



AIMS Action Items for Leaders

Session 5:

MyConnection/Implementation Timeline

October 12, 2022

Please note: Some of the paths shown in MyConnection in this presentation may not be available until after the implementation of AIMS.

Screen examples you will see are not available until after AIMS implementation.

SHA Treaty Land Acknowledgement

We would like to acknowledge that we are gathering on Treaty 2, 4, 5, 6, 8, and 10 territory and the Homeland of the Métis.

Recognizing this history is important to our future and our efforts to close the gap in health outcomes between Indigenous and non-Indigenous peoples.

www.saskhealthauthority.ca/trc

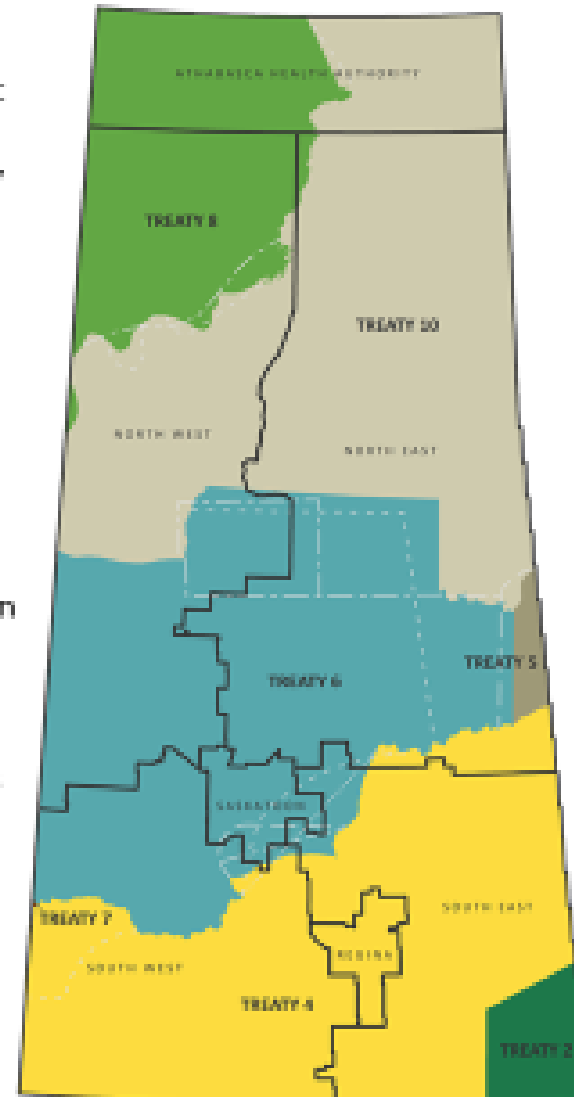


Saskatchewan
Health Authority

Treaty Territories and Saskatchewan Health Authority Areas

Depictions of Treaty boundaries are subject to variation. These boundaries are usually not surveyed and are estimated based on written descriptions.

This map displays the Pre-1975 Treaties (Historic Treaties) in colour, as provided by Crown-Indigenous Relations and Northern Affairs Canada. The grey lines indicate alternate boundaries compiled from various sources.



Action Items for Leaders

AIMS Administrative
Information
Management System

Welcome

Session Topics

October 12, 2022

MyConnection/Timetable for Implementation

October 13, 2022

Scheduling (Session III – Day in a Life of a Scheduler)

October 13 to
November 13, 2022

Scheduling Demo and Q and A Sessions

October 19, 2022

Finance

October 26, 2022

Topical Areas of Concern

New: All Employee and Staff Scheduling Sessions (Daily)

All Employee Scheduling Sessions	Staff Scheduling Sessions
<p>Audience: All Staff</p> <p>Time: 12:00-12:30</p> <p>Topics: Leave Requests (Vacation, medical appointments, etc.) Notifications (Scheduling tasks, schedule changes, leave requests, etc.) Validating Time (Interim process, premium hours) Advanced Scheduling: Shift Bid Online – (HR Staff Scheduling Units fSaskatoon /fCypress, and Providence Place)</p>	<p>Audience: Anyone who performs scheduling duties during regular and “off hours” (i.e. charge nurses)</p> <p>Times: 7:30-8:00 10:30-11:00 12:30-13:00 16:30-17:00 19:30-20:00</p> <p>Topics: Replacing Staff (Booking off, managing open shifts, call-in list, scheduler dashboard) Adding Additional Staff (Book on additional staff, extend current staff, call-in lists) Unit Schedules (View schedules) Validating Time (Interim process, premium hours)</p>

- Please Note: These sessions will address questions about this functionality, but will not be able to address the more complex individual scheduling inquiries.
- Check out the AIMS Learning Calendar to register. Go to MyConnection and refer to the link under the Announcements area on the main page.



Q and A Chat

Please submit all questions in the Q and A Chat, which can be found by clicking on the three dots in the lower right hand corner of your screen.

Questions put in the regular chat will not be tracked.



