

HR Employees

Note: These features will be in place once AIMS has been implemented.

How will AIMS affect me?

AIMS will bring changes to day-to-day work:

- Work will be primarily online
- Manual processes will be reduced or eliminated
- New processes will need to be learned for many areas in Human Resources including:
 - Leave requests
 - Recruitment and onboarding
 - Time entry and payroll
 - Absence management
 - Viewing of unit and employee schedules
 - Automation of shift trades, shift replacement and Named Replacements (SUN)

What do I need to know?

HR Professionals will learn online processes for: Payroll and Compensation, Employee Benefits, Scheduling and Time Entry, Accommodations, Talent Acquisition and Recruitment.

Learning for HR professionals may include (among other modules):

- Electronic time entry ('tap-in' and 'tap-out')
- Employee terminations, death, retirement, and leaves of absence
- Managing accommodations and return to work
- Payroll processes and General Ledger posting
- Talent acquisition and recruitment

Top 3: What's in it for me?

- Information is in a central location and accessible 24/7 on a computer, facility kiosk or a mobile device
- Eliminates referencing many systems to complete a single task
- Better communication to more easily complete inquiries

How do I learn what I need to know?

- Staff have an orientation webinar to instruct them on where to find online learning resource materials applicable to their role, including work standards, quick reference guides and online videos for immediate as well as future reference.
- Employees will have specific self-directed online learning modules to complete
- Drop-in webinars moderated by subject matter experts will be held for questions.
- Staff are also able to submit questions through MyConnection, ask an AIMS Change Network contact within their unit or facility, or their Manager.