

Q and As: Sept. 21, 2022 Action Items for Leaders Scheduling Session

Question	Answer
GENERAL	
Why can't I see the links in MyConnection for the All Employee Learning and/or Calendar?	MyConnection should be viewed using the Chrome web browser. Incompatibility with other browsers may contribute to you not seeing links that should be available to all employees.
Who needs to review the learning modules on Scheduling? (Charges nurses, coordinators, etc.)	Any employee who has scheduling duties should review the learning modules for Scheduling.
Will the scheduling process change if we already have a scheduling department?	If you have a scheduling department, scheduling support will remain the same.
Where can I obtain Leader Access on MyConnection?	MyConnection is available to all employees within the health system. If you are not seeing content on MyConnection that is being referenced as being available to Leaders, please submit an inquiry through MyConnection > MyServices > Support for MyConnection > Support for MyConnection (tile) and select the "Questions about AIMS" option in the drop down.
Where can we find the name of our AIMS Contact?	Send an inquiry through MyConnection > MyServices > Support for MyConnection > Support for MyConnection (tile) and select the "Questions about AIMS" option in the drop down.
QUESTIONS ABOUT LEARNING	
How can I access the recorded AIMS Action Items for Leaders sessions?	The recorded AIMS Action Items for Leaders sessions can be accessed in the following ways: <ul style="list-style-type: none"> • MyConnection > Important Links > Action Items for Leaders • MyConnection > Announcements > Manager Toolkit • https://vimeo.com/showcase/9823014
How can I access the WFM modules on Scheduling? I don't see them on my student dashboard.	The recent upload of modules was based on security access reporting. We are working to address the additional employees who require access to this learning. An email will be sent to Managers of employees working in these areas once we have completed this task. If you feel you should see the modules and still cannot see them, speak to your Manager to submit a request through MyConnection to have you added. MyConnection > MyLearning > Questions about MyLearning
How many Scheduling Training modules are there?	There are six scheduling learning modules; however, not every scheduler requires all six. It depends on the role and location.

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Who should review the Scheduling modules?	Anyone who currently performs scheduling duties will need to review the scheduling modules, as scheduling activities will be completed through AIMS upon implementation.
Are there practice simulations to learn how to use the scheduling functionality?	The learning modules contain exercises to complete that mimic the AIMS environment to provide an experience that is like the live system.
QUESTIONS ABOUT MASTER ROTATIONS/SCHEDULING	
Should we have submitted our provisional rotations rather than the master rotations? Will our unit scheduler be able to adjust this?	Master rotations are required. Provisional rotations can be completed as a scheduling adjustment.
Will the posted and confirmed period change upon implementation?	Posted and confirmed periods are requirements of collective bargaining agreements, and will not change with the implementation of AIMS.
If I haven't been contacted about my master rosters leading up to implementation, does that mean there are no concerns with the existing rosters for my departments?	The master rosters are pulled from our current systems, as long as they are populated within that system. If there is concern that your master roster in the current system is NOT correct, then please reach out to the AIMS team by emailing AIMSMasterRotation@saskhealthauthority.ca .
If I have a four week roster period, four weeks in advance this is submitted via email from our scheduler and then these are all entered into VIP once awarded. Will we still be able to fill needs this way in the future?	Changes to master rotations will be managed by the provincial scheduling team. Submit the request through MyConnection > My Services > Position Management > Master Rotation Request.
How are additional things such as charge pay, preceptor pay, OT and callback put into scheduling?	Employees will be responsible for reporting their time worked to capture premiums within AIMS. This is accomplished by submitting changes through the Time Card & Premium tile on MyConnection. This could include changing the hours worked or adding or removing time from the schedule in the system. Time Card & Premium requests can be completed by following this path in MyConnection: MyConnection > MyWork > MyScheduling > Time Cards & Premiums
How is baseline staffing determined?	Baseline is the number of staff you require to support normal operations. Within AIMS, baselines will be separated by shift icons (such as day and nights), and will be provided for visual review. However, baselines will not inform automated processes.
Will Managers be able to restrict the number of roles that take vacation or other leaves at any one time?	There will be options to set the number of staff who can be approved leave requests automatically. There is also the ability to manually approve leaves.
How quickly will trades, sick leave, leave or absences be processed with AIMS?	We should see a significant improvement in turnaround in AIMS over previous processes as many functions and updates will be automatic.

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When will we be able to confirm the accuracy of our master rotations?	You will need to verify your master roster/schedule upon the AIMS implementation. This should be done immediately after implementation, and can be done through MyConnection.
Will a master rotation need to be submitted for employees who are using the timecard app?	The schedule will be pulled from the timecard app and used as the master rotation for these individuals.
How do we take advantage of the scheduling features of AIMS?	All areas will be on AIMS scheduling after implementation. The difference will be the level of functionality and who is responsible for the scheduling work. Call-outs for automated shifts will be implemented by request after the AIMS implementation, but new features aren't being introduced to all areas simultaneously.

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	Unit Scheduling	HR Scheduling (Formerly Central Scheduling)	Advanced HR Scheduling	Non-SHA
Function	SHA & Affiliates - where scheduling duties are performed within the unit	SHA & Affiliates - where scheduling duties are performed by a team outside of that unit	SHA & Affiliates on HR Staff Scheduling with Advanced Scheduling (former Saskatoon & Cypress Regional Health Authority; Providence Place Only)	Scheduling Duties are performed within the unit
Basic Scheduling <ul style="list-style-type: none"> View schedules online Online trade/leave requests Automated notifications of schedule changes Standard scheduling dashboard and reports 	X	X	X	X
Advanced Scheduling <ul style="list-style-type: none"> Phone, text or email notifications of available shifts Bid on available shifts online, text or intelligent phone system Automated leave approval Automated annual vacation approval Automated shift assignment for SGEU/CUPE Ability for managers and designates to request additional staff 24/7 short call scheduling services with the use of technology (phased approach) 			X	
Tap in/Out (Dec 2022)	X	X	X	

What does a unit schedule look like when there are multiple facilities and multiple units within each location?

Unit schedules can be viewed by location and department.

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How will scheduling look for contracted employees?	Watch for more information to be provided for this area.
QUESTIONS ABOUT TIME ENTRY	
Will all locations have Tap-in/Tap-out?	All employees who work variable shifts (potentially over six days) will tap-in/tap-out, with there being several ways that they can do this: <ul style="list-style-type: none">• A facility eClock• A facility kiosk• A work station computer• A mobile device• MyConnection
Will Out-of-Scope (OOS) employees continue to use the timecard app?	OOS employees will validate their time worked through AIMS and will no longer use the timecard app.
During the approximately six week interim time entry process prior to Tap-in/Tap-out, will Managers need to approve each their employees' shifts?	Yes. Managers will need to verify time worked.