Overview of Today's Session

Leader Supports

Important Tools

- Job Posting Exception Form
- AIMS Scheduling Security Access Form
- AIMS Manager's Checklist
- AIMS Manager's Toolkit

MyConnection Support Paths

- MyKnowledge Library
- MyConnection Service Tiles
- Submitting a Case to MyConnection
- Case Follow-up in MyConnection
- Phone MyConnection (upon the AIMS implementation)

Implementation Timelines

- Key Dates for Implementation

Pre-Implementation Duties



Security Access Request

- Please note that many individuals were recently provided with access to learning materials for the various areas.
- Being provided access to learning materials does not mean that access to the relevant AIMS functionality is automatic.
- Employees given access have been instructed to approach their Managers to request that security access be provided to them.
- For Scheduling, a Security Access Form can be found in the AIMS Manager's Toolkit.
- For Human Resources and Finance, the Manager should submit a case through MyConnection requesting this access be provided to the employee:
 - MyConnection > Support for MyConnection (tile) > Questions about AIMS

Important Tools found in the [AIMS Manager's Toolkit](#)

Job Posting Exception Form (New)

Saskatchewan Health Authority

From October 10-30 the ability to post positions will be restricted. For positions that are approved for posting during the restriction period, start dates between October 23-29 cannot be supported. Position start dates must be October 30 or later.

Form to Request Exception during the Posting Restriction Period

Date submitted: _____

Portfolio: _____

Hiring Manager: _____ Portfolio Director: _____

Can this posting be delayed until October 30 or later? Yes No

If yes, you do not need to complete this form, please submit through the posting platform for your area and it will be posted once AIMS goes live.

Please confirm the following criteria to qualify for exception during the posting restriction period (please note all three criteria must be met to be eligible and considered):

Patient/client facing

Position is necessary to keep services/facilities open

Provide explanation: _____

AIMS Scheduling Security Access Form (New)

AIMSproject.ca INTERIM - SCHEDULING SECURITY ACCESS REQUEST FORM

INSTRUCTIONS:

- A Manager or Supervisor must complete this form to request access to the Scheduling Learning Modules for their employee(s).
- Carefully review the "Security Profiles" below and assess the access needs(s) of the employee(s).
- Indicate the access profile being requested for the employee by checking the box next to the profile of choice.
- Submit this form through MyConnection (KS-TBE)

Part 1: EMPLOYEE INFORMATION**

New Request Change Request

Click here to enter text Date:

Employee Name (Last, first, middle initial) Employee Number:

Click here to enter text

Employee Title:

Primary phone number:

Reason for access request or change:

Part 2: SYSTEM ACCESS

Please indicate the profile for which you are requesting access.

Security Profile:

Part 3: APPROVAL

ADDITIONAL DETAILS - SECURITY PROFILES

SCHEDULER Desktops	SCHEDULER	HR Staff Scheduling Unit MANAGER/Desktops	NOW HR Staff Scheduling Unit MANAGER/Desktops
User will have access to view Unit Schedules with the ability to:	User will have access to the Scheduling Dashboard with the ability to:	User will have access to the Manager Dashboard with the ability to:	User will have access to the Manager Dashboard with the ability to:
- Replace shifts - Call-out additional shifts	- Book on shifts - Fill open shifts - View and edit Unit Schedules - View and add flow requirements - Handle process management - View shifts - Submit requests on behalf of an employee	- Manage requests from employees (approvals) - View Unit Schedules Book on shifts - Fill open shifts - View needs of shifts and requests - Submit requests on behalf of an employee - Complete employee availability reports	- Manage requests from employees (approvals) - View Unit Schedules Book on shifts - Fill open shifts - View needs of shifts and requests - Submit requests on behalf of an employee - Complete employee availability reports

AIMS Manager's Checklist (New)

Action Items for Leaders **AIMS Manager Checklist**

INSTRUCTIONS:

- Use this checklist to identify and highlight tasks that are required to be completed pre- and post-implementation for AIMS. Please consult MyConnection or Sisk Leaders Resources for additional information regarding these tasks.
- *Resource column provides hyperlinks to demos, work standards and other educational materials to aid the successful completion of the tasks.

	DONE	TASK	DEADLINE	RESOURCES*
BEFORE IMPLEMENTATION	<input type="checkbox"/>	Remind employees only two bank accounts will be transferred to AIMS (remove any additional bank accounts beyond two from Gateway Online)	Oct. 7, 2022	
	<input type="checkbox"/>	Last day to submit job postings in current posting systems)	Oct. 7, 2022	Job Posting Restriction
	<input type="checkbox"/>	Employee Movement Restriction Begins	Oct. 18, 2022	Implementation Restriction
	<input type="checkbox"/>	Complete both Manager and Employee Training in MyConnection	By Oct 19, 2022	MyConnection Instructional Videos
	<input type="checkbox"/>	Approve/Deny vacation requests and enter them into legacy scheduling system (only applicable to ESP and VIP areas)	Oct 22, 2022	

AIMS Manager's Toolkit

About AIMS FAQs Bulletins Resources

AIMS Administrative Information Management System

HUMAN RESOURCES FINANCE SUPPLY CHAIN LEARNING CHANGE NETWORK

Manager Toolkit

Welcome to the AIMS Manager Toolkit

Your one stop location for documents related to the AIMS Project, to help you prepare for the implementation of this new system.

