

AIMS Implementation

Question	Answer
What is the implementation date for the Administrative Information Management System (AIMS)?	In collaboration with various stakeholders across the province, the decision was made to go-live with the system at the end of October 2022.
It has been a long time coming and we have heard dates before. Will this be the actual implementation date?	AIMS is an incredibly detailed system to account for the many operational variables we have in our health system. As such, every effort has been made to develop the system to a standard deemed acceptable for implementation. Like all technology implementations, it will not be perfect when launched. Instead, it will continue to be a work in progress like all investments in transitional change. The end of September is what the AIMS team and stakeholders believe to be a reasonable implementation date. Naturally, we remain open to revise our decision should there be indications that we lack readiness as a system. This would be as a measure of responsible governance.
Will all AIMS functionality go-live at once?	Not all AIMS functionality will go-live at once. There will be communications to indicate when various end users would have access to the system.
Why is the AIMS implementation occurring on different dates for different groups of people?	Implementation will occur in stages with some employees having access to certain functionality before others. This does not mean that these employees have benefits that others do not. It may be due to a requirement of the role they are in or related to the implementation planning. The transition to AIMS for all employees will occur over a one to two week period.
What if there is an issue with the system when implemented?	There will be support mechanisms to assist with issues should they arise. However, it will be our collective responsibility to identify when any problems occur and work alongside our support team members to resolve the situation.
What do I need to do to prepare my employees in advance of access to learning opportunities?	All employees require an email address to have an account set-up in AIMS. This is mandatory. If an employee does not have an email account, share information on how to set-up a Gmail or Hotmail account. Work through the step-by-step directions that can be found [x] if required. All employees will need an AIMS account, so having an email address is necessary.
What do I do with employees who have no access to a computer?	For most employees, their learning will be covered by an approximately 30 minute Webex orientation. For employees who do not have access to a computer, Managers are to arrange group viewing opportunities or buddy opportunities with another employee who has computer access. There are also computer kiosks within the various facilities across the province.

MyConnection

myconnection.skhealth.ca

Will tap-in, tap-out electronic time entry begin when AIMS is implemented?	Tap-in, tap-out electronic time entry will begin approximately four to six weeks after the implementation of AIMS. In the period between, time will be verified by logging into MyConnection. Payroll is processed according to scheduled time, unless there is an exception to time worked. Should there be an inconsistency between pay and hours worked, a correction will be processed on the next pay period.
Where would I find more information for Managers on AIMS?	A Manager's Toolkit is located here [link to page on AIMSproject.ca] and contains a wide range of information on various topics.
How do I register for my learning and direct my employees to register for their learning?	There will be an online registration system. When available, there will be communication as to the learning required and a link provided to the registration page.