

# AIMS Legacy Systems Decommissioning Project

# Administrative Information Management System (AIMS) System Decommissioning

# **Contents**

AIMS Legacy Systems Decommissioning Project	
Overview	2
1. iHRIS and MemberNet	3
2. Gateway Online Changes	3
3. VIP Changes	4
4. ESP (Kronos)	4
5. AccPac	5
6. Batch Payroll Engine/PPE (Payroll Front End)	5
7. cFactor Management Hub (Purple Gateway)	6
8. Cognos BI	6
9. Cognos TM1	7
10. Dynamed	7
11. GHX Procurement Suite	8
12. Employee Growth and Development Database – 3sHealth	8
13. HSMS Employee Scheduling System (former Saskatoon)	9
14. Hyperion	9
15. Markview	10
16. MCL Barcode (Five Hills, Kelsey Trail and Sunrise)	10
17. Medgate	11
18. Onix (former Five Hills)	11
19. Oracle E Business Suite	11
20. ORMED (KYHR)	12
21. ORMED (PNHR)	13
22. PAPHR Automated Job Offer Letter Creator	14
23. PAPHR HR Portal-Position Award/Release	14
24. PAPHR New Hire and Termination	15
25. Parklane SHA (Saskatoon)	15



26. Perceptive Software (Five Hills)	1 /
27. PNRHA Clarity	17
28. Questica (Cypress, Heartland, Keewatin, Kelsey Trail, Prairie North, Sun Country, Sunrise)	18
29. Quickbooks	18
30. RICS	19
31. RX3000 Pharmacy Management System SCA	19
32. SAHO Reflections and iSeries Client Access (3sHealth)	20
33. Saskatoon HR Attendance DB	20
34. SmartStream	21
35. Staff Scheduling Care (Santa Maria)	21
36. Staff Scheduling Care (Sunnyside)	22
37. Sunrise HRMS Database	22
38. Sunrise Payroll Database	23
39. Timecard Application (SHA and eHS)	
40. Systems NOT being decommissioned	24
a) GHX Services (MyExchange, Contract Centre and EDI Platform)	
b) Guard Card (Saskatoon)	25
c) Healthcare Revenue Cycle Management (HRCM)	25
d) Laserfiche	25
e) Mega Saskatoon	25
f) New Views	25
g) PAPHR Grievance Database	25
h) PAPHR Volunteer Services Database	25
i) Procura	25
j) SktnHR Employee Onboarding Database	25
k) SktnHR Training Registration System	25
l) Surgical Manager (Regina Qu'Appelle)	
m) Unusual Occurrence Management System (UOMS) for Sask Cancer	25

## Overview

The planning for decommissioning systems is in progress and will evolve, as more is known about the duration for which systems will be required after implementation and prior to being decommissioned. This information will be updated on a system-by-system basis.



#### 1. iHRIS and MemberNet

# **iHRIS and MemberNet System Changes**

Please be advised of restrictions to the use of iHRIS and MemberNet upon the implementation of the Administrative Information Management System (AIMS).

#### **System Purpose**

• iHRIS is a benefits and payroll database system used across the provincial health system. MemberNet is a system that provided downloads of information from iHRIS.

#### **System Decommissioning**

iHRIS and MemberNet will become read-only upon the implementation of AIMS, with system deactivation occurring one year after this date. After deactivation these systems will be used for reporting purposes only, using data within the existing databases.

AIMS replaces the functionality of these two systems. Watch for AIMS learning opportunities prior to implementation.

#### **Additional Information**

- iHRIS data is used by multiple stand-alone systems. Further information will be provided prior to the AIMS implementation on how these systems will access this information.
- Existing users will continue to have access to iHRIS post implementation in a read-only state for one year.

For questions related to a system decommissioning, please refer to the FAQs.

## 2. Gateway Online Changes

# **Gateway Online Changes**

Please be advised that access to Gateway Online will be limited to read-only availability after the implementation of the Administrative Information Management System (AIMS).

# **System Purpose**

An employee self-service application for viewing pay statements, job postings, etc.

#### **System Decommissioning**

Deactivation of Gateway Online will occur three months after the AIMS implementation.

New pay statements are available on AIMS after implementation, with 2022 being the first T4 slip.

# **Additional Information**

Older pay statements and T4s are available through MyConnection by request after Gateway Online is deactivated.

