



REMINDER: Organizational Information 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.

This is a reminder that there will be an approximately eight-week restriction period starting September 7, 2022 and extending to October 30, 2022.

During this period there will be no additions, updates or deletions to 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

This restriction period does not apply to positions, which can still be created and updated for existing Department jobs.

Next Steps

- 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.”