All Employee Manager Action Items for Leaders Human Resources Finance Supply Chain Videos FAQs

Showing 1 to 50 of 55 entries



MyConnection

- MyConnection is the 'front door' to the Administrative Information Management System (AIMS).
- All AIMS functionality will be accessed by first logging into MyConnection.
- The system has been designed, so that employees know that they have one destination for all their needs.
- Users of the system will move from MyConnection to the AIMS functionality without needing to log in to a new system
- MyConnection is the focal point for a wealth of information on a wide range of topics, as well as providing support for questions submitted through 'cases.'



MyConnection Support Features

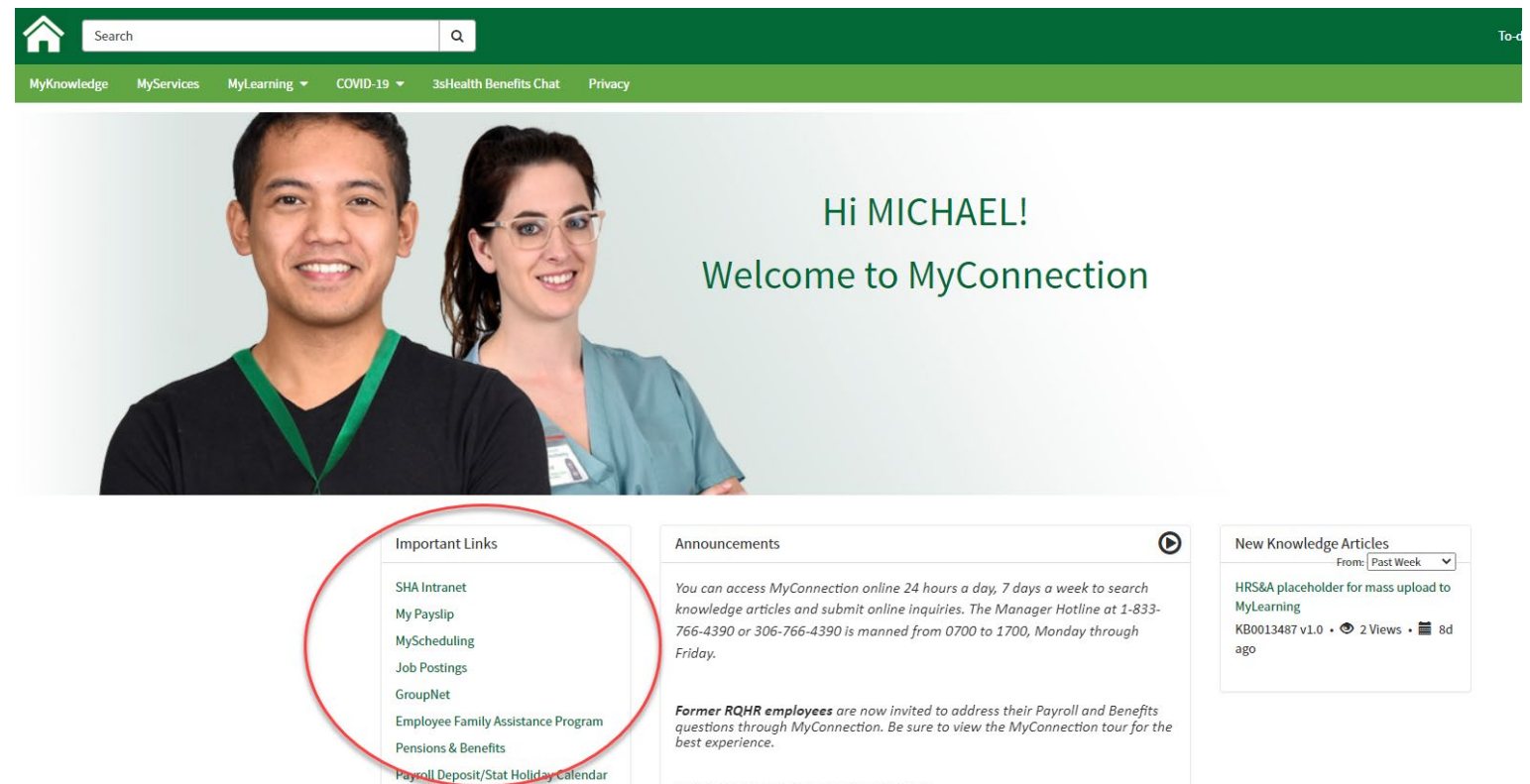
- MyConnection offers several support features including:
 - Important Links
 - Announcements
 - MyKnowledge Library
 - Service Tiles
 - Ability to Submit Inquiries
 - Access by Phone

MyConnection Important Links

On the home page of MyConnection, you will find the Important Links section.

This area contains quick links to the most commonly requested destinations within MyConnection.

It provides quick and easy access to the areas you may most commonly visit.



