pay Period Starts	2	3	4	5 Pay Day	6	7					1	2 Pay Day	3		4
	8	9	10	11	12	13	14	5	6	7	8	9	10	11		
	15 Pay Period Starts	16	17	18	19 Pay Day	20	21	12 Pay Period Starts	13	14	15	16 Pay Day	17	18		
	22	23	24	25	26	27	28	19	20	21	22	23	24	25		
	29 Pay Period Starts	30	31					26 Pay Period Starts	27	28	29	30 Pay Day				
May	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	June	
						1	2		1	2	3	4	5	6		
	3	4	5	6	7	8	9	7 Pay Period Starts	8	9	10	11 Pay Day	12	13		
	10 Pay Period Starts	11	12	13	14 Pay Day	15	16	14	15	16	17	18	19	20		
	17	18	19	20	21	22	23	21 Pay Period Starts	22	23	24	25 Pay Day	26	27		
	24 Pay Period Starts	25 Memorial Day	26	27	28 Pay Day	29	30	28	29	30						
July	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	August	
				1	2	3	4 Independence Day							1		
	5 Pay Period Starts	6	7	8	9 Pay Day	10	11	2 Pay Period Starts	3	4	5	6 Pay Day	7	8		
	12	13	14	15	16	17	18	9	10	11	12	13	14	15		
	19 Pay Period Starts	20	21	22	23 Pay Day	24	25	16 Pay Period Starts	17	18	19	20 Pay Day	21	22		
	26	27	28	29	30	31		23	24	25	26	27	28	29		
								30 Pay Period Starts	31							
September	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	October	
			1	2	3 Pay Day	4	5					1 Pay Day	2	3		
	6	7 Labor Day	8	9	10	11	12	4	5	6	7	8	9	10		
	13 Pay Period Starts	14	15	16	17 Pay Day	18	19	11 Pay Period Starts	12	13	14	15 Pay Day	16	17		
	20	21	22	23	24	25	26	18	19	20	21	22	23	24		
	27 Pay Period Starts	28	29	30				25 Pay Period Starts	26	27	28	29 Pay Day	30	31		
November	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	December	
	1	2	3	4	5	6	7			1	2	3	4	5		
	8 Pay Period Starts	9	10	11	12 Pay Day	13	14	6 Pay Period Starts	7	8	9	10 Pay Day	11	12		
	15	16	17	18	19	20	21	13	14	15	16	17	18	19		
	22 Pay Period Starts	23	24	25 Pay Day	26 Thanksgiving	27	28	20 Pay Period Starts	21 No Onboarding	22	23	24 Pay Day	25 Christmas	26		
	29	30						27	28	29	30	31				
(Wellstar Observed Holidays) (Paydates) (Pay Period Start Dates) No onboarding week																

Orientation Calendar

Team Member & Caregiver Orientation (TMCO) & New Leader Orientation (NLO)



January

S	M	T	W	Th	F	S
				1	2	3
4	5 TMCO	6	7	8 New Leader Orientation	9 Orientation	10
11	12 TMCO	13	14	15	16	17
18	19	20 TMCO	21	22 New Leader Orientation	23 Orientation	24
25	26 TMCO	27	28	29	30	31

February

S	M	T	W	Th	F	S
1	2 TMCO	3	4	5 New Leader Orientation	6 Orientation	7
8	9 TMCO	10	11	12	13	14
15	16 TMCO	17	18	19 New Leader Orientation	20 Orientation	21
22	23 TMCO	24	25	26	27	28

March

S	M	T	W	Th	F	S
1	2 TMCO	3	4	5 New Leader Orientation	6 Orientation	7
8	9 TMCO	10	11	12	13	14
15	16 TMCO	17	18	19 New Leader Orientation	20 Orientation	21
22	23 TMCO	24	25	26	27	28
29	30 TMCO	31				

April

S	M	T	W	Th	F	S
			1	2 New Leader Orientation	3 Orientation	4
5	6 TMCO	7	8	9	10	11
12	13 TMCO	14	15	16 New Leader Orientation	17 Orientation	18
19	20 TMCO	21	22	23	24	25
26	27 TMCO	28	29	30		

