BARS BASICS

Keeping you up to date on LHD Workday news and happenings

Interview with Melissa Freeman, DPH BARS Project Leader

Melissa Freeman of DPH answered a few questions about LHD Workday.

Why is the launch of LHD Workday crucial to the future of LHDs and DPH?
There are many compelling reasons for implementing LHD Workday that will benefit our organizations. However, if I were to summarize, we learned from our time away from the office that having robust technology, reliable and secure data, and easy-to-use systems are important to our mission of improving the health and safety of people in Kentucky. Today, we spend a lot of time managing manual processes. Soon, LHD Workday will free up time to focus more on the good work we do and allow our staff to learn new skills in a modern system.

Who will be impacted by the transition to LHD Workday?
Everyone! All DPH and LHD staff will be affected by the change to LHD Workday. For instance, when our Personnel and Payroll system launches, all time entry and pay will be through LHD Workday.

Other employee roles such as finance and accounting will process transactions through LHD Workday.

What actions will staff members need to do to prepare for LHD Workday?
It is important that everyone watch for important emails and follow the instructions from their director. They will need to establish a KOG (Kentucky Online Gateway) account, know their LHD Workday role and complete all the required training by the deadlines. More information is coming!

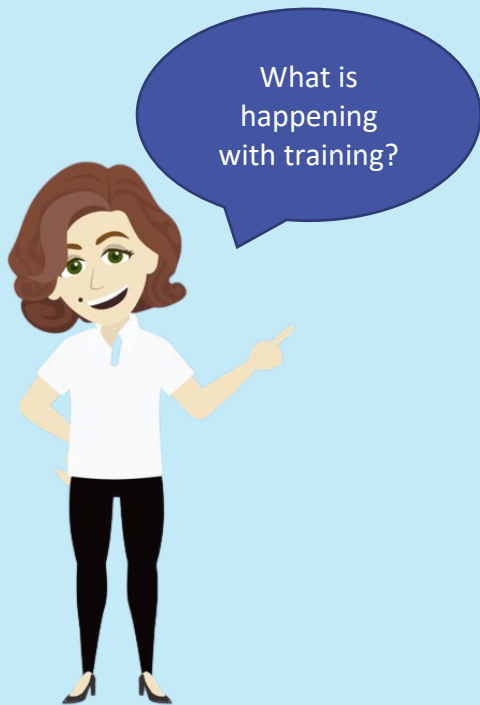**Acronym of the Month "KOG"**

The Commonwealth of Kentucky uses **Kentucky Online Gateway (KOG)** for website security. **KOG** provides single sign-on access to services within the Commonwealth.

A KOG account is required to access LHD Workday to enhance data security.

Every LHD Workday user, which is all LHD and DPH staff, will be required to establish a KOG account if they do not have one already.

Training Timing

Week of April 22
- Office hour session for LHD Directors.

Week of April 29
- Virtual Instructor-Led Trainings (vILTs) and Office Hour sessions begin.
- The first Web-Based Trainings (WBTs) become available.

Weeks of May 6 - June 3
- Access Quick Reference Guides (QRG) and Job Aids.
- vILTs and Office Hours are ongoing.
- Additional WBTs will become available on TRAIN.

Week of June 10
- Final week of vILT sessions.
- Office Hours are ongoing.

Week of June 17 – Onward
- Office Hours continue to be available.
- Training reference materials (QRGs, Job Aids) are available on KY BARS SharePoint site.
- WBTs and vILT recordings are available on TRAIN.

Director's Kickoff Meeting Sets Stage for Coming Training Experience

The LHD Directors recently attended the April 19 Training Kickoff meeting. The Director's learned more details about the training schedule, required courses, the deadline for completing training, and where to find training resources on the new KY BARS SharePoint Site. They received an orientation to this site, where all resources will be available, and saw where to locate assigned courses in TRAIN.

A full training schedule will be shared soon on the KY BARS SharePoint site. Organization wide training will begin the week of April 29.

LHD WORKDAY TRAINING COMING SOON TO A COMPUTER NEAR YOU!

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Explaining how LHD Workday will do the heavy lifting.

LHD Workday Training 101 FAQs

What is happening with training?

Is LHD Workday Training Mandatory?
There are WBT courses that will be required for everyone to complete. Mandatory WBTs include an orientation to LHD Workday and how to enter time and time off in Workday. You may have additional required training sessions based on your LHD Workday role.

Will LHD Workday training be held on site?
No, to reach the largest audience, save time, and provide the most effective training experience, LHD Workday training will consist of a variety of vILTs and WBTs.

What is the deadline to complete the required LHD Workday training?
All required training should be completed by June 17.

How will I know which courses I need to take?
All learners will receive a notification from TRAIN that a course and/or learning plan has been assigned to you. Training reference materials are organized by role on the KY BARS SharePoint site.

How many hours of training will I need?
Your training duration depends on your role. Most users will be Employee Self Service (ESS) users, which only requires a few WBTs and independent QRGs to review.

Tell us what you think about the newsletter. Do you have story ideas? [Share your feedback and ideas here](#).

Got Questions?

Ask your **LHD Change Ambassador** about LHD Workday! They have FAQs and resource materials to help you understand why we are implementing LHD Workday and what this implementation will mean for your day-to-day work activities.

Need to know who the **Change Ambassador** is for your LHD? [Ask here](#).

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