

AIMS Tap Card Distribution

The Tap-in/Tap-out Electronic Time Entry process will begin December 2022. More information will be communicated about this process.

The Tap-in/Tap-out (prox) cards for employees within your department will be used at the eClocks that have been installed within your unit/facility

In order to assist with any issues/concerns you may have upon receiving your cards, please review the following:

Question	Answer
What do I do if I received a card for an employee who has been TRANSFERED to a different department?	The process is that you forward the employee's card to their new department.
What do I do if I received a card for an employee who has been TERMINATED?	These cards must be mailed back to the AIMS team using the return envelope provided with the cards.
What do I do if there are errors in the information on the cards (wrong name, department, misspelling on label, etc.)?	These cards can still be used. The employee can submit an inquiry through MyConnection indicating that the information is in error, and provide the correct information. However, the card numbers are attached to the individual prior to being distributed, so the labelling on the actual card will not impact the functionality of the card.
What do I do if I receive cards for individuals who I am not responsible for or do not manage?	These cards must be mailed back to the AIMS team using the return envelope provided with the cards.
What do I do if I have an employee who did not receive a card?	Have the employee submit a case in My Connection to request a card.
What do I do if an employee received two cards?	Give the employee the card with the number that is recorded on the spreadsheet you received with the cards. The second card must be mailed back to the AIMS team using the return envelope provided with the cards.
What if I received cards for a department that I no longer manage or have never managed?	If the department is within the same facility, forward the cards to that department/Manager. If the department is outside of your facility, submit an inquiry through My Connection.

Thank you for attending to this important task in the implementation of the Tap-in/Tap-out process.