

# Master Roster/Rotation Restricted Dual Entry Period

## Restrictions During Timelines

### Master Roster/Rotation - Dual Entry Period

September				October					
04-10	11-17	18-24	25-01	02-08	09-15	16-22	23-29	30-05	
Prior to the dual entry period areas should review their master rotations for accuracy and make any changes prior to this period.			<b>September 23 - October 23</b> Master rotation changes will require dual entry into the legacy system, as well as AIMS.						

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

Please be advised of a four-week period in which changes to master roster/rotation patterns and row assignments need to be restricted unless it falls within the approved exemptions, prior to the implementation of the Administrative Information Management System (AIMS).

**Date**  
Effective September 23, 2022 to October 23, 2022

- Next Steps**
- After September 23, 2022, master roster/rotation changes will be prioritized to handle:
    - Accommodations
    - Reversions back to permanent positions where a roster/rotation change is required
  - Any change made during the restriction period will require dual entry into both the legacy system, as well as AIMS.
  - For SHA, there will be an AIMS team member to update this information.
    - The change should be made in legacy, and then the change should be emailed to: [AIMSMasterRotation@saskhealthauthority.ca](mailto:AIMSMasterRotation@saskhealthauthority.ca)
  - For non-SHA:
    - Changes can be made according to the existing process, but will need to be re-entered into AIMS.
    - Access will be provided to select scheduling representatives.

Please Note: Prior to the dual entry period, areas should review their master rosters/rotations for accuracy. Please submit any master roster/rotation changes promptly before the restriction period by emailing [AIMSMasterRotation@saskhealthauthority.ca](mailto:AIMSMasterRotation@saskhealthauthority.ca).

Please direct any questions to MyConnection > MyServices > Human Resources > Scheduling/Timekeeping > Scheduling Inquiry > Use of the system.