

The AIMS Change Network

Spread the word!

Thank you for attending the AIMS Change Network meeting on Tuesday, March 29. As your team's AIMS Change Network representative, **here are the top three points to share with your co-workers.**

Simply forward this PDF to your team or share these brief key messages at a meeting or huddle:

1. **T4s:** Your next T4 (the 2022 tax year) will be available in AIMS in 2023! You will access your T4 by logging in to MyConnection.
2. **Self-generated verification letters:** Employees will be able to generate their own income and employment verification letters that are requested by financial institutions.
3. **Checking and updating information:** Employees will be able to access pay statements in AIMS and update their own banking information.

Please note the following information about Gateway Online:

- Employees will be able to retrieve their historical pay statements and T4s from Gateway Online for three months after the AIMS implementation. Staff are encouraged to go to Gateway Online to download historical pay statements and T4s before Gateway Online is no longer available. The MyConnection staff services centre will provide the services currently offered through Gateway Online.

You can always send us questions. Please submit additional questions or comments to www.AIMSproject.ca/AIMS/AIMS-Change-Network.

Thanks for spreading the word!