



Organizational Structure Posting Restriction Period

Restrictions During Timelines

Organizational Structure								
September				October				
04-10	11-17	18-24	25-01	02-08	09-15	16-22	23-29	30-05
September 7 - October 30 Restrictions to creating, editing or removal of location, department, job, assignment of Chart of Accounts to department/jobs.								

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

Please be advised that there will be an approximately eight-week restriction period starting early September in which there will be limited additions, updates or deletions supported within our current HR information system prior to the implementation of the Administrative Information Management System (AIMS). This includes changes/additions to:

- Locations
- Departments
- Department Jobs
- Assignment of Chart of Accounts to Departments/Jobs

Date

September 7, 2022 to October 30, 2022

Next Steps

- During the restriction period, a restricted group of users will be able to enter information directly into AIMS/iHRIS for exceptions only.
- There will be defined criteria by which information will be eligible for entry.

Exception Criteria

Exceptional circumstances require approval. Contact your Human Resources representative to assist with the process. These requests should be limited to essential changes only. Please ensure that any required changes that are known in advance are entered prior to the beginning of the restriction period.

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