AIMS
Administrative Information Management System

coming in 2020

Human Resources

There will be many flexible options for employees, including direct 24/7 access to information concerning their job, career and personal information.

Employee Profile

Employees will have a profile within the new system for all their important information. Employees will be able to update their information and manage their talent profile that includes licenses, skills and education.

Leave Requests

Employees will be able to submit leave requests online. Managers and Human Resources staff will be able to approve or deny leave requests, or request additional information.

Payroll and Compensation

Employees will be able to view pay-related information, such as their rate of compensation, vacation banks, banking information and tax status. Human Resources and Payroll staff will manage payroll electronically, including payroll adjustments, verify hours, running reports and processing separations / terminations.

Online Job Applications

Employees will be able to view and submit online applications for open positions through the new system.

Upcoming Change Leaders/Network Meetings

Check AIMSproject.ca for upcoming dates.

Reminder:

Update your contact information, including an email address, mobile and/or landline phone number in Gateway Online by November 01, 2019!

93% - Way to go!
- **Staff who have entered an email address: 43,422 (Thank you!)**
- **Staff who need to enter an email address: 3,418 (We can do it!)**

Q and As

Q: How do I access my employee profile?

A: Employees will have an account established for them and will be provided information on how to access and update their information once the system is launched.

Q: Who will be able to view my information in the new system?

A: Employees will be able view their own profile. Management also has access to employee profiles according to their areas of responsibility.

Q: Will my information be secure?

A: Yes. The new platform technology meets industry security standards. Employees are also responsible for maintaining information security, by keeping their password private and secure.

Q: What kind of leaves may I request through AIMS?

A: You may request any type of absence, including an unplanned or emergent event (e.g. sick or bereavement), and planned leaves, such as vacation or maternity leave.

Q: Will I be able to submit a question about my information?

A: Yes. You will be able to see your current compensation information, including your hourly rate and the hours entered through electronic time entry, and submit a question, should further clarification be required.

Q: Will I be notified through the system if an interview is being requested?

A: Yes. You will receive an email or notification through the system requesting an interview.