



AIMS Action Items for Leaders

Session 6:

Scheduling II

October 6 , 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.

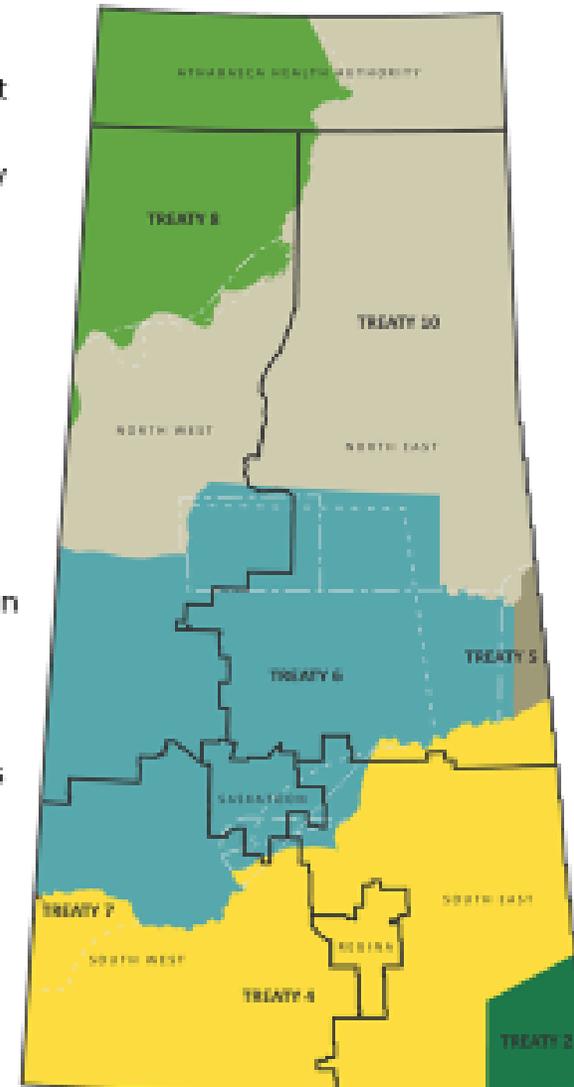
Recognizing this history is important to our future and our efforts to close the gap in health outcomes between Indigenous and non-Indigenous peoples.

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 AIMS 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.



AIMS Security Access for Employees

- Employees will be provided access to learning modules if requested.
- This does not provide them with security access to the AIMS functionality associated with that learning upon implementation.
- To be given security access to the functionality employees must request that their Manager submit this request by the following process:
 - **Scheduling** – Complete an [AIMS Scheduling Security Access Form](#) and submit it through MyConnection: MyConnection > Support for MyConnection (tile) > Questions about AIMS
 - **Human Resources (HCM) and Finance (FIN)** – Submit a request for employees to have security access provided to them through MyConnection: MyConnection > Support for MyConnection (tile) > Questions about AIMS



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**.

Available Sessions

- All Employee Learning
- All Leader Learning
- Leader Learning Specific HR/Finance/Scheduling/Contracting, Procurement and Supply Management
- Leader Drop-In Sessions
- Action Items for Leaders

Action Items for Leaders

AIMS Administrative
Information
Management System

Welcome

Session Topics

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

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 (KS-TBE)

Part 1: EMPLOYEE INFORMATION**

New Request Change Request

Click here to enter text Date:

Employee Name (Last, first, middle initial): Employee Number:

Click here to enter text

Employee Title:

Primary phone number:

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 Desktops	SCHEDULER	HR Staff Scheduling Unit MANAGER/Desktops	NOW HR Staff Scheduling Unit MANAGER/Desktops
User will have access to view Unit Schedules with the ability to:	User will have access to the Scheduling Dashboard with the ability to:	User will have access to the Manager Dashboard with the ability to:	User will have access to the Manager Dashboard with the ability to:
- Replace shifts - Call-out additional shifts	- Book on shifts - Fill open shifts - View and edit Unit Schedules - View and add flow requirements - Handle process management - View shifts - Submit requests on behalf of an employee	- Manage requests from employees (approvals) - View Unit Schedules Book on shifts - Fill open shifts - View needs of shifts and requests - Submit requests on behalf of an employee - Complete employee availability reports	- Manage requests from employees (approvals) - View Unit Schedules Book on shifts - Fill open shifts - View needs 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 Sask 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



