



AIMS Learning for All Employees Pre-Recorded Session

You will find, below, the outline of AIMS Learning for All Employees (pre-recorded) session along with specific time points where you can find each section.

To access the video, log into MyConnection and click on the link under 'Important Links.'

<u>Summary of Key Topics</u>	<u>Time Stamp</u>
Welcome, Goal of the Session, What is AIMS and What is MyConnection	00:00 – 05:17
Logging into and Navigating MyConnection	05:18 – 12:06
AIMS Top Tasks for Employees – Intro	12:06 – 12:23
HR Functions Intro	12:24 – 12:58
Updating Contact Info in MyConnection	12:59 – 15:30
Updating your Talent Profile in MyConnection	15:31 – 18:38
Applying for a Job in MyConnection	18:39 – 22:26
Checking Your Pay in MyConnection	22:27 – 24:47
Submitting a Leave Request	24:48 – 29:58
Scheduling Functions Intro	29:59 – 31:02
Checking Your Schedule (including unit schedule)	31:06 – 34:56
Validating Time Worked In MyConnection – also serves as the interim process instructions	34:57 – 38:54
Requesting Historic Edits and Advance Pay Outs	38:55 – 45:39
Reimbursements Functions Intro	45:40 – 46:29
Submitting an Expense Claim in MyConnection	46:30 – 51:46
Supply Chain Management Functions Intro	51:57 – 52:20
How to submit a supply chain inquiry	52:21 – 53:01
Next Steps Intro	53:02 – 53:56
How to Access On-Demand Learning Resources in MyConnection (videos and Knowledge documents)	53:57 – 56:42
Next Steps Continued	56:43 – 57:17
How to Submit a Case in MyConnection	57:18 – 59:22
Thank You and Closing	59:23 – 59:40