

## AIMS Scheduling Available This Week

The Administrative Information Management System (AIMS) is soon launching the scheduling functionality that will allow employees to verify their schedule and time worked. This functionality will be released according to the following schedule.

Employee Access to View and Verify Schedules	
Group A – October 26, 2022	Group B – October 27, 2022
<ul style="list-style-type: none"><li>• All former Saskatoon Health Region employees</li><li>• All SHA Out-of-Scope employees using timecards</li><li>• 3sHealth</li><li>• eHealth</li><li>• Santa Maria Senior Citizens</li></ul>	<ul style="list-style-type: none"><li>• All former Regina Qu'Appelle Health Region employees</li><li>• All former Heartland Health Region employees</li><li>• All former Five Hills Health Region employees</li><li>• All former Cypress Health Region employees</li><li>• All former Providence Place employees</li><li>• All former Kelsey Trail Health Region employees</li><li>• All former Keewatin Health Region employees</li><li>• All former Mamawetan Health Region employees</li><li>• All former Prairie North Health Region employees</li><li>• All former Sun Country Health Region employees</li><li>• All former Prince Albert Parkland Health Region employees</li><li>• All former Sunrise Health Region employees</li><li>• All St. Joseph's Hospital (Estevan) employees</li><li>• Employees of all non-SHA/non-affiliate employers</li></ul>

Employees should log in to [MyConnection](#) on their assigned date to verify their schedule and time worked by using the following path:

MyConnection > MyWork > MyScheduling > Timecards & Premiums (Tile)

Please refer to Knowledge Base Article # [KB0011871](#) for more instructions on validating time. This can be found in the MyConnection Knowledge Library.

**Please Note: Although you will not have access to scheduling until your designated date, please verify your time from October 23, 2022, the beginning of the pay period.**