May

S	M	T	W	Th	F	S
					1	2
3	4 TMCO	5	6	7 New Leader Orientation	8 Orientation	9
10	11 TMCO	12	13	14	15	16
17	18 TMCO	19	20	21 New Leader Orientation	22 Orientation	23
24	25	26 TMCO	27	28	29	30

June

S	M	T	W	Th	F	S
	1 TMCO	2	3	4 New Leader Orientation	5 Orientation	6
7	8 TMCO	9	10	11	12	13
14	15 TMCO	16	17	18 New Leader Orientation	19 Orientation	20
21	22 TMCO	23	24	25	26	27
28	29 TMCO	30				

July

S	M	T	W	Th	F	S
			1	2	3	4
5	6 TMCO	7	8	9 New Leader Orientation	10 Orientation	11
12	13 TMCO	14	15	16	17	18
19	20 TMCO	21	22	23 New Leader Orientation	24 Orientation	25
26	27 TMCO	28	29	30	31	

August

S	M	T	W	Th	F	S
						1
2	3 TMCO	4	5	6 New Leader Orientation	7 Orientation	8
9	10 TMCO	11	12	13	14	15
16	17 TMCO	18	19	20 New Leader Orientation	21 Orientation	22
23	24 TMCO	25	26	27	28	29
30	31 TMCO					

September

S	M	T	W	Th	F	S
		1	2	3 New Leader Orientation	4 Orientation	5
6	7	8 TMCO	9	10	11	12
13	14 TMCO	15	16	17 New Leader Orientation	18 Orientation	19
20	21 TMCO	22	23	24	25	26
27	28 TMCO	29	30			

October

S	M	T	W	Th	F	S
				1	2	3
4	5 TMCO	6	7	8 New Leader Orientation	9 Orientation	10
11	12 TMCO	13	14	15	16	17
18	19 TMCO	20	21	22 New Leader Orientation	23 Orientation	24
25	26 TMCO	27	28	29	30	31

November

S	M	T	W	Th	F	S
1	2	3	4	5 New Leader Orientation	6 Orientation	7
8	9 TMCO	10	11	12	13	14
15	16 TMCO	17	18	19 New Leader Orientation	20 Orientation	21
22	23 TMCO	24	25	26	27	28
29	30 TMCO					

December

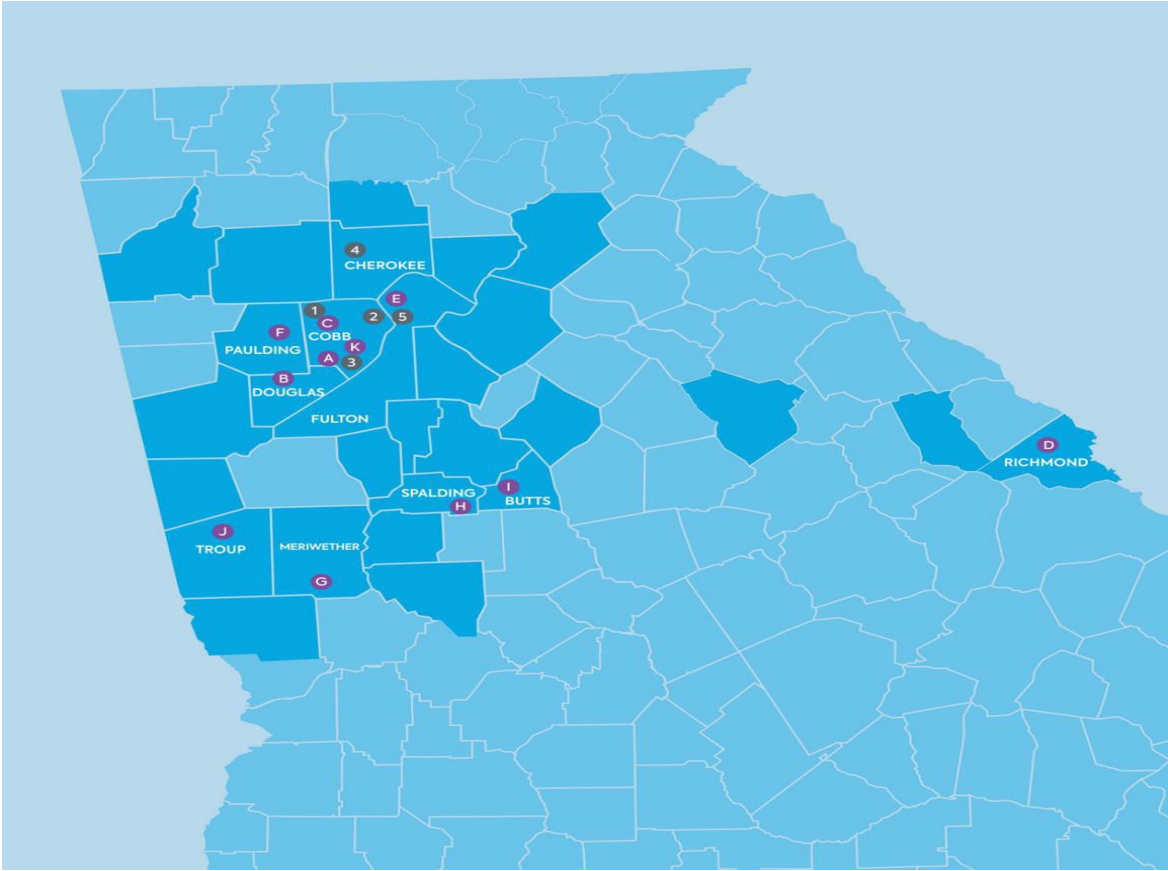
S	M	T	W	Th	F	S
		1	2	3 New Leader Orientation	4 Orientation	5
6	7 TMCO	8	9	10	11	12
13	14 TMCO	15	16	17 New Leader Orientation	18 Orientation	19
20	21 TMCO	22	23	24	25	26
27	28 TMCO	29	30	31		