For questions related to a system decommissioning, please refer to the FAQs.



# 3. VIP Changes

# **VIP Changes**

Please be advised that access to VIP will be limited to read-only availability after the implementation of the Administrative Information Management System (AIMS).

#### **System Purpose**

An employee self-service application for viewing pay statements, job postings, etc.

# **System Decommissioning**

VIP will be available in a read-only state for 1 year after the implementation of AIMS to HR, payroll and scheduling.

Employees will have access to Gateway Online for 90 days post implementation to access their pay statements and T4s.

New pay statements are available on AIMS after implementation, with 2022 being the first T4 slip.

#### **Additional Information**

Older pay statements and T4s are available from Gateway Online by placing a request through MyConnection.

For questions related to a system decommissioning, please refer to the FAQs.

## 4. ESP (Kronos)

# **ESP (Kronos) Changes**

Please be advised that access to ESP (Kronos) will be limited to read-only availability the day after the implementation of the Administrative Information Management System (AIMS).

## **System Purpose**

Employee scheduling software

#### **System Decommissioning**

Although ESP (Kronos) will initially be available on a read-only basis, deactivation of the system will occur three months after the AIMS implementation.

ESP (Kronos) is replaced by the AIMS staff scheduling functionality. Watch for AIMS learning opportunities prior to implementation.

#### **Additional Information**

- After ESP (Kronos) is set to read-only, all data integrations will be turned off.
- After 3 months, a copy of the existing database will be made available to approved users including payroll, schedulers and Human Resources who will be provided read-only access to this information.

For questions related to a system decommissioning, please refer to the FAQs.



#### 5. AccPac

# **AccPac Changes**

Please be advised that AccPac will remain available for two months after the implementation of the Administrative Information Management System (AIMS).

#### **System Purpose**

• A Finance, Accounts Payable, Accounts Receivable and General Ledger reporting and procurement system used in the former Regina Qu'Appelle Health Region.

#### **System Decommissioning**

Although AccPac will remain available for two months post-implementation, the data will remain available to select users for audit purposes after this time.

During the two months, AccPac will be used to close out old accounts including:

- Paying outstanding invoices
- Accepting Accounts Receivables
- Reporting for the Board

Account closures will be limited to accounts that were created in AccPac prior to implementation.

#### **Additional Information**

- Enter all new accounts in AIMS upon implementation.
- Data for audits will be available for two months post-implementation.
- Archived records are kept permanently for trail balances and seven years for transactional and source documents such as invoice attachments to fulfill retention requirements.

For questions related to a system decommissioning, please refer to the FAQs.

#### 6. Batch Payroll Engine/PPE (Payroll Front End)

# **Batch Payroll Engine/PPE (Payroll Front End) Changes**

Please be advised that the Batch Payroll Engine/PPE will be limited to read-only availability after the implementation of the Administrative Information Management System (AIMS).

## **System Purpose**

Provides payroll reports and query information.

#### **System Decommissioning**

Although the Batch Payroll Engine/PPE will initially be available on a read-only basis, deactivation of the system will occur three months after the AIMS implementation.

All data integrations will be turned off during the read-only period, with no patching or enhancements. The support



model will remain the same.

#### **Additional Information**

PFE user access will be turned off after three months.

For questions related to a system decommissioning, please refer to the FAQs.

#### 7. cFactor Management Hub (Purple Gateway)

# **cFactor Management Hub (Purple Gateway) Changes**

Please be advised that access to the cFactor Management Hub (Purple Gateway) will be limited to read-only availability for designated Managers upon the implementation of the Administrative Information Management System (AIMS).

### **System Purpose**

A Management self-service web application for managing requests and information for Human Resources,
Payroll, IT, Accommodations, Benefits, Compensation and Scheduling.

#### **System Decommissioning**

Although the cFactor Management Hub (Purple Gateway) will initially be available on a read-only basis, deactivation of the system will occur three months after the AIMS implementation.

All data integrations will be turned off during the read-only period, with no patching or enhancements.

#### **Additional Information**

- A copy of the existing database will be retained.
- A process will be developed for business users to be able to access this information.

For questions related to a system decommissioning, please refer to the FAQs.

#### 8. Cognos BI

# **Cognos BI Changes**

Please be advised that access to Cognos BI will continue for reporting purposes upon the implementation of the Administrative Information Management System (AIMS) until the SmartStream system is decommissioned.