The screenshot displays the MyConnection home page. At the top, there is a green navigation bar with a search bar and a home icon. Below the navigation bar, there is a large banner featuring a photo of two smiling healthcare workers. To the right of the photo, the text reads "Hi MICHAEL! Welcome to MyConnection". Below the banner, there are three main content areas: "Important Links", "Announcements", and "New Knowledge Articles". The "Important Links" section is circled in red and contains the following links: SHA Intranet, My Payslip, MyScheduling, Job Postings, GroupNet, Employee Family Assistance Program, Pensions & Benefits, and Payroll Deposit/Stat Holiday Calendar. The "Announcements" section contains two text-based announcements. The "New Knowledge Articles" section contains one article titled "HRS&A placeholder for mass upload to MyLearning" with 2 views and posted 8 days ago.

MyConnection Announcements

The MyConnection Announcements area provides current information and updates on a wide range of topics.

It is here that you will find links to resources such as:

- Action Items for Leaders Session Registration
- AIMS Manager Toolkit
- AIMS Calendar of Learning Sessions
- AIMS All Employee Learning Video
- AIMS FAQs

The screenshot displays the MyConnection website interface. At the top, there is a green navigation bar with a home icon, a search bar, and a user profile icon. Below the navigation bar, there are links for MyKnowledge, MyServices, MyLearning, COVID-19, 3sHealth Benefits Chat, and Privacy. The main content area features a large image of two smiling healthcare professionals. To the right of the image, a personalized greeting reads "Hi MICHAEL! Welcome to MyConnection". Below the image, there are three main sections: "Important Links" with a list of resources like SHA Intranet and My Payslip; "Announcements" which is circled in red and contains a message about 24/7 access to MyConnection and a note for former RQH employees; and "New Knowledge Articles" with a dropdown menu set to "Past Week" and a placeholder for a mass upload to MyLearning.

MyKnowledge Library

- The MyKnowledge Library contains various documents for employees and managers to reference. These are available 24-7, and can include standards of work (SOW's), Quick Reference Guides (QRG's) and information documents.
- In order to better refine your search, use a keyword OR Click the Knowledge Base and THEN FILTER to bring up the categories
- Featured articles, most useful, and most viewed are at the bottom of the page.

Search

MyKnowledge Services MyLearning COVID-19

Welcome to Knowledge

Search (minimum 3 characters)

1 Knowledge Bases 1895 Articles 0 Q&A

Explore our Knowledge Bases Actions

My Knowledge 1895

Featured
No content to display

Most Useful

HRPAY - Payroll Deposit and Stat. Holiday Calendars
Revised 09-21-22
3361 Views • 13d ago • ★★★★★

HRROC SHA Long Service and Retirement Awards FAQ
Revised 03-May-22
55 Views • 5mo ago • ★★★★★

HRRODEW SHA Out of Scope Organizational Structure
Revised 03-10-22
77 Views • 7mo ago • ★★★★★

COVID-19 Pay Code Summary & FAQ - Revised 08-04-22

Most Viewed

HRPAY - Payroll Deposit and Stat. Holiday Calendars
Revised 09-21-22
3361 Views • 13d ago • ★★★★★

HRWFM Employees Verifying Time Worked WS (HR-190-040J) Revised 09-09-2022
2028 Views • 13d ago • ★★★★★

HRSS Pension and Benefits Contacts List Rev 08-04-22
1099 Views • 2mo ago • ★★★★★

HRROC AIMS Q&A Learning FAQ's Revised 09-21-2022
826 Views • 13d ago • ★★★★★

MyKnowledge Library

- Once you enter a keyword you can provide further filters.
- Click on 'Knowledge Bases.'
- Then Click on the 'Category' that you want to filter by.
- This will help refine and focus your results.

The screenshot shows the MyKnowledge Library search interface. At the top, a search bar contains the text "leave request". Below the search bar, there are three numbered steps illustrating the filtering process:

- Step 1:** A red arrow points to the "Filters" button, which is highlighted with a red box. The "Filters" dropdown menu is open, showing "Refine results" and "Knowledge Bases".
- Step 2:** A red arrow points to the "Filter" input field within the "Filters" dropdown, which is highlighted with a red box. The dropdown menu is still open, showing various categories like "MyLearning", "Payroll", "Position Management", "Purchasing", "Recruitment", and "Reporting BSSA Content".
- Step 3:** A red arrow points to the "Scheduling/Timekeeping" category in the "Filter" dropdown, which is highlighted with a red box and has a checkmark next to it.

The search results are displayed in two panels. The top panel shows "210 results for 'leave request'" and a result titled "HRWFM Resolve Long Term Leave Requests Tile QRG (HR_190-060A)". The bottom panel shows "41 results for 'leave request'" after applying the "Scheduling/Timekeeping" filter, with the first result being "HRWFM Resolve Long Term Leave Requests Tile QRG (HR_190-060A)".