Team Member & Caregiver Orientation (TMCO)

New Leader Orientation (NLO)

No onboarding week

Wellstar Locations



11 Hospitals

- A. Wellstar Cobb Medical Center
- B. Wellstar Douglas Medical Center
- C. Wellstar Kennestone Regional Medical Center
- D. Wellstar MCG Health Medical Center / Wellstar Children's of Georgia
- E. Wellstar North Fulton Medical Center
- F. Wellstar Paulding Medical Center
- G. Wellstar Roosevelt
- H. Wellstar Spalding Medical Center
- I. Wellstar Sylvan Grove Medical Center
- J. Wellstar West Georgia Medical Center
- K. Wellstar Windy Hill



5 Health Parks

- 1. Wellstar Acworth Health Park
- 2. Wellstar East Cobb Health Park
- 3. Wellstar Vinings Health Park
- 4. Wellstar Cherokee Health Park
- 5. Wellstar Avalon Health Park

New Team Member Resources

Resource Link/Contact Information	Description of Resource
<u>Benefits</u> 1-888-926-2992 - Wellstarmybenefits.org	Provides access to the Benefits enrollment and life status change portal that includes the Benefits Summary, Benefits Guide and Resource Library.
<u>CareerCare</u>	Identifies Wellstar's fully funded Career Paths for critical roles.
<u>Getting Started with Epic Training</u>	Provides access to the Epic training process and Epic training FAQs
<u>Wellsource</u>	Wellstar's intranet. Contains links to Wellstar's commonly used applications, current news, and updates
<u>Find Help</u>	Provides access to free or reduced cost resources for team members and others.
<u>Wellstar First Up</u>	The best source for team members to stay up to date on system-wide news. Register using the code provided. Corporate Code: WellstarHealthSystem
<u>Wellstar Foundation</u>	Provides team members an opportunity to make an even greater impact in their local community through the Team Member Giving program
<u>HR Service Center</u> 470-267-1234	An essential resource tool that provides 24/7 access to HR related content and more.
<u>IT Service Desk</u> 470-956-6000, Option 6 - Augusta only: 470-610-0720	An essential resource tool that provides 24/7 access to the IT service center.
<u>Multi Factor Authentication</u>	Enables the Microsoft Authenticator process that is required for accessing internal applications and platforms.
<u>Team Member and Caregiver Orientation Survey</u>	Team members provide feedback about the live/virtual TMCO session.
<u>Work-Life Wellness Resources</u>	Lists the unique benefits that will help team members live life to the fullest and achieve a perfect work-life fit.
<u>Workday</u>	A digital platform used for team member Learning, Payroll, Performance Evaluations, and Career Development.
<u>Payroll</u>	470-956-5090 Payroll@wellstar.org
<u>Daily Pay</u>	DailyPay is an optional employee benefit that allows you to track, spend, or save your earned pay whenever you want without having to wait for payday.

