

Administrative Information Management System (AIMS)

What's Changing: MyConnection and the MyKnowledge Library

Note: These features will be in place once AIMS has been implemented.



MyConnection offers the MyKnowledge Library, an online resource that houses thousands of Knowledge Base (KB) Articles that cover a wide range of information, and it's all stored in one location for 24/7 access.

You will find articles with instructions on common tasks like accessing your T4 or how to request a Record of Employment (ROE), but there is also information on less frequently asked questions. For example:

- Time in Lieu (TIL) payouts [KB0011538] vary by each Union's collective bargaining agreement (CBA). Searching "TIL" brings up information on payouts according to the individual CBAs.
- Upcoming Statutory Holidays [KB0011530] can also be sourced through a Knowledge Base article.
- Procedural changes or the introduction of a new process can be found, such as the Occupational Health and Safety (OH&S) hotline [KB0011193], with the hours of operation and who to call.
- There's even a knowledge base article for how to search articles [KB0011489] in the MyKnowledge Library.

Like a physical library, the best way to understand what a powerful tool that the MyKnowledge Library can be, is to browse the available information. You won't need a library card, just access to your account in [MyConnection](#), so make sure to [create an account](#) today if you don't already have one.

Please watch for more information on MyConnection and what's changing with the implementation of the Administrative Information Management System (AIMS).