

## ***Important AIMS Information***

Please be advised of a number of important events occurring in the near future related to the implementation of AIMS (Administrative Information Management System).

### **AIMS Releasing Human Resources and Finance Learning Modules**

Effective Tuesday, September 27, 2022, the Administrative Information Management System (AIMS) project will be releasing new learning materials for those whose roles require them to work in AIMS daily, in the areas for Human Resources and Finance. The only modules from Finance that will launch later are those for Accounts Payable. More information to follow.

Please ensure that employees in these areas are aware of the available learning.

### **AIMS Electronic Posters for Print-Out**

The Administrative Information Management System implementation date is nearing, and more learning materials are being released each week. AIMS is making available two poster options for printing, to assist you in promoting awareness and learning availability.

Please click [here](#) for a full-colour version of the poster, or [here](#) for a black and white version.

We appreciate you posting this material for your employees, to assist in the transition to the new system.

### **AIMS Broadcast Messages**

Please be advised that over the next several weeks the broadcast system will be sending messages to employees by email, text and/or recorded phone message about various topics related to AIMS.

Please inform employees that there may be a series of important messages being delivered to their email, mobile devices or landlines according to the preferences they have set for notifications.

Should they wish to change these preferences, they can do this through Gateway Online.