Overview of Today's Session

“Basic” Scheduling functions applicable to ALL employees that are providing scheduling support – HR Staff Scheduling and Unit Scheduling

Cutover Activities – applicable to areas outside of HR Staff Scheduling; currently referred to as Non-central Scheduling (Unit Scheduling)

Interim Time Validation Process

- Timecards & Premiums

Call-In Process/Filling Shifts(s)

- Call List
- Call List by Employee

Field Hours

Call Back

Cutover Activities

- Entry of exceptions (already approved leaves such as vacation and/or shifts picked up)
- Entry of “open” shifts (shifts needing to be filled)



Interim Time Validation Process (Time Cards & Premiums)

- All employees currently account for their time worked.
- AIMS will make this process electronic.
- Upon implementation, there will be a time validation process to follow
- For majority of NON SHA orgs, this process will be a permanent process.
 - There are a few areas that will be utilizing tap in/out which will be implemented 6 weeks after Go Live.



Interim Time Validation Process (Time Cards & Premiums)

- Employees that work Monday to Friday will need to confirm their time at the end of the work week.
- Shift workers will need to confirm their time on a daily basis. These are employees that work in departments that operate six or seven days a week.
- For each day you will confirm that you have worked the time shown by clicking on the dropdown and selecting “Worked.”
- For days that an employee did not work due to an error in the conversion process, the employee would select “Remove.”
- For days that an employee did not work due to an absence; the employee is responsible for submitting a leave request to ensure appropriate pay.

Interim Time Validation Process (Time Cards & Premiums)

The current process to claim time worked beyond an existing schedule requires the information to be manually entered into the system, thereby increasing the risk for error.

To validate time upon implementation, you will enter this type of variable, follow this path:

MyConnection > MyScheduling >
Time Cards & Premium

Type	Request/Automatic
Banking Over Time	Need to request
Call Back Regular	Need to request
Call Back Regular : Electronic	Need to request
Call Back SDO	Need to request
Camp Differential	Need to request
Charge Pay	Need to request/Built into Master
Missed Meal	Need to request
CUPE SW 1X/Bank 1.5X	Need to request
Preceptorship	Need to request
Post Mortem	Need to request
Responsibility Pay	Need to request
Standby	Need to request/Built into Master
Telephone Consult	Need to request
Evening Differential	Automatic
Weekend Differential	Automatic
Stat Worked	Automatic
3 rd & 4 th Weekend	Automatic
Regular Hours	Automatic
Overtime Hours	Automatic

Preview Request: Time Cards & Premiums

Time Card & Premiums

Location

Department

Job

Date	Start Time	End Time	Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

-Sections cannot be submitted with empty fields

Next

Request Summary

Date	Time	Location	Type
Mon-Sep-26 D8	08:00 - 16:00	Cypress Regional Hospital/SHA-EMS Leader-Ambulance/Emergency Medical Technician	Worked

