

AIMS and Named Replacements

For all employees who had identified named replacements for shifts occurring up to December 3, 2022, these will appear in AIMS if they had originally been entered through a system such as ESP or VIP. For all those who do not use these systems, named replacements would need to be manually re-entered into AIMS.

If you had entered a named replacement previously that you do not see in AIMS, then please re-enter this information through [MyConnection](#) using the following path:

MyConnection > MyScheduling > Human Resources > Scheduling/Timekeeping > Scheduling Portal > Shift Trades & Named Replacements (tile)