

Updating Employee Information

Go to www.mygatewayonline.rqhealth.ca

The Administrative Information Management System is coming in 2020, offering flexible options such as:

- Electronic shift notification and acceptance or trades
- Online access to pay records and T4s
- 24/7 access to personalized benefit information
- Online tracking of expense payments
- Applying for jobs
- Electronic time cards to eliminate manual entry of time
- Standardize contact information for all healthcare staff in the province

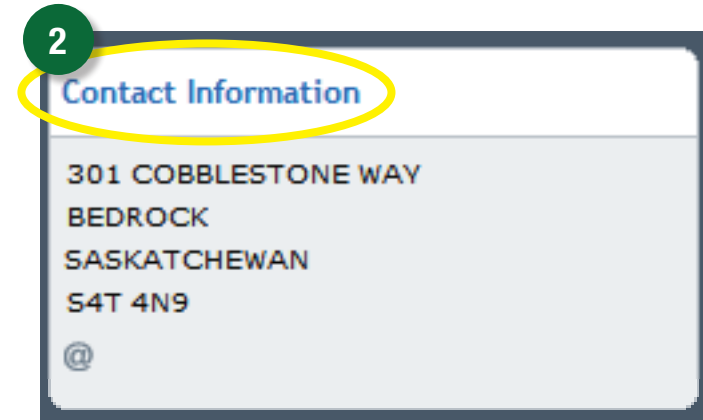
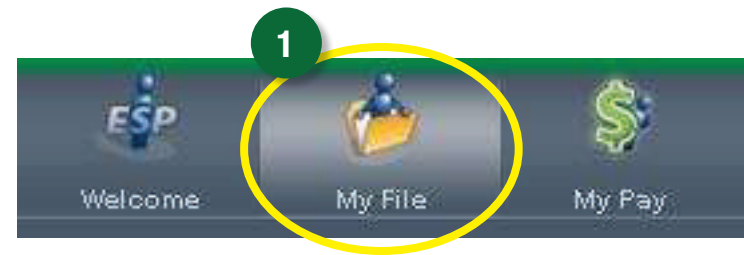
To benefit from these enhancements, all employees must enter an email address, landline and/or mobile phone number into Gateway Online.

1. Click on **My File** at the top of the Welcome Page.
2. Click on **Contact Information** at the top of the summary box.
3. On the detail screen click in the field you want to change.
Please update or enter both your email address and phone numbers including mobile phone and/or landline.
4. When you complete your adjustments click on the **Save** button on the bottom left corner of the personal information detail screen.

For more information go to www.AIMSproject.ca

AIMS

Administrative
Information
Management System



The image shows the 'Contact Information' detail form. The title 'Contact Information' is at the top. Below it is a subtitle: 'Use the form below to keep your contact information up to date.' There are three input fields for telephone numbers, with the first one containing '306' and '555-2569'. There are also checkboxes for 'Listed' status. Below that is an 'E-mail' field. The 'Mailing Address' section contains several fields: 'Address 1' (301 COBBLESTONE WAY), 'Address 2', 'City' (BEDROCK), 'Province' (SASKATCHEWAN), 'Country' (CANADA), and 'Postal Code' (S4T 4N9). At the bottom left, the 'Save' button is circled in yellow, and a green circle with the number '4' is placed above it.