HR Managers

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

How will AIMS affect me?

There will be significant changes to the way in which Human Resource Business Partners (HRBP) and managers work. Work will be primarily online to manage:

- Leave requests
- Recruitment and onboarding
- Time entry and payroll
- Absence management
- A dashboard allows you to view your staffing complement in real time
- Automated notifications appear when there is an action for the manager to either approve or decline a request
- How managers and designates request additional in-scope staff through the system

What do I need to know?

HR managers will learn online processes for:

- Managing accommodations and return to work
- Employee terminations, retirements, and leaves of absence
- Salary structures and variable pay
- Payroll processes and General Ledger postings
- Talent acquisition and recruitment
- Approving time and schedules
- Time and attendance processing
- Approving Named Replacements (SUN)

Top 3: What's in it for me?

- Information will be centralized to eliminate referencing many systems to complete a single task, with the added convenience of a dashboard
- Better communication to more easily complete inquiries
- Provincial standards, consistent processes, standard work, everyone using the same method of timekeeping, and a move toward a paperless system

How will I learn what I need to know?

- Managers will attend webinars to understand the changes their staff will experience, learn about their work in the system, and how to support staff throughout this process.

- Managers will have specific self-directed online learning modules to complete.

- Drop-in webinars moderated by subject matter experts will be held for questions.

- Questions can also be submitted through MyConnection.

- Staff progress through the modules will be tracked so that managers are aware of where they are in the process should further support be needed.

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