



AIMS Action Items for Leaders

Session 4:

Payroll

October 5 , 2022

Please note: Some of the paths shown in MyConnection in this presentation may not be available until after the implementation of AIMS.

SHA Treaty Land Acknowledgement

We would like to acknowledge that we are gathering on Treaty 2, 4, 5, 6, 8, and 10 territory and the Homeland of the Métis.

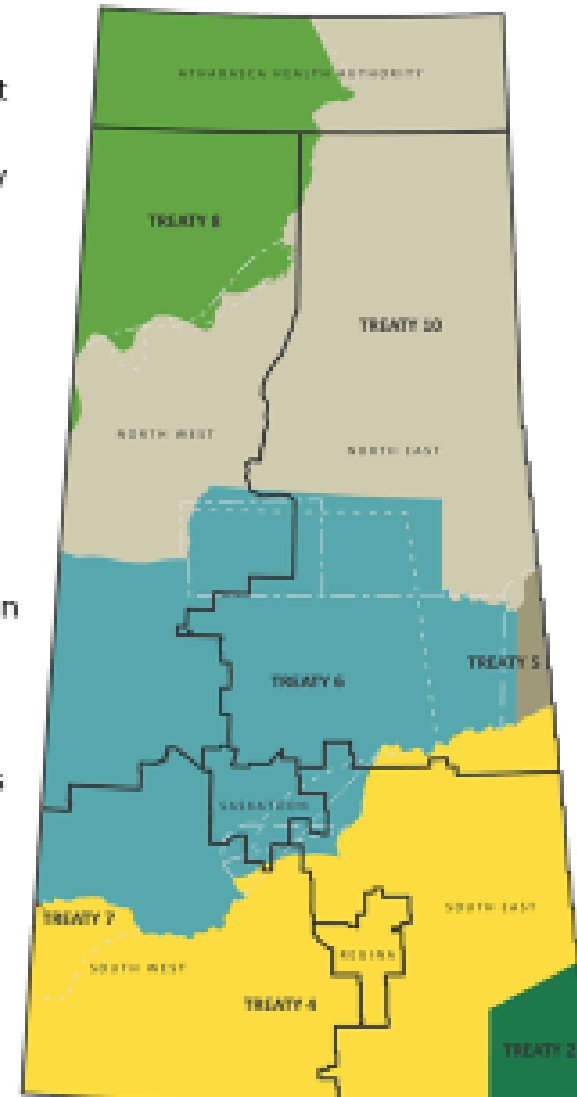
Recognizing this history is important to our future and our efforts to close the gap in health outcomes between Indigenous and non-Indigenous peoples.

www.saskhealthauthority.ca/trc

Treaty Territories and Saskatchewan Health Authority Areas

Depictions of Treaty boundaries are subject to variation. These boundaries are usually not surveyed and are estimated based on written descriptions.

This map displays the Pre-1975 Treaties (Historic Treaties) in colour, as provided by Crown-Indigenous Relations and Northern Affairs Canada. The grey lines indicate alternate boundaries compiled from various sources.





Learning Acknowledgement

- Recently, the scheduling learning modules were released through MyConnection.
- It was quickly realized that there were more employees who required this training than initially projected.
- MyConnection and the AIMS Learning Project Team have since provided to access to many of these individuals.
- We appreciate your patience as we work through the inquiries in MyConnection related to gaining access to these modules. We have additional resources assigned to working through the requests.
- As we continue to actively sign on new individuals, it is recommended to check your MyLearning dashboard in the event that your modules have been added prior to receiving a formal response through your MyConnection case.
- **Also, please note the new AIMS Scheduling Security Access Form (available in the AIMS Manager's Toolkit) to submit a request to have access provided to additional employees, as needed.**
 - **MyLearning ->Questions about MyLearning**



Session Procedure

- Please submit all questions in the Q and A Chat, which can be found by clicking on the three dots in the lower right hand corner of your screen.
- Questions put in the regular chat will not be tracked.