MyConnection 'Tiles'

The screenshot displays the MyConnection 'Tiles' interface. At the top, there is a green header with a home icon, a search bar, and navigation links for MyKnowledge, MyServices, MyLearning, COVID-19, 3sHealth Benefits Chat, and Privacy. Below the header, a breadcrumb trail shows 'Home > MyServices >' and a 'Search Services' box. The main content area is divided into a left sidebar with categories and a main grid of 'tiles'. The sidebar categories include Finance, Human Resources, My Information, My Staff, MyLearning, Position Management (highlighted in green), Reimbursements, Reporting/Analytics, Supply Chain, and Support for MyConnection. A red arrow points from the 'Position Management' category to the 'Position Management Inquiry' tile in the grid. The grid contains several tiles, each with a title, a brief description, and a 'View Details' button. The tiles are: Amend a position, Create new position, Master Rotation Request, Position Management Inquiry (highlighted with a red border), Post a position, Reporting Relationship Change, and Expire a position.

Categories

- Finance
- Human Resources
- My Information
- My Staff
- MyLearning
- Position Management**
- Reimbursements
- Reporting/Analytics
- Supply Chain
- Support for MyConnection

Position Management

- Amend a position**
If you need to increase or decrease a FTE, Job Shares/Variable Hours, extending/changing positions, change the duties of the job, etc.
View Details
- Position Management Inquiry**
Inquiry regarding position management process or other position management requests
View Details
- Expire a position**
A position is no longer required, request for position expiration
View Details

- Create new position**
Request creation of new position
View Details
- Post a position**
Request a posting for all positions, in-scope and OOS.
View Details

- Master Rotation Request**
Request change to existing or create new master rotation
View Details
- Reporting Relationship Change**
Notify of a change in reporting relationship for a position or a whole department.
View Details

On the category pages, there are square boxes or 'tiles' that when opened lead you to the information you require.

Position Management (Saskatchewan Health Authority)

The Position Management has tiles to perform the following tasks:

- Amend a Position
- Create a New Position
- Master Rotation Request
- Position Management Inquiry
- Post a Position
- Reporting Relationship Change
- Expire a Position
- To continue through a process click on 'View Details'

The screenshot shows the Position Management interface. At the top right, there is a search bar labeled 'Services' with a magnifying glass icon. A red arrow points from the top left towards this search bar. Below the search bar, the main content area is titled 'Position Management' and contains several tiles. Each tile has a title, a description, and a 'View Details' button. The 'View Details' button for the 'Position Management Inquiry' tile is circled in red. A red arrow points from the top left towards this button. The tiles are:

- Amend a position**: If you need to increase or decrease a FTE, Job Shares/Variable Hours, extending/changing positions, change the duties of the job, etc. View Details
- Create new position**: Request creation of new position. View Details
- Master Rotation Request**: Request change to existing or create new master rotation. View Details
- Position Management Inquiry**: Inquiry regarding position management process or other position management requests. View Details
- Post a position**: Request a posting for all positions, in-scope and OOS. View Details
- Reporting Relationship Change**: Notify of a change in reporting relationship for a position or a whole department. View Details
- Expire a position**: A position is no longer required, request for position expiration. View Details

View Details/Submitting an Inquiry

Using the “Position Management Inquiry” tile as an example:

- Clicking on ‘View Details’ will open a new page where you can then submit an inquiry about a particular position.
- Complete all fields with an asterisk.
- Supporting FAQs are provided



Position Management Inquiry

Inquiry regarding position management process or other position management requests

* Indicates required

* Subject person	* Which position does this apply to?
<input type="text" value="i"/>	<input type="text" value="i"/>
Union - Legal Entity - City/Town	Reports to
<input type="text" value="OOS - Saskatchewan Health Authority - Saskatoon"/>	<input type="text" value="i"/>
Department - Location	Employment type
<input type="text"/>	<input type="text" value="Full Time Temp"/>

* What is your inquiry?

Add attachments

Required information

What is your inquiry?



