

Action Items for Leaders

AIMS Manager Checklist

Administrative Information Management System

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.



BEFORE IMPLEMENTATION

DONE	TASK	DEADLINE	RESOURCES*
<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	
<input type="checkbox"/>	Track all changes that occur in current scheduling systems during the final conversion period, so they can be entered manually into AIMS upon implementation.		* MyConnection Knowledge Document - Tracking Process during Final Cutover * Scheduling Change Log



DURING IMPLEMENTATION	DONE	TASK	DEADLINE	RESOURCES
	<input type="checkbox"/>	MyConnection Password Reset - Remind employees	When they first enter the system after Oct. 23, 2022	Reset Instructions
	<input type="checkbox"/>	You are responsible for ensuring that the positions, employees and departments you are responsible for are accurate in AIMS. The display will look different from what you are accustomed to seeing.	By Oct 31, 2022	AIMS Manager Toolkit Work Standard

DONE	TASK	DEADLINE	RESOURCES
<input type="checkbox"/>	Enter final Work Record A (WRA) in iHRIS <i>(if applicable)</i>	Oct 24, 2022 before 10:00 am	
<input type="checkbox"/>	Enter/Approve Time Corrections utilizing current processes	Oct 24, 2022 before 10:00 am	
<input type="checkbox"/>	Enter/Approve Daily Time sheet/flow sheet utilizing current processes	Oct 24, 2022 before 10:00 am	
<input type="checkbox"/>	Enter/Approve Weekly time card utilizing current processes	Oct 24, 2022 before 10:00 am	
<input type="checkbox"/>	Validate department schedules ensuring that you can see the department, location and jobs that you are responsible for. Also, remind employees to view/check their schedules to ensure accuracy.	Oct. 26 OR 27	MGR Work Standard EE Work Standard Instructional Videos
<input type="checkbox"/>	FYI: Job Postings previously entered in AIMS will now begin being posted following the restriction period.	Oct. 30, 2022 (effective)	
<input type="checkbox"/>	Verify Personal Information on MyConnection - Remind Employees to do so, as well. (Banking Info, Personal Number, Phone Number, Address)	Oct 31, 2022	Instructional Videos
<input type="checkbox"/>	Verify and approve timecard and premiums - Remind Employees (Frequency: Daily or Weekly) to do so, as well.	Oct. 31, 2022 before 10:00 am	MyConnection
<input type="checkbox"/>	Verify and approve leave requests - Remind Employees (Frequency: Daily or weekly) to do so, as well.	Oct. 31, 2022 before 10:00 am	MyConnection
<input type="checkbox"/>	Remind Employees to change Quick Dial Pin, if applicable.	Oct 31, 2022	EE Work Standard
<input type="checkbox"/>	Remind employees to go into 'How to Contact Me' tile in MyConnection and set shift and event preferences. Contact methods: phone call, text and email.	Oct. 31, 2022	Instructional Videos
<input type="checkbox"/>	First pay from AIMS - Remind employees to check paystub and timecard. If there are errors, submit an Historical Edit through MyConnection.	Nov 10, 2022 12:01 am	Instructional Videos

AFTER IMPLEMENTATION

