

Glossary of Acronyms and Terms

Acronyms

| Acronym | Meaning | Definition |
|-------------|--|--|
| AIMS | Administrative Information Management System | An integrated business system to managing finance, payroll, benefits, employee scheduling & supply chain. |
| AIP | Automated invoice process | The use of automated software to extract invoice data, populate the information into an accounts payable system and then process the invoice data for payment. |
| AIS | Automated Imaging Solution | AIMS technology that receives electronic invoices in multiple formats (image, WORD, PDF) and reads invoice details and loads into the payable system. |
| AMS | Application Management Support | This group will test the quarterly upgrades. It will support AIMS similar to how 3sHealth supports iHRIS. |
| AOR | Area of Responsibility | A defined geographic region of operations. |
| AP | Accounts Payable | The money owed to suppliers or vendors not yet paid. |
| API | Application Program Interface | A point where systems meet to allow them to communicate with each other. |
| AR | Accounts Receivable | The money due for supplies or services rendered not yet paid for by the customer. |
| ATS | Applicant Tracking System | A software application that enables the electronic handling of recruitment and hiring. |
| BOL | Bill of Lading | A document issued by the carrier (transporter) to the shipper, which can also serve as a receipt for goods shipped. |
| BOM | Bill of Materials | A comprehensive list of raw material used to manufacture a product. |
| BOSS | Business Operation System Support | Provides practical information to those developing deliverables. |
| BPA | Blanket Purchase Agreement | Covers a period of time over which repetitive supply needs will be purchased. |
| BR | Benefits Realization | A plan identifying the timeline, tools and resources required to realize benefits over time. |
| BU | Business Unit | Equivalent to "Employer" in iHRIS. |
| C | Contracts | A legally binding document between two parties that defines the rights and duties of an agreement. |

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| CAO | Chief Audit Officer | Responsible for ensuring that the management measures of planning, organizing, staffing, directing, and controlling are being met. |
| CBA | Collective Bargaining Agreement or collective agreement; <i>Affiliation Agreement</i> in iHRIS. | A legal contract between the employer and a union representing employees. |
| CEC | Community Engagement & Communications | Communications department of the Saskatchewan Health Authority. |
| CIP | Construction in Progress | All the costs of construction associated with the building of fixed long-term assets. |
| CM | Cash Management | Collecting and managing the cash flows related to the financial activities of an Organization. |
| CoA | Chart of Accounts | A list of the names/categories used to identify the financial assets, liabilities and transaction of an organizations. |
| CoE | Community of Expertise | There are four Communities of Expertise: <ol style="list-style-type: none"> 1) Workforce Planning and Employment Strategies 2) Organizational Development and Employee Wellness 3) Employee and Labour Relations 4) HR Systems and Analytics. |
| CPA | Contract Purchase Agreement | A legal agreement that details the terms and conditions of the sale of merchandise between a buyer and a seller. |
| CRC | Criminal Record Check | A vulnerable sector record check of an individual to reveal whether there have been convictions under the criminal code. |
| DI | Distribution Inventory | When inventory is divided to be distributed to multiple receivers. |
| DO | Distribution Order Management | Managing the distribution of orders to various locations to ensure efficient flow with no bottlenecks. |
| DTA | Duty to Accommodate | The employer has a responsibility to adjust rules, practices or policies when possible to accommodate someone with particular needs related to their employment. |
| DFF | Descriptive Flex Field | A cell within a form that allows for the addition of free text. |
| EDMCS | Enterprise Data Management Cloud Service | An Oracle product that allows organizations to integrate and retrieve data to create accurate content. Data is stored in the internet cloud. |
| ELR | Employee Labour Relations | Concerned with the resolution of employee issues which stem from the work environment. |
| EPBCS | Enterprise Planning & Budgeting Cloud Service | An Oracle planning, budgeting and forecasting solution hosted in the cloud. |
| EPM | Enterprise Performance Management | Enterprise Performance Management (EPM) is |

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| | | concerned with the planning, reporting, and performance of an organization. |
| ERP | Enterprise Resource Planning | A system for an organization to manage its business and transactions. |
| EXP | Expense | Expenditure for an item or service. |
| EU | End User | The end user is the person that a software program is being developed for. |
| EUT | End User Training | Training provided to someone who will be using the system. |
| FA | Fixed Assets | Long-term assets owned by a company and used in the production of its goods and services. |
| FCCS | Financial Consolidation & Close Cloud Service | Financial Consolidation and Close is when the finances of various entities within an organization are consolidated for reporting purposes. |
| FIN | Finance | An area dedicated to all financial aspects of an organization. |
| FT | Full time | Full-time employee |
| GHX | Global Healthcare Exchange | |
| GL | General Ledger | |
| HCIS | Health Careers in Saskatchewan | |
| HCM | Human Capital Management | Human Resource application |
| IIS | Infrastructure, Information and Support | |
| ITC | Integrated Testing Cycle | Testing that the different systems together |
| JJE | Joint Job Evaluation | Done through SAHO |
| LE | Legal Entity | The equivalent of the Employer in iHRIS. |
| LR | Labour Relations | |
| NPO | Non-Payroll Organization | |
| OAC | Oracle Analytics Cloud | |
| OCM | Organizational Change Management | |
| ORC | Oracle Recruiting Cloud | |
| OTBI | Oracle Transactional Business Intelligence | |
| PA | Procurement Advance | |
| PARG | Provincial Affiliates Representative Group | |
| PBCS | Planning & Budgeting Cloud Service | |
| PC | Procurement Core | |
| PCBU | Profit Center Business Unit | |
| PCMCS | Profitability & Cost Management Cloud Service | |
| PCN | Position Control Number | |

