

## ***AIMS Scheduling Request***

Today, October 26, 2022, an initial group of employees will begin logging in to view and validate their scheduling information in MyConnection. These employees will have received a communication indicating that this information is available to them.

We anticipate that there will be sporadic issues with the technology. It is essential to **have employees log a case in MyConnection**, so the AIMS Technical Team has the information required to troubleshoot these issues. We request wherever possible that employees accompany their case with screenshots or photos taken with their phones, to show what they are seeing onscreen.

**This does not include basic issues employees may have with their schedule, which can be resolved through the time verification process. Please direct them to Knowledgebase Article [KB0011871](#) for correcting scheduling issues dated after October 23, 2022.**

**Also, please note that if you have approved leave requests for after December 3, 2022, these should appear in your employee's schedules by Friday, November 4, 2022. If they do not see their leaves in their schedules after this date, please contact scheduling support.**