

All Employees

Note: These features will be in place once AIMS has been implemented.

How will AIMS affect me?

AIMS will bring changes to routine activities such as:

- Viewing employee schedules
- For some roles, the system will automate shift trades, shift replacements and leaves
- Accessing pay statements and updating personal information
- Filing electronic expense claims

What will I need to know?

You will need to know how to:

- Log in to MyConnection
- Update your personal contact information
- Access your pay statement and T4s (T4s to begin 2022)
- File an online expense claim
- Find and apply for a job, including updating your talent profile
- Check your work schedule, apply for leaves, trade shifts (where applicable)

Top 4: What's in it for me?

- Information is in a central location and accessible 24/7 on a computer, facility kiosk or a mobile device
- Provides provincial standards for time entry
- More flexible options for scheduling notifications
- Enhanced access to information and support services

How do I learn what I need to know?

- An approximately 60 minute webinar will demonstrate common tasks that all staff will perform.
- The webinar will be run numerous times prior to implementation to allow staff a convenient opportunity to attend.
- A recording of the webinar will be available to be viewed as needed.
- Just-in-time instructional videos will also be available online for multiple viewings, if required.
- Questions can be submitted through MyConnection, or you may ask an AIMS Change Network contact within your organization or your Manager.