Action Items for Leaders

AIMS Administrative
Information
Management System

Welcome

Session Topics

October 5, 2022

Payroll

October 6, 2022

Scheduling (Session II – Cutover Activities)

October 12, 2022

MyConnection/Timetable for Implementation

October 13, 2022

Scheduling (Session III – Day in a Life of a Scheduler)

October 19, 2022

Finance

October 26, 2022

Topical Areas of Concern



Overview of Today's Session

Leader Responsibilities

Payroll

- Review: Time Card Confirmation
- Historical Edits
- Pay Corrections Pre- and Post-Implementation
- First AIMs Pay Confirmation Period
- Expense Claim Restriction Period
- Mileage Claims (Including Home Care/Public Health)

Scheduling

- Offering Shifts for SUN/Overtime
- Call-In Lists/Replacing a Shift

Pre-Implementation Duties

Important Tools found in the [AIMS Manager's Toolkit](#)

Job Posting Exception Form (New)

Saskatchewan Health Authority

From October 10-30 the ability to post positions will be restricted. For positions that are approved for posting during the restriction period, start dates between October 23-29 cannot be supported. Position start dates must be October 30 or later.

Form to Request Exception during the Posting Restriction Period

Date submitted: _____

Portfolio: _____

Hiring Manager: _____ Portfolio Director: _____

Can this posting be delayed until October 30 or later? Yes No

If yes, you do not need to complete this form, please submit through the posting platform for your area and it will be posted once AIMS goes live.

Please confirm the following criteria to qualify for exception during the posting restriction period (please note all three criteria must be met to be eligible and considered):

Patient/client facing

Position is necessary to keep services/facilities open

Provide explanation: _____

AIMS Scheduling Security Access Form (New)

AIMSproject.ca INTERIM - SCHEDULING SECURITY ACCESS REQUEST FORM

INSTRUCTIONS:

- A Manager or Supervisor must complete this form to request access to the Scheduling Learning Modules for their employee(s).
- Carefully review the "Security Profiles" below and assess the access needs(s) of the employee(s).
- Indicate the access profile being requested for the employee by checking the box next to the profile of choice.
- Submit this form through MyConnection (MS-TBE)

Part 1: EMPLOYEE INFORMATION**

New Request Change Request

Click here to enter text Date:

Click here to enter text Employee Name (Last, first, middle initial):

Click here to enter text Employee Number:

Click here to enter text

Click here to enter text

Click here to enter text

Click here to enter text

Reason for access request or change:

Part 2: SYSTEM ACCESS

Please indicate the profile for which you are requesting access.

Security Profile:

Part 3: APPROVAL

ADDITIONAL DETAILS - SECURITY PROFILES

SCHEDULER	SCHEDULER	HR Staff Scheduling Unit MANAGER/Supervisor	NOW HR Staff Scheduling Unit MANAGER/Supervisor
Scheduler Desktops User will have access to view Unit Schedules with the ability to: - Replace shifts - Call-out additional shifts - Approvals for Change Requests, Final Checks, Unit Clerks, etc.)	SCHEDULER User will have access to the Scheduling Dashboard with the ability to: - Book on shifts - Fill open shifts - View Unit Schedules - View and add flow - Approvals - Request personnel management - View shifts - Submit requests on behalf of an employee	User will have access to the Manager Dashboard with the ability to: - Manage requests from employees (approvals) - View Unit Schedules Book on shifts - Fill open shifts - View shifts of shifts and requests - Submit requests on behalf of an employee - Complete employee availability reports	User will have access to the Manager Dashboard with the ability to: - Manage requests from employees (approvals) - View Unit Schedules Book on shifts - Fill open shifts - View shifts of shifts and requests - Submit requests on behalf of an employee - Complete employee availability reports

AIMS Manager's Checklist (New)

Action Items for Leaders **AIMS Manager Checklist**

INSTRUCTIONS:

- Use this checklist to identify and highlight tasks that are required to be completed pre- and post-implementation for AIMS. Please consult MyConnection or Sisk Leaders Resources for additional information regarding these tasks.
- *Resource column provides hyperlinks to demos, work standards and other educational materials to aid the successful completion of the tasks.

