

Q and As: Oct 05, 2022 Action Items for Leaders: Payroll Session

Question	Answer
GENERAL	
Where do we find the recordings for the rest of the AIMS Action Items for Leaders Sessions?	Previous recordings of the AIMS Action Items for Leaders can be found by going to: MyConnection > Announcements > Managers' Toolkit > Action Items for Leaders > Videos - AIMS Action Items for Leaders
We have some staff members who do not have a cell phone or computer. What will happen with these staff members? Will they only access MyConnection when they are at work?	Staff can access MyConnection from anywhere, but do require a computer or mobile device. If they do not have these at home, they would need to utilize a work station at their work site.
How do we know if our designate list is still accurate?	Designates will have to be re-populated/identified after AIMS is implemented.
Is there a Smart Phone App for MyConnection?	MyConnection is mobile friendly so it will be easy to navigate on a mobile device.
Can all the Work Standards be saved in one location in MyConnection instead of having to search in Knowledge Documents?	They are all saved in one Knowledge Library on MyConnection. They are not saved or available anywhere else.
Is there a cheat sheet for all the new processes and implementation dates related to AIMS?	Please review the Manager's Checklist , which can be found on MyConnection : MyConnection > Announcements > Managers' Toolkit > AIMS Manager's Checklist
Have Standards of Work been developed for managers to support their use of AIMS?	AIMS Learning, Standards of Work, and Knowledge Documents have been created to support manager work, tasks, and processes in AIMS.
Are there going to be Work Standards for all the different tasks? At this time the Managers' Toolkit only has FAQs.	There are Learning Modules, Standards of Work and Knowledge Documents for each task. Please complete the AIMS Learning within MyConnection and use the search function to find documentation on particular manager tasks. MyConnection > MyLearning > Access MyLearning > Your Student Dashboard <ul style="list-style-type: none"> • MGR-00 Welcome to AIMS for Leaders • MGR-01 AIMS Overview for Leaders

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<p>Is there a Work Standard on setting broadcast notifications as we currently receive 6 in total (text, email and phone calls) ?</p>	<p>There are Work Standards and AIMS Learning covering updating your notification preferences.</p>
<p>How long after the AIMS implementation will Gateway Online be active?</p>	<p>Gateway Online will transition to read-only status on October 30, 2022 at midnight for a period of about three months.</p>
<p>SCHEDULING</p>	
<p>What phone number will employees use to call in sick, as they are currently calling Staff Scheduling at 1-855-778-4141?</p>	<p>A new number will be communicated closer to implementation to replace the 4141 number. If staff do call the 4141 number at implementation, they would be forwarded to the new scheduling number.</p>
<p>How will staff members who do not have a cell phone or computer call in sick?</p>	<p>Employees will use the same methods that they are using now to notify the employer that they will be absent from work (e.g. due to illness).</p>
<p>Do all managers have to fill out the AIMS Scheduling Security Access Form for ourselves to have access to the Scheduling Modules?</p>	<p>If you perform scheduling duties and have not been enrolled in these modules, then please complete and submit an AIMS Scheduling Security Access Form, available through the AIMS Managers' Toolkit: MyConnection > Announcements > Managers' Toolkit > Form - AIMS Scheduling Security Access</p>
<p>Can the AIMS Scheduling Security Access Form be used to delegate another manager in my absence?</p>	<p>No. Delegation is a different process and there will be a Work Standard on identifying delegates/designates in the system.</p>
<p>Will there be supports from the AIMS team for managers who are responsible for multiple areas and are NOT on a scheduling system or do not have schedulers assigned to them?</p>	<p>Your current scheduling supports will be responsible for AIMS tasks when AIMS goes live.</p>
<p>For those managers who do not have a scheduler and are doing this themselves, will there be extra help from the AIMS team with this process in the first few weeks?</p>	<p>If managers have questions around processes they can reach out through MyConnection. We do not have the capacity to provide direct or onsite support.</p>
<p>Will our current replacement rules built into Staff Scheduling (fSaskatoon) be transferred over into AIMS?</p>	<p>There are guidelines within AIMS, but they are different than what the former Saskatoon Health Region utilizes. Your guidelines will be transferred to AIMS but will have a limited level of detail.</p>
<p>Some departments are doing their own scheduling and have schedulers. How will this work when AIMS is implemented? Will I now have a scheduler?</p>	<p>Your current scheduling support will be responsible for completing tasks within AIMS. They will need to complete the Scheduling Learning Modules and we suggest they attend the scheduling presentations as well.</p>