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| PEM | Project Execution Management | |
| PFM | Project Financial Management | Project Costing |
| PMO | Project Management Office | |
| PO | Purchase Order | |
| POD | Proof of Delivery | |
| POE | Port of Entry | |
| POM | Purchase Order Management | |
| POP | Point of Purchase | |
| POS | Point of Sale | |
| POV | Point Of View | |
| PRT | Payroll Reconciliation Testing | |
| PT | Part time | |
| QRG | Quick Reference Guide | Used to help staff in the moment through a specific step or process. |
| QSS | Quality, Safety and Strategy | |
| RACI | Responsible/Accountable/Consulted/Informed | A common project management framework {framework developed to tell who is doing what; provide more input} |
| RAID | Risks/Actions/Issues/Decisions | A common project management tool. |
| RFQ | Request For Quotation | When select contractors or suppliers are invited to submit price quotes or bids on particular products or projects. |
| S | Systems | A system of procedures, practices or things working together in an organized framework. |
| SA | Sourcing Advanced | Sourcing advanced includes consideration of procurements needs/patterns when making procurement decisions. |
| SB | Contracts Advanced (Procurement Contracts) | A procurement contract is a written agreement between a buyer and a seller in which the buyer agrees to purchase |
| SCP | Supply Chain Planning | Supply Chain Planning (SCP) is the forward-looking process of coordinating assets to optimize the delivery of goods, services and information from supplier to customers, balancing supply and demand. |
| SDM | Service Delivery Model | Which AIMS supports to arrive at the Target Operating Model. Sessions hosted by a separate team as part of the AIMS project to discuss and arrive at the Target Operating Model. |
| SEB | Supplementary Employment Benefits | A plan established by an employer to top-up employees |

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| | | employment benefits. |
| SQM | Supplier Qualification Management | The activities that an organization pursues to pre-qualify and qualify potential suppliers. |
| SR | Service Request | The act of, and the object of, submitting a ticket to the Helpdesk. |
| SSIC | Staff Services Inquiry Centre | Staffed by <i>Service Inquiry Representatives</i> (not “Inquiry Agents”). SSIC is accessed through, but is more than, MyConnection. |
| TOM | Target Operating Model | The desired state of the operating model of an organization. |
| UDT | User Defined Table | When tabular data is passed into stored procedures. |
| WBS | Work Breakdown Structure | |
| WBT | Web Based Training | Training material shared online. |
| WFM | Workforce Management | |
| WM | Warehouse Management | |
| WPES | Workforce Planning Employment Strategies | |

Terms

| Term | Definition |
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| Accountable budget | The one we use throughout the year and make changes. Like Bud Revised Act or requirement to record the reasoning behind all recommendations or decisions when preparing a budget. This includes estimates of revenue and desired expenditures; helps ensure the budget is prepared in the most responsible way |
| Agency | Vendor (SaskJobs or Indeed) |
| Agent | An HR representative in Accommodations |
| Agile Project | An iterative approach to planning & guiding project processes. Teams assess the project in regular meetings called sprints or iterations. An agile is a very empowering process that helps companies design and build the right product. The management process is very beneficial for software companies because it helps them analyze and improve their product throughout its development. |
| Assigning dispositions | Phrase for refusing/declining an applicant |
| Assignment Name | The position name to use as the assignment name. |