	DONE	TASK	DEADLINE	RESOURCES*
BEFORE IMPLEMENTATION	<input type="checkbox"/>	Remind employees only two bank accounts will be transferred to AIMS (remove any additional bank accounts beyond two from Gateway Online)	Oct. 7, 2022	
	<input type="checkbox"/>	Last day to submit job postings in current posting systems)	Oct. 7, 2022	Job Posting Restriction
	<input type="checkbox"/>	Employee Movement Restriction Begins	Oct. 18, 2022	Implementation Restriction
	<input type="checkbox"/>	Complete both Manager and Employee Training in MyConnection	By Oct 19, 2022	MyConnection Instructional Videos
	<input type="checkbox"/>	Approve/Deny vacation requests and enter them into legacy scheduling system (only applicable to ESP and VIP areas)	Oct 22, 2022	

AIMS Manager's Toolkit

About AIMS | FAQs | Bulletins | Resources

AIMS Administrative Information Management System

HUMAN RESOURCES | FINANCE | SUPPLY CHAIN | LEARNING | CHANGE NETWORK

Manager Toolkit

Welcome to the AIMS Manager Toolkit

Your one stop location for documents related to the AIMS Project, to help you prepare for the implementation of this new system.

All | Employee | Manager | Action Items for Leaders | Human Resources | Finance | Supply Chain | Videos | FAQs

Showing 1 to 50 of 55 entries



Review: Time Card Confirmation

- Managers/designates will have a limited period in which to confirm time worked for employees.
- Employees will be paid according to their schedule, but if there is a change to the time worked then that will require approval. Managers will receive a notification on their dashboard indicating that they need to review this change.
- **Dashboards should be reviewed on a daily basis.**
- **Not approving timecards prior to the approval cut-off period may lead to pay inaccuracies.**
- Time needs to be verified daily in most cases.
- Changes to schedule must be approved before time cards are locked for the week. After that time, an Historical Edit (time correction) is required if changes are needed.
- Any time corrections still outstanding from a period before the implementation of AIMS will need to be re-entered.

Please pay close attention during the first two pay periods in particular to ensure that time is accurately reflected, although this will continue to be an ongoing process.



First Day Payroll Confirmation

- The first pay period processed through AIMS will be November 10, 2022.
- Employees will need to follow the time verification process to ensure that the time reflected on their time card is correct to avoid incorrect pay.
- Check your timecard to view your time.
- Check your pay statement to view your hours paid and deductions.
- To correct time entries, use the Historical Edit process.

What are Historical Edits?

- Historical edits are when corrections are made within the system to change a record of time worked after time cards have been finalized for the week by Monday, 10:00 a.m. or for anytime prior to the current week (Sunday to Saturday of the previous week.)

A change to time worked for Sunday to Saturday of the current week can be made prior to Monday 10 a.m. of the following week.								
Time worked for Sunday to Saturday							Edits can be made prior to Monday, 10 a.m.	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday

Changes for any period earlier than the current week must be made through a Historic Edit.

MyConnection > MyWork > MyScheduling > **Historic Edits** (tile)

- This could include changing the hours worked or adding or removing time from the schedule in the system.
- Employees and Manager/Designates will be responsible for making historical edits.



Making Historical Edits to Schedules

- It is particularly important for employees to check their schedules for accuracy during the first pay period after the implementation of AIMS, which is reflected on the **November 10, 2022** pay statement. If a correction is required, employees must enter an historical edit through MyConnection.

