

### AIMS What's Changing: Online Schedules

**NOTE: These features will be in place once the Administrative Information Management System (AIMS) has been implemented.**

Currently, there is no one standardized way for staff to check schedules. Paper, email, online, even verbally relaying the information, are all methods used in workplaces across the province.

With the implementation of AIMS that practice will change to schedules being updated in real time and available online. Managers will have access to a dashboard that's available 24/7 that will indicate unfilled shifts in their department. They will also have the ability to electronically approve or deny requests for leave, trades, charge pay and other requests, while maintaining a historical record of these activities.

Staff will be able to access their personal and unit schedules in real time on their mobile devices or a computer 24/7. They will make requests for either short-term or long-term leave through AIMS. The benefit of using the system is that it will provide a timely response as to whether the leave is approved.

For staff working in the former Saskatoon Health Region, former Cypress Hills that use HR Staff Scheduling, and Providence Place and Elmwood Residences, staff will be able to apply for shifts via automated phone, text, email or online. Once AIMS has stabilized, work will begin to develop a phased implementation to roll out the full functionality of AIMS scheduling for automated shift offers.

Checking schedules online will be an adjustment, but one which will provide long-term benefits.

We look forward to providing further information on the AIMS implementation in the near future, so log in today to [MyConnection](#) to ensure you have access and check your information in [Gateway Online](#).

Watch for more upcoming information on What's Changing with AIMS.