All Managers

AIMSproject.ca

How does AIMS affect me?

- AIMS will bring changes to routine activities:
    - A dashboard will provide your staffing complement in real time
    - Automated notifications will prompt you to either approve or decline requests
    - For some roles, the system will automate shift replacements, so when a request comes in, it immediately offers the shift out
- There will also be changes to how each individual's pay statements and other personal information is accessed, as well as filing of electronic expense claims

What do I need to know?

You will need to know how to:
- Approve supply requisitions
- Code invoices
- Access and manage team information
- Employee reports
- Expense report approvals
- Leave requests / schedule approvals
- Manage staff electronic time entry exceptions

Top 6: What's in it for me?

- Information is in a central location and accessible 24/7 on a computer, facility kiosk or mobile device
- Dashboards provide an overview of key information
- Decisions related to scheduling, leave approvals, etc. are made automatically according to union and unit parameters and guidelines
- Provincial standards for time entry
- Enhanced access to information and support services
- Move toward a paperless environment
- Receive electronic notifications for approval and view history of approved/denied requests

How do I learn what I need to know?

- A webinar will demonstrate common tasks that all Managers 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 for multiple viewings, if required.

- There will also be webinar drop-in sessions for managers to ask questions.

- Questions can also be submitted through MyConnection or you may ask an AIMS Change Network contact within your organization.

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