All Managers

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
    - System automates 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
- The 'how to' will become engrained with repetition
- The bulk of the learning will occur toward the front of the AIMS implementation, but will be ongoing

What kind of training will I require?

The following study modules will be required:
- Electronic time entry ('tap in' and 'tap out')
- Processing leave requests, disability claims, transfers and terminations
- Talent area of the system
- View unit and employee schedules
- Automation of time-off requests
- Automation of shift trades, shift replacement and named replacements (SUN)
- Filing an expense claim
- Approvals process

Top 6: What's in it for me?

- Information is in a central location and accessible 24/7
- Dashboards provide an overview for key indicators
- 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

Level II: Moderately Complex

How do I take my training?
- Level II training will require employees to source training videos, as well as other reference guides in a familiar Standard Work format
- The information will remain online, so you can revisit the information at any time

Where do I find the training?
- Training will be available approximately 5 weeks prior to the implementation of changes
- Employees will be directed to a website that will house the training content to see their required courses
- Some training modules will be prerequisites to others to provide a logical flow of information

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