

Employees Need to Confirm Scheduling in AIMS

Scheduling functionality in the Administrative Information Management System (AIMS) 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">• All former Saskatoon Health Region employees• All SHA Out-of-Scope employees using timecards• 3sHealth• eHealth• Santa Maria Senior Citizens	<ul style="list-style-type: none">• All former Regina Qu'Appelle Health Region employees• All former Heartland Health Region employees• All former Five Hills Health Region employees• All former Cypress Health Region employees• All former Providence Place employees• All former Kelsey Trail Health Region employees• All former Keewatin Health Region employees• All former Mamawetan Health Region employees• All former Prairie North Health Region employees• All former Sun Country Health Region employees• All former Prince Albert Parkland Health Region employees• All former Sunrise Health Region employees• All St. Joseph's Hospital (Estevan) employees• Employees of all non-SHA/non-affiliate legal employers

Please be sure to inform employees that they will need to log into their account in [MyConnection](#) to validate their schedule within three days of having been given access to this functionality 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: Employees will not have access to scheduling until their designated date, please have them verify their time from October 23, 2022, the beginning of the pay period.