Helpful Acronyms

AIDET	Acknowledge Introduce Duration Explanation Thank You	A consistent conversation framework that helps caregivers anticipate the needs of patients and their families so that they can meet and exceed the level of care patients expect.
CMS	Center for Medicare Medicaid Services	Federal agency that provides direction to Manage Medicare, and the state QIO's. Website: www.cms.gov
EMR	Electronic Medical Record (EPIC)	Clinical system for patient medical records.
GHA	Georgia Hospital Association	The State organization to represent hospitals for the state and coordinate state required data reporting mandates. Website: www.gha.org
GPTW	Great Place to Work	Trust and Engagement department coordinates this survey of employees to uncover actionable insights and get recognized for a great company culture.
HCAHPS	Hospital Consumer Assessment of Healthcare Providers and Systems	A patient experience survey used to measure hospital quality.
HICS	Hospital Incident Command Systems	Emergency Preparedness system put in place in emergency situations.
HIPAA	Health Insurance Portability and Accountability Act	U.S. law that protects patient health information.
HRO	High Reliability Organization	Quality. Refers to teams that follow HRO guidelines to provide reliable care.
NPSG	National Patient Safety Goals	Requirements by The Joint Commission (TJC) related to patient safety.
PHI	Protected Health Information	Any information about health status, provision of health care, or payment for health care that is created or collected by a Covered Entity (or a Business Associate of a Covered Entity), and can be linked to a specific individual.
PI	Performance Improvement	Function team that assesses compliance of regulations related to this area.
PPP	Performance Pay Plan	The WellStar Performance Pay Plan (PPP) annual incentive plan is based on achievement of certain metrics related to business goals. There are currently three formal plans: Leaders, Medical Doctors and Advanced Practitioners, and Non-Leader plans. Eligibility includes, but is not limited to, system performance on financial goals, individual performance ratings (3.0 or higher), length of time in role, level of position (for leaders), employment at time of payment and goal achievement.
SBAR	Situation-Background-Assessment- Review	Issue resolution process; rationale used to make business and investment decisions.
TJC	The Joint Commission	An independent organization that accredits and certifies healthcare organizations.

Wellstar IT Systems

EPIC/MyChart	Electronic medical record, plus patient scheduling, registration, payment and many specialty applications. Includes many modules.
Wellsource	Wellstar's intranet home page. Most forms, business units, contact and hospital information can be found here.
First Up App	The FirstUp App is your go to source system-wide news and Wellstar Updates
Multi-Factor Authentication (MFA)	Mobile app security feature that adds an extra layer of protection by requiring users to provide multiple forms of verification before accessing Wellstar systems.
Microsoft Teams	Communication and collaboration with your Wellstar team and approved 3 rd parties, also includes real-time voice and video communication (like Skype, Zoom, or Webex).
Office 365	Includes—Word, Excel, PowerPoint, OneDrive (secure cloud storage for files), SharePoint, Planner, and Stream (corporate YouTube).
Outlook	Email and calendar management software.
PolicyTech	Wellstar's policy and procedure management.
SaFER	Safety First Event Reporting system used to document safety events, great catches, and near misses.
Service Now	Help Desk online assistance request system. Used to get help from IT and also used within IT to track all break/fix work, changes to our systems, and all of our IT equipment. Used also for education requests from Organizational Learning. Get Help, Buy Something, Knowledge Base.
SmartSquare	Time-management software used by supervisors/managers to schedule employee work hours and monitor daily staffing volume.
UKG	Time Management software used by supervisors to document employee attendance and absence management.
Workday	Wellstar's learning and performance management system, used for taking online classes, tracking training and certification, for tracking progress against goals, and documenting performance feedback and annual review.

System Tips

Navigating Workday

1 **Menu**

2 **Homepage (Wellstar Icon)**

3 **Search**

4 **Notifications**

5 **My Tasks**

6 **Profile**

The **Menu** icon in Workwell holds your apps (similar to phone apps) and shortcuts (favorite links). It lets you access applications from any screen, and you can set up shortcuts for quick access to reports and tasks you use often.