#### **System Purpose**

 Reporting for Finance, Human Resources, Telephone, Audits and Attendance support used by the Saskatchewan Health Authority in Regina.

## **System Decommissioning**

Cognos BI will no longer be available once SmartStream is decommissioned approximately four months after the AIMS implementation.

## **Additional Information**

- Post AIMS implementation IT will no longer manually pull reports from the SaskTel Billing Analyzer to import into SmartStream. The reports will be sent directly to Finance for processing.
- Business users will continue to be able to access historical sick time and staff availability data from Cognos BI for a period of two years.
- Real time data will be available through AIMS, upon implementation.

For questions related to a system decommissioning, please refer to the FAQs.

## 9. Cognos TM1

# **Cognos TM1 Changes**

Please be advised that Cognos TM1 will be decommissioned upon the implementation of the Administrative Information Management System (AIMS).

#### **System Purpose**

• For budgeting tasks, used in Regina.

#### **System Decommissioning**

Cognos TM1 will be replaced by the AIMS Enterprise Performance Management (EPM) functionality, which is anticipated to be available upon implementation.

#### **Additional Information**

- All data from Cognos TM1 will be archived for a period of seven years.
- Business owners will require view and query permissions to the archived data for audits post-implementation.

For questions related to a system becoming decommissioned go to FAQs.

# 10. Dynamed



# **Dynamed Changes**

Please be advised that Dynamed will remain active for three months upon the implementation of the Administrative Information Management System (AIMS). After this time, Dynamed will have read-only access for historical data reporting purposes.

## **System Purpose**

Inventory software used with E-Business Suite for supply chain management in Saskatoon.

## **System Decommissioning**

During the three months post-AIMS implementation, Dynamed will be used to receive outstanding orders. Past this point, orders will be cancelled and reissued in AIMS.

#### **Additional Information**

- Three months after AIMS implementation, historical data will be read-only.
- Historical data is retained for two years as per retention requirements.
- Access to historical data will be restricted to select Supply Chain business analysts.
- After two years, the system will be decommissioned.

For questions related to a system becoming decommissioned go to FAQs.

## 11. GHX Procurement Suite

# **GHX P-Suite and Provider Intelligence Module Changes**

Please be advised that upon the implementation of the Administrative Information Management System (AIMS) the GHX P-Suite and Provider Intelligence Module will no longer be available.

#### **System Purpose**

For Finance, Accounts Payable, Accounts Receivable and General Ledger reporting.

# **System Decommissioning**

Although the GHX P-Suite and Provider Intelligence Module will be decommissioned, the remaining GHX services including My Exchange and Contract Centre will continue after the AIMS implementation. AIMS will not replace the Electronic Data Interchange functionality.

For questions related to a system becoming decommissioned go to FAQs.

#### 12. Employee Growth and Development Database - 3sHealth

Employee Growth and Development Database Changes – 3sHealth



Please be advised that the Employee Growth and Development Database at 3sHealth will not be decommissioned as part of the AIMS implementation, as it has been inactive for over two years.

#### **System Decommissioning**

The database will remain for reference should there be a need for an audit or a future investigation, and a back-up of the data will be retained.

For questions related to a system becoming decommissioned go to FAQs.

## 13. HSMS Employee Scheduling System (former Saskatoon)

# HSMS Employee Scheduling System (former Saskatoon, Cypress and Providence Place) Changes

Please be advised that the Saskatoon Staff Scheduling system will remain active for three months upon the implementation of the Administrative Information Management System (AIMS).

## **System Purpose**

Employee scheduling system.

## **System Decommissioning**

Access to the system will be retained for three months for access to historical personnel information.

#### **Additional Information**

- All Staff Scheduling information must be archived and retained for seven years, as per the Payroll Retention Policy.
- Legacy data may be needed for audits and investigations.
- Read-only access will be provided to a limited number of individuals from Saskatoon, Cypress and Providence Place.
- No reports will be captured for the business.

For questions related to a system decommissioning, please refer to the FAQs.

# 14. Hyperion

# Hyperion (Financial Close Consolidation System – FCCS) Changes

Please be advised that Hyperion will remain active for approximately six months upon the implementation of the Administrative Information Management System (AIMS).



# **System Purpose**

For generating Financial reports.