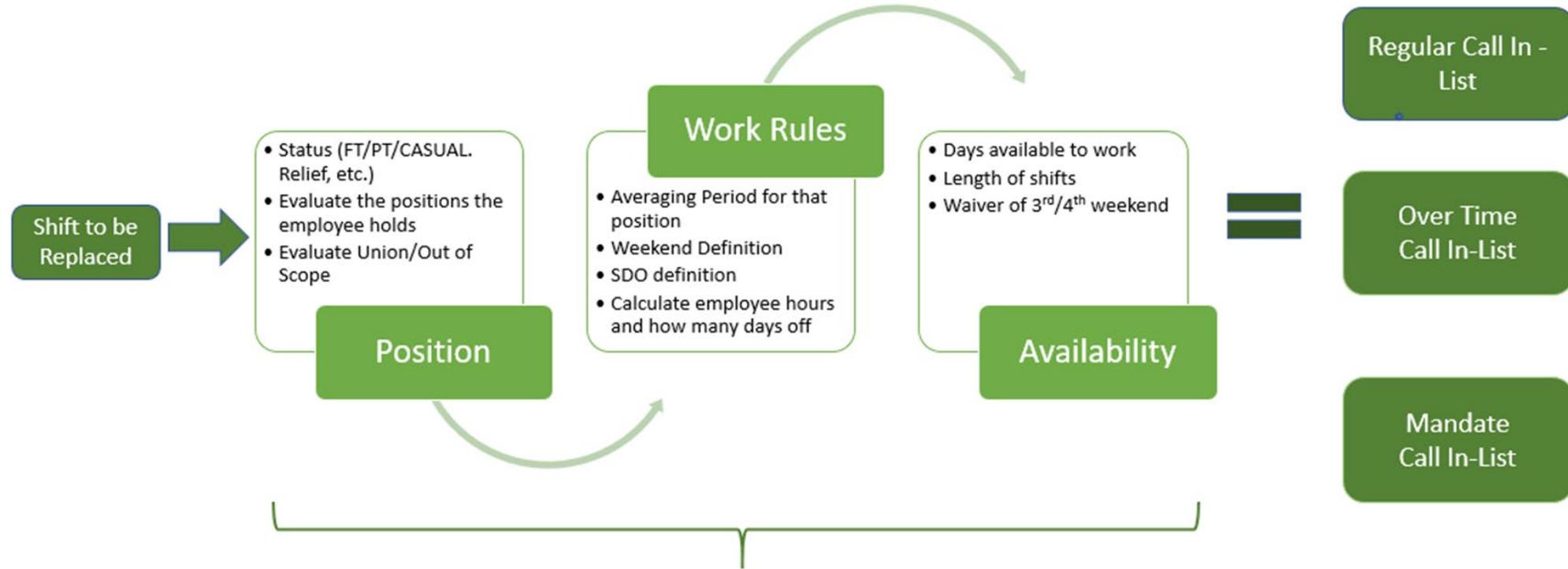
Submit

Back



Call-In Process/Filing Shift(s)

Call-In



Automated



Manager Dashboard ⋮



Open >

Manage Open Shifts ⋮



Open >

Call List ⋮



Open >

Call List by Employee ⋮



Open >

Preview Filling Shifts: Manager's Dashboard

Manager Dashboard

Next update in : 01:36

Last update : 12:22 AM		Open Shifts		Requests									
Teams		Unfilled less than 72 hrs	Unfilled outside 72 hrs	Sick/Abs Today	Sick/Abs Tomorrow	Leaves	Time Off	Trades/NR	Premiums	Historic Edits	Annual Vacation	Long Term Leave	Tap Exceptions
+	TEAM-South East 7	0	0	0	0	0	0	0	0	0	0	0	0
+	TEAM-South East 8	0	0	0	0	0	0	0	0	0	0	0	0
+	TEAM-South East 9	0	0	0	0	0	0	0	0	0	0	0	0
+	TEAM-South West 5	0	1	0	0	0	0	0	0	4	0	0	0
+	TEAM-South West 6	0	0	0	0	0	0	0	0	0	0	0	0
Total		0	1	0	0	0	0	0	0	4	0	0	0

Preview Filling Shifts: Manager's Dashboard

Date:

Team

Location

Department

Job

[Back](#)

[Call List](#)

Manage Open Shifts

[Submit](#)

Date	Status	Location	Icon	Start Time	End Time	Open Time	Close Time	Partial Span	Assign To	Award To	Mandated	Guidelines
Mon Oct/3	Open	Victoria Hospital/SHA-Victoria Hosp-Diagnostic Imaging/Medical Radiation Technologist	M NG	8:00	12:00				<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	View Guidelines
Mon Oct/10	Open	Victoria Hospital/SHA-Victoria Hosp-Diagnostic Imaging/Medical Radiation Technologist	M NG	8:00	12:00				<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	View Guidelines
Thu Oct/13	Open	Victoria Hospital/SHA-Victoria Hosp-Diagnostic Imaging/Medical Radiation Technologist	EV	15:00	23:30				<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	View Guidelines

