

Making Sure Employee Pay is Accurate

The implementation of the Administrative Information Management System (AIMS) requires employees to review their schedule, once provided access to view their personal dashboard.

The following Knowledgebase Articles will walk both you and your employees through the process of validating and possibly editing their time worked:

- See Knowledgebase Article [KB0011871](#) for information on verifying time worked and requesting premiums, “Verifying Time Worked.”
- See Knowledgebase Article [KB0012348](#) for information for Manager’s on “Verifying Time Worked and Premiums for the Manager or Delegate.”
- For any scheduling issue that may have occurred prior to the implementation of AIMS, the correction would need to be submitted through a case in [MyConnection](#).
 - MyConnection > MyServices > Human Resources > Scheduling & Timekeeping > Scheduling Inquiry