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We have an overtime-only list of employees that are not attached to ESP. Do we need to get this list added to AIMS to be able to pay them?	Call-in lists must be within AIMS or we will be unable to assign shifts to those employees.
I am scheduled to be away from work when AIMS is implemented. Will those days off be automatically approved in the new system or will I need to re-submit my request when the new system is in place?	If you are on ESP or VIP your time off will captured within AIMS. We suggest you access your schedule within AIMS to ensure it has been transferred correctly.
Will the unit scheduler be able to see a 3-week period when assigning shifts to avoid overtime after 112 hours?	The system calculates overtime availability based upon the work rules built into the system. Based upon this calculation, the employee will be included on the call-in list for a regular shift.
Can managers and designates have access to MyConnection prior to the AIMS implementation to ensure that schedules are correct for all employees?	Schedules will not be available for viewing prior to the implementation of scheduling in AIMS, which occurs on October 26 or 27, 2022 depending on your area.
ELECTRONIC TIME ENTRY	
What is considered a week; Sunday to Saturday?	Correct, this will remain the same as our current state.
What day of the week is the cut off period for time entry verification; Saturdays?	The deadline for the previous week's time entries (Sunday to Saturday) is Monday at 10:00a.m.
Will managers of departments that operate 24/7 be expected to validate their employees' schedules on weekends or over long weekends, when they are not scheduled to be at work?	Time verification will need to be completed prior to the timecard lock which occurs on Monday at 10:00a.m. Leaders can verify time at any point prior to this cut-off.
Can managers delegate supervisors to confirm time card entries?	Delegates are able to confirm employees' time card entries, and information on doing this is available in MyConnection.
Does the timecard lock cut off time/day change when a Stat holiday falls on a Monday?	At this time the timecard lock will not change during a Stat week.
If the timecard lock will not change during a Stat week, who will approve this? Will Managers be expected to do this on Stats?	During the initial implementation and stabilization period, we will maintain processing time on Mondays at 10:00a.m., regardless of a Stat holiday occurring. After stabilization, we will then evaluate based upon processing timelines, if we will be able to change the cut-off timeframe.

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<p>If a department currently uses Central Scheduling, will managers still have to verify their employees' time or will this be the role of a designated Scheduler?</p>	<p>Time corrections can be approved by a manager or designate. Generally, this would not be the responsibility of the HR Staff Scheduling Office.</p>
<p>I have a few casual employees who will be supporting the Flu/COVID clinic in October and November. How will their hours be captured after the AIMS implementation? We currently use WRAs to enter their hours into iHRIS.</p>	<p>They will be scheduled via AIMS and therefore, their time will be recorded and processed in AIMS. They will need to validate their time the same as all other staff, in MyConnection.</p>
<p>How will historical time corrections work for an affiliate organization that has a designated Payroll office that currently makes these changes?</p>	<p>Time corrections can be submitted on behalf of an employee, however we are suggesting employees submit their own correction requests as this is best practice.</p> <p>In the new system, there will be no paper form or any other method to submit historical time edits. The only way to submit time corrections will be via a historical edit that an employee identifies and is then approved by their Manager.</p>
<p>My team is Out-of-Scope (OOS). We just hired our team and we are now all set up on the existing timecard app. Will we be moving our time card process to MyConnection, or will we continue to enter our time on the existing timecard app?</p>	<p>When AIMS is implemented, your team will transfer to the MyConnection process. The current timecard app will no longer function.</p>
<p>Will previously approved holidays or time away be reflected in the transition period when staff are verifying their time?</p>	<p>For areas that use ESP and VIP, holidays and other time away will be automatically transferred up until December 03, 2022. After this time, these exceptions will have to be manually entered. For areas on ESP and VIP these will be entered by an AIMS team.</p>
<p>If there are managers that have more than 40/50 employees, who work every 24 hours, in different departments/facilities, how long will it take for them to verify the employees time? Is it shift by shift or just changes to their roster?</p>	<p>It will really depend on the number of changes that their employees submit. If there aren't any changes, it will take seconds, if there are changes, it will take the manager longer.</p>
<p>Some of our staff are being asked to verify their hours, but this hasn't started yet has it?</p>	<p>A broadcast was sent out to staff reminding them of the process required to verify time. This included a link to the AIMS Learning video. This process will not be required until scheduling functions are in place on October 26 or October 27, 2022 depending on your area.</p>
<p>Will current timecard delegates carry over when AIMS is implemented or will they need to be added again?</p>	<p>Delegates will need to be identified again after AIMS is implemented.</p>

