

General HR FAQs (KB0011832)

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

Question	Answer
Will a manager or supervisor be allowed to designate tasks?	Yes, there is the ability within the system for a manager to delegate some tasks within the HR modules to another person, either in-scope or out-of-scope.
Will the Administrative Assistants for senior leadership be identified on the organizational chart?	Yes, the Administrative Assistants will be identified for those in leadership roles.
When will Gateway Online be retired?	A date for retiring Gateway Online has not been finalized.
How will we receive our employee PINs and how will they work?	Employee PINs will replace the former employee numbers. The employee PINs will be pre-assigned to individuals and distributed by Managers. Employee PINs will be available on pay statements for ongoing reference.
When you type in your employee PIN, will your name appear to confirm that you have correctly entered your employee PIN?	Yes, your name will appear to confirm that you have entered your employee PIN correctly.
Will AIMS generate a Record of Employment (ROE)?	AIMS will automatically generate ROE's as a report within the system, and then there is time to review and make changes. Payroll personnel are able to make changes to the ROE before sending it to Service Canada. Employees can then access and review their ROEs through Service Canada.