

New AIMS Tiles Available in MyConnection

Over the past several weeks, Managers have received information on the new functionality that will be available in the Administrative Information Management System (AIMS) with pathways provided as to how to access these features.

Please be advised of the following implementation schedule for the various features and corresponding tiles on MyConnection.

Date	Services	Tile	Description
Scheduling			
October 26-27, 2022	MyWork > MyScheduling (drop-down)	1. Scheduling Portal <ul style="list-style-type: none"> • My Schedule • My Unit Schedule • Punch • Resolve Tap Exception • Time Card & Premiums • Shift Bid • Request Time Off • Request Leave • Shift Trade • Cancel leave request • Request Historical Edit • How to Contact Me • Request Annual Vacation • History-My Shift bids • History-My Requests • Quick Dial/Broadcast • Guideline Viewer • SEIU-Cancel Shift • Accrual Bal by Accrual Code • My Weekend Waiver 	
Finance			
November 1, 2022	Finance	1. Chart of Accounts Request	1. Please use this form to request changes and/or additions to the chart of accounts

MyConnection

myconnection.skhealth.ca

		<ol style="list-style-type: none"> 2. Enterprise Performance Management 3. Legacy to AIMS CoA Mapping 4. Supplier Record Request 5. Accounts Payable & Payment Inquiry 6. Accounts Receivable and Billing Inquiry 7. Capital Equipment and Infrastructure Inquiry 8. Capital Request Form 9. Customer/Billing Request 10. Financial Business Partner Inquiry 11. Purchase Card Inquiry 12. Purchasing Card Application Form 13. Signing Authority Inquiry 	<ol style="list-style-type: none"> 2. Quick link to Oracle Enterprise Performance Management (EPM) 3. Use this link to find the converted Chart of Accounts code from Legacy to AIMS 4. Please use this form to request additions, changes or deletions to supplier information 5. This tile is for payment and invoice inquiries. Expense claim inquiries can be submitted through the Reimbursements Inquiry tile. 6. This section is for services that the SHA bills for and requires payment for or for account balance inquires. 7. To inquire about capital equipment, infrastructure and/or projects 8. Please use this form for all Capital infrastructure and equipment requests that fall outside of the capital expenditure plan and have a purchase value of \$5000 or greater. 9. Please use this form to submit your Billing Request 10. Your Financial Business Partner is your first point of contact for Finance related questions. Inquiries on how to code your expenses, find your financial reports and other general inquires for your Finance Business Partners. 11. Use this form to ask questions related to the Purchasing Card Program 12. Use this form to apply for a Purchasing Card or request a credit limit change 13. To inquire about how to delegate your signing authority
Human Resources			
October 30, 2022	Benefits & Leaves of Absence (LOA)	<ol style="list-style-type: none"> 1. Check entitlement banks 2. Deferred Salary Leave Inquiry 	<ol style="list-style-type: none"> 1. N/A

MyConnection

myconnection.skhealth.ca

		<ol style="list-style-type: none"> 3. Disability for SGEU and Civic Plans 4. Inquiries on SEB 5. SHA Benefits and Leave Of Absence 6. Pension Plan Inquiry 7. Disability Claim Inquiry 8. Extended Health Care and Dental 9. Group Life Insurance Plan 10. OOS Flexible Spending Plan 11. 3sHealth Benefits Inquiry 	<ol style="list-style-type: none"> 2. Questions about eligibility, guidelines and process related to the Deferred Salary Leave Plan 3. Questions for the SHA about SGEU and Civic Disability Plans. 4. Inquiries on maternity/paternity/adoption Supplemental Employment Benefits (SEB) 5. Questions regarding Leave of Absence or benefits other than 3sHealth supported plans. 6. Questions related to pension enrollment, eligibility, retirement, etc. 7. Questions for 3sHealth disability plans. This will be submitted to 3sHealth. 8. Questions on covered services, how to make a claim, pay direct drug card inquiry or other general information on Extended Health Care and Dental 9. Questions on how to make a Life or Accidental Death & Dismemberment claim, optional coverage, beneficiaries, smokers' status changes 10. Also known as Flex Spending Account. Questions on covered services, how to make a claim, available balance, or other general information. 11. Questions about eligibility or changes to your 3sHealth benefits statement
October 30, 2022	Education/Job Postings	<ol style="list-style-type: none"> 1. Job Postings 2. Update Skills and Qualifications 3. Internal Posting Inquiry 	<ol style="list-style-type: none"> 1. Link to current job postings 2. To provide documentation to update your skills and qualifications. 3. Ask a question regarding an internal posting
October 30, 2022	Illness/Injury/Accommodation	<ol style="list-style-type: none"> 1. Illness/Injury/Accommodation 	<ol style="list-style-type: none"> 1. For all illness, accommodation, and insured claim submissions and inquiries.
October 30, 2022	Payroll	<ol style="list-style-type: none"> 1. Check entitlement banks 2. My Compensation <ul style="list-style-type: none"> • Current Salary 3. Payroll Inquiry (non-SHA) 	<ol style="list-style-type: none"> 1. N/A 2. View your compensation details, such as salary and personal contributions.