## **System Decommissioning**

During the six months post-AIMS implementation, data will be exported and stored on Sharepoint.

For questions related to a system decommissioning, please refer to the FAQs.

#### 15. Markview

# **Markview Changes**

Please be advised that Markview will remain available for scanning and storing legacy transactions after the implementation of AIMS.

#### **System Purpose**

Invoice scanning software used with Oracle E-Business Suite in Saskatoon for General Ledger.

# **System Decommissioning**

- Markview will continue to be used in Saskatoon, with read-only access of invoices being provided to the Provincial Manager, financial management advisors group, directors and the reporting group.
- Information will be archived for the required seven years according to the Saskatchewan Health Authority (SHA) record retention requirements.
- After the seven years, Markview will be decommissioned.

#### **Additional Information**

Markview will continue running without vendor support.

For questions related to a system decommissioning, please refer to the FAQs.

# 16. MCL Barcode (Five Hills, Kelsey Trail and Sunrise)

# MCL Barcode Changes (Five Hills, Kelsey Trail, Sunrise)

Please be advised that MCL Barcode will be decommissioned upon the implementation of AIMS.

## **System Purpose**

A barcode scanning system.

# **System Decommissioning**

All information in the MCL system will be sent to GP Dynamics.



For questions related to a system decommissioning, please refer to the FAQs.

## 17. Medgate

# **Medgate Changes**

Please be advised that Medgate will not be decommissioned upon the initial implementation of AIMS. The system will be decommissioned at a later date. Watch for further communications as to when it will be decommissioned.

#### **System Purpose**

A health and safety data management software system

#### **System Decommissioning**

- Medgate will remain running until a later date.
- At the time of decommissioning, the database will be extracted and retained, as per the Saskatchewan Health Authority (SHA) record retention policy.
- All the data integrations will stop upon the implementation of AIMS. There will be a need for continued reports so a solution is being developed to bridge this gap.

For questions related to a system decommissioning, please refer to the FAQs.

## 18. Onix (former Five Hills)

# **Onix (former Five Hills) Changes**

Please be advised that Onix (former Five Hills) will be decommissioned approximately six months after the implementation of AIMS.

# **System Purpose**

A budgeting system used to maintain cost centre details for hours, costs and Full-Time Employees.

#### **System Decommissioning**

- Onix will remain open for a period of 6 months to complete reconciliation of the current budget.
- The data will be archived for 7 years, as per the Saskatchewan Health Authority (SHA) Retention Policy.
- Individuals requiring access to the archived data will be provided the access.

For questions related to a system decommissioning, please refer to the FAQs.

#### 19. Oracle E Business Suite

# **Oracle E Business Suite Changes**



Please be advised that the Oracle E-Business Suite will remain active for approximately four months after the implementation of AIMS to close old accounts prior to being decommissioned.

# **System Purpose**

Contains financial data for accounts analysis, trial balances, inventory, etc.

#### **System Decommissioning**

- The system will be required to close old accounts (e.g., paying outstanding balances, inventory items, purchase orders etc.)
- Financial data will be available for account analysis, trial balance, inventory, etc. for audit purposes.
- Access will be provided to approve individuals who represent Provincial Accounting Managers, FMA (Financial Management Advisors), Directors and the Reporting group.
- Records will be kept for seven years in accordance with SHA Record Retention requirements.

#### **Additional Information**

SAP (used for reporting) will remain active for other business activities.

For questions related to a system being decommissioned go to FAQs.

20. ORMED (KYHR)

#### **ORMED**

Please be advised that ORMED will remain active for approximately four months after the implementation of AIMS to close old accounts before being decommissioned.

# **System Purpose**

Used for Accounts Payable, Accounts Receivable and board reporting.

#### **System Decommissioning**



- The system will be required to close old accounts (e.g., pay outstanding invoices, receiving any accounts receivable, and reporting to the board).
- All new accounts will be entered directly into AIMS; therefore, account closures are limited to accounts created in ORMED prior to AIMS go-live.
- Financial data, including outstanding accounts, will be available to support internal and external audits.
- Reports with transactional details will be generated for a specified date range.
- Archived data will be kept permanently for trial balances, and seven years for transactional and source documents as per the SHA Records Retention policy.
- Access will be provided to a limited group for confirming balances and audits for a one-year period.
- Access to other archived data will be granted to individuals based on end use needs.