The **Homepage** icon redirects you to the homepage no matter where you are in WorkWell.

The **Search** bar allows for you to search for team members, tasks, reports, open roles and more.

The **Notifications** icon presents you with important information to view on updates on key tasks in WorkWell. Please be sure to check notifications regularly.

The **My Tasks** icon houses all tasks that require your action. Please be sure to check my tasks regularly to ensure no processes in WorkWell are delayed.

The **Profile** icon houses your very own worker profile. This icon will either present as an image of yours or as a cloud icon.

The screenshot shows the Workday homepage for a user named Charlotte Corbo. It features a top navigation bar with a menu icon (1), a Wellstar logo (2), a search bar (3), and notification, task, and profile icons (4, 5, 6). The main content area includes a greeting, 'Timely Suggestions', 'Recommended for You' cards, and an 'Announcements' section. A footer contains system status information.

Accessing Payslips

MENU

Wellstar

Search

1

2

3

Pay

Actions

Withholding Elections

Payment Elections

View

Payslips

Compensation Review Statement History

Bonus & One-Time Payment History

External Links

My Tax Documents

Payslips

09/04/2025 (Period End: 08/30/2025)

08/21/2025 (Period End: 08/16/2025)

1. Click Menu
2. Click Pay under the Personal Heading
3. Select Payslips to view relevant direct deposit/ payment dates

Accessing Outlook

Accessing Your WellStar Email Account from External Network Connection Using the Outlook on the Web

With the transition to Microsoft Office 365 users now have external access to their WellStar email account by visiting Microsoft's portal login page. **Note: To use these instructions, you must have already registered your mobile device with MS Authenticator.**

As a WellStar email user, you can visit <https://outlook.office365.com> from outside the WellStar Health System network to access your WellStar email account.

Logging into Microsoft Outlook on the Web

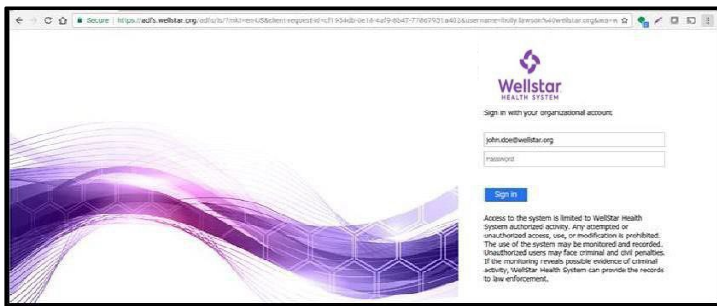
1. Go to <https://outlook.office365.com>, you will land on the Microsoft sign-in page to begin the login process.

The Microsoft.com Sign In page displays:



2. Enter your WellStar email address (ex. – john.doe@wellstar.org).

You will be redirected to the WellStar Organizational Sign In page

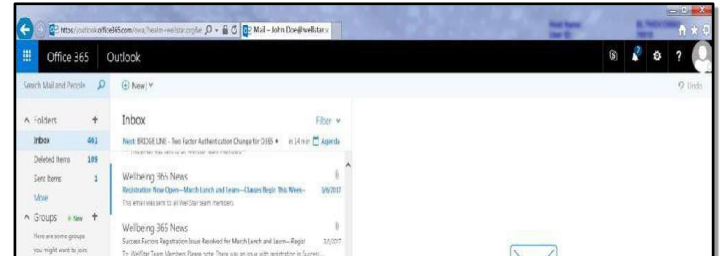


3. Enter your network password, .

4. After entering your password open the MFA on your phone and enter the number to approve your login.



You should be logged into the O365 web version of their WellStar email account (example below)



5. Once you are completely logged in, you can access your WellStar email, as well as other web versions of Microsoft software applications (Word, Excel, PowerPoint, & Access)

Note: Users must be registered for Multi-Factor Authentication (MFA) AND have a mailbox with the Office 365 cloud environment to use this method to remotely access WellStar email.

- To register for Multi-Factor Authentication (MFA), follow the steps in the <https://welcometowellstar.com/mfa/>