MyConnection

myconnection.skhealth.ca

		<ol style="list-style-type: none"> 4. Payroll Inquiry (SHA) 5. Payslips 6. Update banking information <ul style="list-style-type: none"> • Bank Accounts 7. Year-End Documents <ul style="list-style-type: none"> • My Year-End Documents 	<ol style="list-style-type: none"> 3. For payroll inquiries for employees under the following organizations: 3sHealth, SAHO. 4. Inquiries about pay statements, records of employment, personal/banking information and more. 5. View, print, download and search current and past payslips, which contain gross pay, net, pay taxes and other information. 6. N/A 7. View, print, download and search year-end documents for current or prior tax years.
October 26, 2022	Scheduling/Timekeeping	<ol style="list-style-type: none"> 1. Prox Card for eClock 2. Scheduling Inquiry 3. Scheduling Portal 	<ol style="list-style-type: none"> 1. Questions related to the cards used for electronic time entry. Also known as a tap card, electronic time card, proximity card. 2. Concerns related to inaccurate schedules, shift awarded in error, general use, availability or tapping in/out. 3. N/A
My Information			
October 30, 2022	My Information	<ol style="list-style-type: none"> 1. Contact Information 2. Family and Emergency Contacts 3. Verify Employment <ul style="list-style-type: none"> • Employment Confirmation Letter 4. Verify Income <ul style="list-style-type: none"> • Current Salary 5. Employment Info 6. Request/manage a Leave 7. Resign from Position 8. Terminate/Retire Employment 9. Update Personal Information 10. Seniority Inquiry 11. Portability Inquiry and Submission 	<ol style="list-style-type: none"> 1. Add or update ways you can be reached such as phone, email and address. 2. Add family and/or friends to contact in case of an emergency. 3. N/A 4. N/A 5. Details about your assignment, such as legal employer, business unit, department and location. 6. Request a new leave or manage an existing leave. 7. Submitting a resignation from one of my assignments but not terminating my employment 8. Submitting a request to terminate employment and leave all positions within the SHA. 9. Request to have your name, gender, date of birth or social insurance number updated.

MyConnection

myconnection.skhealth.ca

			<p>10.The seniority list is updated per your CBA. 11.To inquire about portability and how to submit a portability statement.</p>
MyLearning			
August-October 2022	MyLearning	<ol style="list-style-type: none"> 1. Questions about MyLearning 2. Learning Development Request 	<ol style="list-style-type: none"> 1. For learning questions 2. Request for design and development of learning resources
MyStaff			
October 30, 2022	MyStaff	<ol style="list-style-type: none"> 1. Hire 	<ol style="list-style-type: none"> 1. Submit a case to initiate employee movement, including appointment to a job requisition, internal or external recruitment, or request candidate sourcing.
Position Management			
October 30, 2022	Position Management	<ol style="list-style-type: none"> 1. Amend a Position 2. Create new position 3. Position Management Inquiry 4. Post a position 5. Reporting Relationship Change 6. Expire a position 	<ol style="list-style-type: none"> 1. If you need to increase or decrease a FTE, Job Shares/Variable Hours, extending/changing positions, change the duties of the job, etc. 2. Request creation of new position 3. Inquiry regarding position management process or other position management requests 4. Request a posting for all positions, in-scope and OOS. 5. Notify of a change in reporting relationship for a position or a whole department. 6. A position is no longer required, request for position expiration
Reimbursements			
November 1, 2022	Reimbursements	<ol style="list-style-type: none"> 1. Expense Reports 2. Mileage & Cell Phone Claim 3. Northern Travel Expense Claim 4. Professional Fee Reimbursement 5. Payroll Inquiry (SHA) 	<ol style="list-style-type: none"> 1. Submit employee expense claim for reimbursement of supplies, expenses and non-mileage travel. Reimbursements are deposited directly to your bank account. 2. Submit claims for mileage, round trips, car allowances, parking and Home Care cell phone. Reimbursements are included on bi-weekly payroll.

MyConnection

myconnection.skhealth.ca

			<ol style="list-style-type: none"> 3. Submit Northern Medical, Special Leave and Education Transportation claims. Reimbursements are included on bi-weekly payroll. 4. Submit a receipt for reimbursement for employee paid professional fees. Reimbursements are included on bi-weekly payroll. To submit an invoice for employer paid professional fees go to Human Resources > Payroll > Submit a Payroll Inquiry (SHA) 5. Inquiries about pay statements, records of employment, personal/banking information and more
Reporting Analytics			
November 16, 2022	Reporting Analytics	<ol style="list-style-type: none"> 1. My Reports 2. Reporting Analytics Request 	<ol style="list-style-type: none"> 1. Quick link to Oracle Analytics Cloud 2. New reports, change to an existing report, or to publish a report related to the Administrative Information Management System (AIMS)
Supply Chain			
November 7, 2022	Supply Chain	<ol style="list-style-type: none"> 1. Contract Inquiry 2. Inventory Inquiry 3. Other Supply Chain Inquiry 4. Purchasing Inquiry 5. Supplier Record Request 6. Vehicle Rental/Fleet & Courier Service 	<ol style="list-style-type: none"> 1. For information on contract creation, details and extensions 2. For information on inventory items/status or distribution 3. For information on technical and general inquiries 4. For information on purchasing inquiries 5. Please use this form to request additions, changes or deletions to supplier information 6. For information on fleet management, vehicle rental or courier services
Support for MyConnection			
October 30, 2022	Support for MyConnection	<ol style="list-style-type: none"> 1. Knowledge Management 2. Support for MyConnection 3. User Access 	<ol style="list-style-type: none"> 1. Add, Amend, Remove knowledge document on MyConnection

			<ol style="list-style-type: none">2. Report technical issues related to MyWork, MyScheduling, MyReports, MyConnection and others MyServices related issues.3. New, change or remove privileged access to Administrative Information Management System (AIMS)
--	--	--	---

Please assure employees who cannot find the tiles they are looking for, that they will be coming as the implementation of the new system progresses over the upcoming week.