

Q and As: Oct 12, 2022 Action Items for Leaders: MyConnection and Implementation Timetable Session

Question	Answer
DELEGATION	
<p>How many types of delegations are there?</p>	<p>There are three:</p> <ol style="list-style-type: none"> 1. MyConnection Delegations: <ul style="list-style-type: none"> • Position Management • Mileage/Phone Claims • Northern Travel • Professional Fees 2. Signing Authority Delegations: <ul style="list-style-type: none"> • Approving expenses • Expense claims • Purchase requisitions • Non-PO invoices • Contracts • etc. 3. Scheduling Delegations: <ul style="list-style-type: none"> • Time verification • Leave approval • etc.
<p>When can we begin setting up delegates?</p>	<p>The delegate functionality for MyConnection and Finance (Signing Authority) are not available until after the AIMS implementation.</p>
<p>If you set up a MyConnection delegate (Position Management, Mileage/Phone Claims, Northern Travel, Professional Fees) do you still get notifications?</p>	<p>Yes, the manager will still receive a notification, as well as the delegate.</p>
<p>Can more than one delegate be assigned?</p>	<p>Multiple delegates can be assigned for MyConnection or Scheduling delegates. Only one delegate can be assigned for Finance/Signing Authority. You will need to set-up delegates separately for the different types of delegation required.</p>
<p>Will an Executive Director or Director be able to delegate their administrative assistant to approve on their behalf?</p>	<p>No. Signing Authority will only extend to the Manager level of the organization.</p>
<p>For managers who are multi-site can you set different delegates for different</p>	<p>A different delegate can be chosen for the various sites.</p>

MyConnection

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facilities or can you only have one delegate for all your sites?	
For areas currently on staff scheduling, does the Senior Scheduler need to be set-up as a scheduling delegate?	Areas on HR Staff Scheduling, will have the appropriate scheduling roles set-up automatically. For those on unit scheduling (those with a scheduler on their unit), a form would need to be submitted.
Does scheduling delegate need to be set-up for every employee in a department when there is an expectation that those employees will perform call-outs for replacement as part of their duties?	They would need to be setup as a Scheduler Designate as part of the security role request. This form is available in the Manager's Toolkit. All employees don't need to be indicated. Roles that would need access can be identified (i.e. All RNs). MyConnection > Announcements > Managers' Toolkit > Form - AIMS Scheduling Security Access
Can a Manager designate be in-scope?	The only designate that cannot be in-scope is when acting as a Signing Authority. That delegation must be at the Manager level.
If I have delegated Scheduling duties to someone else, can I still see leave requests from my team members in AIMS?	Yes, you would see the same scheduling requests (leave, time validation, etc.) that your delegates see.
Will administrative assistants be able to code invoices prior to them being sent to a Manager for approval?	Yes, an invoice can be coded and then directed to the Manager for approval.
Can in-scope employees (e.g. unit coordinators) be designated to approve travel claims?	No. Not at this time.
Are we able to delegate Signing Authority to an in-scope employee for ordering supplies?	Ordering supplies will require a Manager's approval.

ELECTRONIC TIME ENTRY

Will staff need to re-submit leaves that were previously approved up to March 31, 2023?	If your area utilizes ESP or VIP, leaves up until December 03, 2022 will be automatically transferred to AIMS. After this time, a manual entry process will need to be used. This will be completed by your current scheduling support. If these requests were previously only tracked on paper, they will have to be manually entered in to AIMS upon implementation.
Will October 23 to 27, 2022 have to be verified in AIMS or will a WRA be sent for that week, as well?	For the week of October 23, all time will need to be validated in AIMS. No WRA or flowsheet will be used for time entry that week.
Will the timecard verification deadline change if a statutory holiday falls on a Monday?	Timecards must still be verified by Monday 10:00a.m. at this time.

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We will have access to our schedules to validate our time on either October 26 or 27. The start of that pay week is October 23. How do we validate the whole week?	The time card validation/verification tool will become available on October 26 or 27. However, you will be able to validate your time back to October 23.
GENERAL	
Will AIMS be able to track certifications or continuing education, and provide notifications when they will expire?	Yes. Within AIMS, new certifications and continuing education can be tracked with notifications being provided when they will expire.
Will there be a mobile app available through Google and Apple for all staff?	MyConnection and system functionality for staff are web and mobile friendly. As long as staff are using an appropriate browser, they will be able to access the system.
Is there a number we can call to talk to someone directly if we have an AIMS questions?	To maintain a record and follow through on questions, please submit questions via MyConnection .
MASTER ROSTERS/ROTATIONS	
If I have found errors in the work plans, where do I submit a correction?	You are able to email AIMSMasterRotation@saskhealthauthority.ca , with the correction.
SCHEDULING	
For departments not on staff scheduling, is there a plan to move us to there in the immediate future?	After the initial implementation of AIMS, more information will be provided on expanding the number.
For departments currently on staff scheduling, are charge nurses considered to be individuals who would perform scheduling functions, or will there still be a phone number to call to leave instructions for the scheduling team regarding shift replacement etc.?	The hours of operation for HR Staff Scheduling offices is not changing. If you have staff that schedule after these hours of operation, they will need to utilize AIMS and need to consume the Scheduling Learning Modules.
My department is on centralized scheduling. After hours, we have staff that report absences to staff scheduling and they provide replacement instructions to the schedulers on how to replace the shift. Do my staff need to access the scheduling training if they are providing instruction to central scheduling?	The scheduling support will not change upon the implementation of AIMS. Your staff will need to understand how to navigate AIMS scheduling tools. The website they currently use will no longer be active.

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When requesting staff security access, do we submit a request for our administrative assistants, nurses, schedulers or scheduler designates? Do managers need to request access or will their access be automatically completed?	Access should be requested for your administrative assistants, nurses, and designates. Managers should be automatically provided access.
In some of departments, staff currently call in to the department to report a short leave absence. Is this process supported after the AIMS implementation?	Leaves will need to be entered in to AIMS. Best practice is for employees to do this. If this is not possible, a scheduler delegate will need enter the short notice leave within the system.
Will unit staff (already on staff scheduling) still be able to call a phone number to report a short notice leave and give replacement instructions? Will they still receive a phone call from staff scheduling to advise when the shift is filled?	Yes. This practice would still be available.
Does this staggered start to scheduling functions include leave requests? Do we resubmit after October 23 or after October 27, when we have access?	If your area does not use ESP or VIP, leaves beginning on and after October 23 will have to be entered in to AIMS. Since access will not be available until October 26 or 27, the leaves will need to be entered at that time.
Will iHRIS schedules transfer to AIMS?	Only long-term leaves will transfer from iHRIS. Leaves such as vacation will not be transferred.
What will the role of an in-house staff scheduler be after the implementation of AIMS?	An in house scheduler would continue to replace shifts, review leave requests, etc. The change would be that they will be using AIMS to do that work.
Will schedulers be able to approve vacation and time-off requests?	Yes, but the scheduler must be set-up as either a delegate or granted security for the particular department.
Will employee schedules be easily printable?	Unit and employees schedules will be available online. It is recommended that schedules are not printed, but staff will have access to the system to view this information.