



AIMS Action Items for Leaders

Session 1:

Learning and Pre-Implementation HR Action Items

September 14, 2022

SHA Treaty Land Acknowledgement

We would like to acknowledge that we are gathering on Treaty 2, 4, 5, 6, 8, and 10 territory and the Homeland of the Métis.

Recognizing this history is important to our future and our efforts to close the gap in health outcomes between Indigenous and non-Indigenous peoples.

www.saskhealthauthority.ca/trc

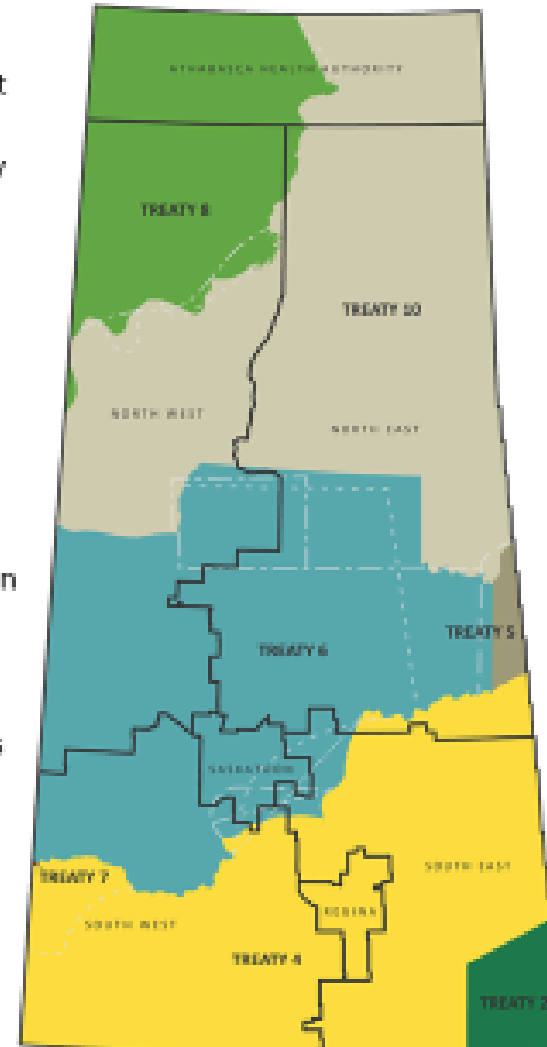


Saskatchewan
Health Authority

Treaty Territories and Saskatchewan Health Authority Areas

Depictions of Treaty boundaries are subject to variation. These boundaries are usually not surveyed and are estimated based on written descriptions.

This map displays the Pre-1975 Treaties (Historic Treaties) in colour, as provided by Crown-Indigenous Relations and Northern Affairs Canada. The grey lines indicate alternate boundaries compiled from various sources.



Action Items for Leaders

AIMS Administrative
Information
Management System

Welcome

Session Topics

September 14, 2022

**Learning for Employees and Leaders
Pre-Implementation HR Action Items**

September 21, 2022

Scheduling

September 28, 2022

Time Entry

October 5, 2022

Payroll

October 12, 2022

Timetable for Implementation

October 19, 2022

Finance

October 26, 2022

Topical Areas of Concern



Overview of Today's Session

Leader Responsibilities

- Employee and Leader Learning
- HR Action Items
- Pre-Implementation Duties



Employee Learning

- Ensure that staff are provided an opportunity during paid work time to view the All Employee Learning [\[link\]](#) video.
- Close captioning is available for those who don't have audio on computers.
- OT for in-scope if operational demands require OT.
- Provide opportunities to staff who may not work on a computer to view this video:
 - Arrange group viewing sessions
 - Partner with a buddy who has a computer
- View the All Employee Learning video as you are an employee, as well as a Leader.
- Allow employees to attend an Employee Q and A session if questions remain.
- Q and As are also available on MyConnection and questions can be submitted.

