

Interim Process: AIMS Electronic Time Validation for Approximately 6 Weeks Post-Implementation

In the lead-up to the introduction of Tap-in, Tap-out there will be an approximately six-week period in which all employees will confirm their time worked through [MyConnection](#) prior to the use of on-site eClocks. Should you require additional onsite computers to accommodate this need, please submit your request for a computer indicating that it is associated with the approximately six-week electronic time entry interim process. If employees prefer, they can access MyConnection through their mobile phone.

In the MyConnection MyKnowledge Library there is the Knowledge Document, [KB0011871](#). This document provides step-by step detailed instructions on how to validate time worked during the interim period. To access this document in MyConnection, search by the document name or title.

[Click here](#) to access a checklist of how employees will be confirming their time during this approximately six-week period. It is recommended that you print this checklist should your employees require a reference by the computer that they will use for this purpose.