For questions related to a system being decommissioned go to FAQs (to be developed.)

# 21. ORMED (PNHR)

#### **ORMED**

Please be advised that ORMED will remain active for approximately four months after the implementation of AIMS to close old accounts before being decommissioned.

#### **System Purpose**

• Used for Accounts Payable, Accounts Receivable and board reporting.

## **System Decommissioning**

- The system will be required to close old accounts (e.g., pay outstanding invoices, receiving any accounts receivable, and reporting to the board).
- All new accounts will be entered directly into AIMS; therefore, account closures are limited to accounts created in ORMED prior to AIMS go-live.
- Financial data, including outstanding accounts, will be available to support internal and external audits.
- Reports with transactional details will be generated for a specified date range.



- Archived data will be kept permanently for trial balances, and seven years for transactional and source documents as per the SHA Records Retention policy.
- Access will be provided to a limited group for confirming balances and audits for a one-year period.
- Access to other archived data will be granted to individuals based on end use needs.

For questions related to a system decommissioning, please refer to the FAQs.

# 22. PAPHR Automated Job Offer Letter Creator

#### PAPHR AUTOMATED JOB OFFER LETTER CREATOR CHANGES

Please be advised that the PAPHR Automated Job Offer Letter Creator will be will be decommissioned upon the implementation of AIMS.

#### **System Purpose**

• Used for the creation of job offer letters

#### **System Decommissioning**

- Post AIMS implementation, the new processes within AIMS will replace this functionality.
- The data, including job postings, offer letters and reports, will be archived and retained for seven years as per the SHA Record Retention policy.
- There will be access provided to a limited number of representatives from Workforce Planning.

For questions related to a system decommissioning, please refer to the FAQs.

#### 23. PAPHR HR Portal-Position Award/Release

# **PAPHR HR Portal-Position Award/Release Changes**

Please be advised that the PAPHR HR Portal-Position Award/Release database will be decommissioned upon the implementation of AIMS.



#### **System Purpose**

 An in-house developed system used by hiring Managers, HR and Payroll when an employee starts, changes departments or access requests.

#### **System Decommissioning**

- The functionality of this system is offered within AIMS.
- There is no source data within this application, so archiving is not required.

For questions related to a system decommissioning, please refer to the FAQs.

#### 24. PAPHR New Hire and Termination

# **PAPHR New Hire and Termination Changes**

Please be advised that the PAPHR HR Portal-Position Award/Release database will be decommissioned upon the implementation of AIMS.

#### **System Purpose**

• Provides unions with information on new employee hires or terminations.

#### **System Decommissioning**

- The functionality of this system is offered within AIMS.
- There is no source data within this application, so archiving is not required.

For questions related to a system decommissioning, please refer to the FAQs.

#### 25. Parklane SHA (Saskatoon)

# Parklane SHA (Saskatoon)



Please be advised that the Parklane SHA (Saskatoon) System Disability Management function will be decommissioned upon the implementation of AIMS.

For Accommodation functions, the system will remain active for approximately one year after the implementation of AIMS. All other functions have had other processes implemented.

#### **Effective Date**

Disability Management [AIMS Implementation]

Remaining Parklane functionality [Accommodations – approximately 1 year]

#### **System Purpose**

 OH&S, Safety Center, Disability Management, HR, Training Records, Incident reporting and Immunization records

#### System Decommissioning

#### **Disability Management**

- This module will be read only upon the implementation of AIMS.
- Access will be required for audits and investigations and will be provided to business support teams and applicable Managers by request.

#### The functionality that will remain includes:

- Recording training, incident and immunization records.
- Tracking OH&S requirements, accommodations, time loss & medical aid.
- Weekly health and safety reports.
- WCM- Employers' progress reports.

# **Additional Information**

- Currently, reports for these areas are generated through systems that will be decommissioned upon the implementation of AIMS.
- A process to generate these reports is being developed, with more information to be shared once finalized.



For questions related to a system decommissioning, please refer to the FAQs.

26. Perceptive Software (Five Hills)

**Subject: Perceptive Software Changes (Five Hills)** 

# **Perceptive Software Changes (Five Hills)**

Please be advised that the Perceptive software will be decommissioned upon the implementation of AIMS.

