



Interim Process: AIMS Electronic Time Validation

NOTE: These features will be in place once the Administrative Information Management System (AIMS) has been implemented.

Employees that work Monday to Friday will need to confirm their time at the end of the workweek.

Shift workers will need to confirm their time in [MyConnection](#) on a daily basis. These are employees that work in departments that operate six or seven days a week.

- Go to www.MyConnection.skhealth.ca and log in to your account.
- Click on MyScheduling in either:
 - The Important Links section
 - OR the upper right hand menu “MyWork” > “MyScheduling”
 - OR the upper left-hand menu “MyServices > Human Resources > Scheduling/ Timekeeping > Scheduling Portal”
- Scroll down to click on the “Time Card & Premiums” link.
- Select your Work Location, Department and Job that you need to validate time for.
- For each day you will confirm that you have worked the time shown by clicking on the dropdown and selecting “worked” or clicking on “remove” if you did not work the time indicated.
- If the time shown isn’t accurate, you will enter the correct start or end time by clicking on the clock icon and adjusting the time that is incorrect.
- Once you have completed these steps, click “Next” and then click “Submit”. Your Manager will be notified of your submission.

This will be in effect for approximately six weeks after the AIMS implementation as an interim process before the Tap-In, Tap-Out process begins.