



Submit for Employee (Delegate): Historic Edit Requests

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

This process shows how to submit changes on behalf of an employee with the employee's approval.

- Log in to MyConnection at www.MyConnection.skhealth.ca.
- Log in to the Scheduling Portal:
 - a. Clicking on "MyWork" on the top right hand menu on the MyConnection home page, then click on "MyScheduling".
 - or
 - b. Clicking on "MySchedule" under the Important Links section of the MyConnection home page.
 - or
 - c. Clicking on "MyServices" on the top menu. Then under the "Categories" menu on the left side of the page, click on "Human Resources" then "Scheduling/Timekeeping" and then the "Scheduling Portal" tile
- Select the "Arrow" on the bottom left corner for the "Submit for Employee" tile, to open.
- Select "Request Historic Edit" to add historical missing time or modify time worked. **Note: Use the "Add Historical Missing Time" category to add time. Use the "Modify Historical Time" to modify previously submitted time.**

Adding Historical Time

- Select the applicable "Location", "Department" and "Job".
- Select "Type" for the reason the information is incorrect.
- Enter the "Start Date" and the "End Date".
- Select the "Start time" and the "End time".
- Select "Submit" when all information is entered.**

Modifying Historical Time

- Select the "Date" under "Modify Historical Time".
- Select the "Original Element".
- Select the "Type" for the reason information is incorrect.
- Select the "Start time" and "End time".
- Under "Reason", provide a brief explanation of why you are making this change.