## **System Purpose**

Used to scan employee medical records and document scanning for payroll and Human Resources

#### **System Decommissioning**

- Records will be kept for seven years as per the SHA Records Retention policy.
- Access will be provided to historical information.
- A process is being developed to replace reports previously generated through Perceptive.

For questions related to a system decommissioning, please refer to the FAQs.

## 27. PNRHA Clarity

# **PNRHA Clarity Changes (Five Hills)**

Please be advised that PNRHA Clarity will be decommissioned upon the implementation of AIMS.

# **System Purpose**

· Employee intranet and job posting functionality

#### **System Decommissioning**



- AIMS will replace the job posting functionality of PNRHA Clarity.
- Source data will be archived as part of the Gateway Online data archiving.

For questions related to a system being decommissioned go to FAQs.

28. Questica (Cypress, Heartland, Keewatin, Kelsey Trail, Prairie North, Sun Country, Sunrise)

# Questica Changes (Cypress, Heartland, Keewatin, Kelsey Trail, Prairie North, Sun Country, Sunrise)

Please be advised that Questica will remain active for approximately six months after the implementation of AIMS to complete reconciliations.

#### **System Purpose**

Used for financial reporting and budgeting

# **System Decommissioning**

- Questica will remain until reconciliation can be completed after the implementation of AIMS.
- General Ledger information will be archived with the budgeting information.
- A finance business partner will be provided access to the archived data to run reports as required.
- Data will be retained for two years as per the SHA Records Retention policy.

For questions related to a system being decommissioned go to FAQs.

# 29. Quickbooks

#### **Subject: Quickbooks Changes**

# **Quickbooks Changes**

Please be advised that Quickbooks will remain active for approximately four months after the implementation of AIMS to close old accounts.

**System Purpose** 



Used for accounting purposes including Accounts Payable and Accounts Receivable

## **System Decommissioning**

- Quickbooks will remain to close out old accounts after the implementation of AIMS.
- There will be read-only access provided to designated individuals to confirm balances and audits.
- Archived data will be retained permanently for trial balances and seven years for records, transactional data and source documents as per the SHA Records Retention policy.

For questions related to a system being decommissioned go to FAQs.

#### **30. RICS**

# **RICS Changes**

Please be advised that RICS will be decommissioned upon the implementation of AIMS.

## **System Purpose**

A system used for supply chain purposes

#### **System Decommissioning**

- RICS functionality is in AIMS.
- There is no requirement to archive data.
- There is no requirement for reports.

For questions related to a system being decommissioned go to FAQs.

## 31. RX3000 Pharmacy Management System SCA

# **RX3000 Pharmacy Management System SCA**

Please be advised that RX3000 Pharmacy Management System will remain available for historical information and inventory purposes.



#### **System Purpose**

A Sask Cancer pharmacy information system

#### **System Decommissioning**

• The system is currently only available for historical access and reporting and will remain for that purpose.

For questions related to a system being decommissioned go to FAQs.

## 32. SAHO Reflections and iSeries Client Access (3sHealth)

# SAHO Reflections and iSeries Client Access Changes (3sHealth)

Please be advised that the SAHO Reflections and iSeries Client Access will be decommissioned approximately three months after the implementation of AIMS.

## **System Purpose**

• A front-end application for accessing Batch/PFE system data

## **System Decommissioning**

- Post AIMS implementation, access will be provided until the Batch/PFE stops running.
- There is no source data in these applications, so there is no need to archive information.

For questions related to a system being decommissioned go to FAQs.

#### 33. Saskatoon HR Attendance DB

# **Saskatoon HR Attendance DB Changes**

Please be advised that the Saskatoon HR Attendance database will be decommissioned after the implementation of



AIMS, with a date yet to be determined. This decision will be based on when the business determines it is no longer required.

## **System Purpose**

Employee attendance reporting system

#### **System Decommissioning**

All data will be archived for seven years as per the SHA Records Retention policy.

For questions related to a system being decommissioned go to FAQs.

#### 34. SmartStream

# **SmartStream Changes**

Please be advised that SmartStream will remain active for approximately four months after the implementation of AIMS to close-out transactions.

#### **System Purpose**

• A Finance system used for Accounts Payable, General Ledger and Materials Management

## **System Decommissioning**

- Historical financial data will be available for both internal and external audits, as well as to check outstanding transactions for both Accounts Receivable and Accounts Payable.
- Access will be provided to select individuals working in the Finance area.
- All data will be archived for seven years as per the SHA Records Retention policy.

