



INSTRUCTIONS:

Use this checklist to identify and highlight tasks that are required to be completed pre and post Go Live for AIMS. Please consult MyConnection or SHA Leaders for additional information regarding these tasks.

*Resources - 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"/>	Complete Employee Training in MyConnection	Oct. 19, 2022	MyLearning Instructional Video
	<input type="checkbox"/>	Vacations and other leaves must be submitted and approved by your manager (<i>applicable only</i> to ESP and VIP areas). If not approved prior to AIMS implementation, you will have to resubmit via AIMS.	Oct 22, 2022	
	<input type="checkbox"/>	Review time worked to ensure accuracy in legacy (current) systems.	October 22, 2022	
	<input type="checkbox"/>	Review and capture schedule from legacy/current system.	October 25, 2022	Print or write down your schedule for the 2 weeks after AIMS implementation.
	<input type="checkbox"/>	Download and save required Pay Statements and prior year T4s from Gateway Online	October 23, 2022	



DURING IMPLEMENTATION	DONE	TASK	DEADLINE	RESOURCES
	<input type="checkbox"/>	MyConnection Password Reset	Oct 23, 2022 (Go-Live)	Reset Instructions Password Reset Video
	<input type="checkbox"/>	Submit Time Corrections utilizing current processes	Oct 24, 2022 before 10:00 am	
	<input type="checkbox"/>	Submit Daily Time sheet/flow sheet utilizing legacy system/current processes.	Oct 24, 2022 before 10:00 am	
	<input type="checkbox"/>	Submit Expenses for approval (travel, cell phone, etc.)	Oct 24, 2022 before 10:00 am	
	<input type="checkbox"/>	Validate your schedule - view and ensure it is accurate up until Dec. 3, 2022.	Oct 26 or 27, 2022	*EE Work Standard *Instructional Video
	<input type="checkbox"/>	Verify Personal Information on MyConnection (Banking Info, Personal Identification Number, Phone number, Address)	Oct 31, 2022	Instructional Video
	<input type="checkbox"/>	Verify timecard and premiums via Time Card/Premium Tile	Oct. 31, 2022 before 10:00 am	MyConnection Instructional Video
	<input type="checkbox"/>	Submit leave requests for any leaves that have not been approved in legacy (Pre AIMS) systems. This will be used for all leave requests going forward.	Oct. 31, 2022 before 10:00 am	Instructional Video
	<input type="checkbox"/>	Reset Quick Dial PIN in 'How to Contact Me' tile. Note: Default PIN at implementation will be the last 4 digits of your Person Number.	Oct. 31, 2022	Instructional Videos
	<input type="checkbox"/>	For automated open shift areas (former Saskatoon and Cypress Health Regions), set shift and auto submit preferences in 'How to Contact Me' tile. (Contact methods incl. Phone call, text and email)	Oct. 31, 2022	Instructional Videos
	<input type="checkbox"/>	Set Event preferences in 'How to Contact Me' tile. (Events incl. broadcasts, schedule and request updates)	Oct. 31, 2022	Instructional Videos
	<input type="checkbox"/>	Download and save required Pay Statements and prior year T4s from Gateway Online	November 10, 2022	
<input type="checkbox"/>	First pay from AIMS - Check paystub and timecard	Nov. 10, 2022 12:01 pm	Instructional Video	