



AIMS Action Items for Leaders

Session 3:

Time Entry

September 28, 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.

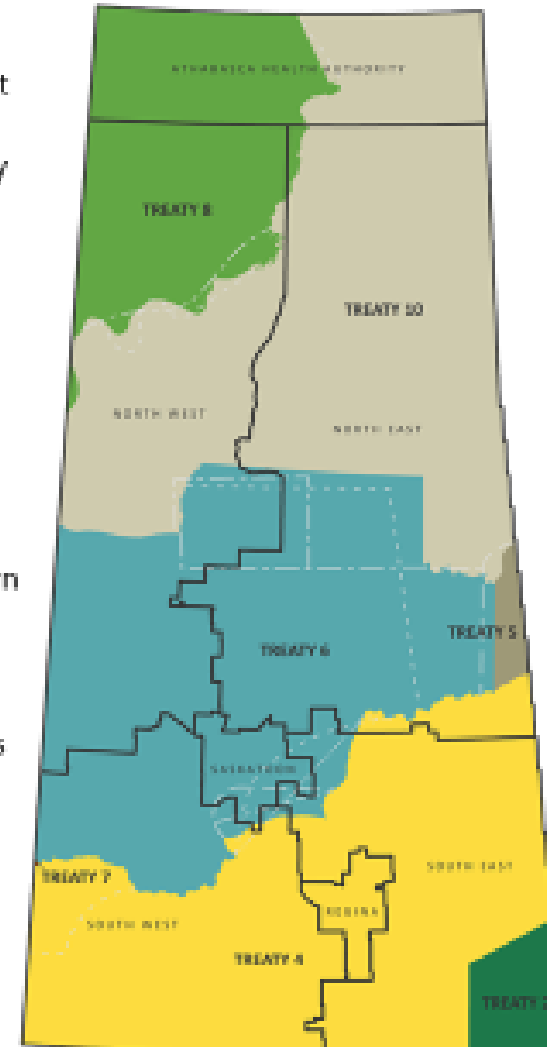
Recognizing this history is important to our future and our efforts to close the gap in health outcomes between Indigenous and non-Indigenous peoples.

www.saskhealthauthority.ca/trc

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 28, 2022

Time Entry

October 5, 2022

Payroll

October 6, 2022

Scheduling (Session II – Cutover Activities)

October 12, 2022

MyConnection/Timetable for Implementation

October 13, 2022

Scheduling (Session III – Day in a Life of a Scheduler)

October 19, 2022

Finance

October 26, 2022

Topical Areas of Concern



Overview of Today's Session

Leader Responsibilities

- Time Entry
- Interim Time Entry Process
- Scheduling Rules – Offering/Awarding Shifts
- Time Card Confirmation
- Tap Card Configuration and Distribution
- Pre-implementation Duties



Electronic Time Entry

- All employees currently account for their time worked.
- AIMS will make this process electronic.
- Upon implementation, there will be an interim time entry process to follow.
- Six weeks after the AIMS implementation, the Tap-In/Tap-Out electronic time entry process will begin for in-scope staff for the Saskatchewan Health Authority and its affiliate employers.

Electronic Time Entry Considerations

Accurate time entry is key to a standardized provincial health system.

Considerations	Impact	Considerations	Impact
Collective Bargaining Agreements / Terms and Conditions	60+	Employees	48,600+
Work Rules	180+	Employees with Multiple positions	14,000+
Master Rotations	10,000+	Holding positions in Multiple legal entities	900+
Regular Shifts	15400+ Shifts a day*	Facilities	400+
Overtime Shifts	700+ Shifts a day*		

Current State Time Sheet

REGN: Invo Registration

1	REGN	SUN	3	1050, JYNA	4	08:00:00 - 16:30:00 CST	5	ONCR	6	OK	7	Premium	SB
	REGN	SUN	2	1050, JYNA		10:00:00 - 16:30:00 CST		1 MO		OK		Premium	SB
	REGN	SUN		4817 RANER		08:00:00 - 16:30:00 CST		ONCR		OK		Premium	VF

REGN: Invo Registration

	REGN	SUN		1050, JYNA		10:00:00 - 16:30:00 CST		1 MO		OK		Premium	PS
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Manager Signature: 8 *Janya*

All changes to time and attendance as it relates to communications should be submitted to hr@cs.cisco.com

SUN IMAL [redacted] 0800-1630 working (RN) [redacted]

22

HSAS Sherry 1600-2115

Donna [redacted] 0800-1630

SUE [redacted] 0800-1630

GEORGE R [redacted] 08:00 - 16:30

R-JOHNS [redacted] 0800-1630 DAD

Chrissy [redacted] 0800-1630 OK [redacted]

Paid Time

The current process to claim time worked beyond an existing schedule requires the information to be manually entered into the system, thereby increasing the risk for error.

To validate time upon implementation, you will enter this type of variable, follow this path:

MyConnection > MyScheduling > Time Cards & Premium

Type	Request/Automatic
Banking Over Time	Need to request
Call Back Regular	Need to request
Call Back Regular : Electronic	Need to request
Call Back SDO	Need to request
Camp Differential	Need to request
Charge Pay	Need to request/Built into Master
Missed Meal	Need to request
CUPE SW 1X/Bank 1.5X	Need to request
Preceptorship	Need to request
Post Mortem	Need to request
Responsibility Pay	Need to request
Standby	Need to request/Built into Master
Telephone Consult	Need to request
Evening Differential	Automatic
Weekend Differential	Automatic
Stat Worked	Automatic
3 rd & 4 th Weekend	Automatic
Regular Hours	Automatic
Overtime Hours	Automatic

SUMMARY → Employee Pay – Current vs. Future





Time Entry/Validation Process

- Upon implementation, there will be a time validation process to follow.
- For these employees, this process will be the ongoing method of validating time:
 - Those who work regular schedules (i.e. M-F, 8:30 to 4:00) and will not be tapping-in, tapping-out.
 - Non-SHA organizations that will not be tapping-in, tapping-out
- For employees who work variable schedules (and/or six days a week), the time validation process will be an interim step prior to the implementation of Tap-In, Tap-Out.