For questions related to a system being decommissioned go to FAQs.

#### 35. Staff Scheduling Care (Santa Maria)



# **Staff Scheduling Care Changes (Santa Maria)**

Please be advised that the Staff Scheduling Care system used by Santa Maria will be decommissioned approximately one year after the implementation of AIMS.

## **System Purpose**

A scheduling, time and attendance system that interfaces with 3sHealth payroll

## **System Decommissioning**

- Access will be provided for approximately one year to source historical data.
- Santa Maria will manage the decommissioning process and maintain the archive.

For questions related to a system being decommissioned go to FAQs.

## 36. Staff Scheduling Care (Sunnyside)

# Staff Scheduling Care Changes (Sunnyside)

Please be advised that Staff Scheduling Care system for Sunnyside will be decommissioned after the seven year data retention requirement period expires.

#### **System Purpose**

A scheduling, time and attendance system that interfaces with 3sHealth payroll

## **System Decommissioning**

Access will be provided until the seven year data retention requirement period expires.

For questions related to a system being decommissioned go to FAQs.

#### 37. Sunrise HRMS Database

# **Sunrise HRMS Database Changes**



Please be advised that the Sunrise HRMS database will be decommissioned upon the implementation of AIMS. Reports will be provided from AIMS.

## **System Purpose**

A database used to generate reports by internal payroll and HR teams

#### **System Decommissioning**

- Data from this database is used to run two weekly reports.
- There is work in progress to determine an alternate data source to run the reports.
- There are no archival requirements.

For questions related to a system being decommissioned go to FAQs.

#### 38. Sunrise Payroll Database

# **Sunrise Payroll Database Changes**

Please be advised that the Sunrise Payroll database will be decommissioned upon the implementation of AIMS. After this time, AIMS functionality will be used.

## **System Purpose**

 A database used to generate reports by internal payroll and HR teams for payroll corrections and allowances, as well as tracking employees on leave and average hours.

#### **System Decommissioning**

- Data from this system will be archived for the required seven years
- Access will be provided upon request.

For questions related to a system being decommissioned go to FAQs.



#### 39. Timecard Application (SHA and eHS)

# **Timecard Application Changes (SHA and eHS)**

Please be advised that the Timecard Application for the Saskatchewan Health Authority (SHA) and eHealth Saskatchewan (eHS) will remain active for approximately three months after the implementation of AIMS. After this time, SHA and 3sHealth data will be archived and eHealth will manage their own data.

#### **System Purpose**

An in-house application to record time, request vacation and gain approvals

#### **System Decommissioning**

- Time entry and validation is included in the AIMS functionality.
- There is a limited window of three months for employees to access information from the existing timecard application.
- Select individuals will be provided access to the archived data through eHealth.
- Data will be archived for seven years as per the SHA Record Retention policy.

For questions related to a system being decommissioned go to FAQs.

# 40. Systems NOT being decommissioned

# Systems NOT being decommissioned

The following systems will remain after the implementation of the Administrative Information Management System (AIMS).

## a) GHX Services (MyExchange, Contract Centre and EDI Platform)

System Purpose: Exchange and track purchasing requirements with vendors.



# b) Guard Card (Saskatoon)

System Purpose: Generating employee photo IDs.

# c) Healthcare Revenue Cycle Management (HRCM)

System Purpose: Customer clinical billing system.

## d) Laserfiche

System Purpose: Moving personnel files provincially.

#### e) Mega Saskatoon

System Purpose: Contains employee personnel files.

## f) New Views

System Purpose: Used to track patient trust accounts.

# g) PAPHR Grievance Database

System Purpose: A grievance tracking database for labour relations.

#### h) PAPHR Volunteer Services Database

System Purpose: A volunteer registration database.

## i) Procura

System Purpose: Home care billing.

## j) SktnHR Employee Onboarding Database

System Purpose: A new employee onboarding database for use by the Workforce, Planning & Employment team.

# k) SktnHR Training Registration System

System Purpose: Used to schedule training.

## I) Surgical Manager (Regina Qu'Appelle)

System Purpose: A supply ordering system for operating rooms (OR).

# m) Unusual Occurrence Management System (UOMS) for Sask Cancer

System Purpose: For incident reporting and follow-up.