

AIMS Scheduling Demos and Q and A Sessions

The Administrative Information Management System (AIMS) team will be hosting a series of demonstrations of scheduling functionality and responding to questions. The sessions include:

All Employee Scheduling Sessions

Audience: All Staff
Date: October 13 to November 13, 2022
Frequency: Daily
Time: 12:00-12:30
Topics: Leave Requests (Vacation, medical appointments, etc.)
Notifications (Scheduling tasks, schedule changes, leave requests, etc.)
Validating Time (Interim process, premium hours)
Advanced Scheduling: Shift Bid Online – (HR Staff Scheduling Units fSaskatoon / fCypress, and Providence Place)

Staff Scheduling Sessions

Audience: Anyone who performs scheduling duties during regular and “off hours” (i.e. charge nurses)
Date: October 13 to November 13, 2022
Frequency: Daily
Times: 7:30-8:00 | 10:30-11:00 | 12:30-13:00 | 16:30-17:00 | 19:30-20:00
Topics: Replacing Staff (Booking off, managing open shifts, call-in list, scheduler dashboard)
Adding Additional Staff (Book on additional staff, extend current staff, call-in lists)
Unit Schedules (View schedules)
Validating Time (Interim process, premium hours)

Please Note: These sessions will address questions about this functionality, but will not be able to address the more complex individual scheduling inquiries.

Check out the AIMS Learning Calendar to register. Go to [MyConnection](#) and refer to the link under the “Announcements” area on the main page.