Preview Filling Shifts: Call List

AIMSproject.ca

Call List

Back

Open Shift:

Type

Regular

Load List

Submit

Refuse Pending

Name	Seniority	Phone1	Note	Phone2	Note	Action	Mandated	Award Type	Schedule					
									Tue Sep-27	Wed Sep-28	Thu Sep-29	Fri Sep-30	Sat Oct-1	Sun Oct-2

Open Shift:

10/11/2022 e 19:00-20:00 SHA-ADD Saskatoon-ADD ServResCareU Brief&Detox/Addictions Counselor Diploma
10/11/2022 o 20:00-21:00 SHA-ADD Saskatoon-ADD ServResCareU Brief&Detox/Addictions Counselor Diploma
10/11/2022 o 21:00-22:00 SHA-ADD Saskatoon-ADD ServResCareU Brief&Detox/Addictions Counselor Diploma
10/11/2022 o 22:00-23:00 SHA-ADD Saskatoon-ADD ServResCareU Brief&Detox/Addictions Counselor Diploma
10/11/2022 23:00-07:16 SHA-ADD Saskatoon-ADD ServResCareU Brief&Detox/Addictions Counselor Diploma
10/12/2022 e 19:00-20:00 SHA-ADD Saskatoon-ADD ServResCareU Brief&Detox/Addictions Counselor Diploma
10/12/2022 o 20:00-21:00 SHA-ADD Saskatoon-ADD ServResCareU Brief&Detox/Addictions Counselor Diploma
10/12/2022 o 21:00-22:00 SHA-ADD Saskatoon-ADD ServResCareU Brief&Detox/Addictions Counselor Diploma
10/12/2022 o 22:00-23:00 SHA-ADD Saskatoon-ADD ServResCareU Brief&Detox/Addictions Counselor Diploma
10/13/2022 o 06:00-07:00 SHA-ADD Saskatoon-ADD ServResCareU Brief&Detox/Addictions Counselor Diploma
10/13/2022 07:00-07:16 SHA-ADD Saskatoon-ADD ServResCareU Brief&Detox/Addictions Counselor Diploma
10/20/2022 d 07:00-08:00 SHA-ADD Saskatoon-ADD ServResCareU Brief&Detox/Addictions Counselor Diploma
10/21/2022 d 07:00-08:00 SHA-ADD Saskatoon-ADD ServResCareU Brief&Detox/Addictions Counselor Diploma
10/21/2022 o 08:00-09:00 SHA-ADD Saskatoon-ADD ServResCareU Brief&Detox/Addictions Counselor Diploma
10/25/2022 f 07:00-19:16 SHA-ADD Saskatoon-ADD ServResCareU Brief&Detox/Addictions Counselor Diploma
10/26/2022 f 07:00-19:16 SHA-ADD Saskatoon-ADD ServResCareU Brief&Detox/Addictions Counselor Diploma
10/28/2022 d 07:00-08:00 SHA-ADD Saskatoon-ADD ServResCareU Brief&Detox/Addictions Counselor Diploma
10/28/2022 o 08:00-09:00 SHA-ADD Saskatoon-ADD ServResCareU Brief&Detox/Addictions Counselor Diploma
10/28/2022 o 09:00-10:00 SHA-ADD Saskatoon-ADD ServResCareU Brief&Detox/Addictions Counselor Diploma

Name	Seniority	Phone1	Note	Phone2	Note	Action
Mochan, Nathan B	16713.39	13068501143				Refused
Phillips, Kimberly S	14246.68	13062216038				Refused
Boyko, Kandis	6951.56	13068813877				No Answer - message
Cheston, Tanis	6253.04	13062415663				Not Qualified
Mantyka, Karen A	3929.31	13062929253				Accepted

Submitted Successfully

Preview Filling Shifts: Call list by employee

AIMSproject.ca

Call List by Employee

Business Structure

Location	<input type="text"/>
Department	<input type="text"/>
Job	<input type="text"/>

Date

Start Date	<input type="text" value="2022-09-27"/>
End Date	<input type="text" value="2022-10-27"/>

Type

<input type="text" value="Regular"/>

Next

Fields are not all completed. Please fill out every required field before clicking on Next.