MyConnection > MyWork > MyScheduling > Historical Edits

- This will ensure proper pay by accurately reflecting the time worked.
- Although it is important to perform this check during the first pay period, it will also remain an ongoing requirement.
- In the MyConnection, MyKnowledge Library, is a Knowledge Base Article Number KB #12735, “Requesting an Historical Edit” that walks through the steps of performing an Historical Edit.
- Please ensure that all employees check their schedules during this important first pay period, and maintain this practice thereafter for changes to time worked.
- Questions should be directed by opening an inquiry through MyConnection:

MyConnection > MyServices > Scheduling/Timekeeping > Scheduling Inquiry (tile)



Pre-Implementation – Historical Edits

- Corrections to time made prior to October 23, 2022 will be processed in the following manner:
- The employee submits a case through MyConnection to initiate the correction
MyConnection > MyServices > Payroll > Payroll Inquiry
- Payroll reviews the correction and sends the request to the Manager for approval.
- When approved, Human Resources will process the change accordingly.



Expense Claim Restriction Period

- Reimbursement of expenses received by accounting prior to October 18, 2022 will follow the existing reimbursement process.
- Reimbursement of expenses receiving by accounting after October 18, 2022 will be required to be submitted electronically through MyConnection starting November 1, 2022.
- This two-week period allows Finance to complete the processing of pre-AIMS submissions before focusing efforts on those submitted through MyConnection.
- There may be a slight delay in payment as we move to the new process, but re-submitting claims will not be required.



Submission of Mileage and Car Allowance Claims

- There will be a change in how all mileage and car allowance claims are submitted by employees and approved by managers. This will include all employees and managers in Home Care and Public Health.
- All Employees will file online through MyConnection following this path:
MyConnection > MyServices > Reimbursements > Mileage & Cell Phone Claim
- All Managers will approve claims through MyConnection following this path
MyConnection > To-dos > Approve Request
- The system determines reimbursement rates based on the employee's union or out-of-scope affiliation and will determine if the mileage claims are Taxable or Non-Taxable:
 - Flat daily/monthly car allowance and per kilometer claims would both be taxable reimbursements.
 - Callback per kilometer claims would be taxable.
 - Non-Callback per kilometer claims with no car allowance would be non-taxable
- Managers/Out-of-Scope (OOS) designates will be required to approve employee expense claims individually within MyConnection by **Thursday, 5 p.m.** each pay period for reimbursement the following pay day.
- Employees will be reimbursed by direct deposit and it will appear on the employee's pay slip for the applicable pay period.

