

Changes to HR Information Restriction Period

Employee Movement								
September				October				
04-10	11-17	18-24	25-01	02-08	09-15	16-22	23-29	30-05
Hire New Staff or Transfer staff into an existing position, terminations, create positions, new assignments.						October 18 - October 30 Limit of new staff outside your organization, movement of staff to new positions within your organization, assignments, termination and creation of new positions.		

- No restrictions during this time period.
- Restrictions in place during this time period.

Please be advised that there will be limited additions, updates or deletions within the existing system during a twelve-day restriction period. This will occur prior to the implementation of the Administrative Information Management System (AIMS) and includes:

- New hires from outside your organization
- New assignments
- Assignment status changes
- Terminations
- Transfers
- Positions
- Assignment of Leaves

Date

October 18, 2022 to October 30, 2022

Exception Criteria

There may be situations that will require additions including:

- **Termination from a department or organization**
- **Return from a leave**

For those in the Saskatchewan Health Authority there will be more information to follow on the process for requesting a change. For other organizations, please contact your Human Resources representative to assist with the process. These requests should be limited to essential changes only.

Next Steps

Employers need to complete all HR transactions prior to the restriction period. Any organization outside of the Saskatchewan Health Authority (SHA) should track HR transactions during this period to enter this information into AIMS once implemented.

Please submit any questions by logging into MyConnection, clicking on "MyServices" and then "Support for MyConnection" and "Question About AIMS."