Case Notifications

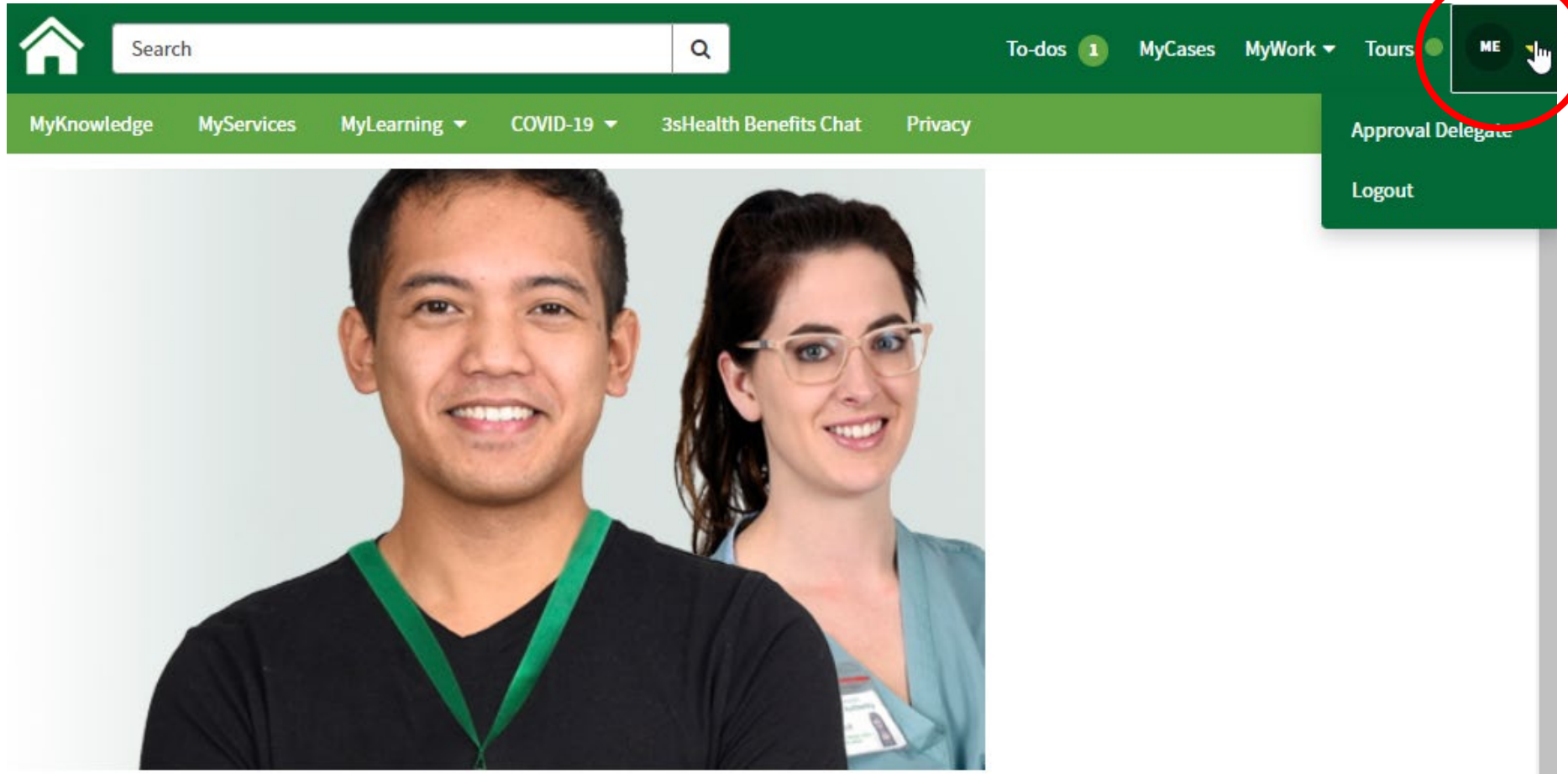
- When an inquiry is submitted, this opens what is known as a ‘case.’
- The case is where all information related to the inquiry will be retained, regardless of whether input may required from different areas or participants in order to resolve the case.
- The individual submitting the inquiry is able to conveniently reference their case to obtain all the information related their inquiry in one place.
- The system automatically routes notifications to Managers for their review.

Adding Delegates

- There are three different delegate statuses that need to be individually set-up including:

Category 1: MyConnection	Category 2: Signing Authority	Category 3: Scheduling
<ul style="list-style-type: none">• Position Management• Mileage/Phone Claims• Northern Travel• Professional Fees	<ul style="list-style-type: none">• Approving expenses• Expense claims• Purchase requisitions• Non-PO invoices• Contracts• etc.	<ul style="list-style-type: none">• Time verification• Leave approval• etc.

Category 1: MyConnection Delegate



To Assign a Delegate:

- Click on the arrow beside in the top right hand corner beside your initials.
- The dropdown will include “Approval Delegate”
- Select this menu option.
- This will open a new screen.

Category 1: MyConnection Delegate

Establish a delegate for:

- Position Management
- Mileage & Cell Phone Claims
- Northern Travel Expense Claims
- Professional Fees Reimbursement

Select the approval required.



☰ Delegate - new record

* Indicates required

Delegate

* User

* Delegate

* Starts

* Ends

Approval Types

<input type="checkbox"/> Position Management	<input type="checkbox"/> Northern Travel Expense Claim
<input type="checkbox"/> Mileage & Cell Phone Claim	<input type="checkbox"/> Professional Fees Reimbursement

Assignments

All notifications

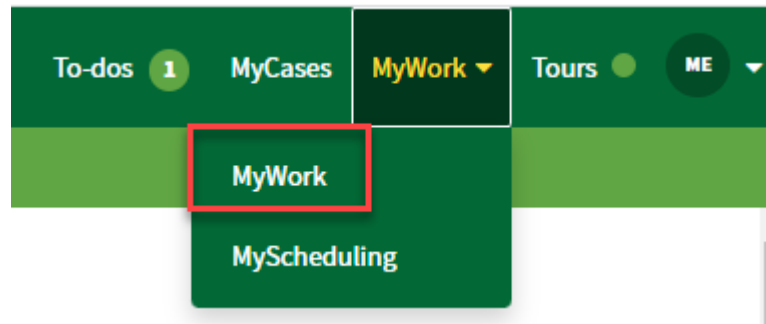
Approvals



Select the notifications required.

Category 2: Signing Authority Delegation

- Leaders are able to delegate their signing authority to a peer (same level), i.e. Manager to Manager, Director to Director, for any planned absences
 - Delegation occurs within the system
 - Use the 'Delegate To' option found in My Rules
 - This is accessed through the MyWork tab on MyConnection.