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<p>What if an employee currently works in three different departments:</p> <ul style="list-style-type: none">• Mon and Tues - Dept A• Wed - Dept B• Thur and Fri - Dept C <p>How will they code their time? Will their master roster/rotation automatically put them in the right department code?</p>	<p>Employees will be able to identify the facility/department they work in each day when validating their time worked.</p>
FIELD HOURS	
<p>When employees who work Field Hours enter more time than "scheduled" e.g. they worked 2 hours extra (in old language as WZ), do they just add the hours and call them "worked" once we are in AIMS? And can we assume the system knows they get straight time banked?</p>	<p>Hours will be paid out by default. An employee can request their time be banked through the "Time Card and Premiums" tile in MyConnection.</p>
<p>How will field hour employees enter their time? I assume weekly? Will banked time need to be approved prior to the employee submitting their time card?</p>	<p>Field hours can be confirmed daily (or when an employee works a shift). When an employee submits their time, a manager/designate will be able to verify this time worked.</p>
AIMS LEARNING	
<p>If our front line nurses are doing after hours scheduling (for late sick calls or work-loading) do they need to be trained on the Scheduling Modules as well as the All Employee Learning?</p> <p>Most RN's in rural/regional facilities do after hours scheduling and so this will mean training pretty much all front line nurses on these modules. Has this been considered?</p>	<p>All staff should take the All Employee Learning, as it contains tasks that all employees will perform (applying for leaves, etc). Should you have staff that require enrolment in the Scheduling Learning Modules, please complete and submit an AIMS Scheduling Security Access Form, found in the AIMS Managers' Toolkit:</p> <p style="text-align: center;">MyConnection > Announcements > Managers' Toolkit > Form - AIMS Scheduling Security Access</p> <p>Please include in your request that you would like your employee to be enrolled in the Scheduling Learning Module, "Create and Manage Work Schedules".</p>
<p>What title do we use to search for the AIMS Scheduling Modules?</p>	<p>Searching for "WFM" will bring up the Scheduling Modules that have been made available to you.</p>

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In the All Leaders Learning Modules there are many Knowledge Documents indicating "TBD". When will they be updated?	These are being updated and should be populated shortly.
How will I know if I have the Scheduling Learning Modules in MyConnection? What name do I search for?	The Scheduling Learning Modules can be identified by the acronym "WFM". You can find them by going to: MyConnection > MyLearning > Access MyLearning > Your Student Dashboard
We requested WFM and HCM training access 10 days ago and still do not have access. How long will the turnaround time be?	The team is working through all of the cases submitted through MyConnection pertaining to access to the Learning Modules and plan to have this completed by the end of this week.
What are the expectations as far as staff who are on leave/extended leave for watching the AIMS video?	They should complete the AIMS Learning upon return to the workplace.
PAYROLL	
If no SUN employee is found and an Out-of-Scope (OOS) manager comes in to work as a frontline nurse, how will they be paid?	The process will be the same as it is today. There are certain situations when OOS overtime is approved to cover in-scope work.
MASTER ROSTERS/ROTATIONS	
We do our own operational scheduling every 6 weeks, because we don't have staffing to fill all lines now. The schedule currently in place in AIMS is not what we follow, to keep doors open. Do I need to submit what we are using right now, to alleviate some of the pain when AIMS is implemented?	Master Roster/Rotation changes are restricted at this time. When AIMS Scheduling is in place, changes to your schedule can be made by your scheduling support through the scheduling editor. MyConnection > MyWork > MyScheduling > Scheduling Editor