Location	Royal University Hospital
Department	SHA-RoyalUnivHospJPCH-Coffee Shop
Job	Food Services Worker
Period	2022-10-04 - 2022-11-03
Type	Regular

<input type="text"/>

Date	Current Schedule	Period Hours Total	Open Shifts	Selected
2022-10-07		P1	H19(1) - 13:30-22:00	<input type="text"/>
2022-10-08		P1	H18(1) - 13:30-22:00	<input type="text"/>
2022-10-09		P1	H18(1) - 13:30-22:00	<input type="text"/>

Employee	12 open shifts available
Phone 1	<input type="text"/>
Phone 2	<input type="text"/>
Email	<input type="text"/>
Seniority	<input type="text"/>
Sort Rule Name	SEIU-Regular

Award

Back

Legend

Shift Expansion

Selected Open Shift has been awarded successfully.

Home Care Scheduling

AIMS System 

Procura System 

Where scheduling functions for employee will be done.

Scheduling

Where scheduling functions for clients will be done.

- Procura will **not** be decommissioned upon the implementation of AIMS
- Procura will continue to be used to schedule clients
- AIMS will be used to schedule & pay the employees



Standby/On-Call & Call Backs

There are various ways to have Standby/On-Call reflected in an employee's schedule:

- Part of the employee master rotation
- Time of offer – Scheduler/Scheduling support will enter upon the acceptance of the on-call/standby
- Request submitted by employee through Time Card & Premium tile – this would go to Manager/Delegate for approval; once approved the employee schedule is automatically updated
- When it comes to being called back while on Standby/On-Call, there are a couple ways of how this is reflected in an employees schedule:
- Request submitted by employee through Time Card & Premium tile – the employee would enter the start & end time of their call back, if a minimum amount is to be paid the system is programmed to pay the employee the minimum. This would go to Manager/Delegate for approval; once approved the employee schedule is automatically updated
- Example: Employee is called back for 10 minutes, but is to be paid a minimum of 2 hours
- Upon implementation of Tap in/out process; the employee would be tapping in/out to record their time of their call back



Field Hours – SUN Example

- Field hours is defined as a Unregulated day or series of days
- Daily overtime is not applicable
- Field hour employees have a field hour bank that will allow to them to carry over field hours for 18 weeks
- Full-time employees: All additional time they work will go into the field hour bank
 - If field hours are not taken as time off, after 18 weeks it will be paid out at OT rates
- OTFT Field hour employee has to qualify for averaging period overtime before field hour process applies
 - Paid at 1X for additional hours until they qualify for averaging period overtime
 - A manual adjustment is required to ensure OTFT employees do not exceed their letter of offer (Manager discretion)

Example: Full-time employee is scheduled to work from 0800-1630; they work additional hours from 1630-1800 due to client care.

1.5 hours will go into Field hour bank at 1X automatically

After 18 weeks, if time is not “taken”, 1.5 hours need to be paid to employee at overtime



