

The Administrative Information Management System (AIMS)

AIMS Brings Change in Submission of Mileage and Car Allowance Claims

NOTE: These features will be in place once the Administrative Information Management System (AIMS) has been implemented.

With the implementation of AIMS, there will be a change in how all mileage and car allowance claims are submitted by employees. All employees, including Home Care and Public Health, will be required to submit their mileage and car allowance claims online through [MyConnection](#).

Log in to MyConnection and follow this path:

MyConnection > MyServices > Reimbursements > Mileage & Cell Phone Claim

The system will determine 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 kilometre claims would both be taxable reimbursements.
- Callback per kilometre claims would be taxable.
- Non-Callback per kilometre claims with no car allowance would be non-taxable

All mileage and car allowance claims approved by the Manager **by Thursday, 5:00 p.m. of each pay period**, will be reimbursed on the next bi-weekly pay period by direct deposit and will appear on the employee's pay slip for the applicable pay period.

NOTE: 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 > Human Resources > Payroll > Payroll Inquiry (SHA)

Watch for a video and other learning documents to be provided.