Time Commitment: Video - 60 Minutes

Arrange Viewing Opportunities (Logistics): 30 Minutes (if needed)



All Leaders Learning Modules

- All those who manage employees in any capacity are included in the Leader category, and should take the following modules:
 - 'Welcome to AIMS for Leaders'
 - 'AIMS Overview for Leaders'
- **Instructions for Accessing the two All Leader Learning Modules [Demonstration?]**
 - Go to MyConnection
 - Click on MyLearning then Access MyLearning from the dropdown
 - You will now be in the Student Dashboard of MyLearning
 - Click on View More Courses
 - Search for 'Welcome to AIMS for Leaders'
 - The learning module tile will appear. Click on the tile.
 - Click Enroll for Free
 - You will be automatically enrolled and the learning module will launch
 - Repeat steps 5 through 8 to access the second learning module for leaders by searching 'AIMS Overview for Leaders.'

Time Commitment: Up to 5.5 Hours (2 Hours on Scheduling within that 5.5 Hours)



Understanding Restriction Periods

- In the lead up to the implementation of AIMS, there are periods in which data entry into the old (or legacy) systems will be restricted.
- This requirement is to minimize information errors in the transition to the new system.
- Leaders will be required to:
 - Be aware of restriction period dates
 - Know what will be restricted
 - Understand your role is working within the restrictions

Time Commitment: Attend Action Item for Leaders Session – 30 minutes

Self-Study on the Restriction Periods: 30 minutes



HR-Related Restriction Periods

- Organizational Structure
- HR Information
- Job Postings/Exception Criteria
- Employment Verification/Record of Employment (ROE)

Organizational Structure

Restrictions During Timelines

Organizational Structure								
September				October				
04-10	11-17	18-24	25-01	02-08	09-15	16-22	23-29	30-05
	September 7 - October 30 Restrictions to creating, editing or removal of location, department, job, assignment of Chart of Accounts to department/jobs.							



No restrictions during this time period.



Restrictions in place during this time period.


Leaders should ensure that any known required changes are made prior to the restriction period.

HR Change Information

Restrictions During Timelines

Employee Movement								
September				October				
04-10	11-17	18-24	25-01	02-08	09-15	16-22	23-29	30-05
Hire New Staff or Transfer staff into an existing position, terminations, create positions, new assignments.						October 18 - October 30 Limit of new staff outside your organization, movement of staff to new positions within your organization, assignments, termination and creation of new positions.		

 No restrictions during this time period.

 Restrictions in place during this time period.

Leaders need to complete all HR transactions prior to the restriction period. All organizations should track HR transactions during this period to enter this information into AIMS once implemented.

Job Postings/Exception Criteria

Restrictions During Timelines

Job Postings								
September				October				
04-10	11-17	18-24	25-01	02-08	09-15	16-22	23-29	30-05
Create job posting for Gateway, VIP, HealthCareers, etc.					October 10 - October 30 During this period job postings on Gateway and VIP will be limited to exceptional circumstances.			



No restrictions during this time period.



Restrictions in place during this time period.

Leaders are encouraged to post positions in advance of the restriction period.



SHA Job Posting Restriction Requirements

- There will be no job postings to Gateway Online during the restriction period except for exceptions.
- Exceptional positions posted within the restriction period must close no later than October 28, 2022.
- Applicant selection for existing postings is supported with successful candidates being hired into AIMS after the first week of November.



SHA Job Posting Exception Criteria

Postings are restricted to patient impact positions only.

- The **Saskatchewan Health Authority** Human Resources team or departments/individuals who post jobs within your organization will process these priority postings.
- **Organizations outside of the SHA** will go through their regular process for hiring to determine if there is an exceptional requirement to post a position.



Employment Verification/Record of Employment

- Employment Verification letters will need to be manually produced **October 23, 2022 to October 29, 2022.**
- Records of Employment (ROEs) will continue to be issued to Service Canada as per normal practice for things like terminations and leaves.
- Within four to six weeks after the AIMS implementation there will be an ROE issued for ALL employees as per Service Canada requirements to account for the change in the payroll system.



MyConnection Password Reset

- Please advise all direct line of report employees that they will need to login to [MyConnection](#).
- The first time logging into MyConnection after the implementation of AIMS will require a password reset for security purposes.
- **ALL employees will be required to both log in to MyConnection and reset their passwords.**



Pre-Implementation Duties

- Encourage employees to view the All Employees Learning video.
- Make arrangements for employees with no computer access to view the All Employees Learning video.
- View both the All Employees Learning, as well as the All Leaders Learning modules.
- Understand the restriction periods, source additional materials, as needed.
- Know where to go to answer questions: [MyConnection](#) and the [AIMS Manager's Toolkit](#).
- Attend future Action Items for Leaders sessions.

Questions

