

## *Payroll FAQs (KB0011996)*

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

Question	Answer
<b>As an employee do I need to submit a draft of my Mileage Reimbursement and Travel Log within AIMS, so I can continue adding to the form over several days before submitting it at the end of my call rotation?</b>	No. Employees will need to submit all mileage at the time that they are making their claim.
<b>Where will employees be able to look-up the premiums that were applied to their past shifts after the implementation of AIMS?</b>	Employees will be able to review the amount paid for premium on their pay statement AIMS, but not the premiums applied to individual shifts. That is being considered for the future. However, Human Resources staff will have access to that information.
<b>Will pay statements be transferred from Gateway Online to AIMS?</b>	Historical pay statements and T4s will not be transferred over from legacy systems. That information will be available for viewing purposes only in Gateway Online for three months after the AIMS implementation. After that time, historical pay statements and T4s will be available by request through MyConnection.
<b>Will staff be able to download their pay statements and T4s in AIMS?</b>	Yes. Staff will be able to download PDF versions of their pay statements and T4s.
<b>Since T4s for the 2022 tax year will be available in AIMS in 2023, will staff receive two separate documents in 2023, one from the current system up to the AIMS implementation and the other from the new system, starting from the go-live date?</b>	Employees will receive one T4 document in 2023 for the 2022 tax year.
<b>Will banking information be transferred automatically from Gateway Online into AIMS or will employees have to update it when the new system comes online?</b>	Information for two bank accounts will be transferred from Gateway Online to AIMS. Employees are encouraged to go into Gateway Online before the AIMS implementation to ensure that their two most important bank accounts have the priority rankings of 1 and 2, as only information for those two bank accounts will be transferred to the new system.
<b>Will the system be able to deduct professional fees from an employee's pay and then send it directly to the professional body?</b>	Automatic professional fee deduction will depend on the policy of each organization and the Collective Bargaining Agreement (CBA) language around professional fees.

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<b>If an employee has accepted an offer for a new position but is yet to take up the job will they be able to get an income verification letter for the new position before they have started or is this available only for their current position?</b>	Income verification letters only display information for current positions. However, staff will be able to print the letter of offer for the new position and provide it to the requesting body for income verification.
<b>What position information will the employment verification letter show?</b>	An employment verification letter will indicate if an employee is full time or part time and will show all positions that the employee holds, including hourly rate of pay.
<b>Are we certain that a financial institution will accept an employment or income verification letter signed off by the employee themselves, and not a manager or someone in payroll?</b>	The information on the verification letters will provide the details that the financial institutions require. The financial institutions can confirm the information through T4s, pay statements and letters of offer.
<b>What information will be available to retired staff in AIMS?</b>	Retired staff will need to call MyConnection to request any employment information that they may require