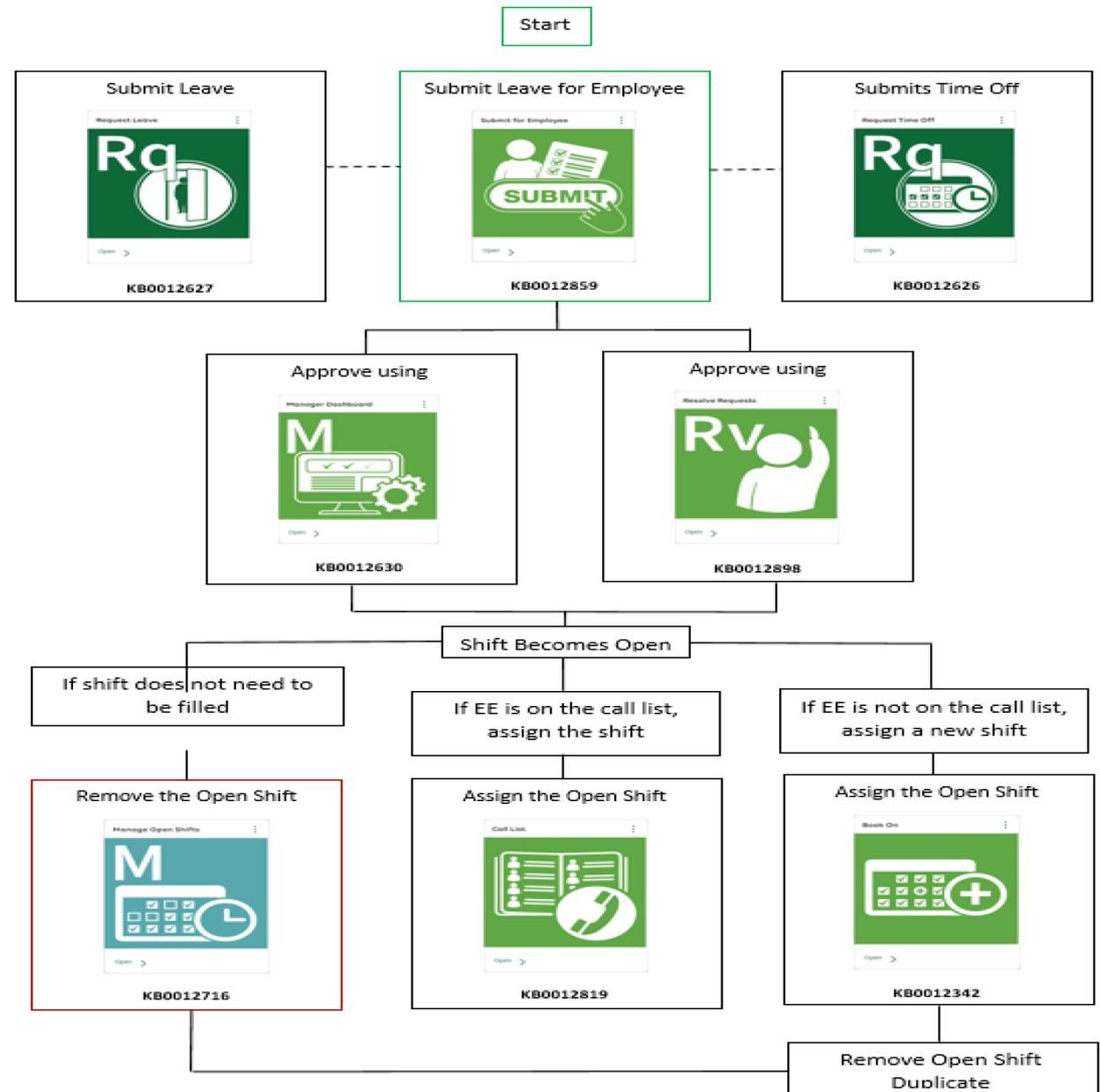
Cut-Over Activities



Exceptions/Open Shifts

- **What is an exception?**
- An exception is any change that has been made to an employees master rotation (Example: vacation leave, trade, etc.)
- Manual entry into AIMS will be required for the following items:
 - Approved Leaves, trades, etc.
 - Awarded shifts
 - All schedule changes
 - Open shifts
- **For areas that schedule using VIP & ESP:** AIMS Team will enter exceptions
- **For areas that schedule using IHRIS/WRA:** Scheduler/Scheduling support for these areas are responsible for entry

Manual Entry into AIMS



Questions