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| Assignment | A position associated with a legal entity. There is no longer an employee record. There is a Person Record and a person has one or more assignments (positions). |
| Change leadership | Ability to influence and enthuse others through personal advocacy, vision & drive, and access to resources to build a solid platform for change. |
| Change Management | The process, tools and techniques to manage the people side of change to achieve the required business outcome; Focuses on the people impacted by the change. Any change to processes, systems, organization structures and/or job roles will have a technical side and a people side. |
| Change Network | A cross-functional group of geographically dispersed leaders and employees outside of the project team, to increase awareness, readiness, and adoption for the AIMS project. |
| CleverAnt | An Excel-based system which automates workforce management work. |
| Clustering | Adding lines to a Purchase Order to ensure SHA is meeting minimum ordering requirements Management Information Systems (MIS) Standards provide a national framework for collecting, reporting and using financial and statistical data related to the day-to-day operations of health service organizations in Canada |
| Common Configuration | Is something that goes across numerous legal entities |
| Core HR | The base of HCM, where information regarding an employee (Organization, Reporting Relationships, Location, Job, Position, Grades, etc.) is stored. |
| Department or Unit | The area or group to which a position or employee is assigned (aligned with the Financial Chart of Accounts). |
| Disposition | Term for rejecting a client for a position. |
| e-clock | Electronic clock that records time entry |
| Element | Any payroll deduction such as parking, benefits, etc. Each element has a balance. |
| Functional Spec | Part of the solution looked at while configuring. |
| HelpDesk | Was the intake term until we moved to ServiceNow, and used HelpDesk only for Accommodations, who own the module. (We need to name it after the function of the module rather than the name of the department.) |
| Human Resources Staff Scheduling | Replaces “Enhanced Scheduling” or “Central Scheduling.” |
| Integrated Talent | Added to the employee profile is the Talent module, which builds out the employee to meet requirements found in ORC, Compensation, scheduling and more. This module holds data for items such as Certifications, Diplomas, Courses etc. |

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| Iterative | An iterative process is a process for calculating a desired result by means of a repeated cycle of operations. The process should be convergent, i.e., it should come closer to the desired result as the number of iterations increases. |
| IVR | Call tree routing inquiries from ServiceNow |
| Job Family | A group of services provided to clients/patients/families. |
| Leader | Anyone who has direct reports or manages a team |
| Leave | An absence from work, which can be a: 1) planned leave (maternity or other long-term leave), or 2) short-term leave (illness, family leave, bereavement, etc.). |
| Master Schedule | Is the posted and confirmed schedule. |
| MyConnection | The branding name for the AIMS portal for end users. It is like the front door to SSIC. MyConnection houses ServiceNow, and is the comparable to the former Gateway. |
| National Identifier Number | Social Insurance Number (SIN) |
| NC SmartCall | Software that automates matching the right employees to fill available shifts. |
| Parent Position | the position to which any other position reports |
| Pending Worker | A candidate to whom an initial offer has been made, but not yet accepted by the candidate. A pending worker can do pre-boarding steps, through our training software. |
| Person Number | Term for Employee Number—a unique identifier for each employee. |
| Person | Similar to <i>Person</i> in iHRIS. The AIMS Person Number is the same as <i>Person ID</i> in iHRIS. Dependents and beneficiaries are also loaded into AIMS as Person records. |
| Position Code | former iHRIS Position Number |
| Position | A specific occurrence of one job, fixed within one organization |
| Primary Assignment | Employee's most significant assignment in status, pay, benefits, and working hours. Tied to the primary work relationship, (see "AIMS Workforce Structures Overview.docx"). |
| Primary Work Relationship | The position to which an employee reports. In multiple assignments, the following logic defines the Primary Work Relationship FTE, Hire Date, Assignment Effective Date. |
| Process | Represents a collection of sub processes that meets a business objective. |
| Provisional Schedule | A non-permanent schedule, and can change until it is posted and confirmed. |

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| QuickDial | The 1-800 number to Staff Scheduling (for shifts within the upcoming 72 hours). It is an automated (not human) response. |
| Regular | Term for Permanent (as in F/T regular = F/T permanent employee). |
| Requisition | Term for <i>posting</i> . <i>Evergreen Requisitions</i> are always open (for hard-to-recruit or frequently hired positions). <i>Pipeline Requisitions</i> have a set end date (normal requisition). Employees will still know <i>requisitions</i> as <i>postings</i> . |
| Role | Duties in a job (a person can hold several roles) |
| SaskDocs | A provincial agency that recruits physicians seeking to practice in Saskatchewan. |
| Service Delivery (SD) | Sessions hosted by a separate team as part of the AIMS project to discuss & arrive at the Target Operating Model. |
| Standard Work | In Lean Manufacturing, standardized work is a means of establishing precise procedures to make products in the safest, easiest, and most effective way based on current technologies |
| Standard Working Hours | Differs according to the CBA or affiliation agreement. |
| Swivel chair | A person who covers multiple roles in one assignment. |
| Term | Term for Temporary (as in P/T term = P/T Temporary employee). |
| Unit | Department. |
| Unit Scheduling | Replaces “decentralized scheduling” or “Non-centralized scheduling.” |
| User Acceptance | Participants get hands on experience trialing specific processes. |
| Vendor | Formerly known as Agency (SaskJobs or Indeed) |
| Work Standard | Written description of how a process should be done; documents current "best practice" & is implemented throughout an organization; provides a baseline to develop a better approach |