Please Note: Signing authority can no longer be delegated to a direct report.

Vacation Rules: How to set-up a delegate for vacation leave

- Under 'My Rules' there is a function called 'Vacation Period' that is used to provide another individual with delegated authority.
- A manager who can approve transactions (e.g. invoices, expenses, and requisitions) can enable Vacation Period for a specified date range while away. Enabling the Vacation Period allows you to choose to **re-assign** or **delegate**
- Any employee can be chosen in the system to re-assign/delegate to, even those without signing authority
- Once enabled, this rule will apply to any automated tasks that require action (e.g. approval of expense report, invoice, or requisition, invoice holds resolution, etc.)

My Rules Certificates Notification Accessibility

Vacation Period

 Save Revert

Remove yourself from automatic task assignment by enabling a vacation date range.
Optionally, more specific vacation rules can be created under "My Rules".

Enable vacation period

Start Date

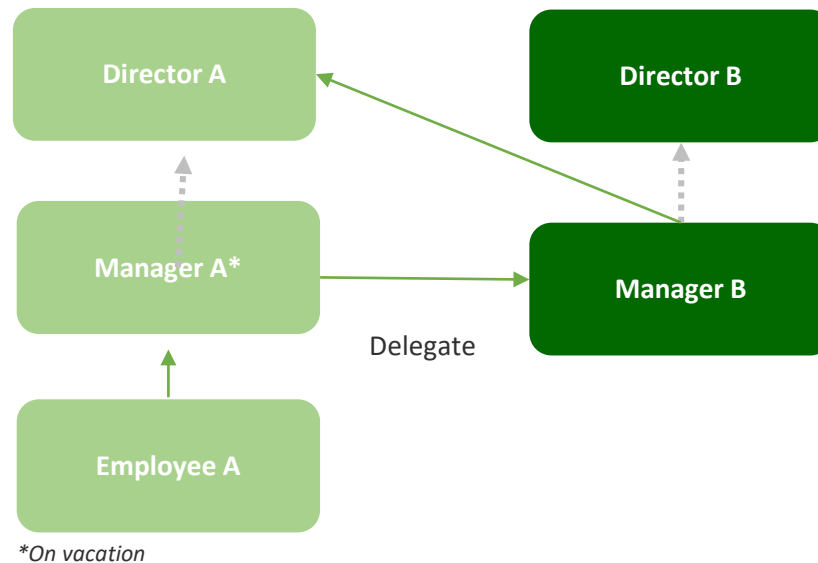
End Date

Reassign to: User

Delegate to:

Vacation Rules: Delegate Option (Recommended)

- Delegation allows the employee to choose someone to act on his/her behalf. This original approval hierarchy is not impacted. “Delegate” is the recommended option to ensure that multi-level approvals remain within the same hierarchy.
- **Example:** Manager A is on vacation, and “delegates” approval tasks to Manager B. Employee A submits a Requisition/Expense Report/Non-PO Invoice that would typically go to Manager A and then Director A for approval. The transaction goes to Manager B, and then back to Director A for approval.



Delegation allows a return to the original hierarchy

Vacation Rules: Re-assign and Delegate Notifications

- **Delegate:** The employee who has been selected as the delegate will receive a “delegated” notification below that can be actioned for approval (example below for an expense report)



- Employees who enable vacation rules can find delegated notifications in their worklist. These can be viewed when the employee returns to review any delegation activities that occurred in their absence



Category 3: Scheduling Delegate

- Scheduling delegates are able to perform tasks on behalf of a manager such as:
 - Approve/Deny Leaves
 - Validate time worked and premiums
 - Fill shifts
- Scheduling delegate access can be requested PRIOR to AIMS implementation.
 - If you require delegate support for AIMS implementation, please follow submit the requests utilizing the interim process noted in this presentation.
 - After AIMS implementation, a MyConnection tile will be available to request access.

Scheduling Delegate

INTERIM – SCHEDULING DELEGATE ACCESS REQUEST FORM

DELEGATE ACCESS LEVELS – DETAILS

SCHEDULER DESIGNATES	MANAGER DESIGNATE				
<p>User will have access to view Unit Schedules with the ability to:</p> <ul style="list-style-type: none"> ➤ Replace shifts ➤ Submit requests on behalf of an employee ➤ Viewing Unit schedules with authority over <p>(Appropriate for Charge Nurses, Head Cooks, Unit Clerks, etc.)</p>	<p>User will have access to the Manager Dashboard with the ability to:</p> <ul style="list-style-type: none"> ➤ Approve and/or deny request (leaves, historical edits etc.) ➤ Approve and/or deny time card validation ➤ Replace shifts (applicable to Unit Scheduling – Non-central) <table border="1"> <thead> <tr> <th><i>HR Staff Scheduling (Central)</i></th> <th><i>Unit Scheduling (Non – central)</i></th> </tr> </thead> <tbody> <tr> <td>Scheduling completed by a central team</td> <td>Scheduling completed by a role within the department/unit</td> </tr> </tbody> </table>	<i>HR Staff Scheduling (Central)</i>	<i>Unit Scheduling (Non – central)</i>	Scheduling completed by a central team	Scheduling completed by a role within the department/unit
<i>HR Staff Scheduling (Central)</i>	<i>Unit Scheduling (Non – central)</i>				
Scheduling completed by a central team	Scheduling completed by a role within the department/unit				