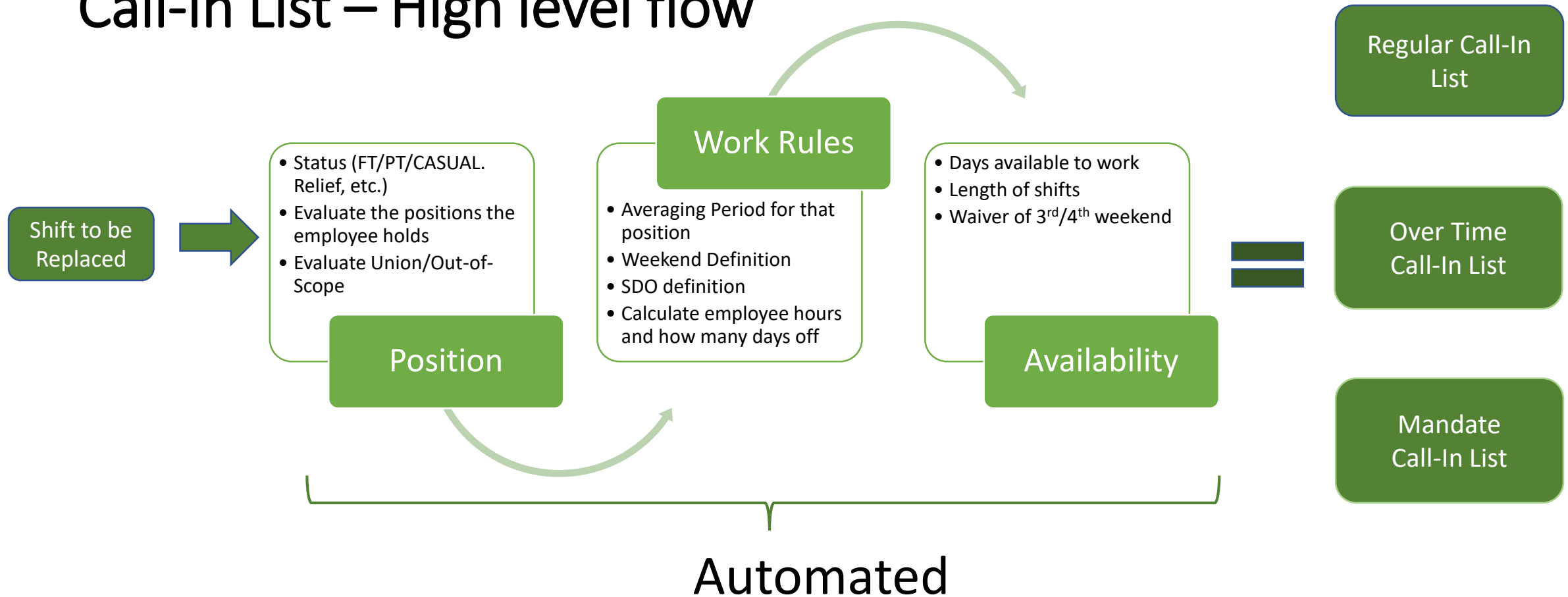


Mileage or Allowance Claims Pre-Implementation

- The SHA Employee Expense Claim Form (Appendix C to Expense Reimbursement policy) must be completed, approved and submitted through the MyConnection Payroll Inquiry tile when applying for **trip or daily claims prior to Oct 23, 2022 or a monthly claim prior to November 1, 2022.**

MyConnection > MyServices > Payroll > Payroll Inquiry (SHA)

Call-In List – High level flow



The system generates the call-in list, and Collective Bargaining Agreement rules are accommodated.

PLEASE NOTE: Only employees on the call-in list generated by the system can be offered/awarded a shift.



Offering Shifts - SUN/Overtime – Change in Practice

Please Note: The following is a change in practice for offering out Saskatchewan Union of Nurses (SUN) Overtime (OT) shifts:

- OT Shifts will be offered/awarded to employees who have worked the least number of shifts in the previous four weeks from the day of offer.
- If two or more employees have the same number of shifts in the previous four weeks from the day of offer, the OT shifts will be offered/awarded by seniority date.

This change will be in effect upon the implementation of AIMS, and has been shared with SUN provincially.



Pre-Implementation Duties

Understand/Convey

- How to submit manual scheduling entries
- QuickDial options for SHA HR Staff Scheduling employees (fSaskatoon, fCypress)
- Automated Shift Offerings for SHA HR Staff Scheduling employees
- Time frame for Shifts Awarded and Closed pre-implementation for SHA HR Staff Scheduling employees
- Inform employees of the Expense Claim Restriction Period
- Remind employees of the Broadcast Notifications
- A password reset will be required the first day employees enter MyConnection after implementation:
 - Encourage employees to go to Gateway Online to confirm that their contact information is correct including an email prior to implementation.
- Know where to go to for answers: [MyConnection](#) and the [AIMS Manager's Toolkit](https://www.aimsproject.ca/aims/manager-toolkit) <https://www.aimsproject.ca/aims/manager-toolkit>.
- Questions can also be submitted through MyConnection.
- Attend future Action Items for Leaders sessions.

AIMS Manager's Checklist

- The AIMS Manager Checklist is a tool for Managers to track the many tasks to be performed before, during and after the implementation of AIMS. The Checklist contains convenient links to supporting resources.

- Please access this valuable tool in the [AIMS Managers Toolkit](#).

<https://www.aimsproject.ca/20220928-AIMS-Managers-Checklist.pdf>

Action Items for Leaders AIMS Administrative Information Management System

Manager Checklist



INSTRUCTIONS:

Use this checklist to identify and highlight tasks that are required to be completed pre- and post-implementation for AIMS. Please consult MyConnection or SHA Leaders Resources for additional information regarding these tasks.

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Questions

