

AIMS Restriction Periods FAQs

Question		Answer	
Q: What are the three main restriction periods that will occur prior to the implementation of AIMS?			
A: The three periods include:			
Restriction Period for Info Area	Length of Restriction	Timeframe	Sub-Categories Impacted
Organizational Structure	6 weeks (approx.)	Sept. 7 to Oct. 30, 2022	<ul style="list-style-type: none"> • Locations • Departments • Department Jobs • Assignment of Chart of Accounts to Departments/Jobs
HR Info Change	12 days	Oct. 18 to Oct. 30, 2022	<ul style="list-style-type: none"> • Hires • Terminations • New Assignments • Transfers • New Positions and Position Changes
Job Postings	3 weeks (approx.)	Oct. 10 to Oct. 30, 2022	<ul style="list-style-type: none"> • Postings can be posted up to Oct. 10 and must be closed by Oct. 21. • Postings not closed by Oct. 21 will be reposted in AIMS after Oct. 30. • Avoid employee start dates from Oct. 23 to Oct. 29, 2022.
If an employee is to transfer to another job within that 12-day HR Info Restriction period should the transfer be entered before October 18, 2022 or should the actual date of the transfer be outside of this period?		The transfer date can be within the restricted period, but will need to be changed in the system outside of the restriction period. It is highly recommended that employees not have start dates between October 23 and October 29, 2022.	
Will the existing 'open until filled' positions be reposted in AIMS automatically, or will they need to be reentered manually?		The 'open until filled' positions will be automatically reposted in AIMS	

Will each organization send out separate communications regarding that organization's exception criteria?

Each organization will have their own exception criteria.

- The process to address terminations will be released through the payroll contacts.
- For job postings, the Saskatchewan Health Authority (SHA) has an Exception Period Process currently in the review/approval stage.
 - A form will be provided to complete before being reviewed by Executive Leadership for a decision on whether the posting is immediately necessary.
 - The process will be released closer to implementation.
 - Further details will be shared through SHA's Leader Resources or distributed to your organization.