Interim Time Entry Process

- Upon the implementation of AIMS, there will be an approximately six-week period in which all employees will confirm their time worked through MyConnection prior to when the Tap-In/Tap-Out process begins.
- In the MyConnection MyKnowledge Library there is Knowledge Document [KB0011871](#). This document provides step-by-step detailed instructions on how to validate time worked during the interim period. To access this document in MyConnection, search by the document number, name or title.
- If employees prefer, they can access MyConnection through their mobile phone.
- Click [here](#) to access a checklist of how employees will be confirming their time during this approximately six-week period. It is recommended that you print this checklist should your employees require a reference by the computer that they will use for this purpose.



Interim Time Process Checklist for Employees

Employees that work Monday to Friday will need to confirm their time at the end of the work week.

Shift workers will need to confirm their time on a daily basis. These are employees that work in departments that operate six or seven days a week.

- Go to www.MyConnection.skhealth.ca and log in to your account.
- Click on MyScheduling in either:
 - The Important Links section
 - OR the upper right-hand menu “MyWork” > “MyScheduling”
 - OR the upper left-hand menu “MyServices > Human Resources > Scheduling/ Timekeeping > Scheduling Portal”
- Scroll down to click on the “Time Card & Premiums” link.
- Select your Work Location, Department and Job that you need to validate time for.
- For each day you will confirm that you have worked the time shown by clicking on the dropdown and selecting “worked” or clicking on “remove” if you did not work the time indicated.
- If the time shown isn’t accurate, you will enter the correct start or end time by clicking on the clock icon and adjusting the time that is incorrect.
- Once you have completed these steps, click “Next” and then click “Submit”.



Interim Time Card Approval

- Managers/designates will have a limited period in which to confirm time worked for employees.
- Employees will be paid according to their schedule, but if there is a change to the time worked then that will require approval. Managers will receive a notification on their dashboard indicating that they need to review this change.
- **Dashboards should be reviewed on a daily basis.**
- **Not approving timecards prior to the approval cut-off period may lead to pay inaccuracies.**
- If time is not approved before time cards are locked for the week then a Historical Edit (time correction) is required.


Please pay close attention during the first two pay periods in particular to ensure that time is accurately reflected, although this will continue to be an ongoing process.



Pre-Implementation Time Corrections

Any time corrections outstanding from a period before the implementation of AIMS will need to be submitted using the following process:

- A time correction should be entered through MyConnection
My Connection>My Services>Payroll>Payroll Inquiry
- The correction will be forwarded to the Manager for approval, if applicable.
- If the correction is approved, then Payroll will enter the new time into the master spreadsheet.
- The master spreadsheet is reviewed weekly by the HR Accruals and Compensation and Benefits team to correct the appropriate information.



Tap-In/Tap-Out Process

- The Tap-In/Tap-Out Process will be implemented in December 2022.
- Employee tap cards will be sent to Managers for distribution to employees.
- More information on Tap-In/Tap-Out will be distributed closer to implementation of this process.

It's important to assist employees in understanding the interim process, which will then lead into Tap-In/Tap-Out.



Pre-Implementation Duties

Understand the electronic time entry process including:

- Time entry validation
- Interim time entry process
 - Which groups will use this as an interim process?
 - Which groups will use this as an ongoing process?
- Time Card & Premiums tile for amending time worked
- Time Card Approvals
- Pre-Implementation Time Corrections

AIMS Manager Checklist

- The AIMS Manager Checklist is a tool for Managers to track the many tasks to be performed before, during and after the implementation of AIMS. The Checklist contains convenient links to supporting resources.
- Please access this valuable tool in the [AIMS Managers Toolkit](#).

<https://aimsproject.ca/aims/manager-toolkit>



INSTRUCTIONS:
 Use this checklist to identify and highlight tasks that are required to be completed pre- and post-implementation for AIMS. Please consult MyConnection or SHA Leaders Resources for additional information regarding these tasks.
 *Resource column provides hyperlinks to demos, work standards and other educational materials to aid the successful completion of the tasks.

	DONE	TASK	DEADLINE	RESOURCES*
BEFORE IMPLEMENTATION	<input type="checkbox"/>	Remind employees only two bank accounts will be transferred to AIMS (remove any additional bank accounts beyond two from Gateway Online)	Oct. 7, 2022	
	<input type="checkbox"/>	Last day to submit job postings in current posting system(s)	Oct. 7, 2022	Job Posting Restriction
	<input type="checkbox"/>	Employee Movement Restriction Begins	Oct. 18, 2022	Implementation Restriction
	<input type="checkbox"/>	Complete both Manager and Employee Training in MyConnection	By Oct 19, 2022	MyLearning Instructional Videos
	<input type="checkbox"/>	Approve/Deny vacation requests and enter them into legacy scheduling system (<i>only applicable to ESP and VIP areas</i>)	Oct 22, 2022	

Questions