- Scheduling Delegate request form can be found on the AIMS Manager Toolkit or MyConnection.
- This form will allow you to request access for delegates PRIOR to AIMS implementation.
- Ensure you are requesting appropriate delegate access for the employee.
- Submit completed form through MyConnection > MyServices > Support for MyConnection > Support type - Other

Approvals and To-Dos

- Tasks that must be completed by an individual will be displayed on the MyConnection Homepage under 'To-Dos'.
- The number beside the title indicates the number of tasks that are required to be actioned.
- Clicking on the To-Dos button will take you to 'My To-Dos' which will provide additional information on tasks.



Important Links
SHA Intranet
My Payslip
MyScheduling
Job Postings
GroupNet

My To-Dos

- This screen will show all your open To-dos and actions required.
- You are also able to review your completed To-dos.

Example:

This MyConnection inquiry has been resolved. You can now either:

- Accept the resolution, or
- Reject it if your inquiry was not completely addressed.

My To-dos

Open	Completed
Accept Resolution HRC0008271 - Questions about MyLearning No due date	Accept Resolution HRC0008271 - Questions about MyLearning - HR OC Learning Support - Awaiting Acceptance - 08-31-2022 09:59:08 HRC0008271 No due date Thank you for contacting us regarding your Questions about MyLearning. Was your request resolved? If you need further assistance, provide the reason here. <input type="button" value="No"/> <input checked="" type="button" value="Yes"/>

NOTE – Clicking on the ‘HRC’ Number will provide additional information on the case.

Navigating a Case

Clicking on the HRC number provides more information on the Case Status:

Ready – means it's ready for someone to pick up and start working on the case.

Work In Progress – means someone has picked up the case and has started working on it.

Suspended – Look in comments for why the case has been suspended. It could include waiting for details from the inquirer OR requesting support from another group within HR. The case is waiting a reply or more information before the it can proceed. Fulfillers are required to leave a comment as to why it is suspended.

HRC0008271 - Questions about MyLearning - I
Awaiting Acceptance Updated 26d ago

Details Comments Attachments

Type your message here... Post

MM Hi
Thanks for reaching out. There are two ways to access courses. Courses can be accessed either by a direct link to the course or by searching for a course. MyLearning provides instructions with details on the specific way to access the course.

For courses with a direct link (only available for select group or department), click on the link to the course after logging in to the SHA learning platform.

For courses that are searchable to all, go to MyConnection, click MyLearning, then Access MyLearning and click here to search all learning modules in the top banner of the web page. You can now use the search bar to find the course.

Tip: use small search words

Click on the module and then click "enroll for free". The course will now appear on your dashboard.

If you continue to have difficulties, please reach out again with specific course titles that you need to complete.

Best,
Organizational Culture Team

26d ago · Additional comments

MyConnection Response

Actions

Accept Solution
Reject Solution

Your request has been submitted

Number	HRC0008271
State	Awaiting Acceptance
Created	about a month ago

Case details

Opened by

Subject person

Which position does this apply to?
Environmental Services Worker

Union
CUPE - Saskatchewan Health Authority - Regina

Reports to



Implementation Timeline

Employee Accessing Scheduling Functionality including Validating their time

Group A – October 26, 2022

- All former Saskatoon Health Region employees
- All SHA Out-of-Scope employees using timecards
- 3sHealth
- eHealth
- Santa Maria Senior Citizens

Group B – October 27, 2022

- All former Regina Qu'Appelle Health Region employees
- All former Heartland Health Region employees
- All former Five Hills Health Region employees
- All former Cypress Health Region employees
- All former Province Place employees
- All former Kelsey Trail Health Region employees
- All former Keewatin Health Region employees
- All former Mamawetan Health Region employees
- All former Prairie North Health Region employees
- All former Sun Country Health Region employees
- All former Prince Albert Parkland Health Region employees
- All former Sunrise Health Region employees
- All St. Joseph's Hospital (Estevan) employees
- Employees of all non-SHA/non-affiliate legal employers



Implementation Timeline continued

- October 30, 2022 – All HR functionality is available
- November 1, 2022 – Finance functionality is available
- November 7, 2022 – Contracting, Procurement and Supply Management



Pre-Implementation Duties

Understand

- Supports within MyConnection
- Delegation process (not available until after AIMS is implemented)

Reminder

- A password reset will be required the first day employees enter MyConnection after implementation:
 - Encourage employees to go to Gateway Online to confirm that their contact information is correct including an email prior to implementation.

Additional Supports

- Know where to go to for answers: [MyConnection](#) and the [AIMS Manager's Toolkit](#) and the [AIMS Manager's Checklist](https://www.aimsproject.ca/aims/manager-toolkit) (https://www.aimsproject.ca/aims/manager-toolkit)
- Questions can also be submitted through MyConnection.
- Attend future Action Items for Leaders sessions.

Questions

