MyConnection

myconnection.skhealth.ca

MyConnection: Updating Personal Information (KB0011831)

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

Question	Answer
Will the information on the employment verification and income verification letters be customizable in the event that required information is not included in the standard template?	If more information is required, then employees will need to contact Payroll or the HR department for the organization.
Where will employees submit an inquiry if they have a question about information on MyConnection?	Employees can submit an inquiry online through MyConnection or call the toll-free number to have their concern addressed, upon the implementation of AIMS.
When an employee adds information to their personnel file, is it flagged for review to ensure that it is appropriate (i.e. education?).	Each organization will have their own process to follow. Within the SHA, all documents in a personnel file are reviewed by HR.
What type of information can employees add to their personnel file?	Each organization will have their own process to follow. The SHA will have a standard of work detailing the type of information that can be uploaded (i.e. bursaries, letters of offer, reviews, etc.)
Will my work history be in AIMS upon implementation?	Upon implementation of AIMS, a standard start date will be applied to all employee records with work history being available from this point forward. Previous work history will be available by request.