

Updating Employee Information

Go to www.mygatewayonline.com

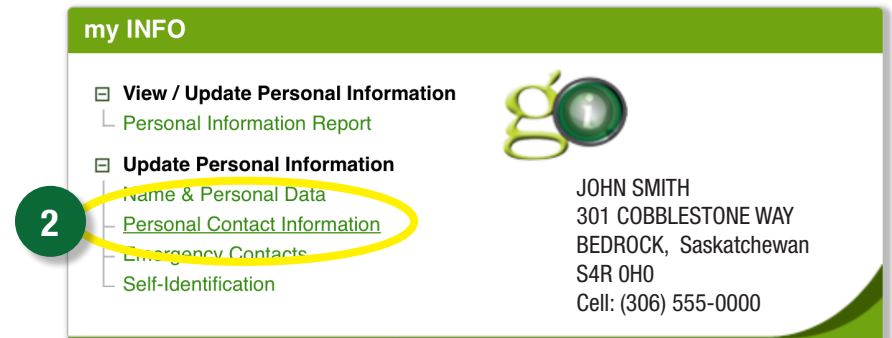
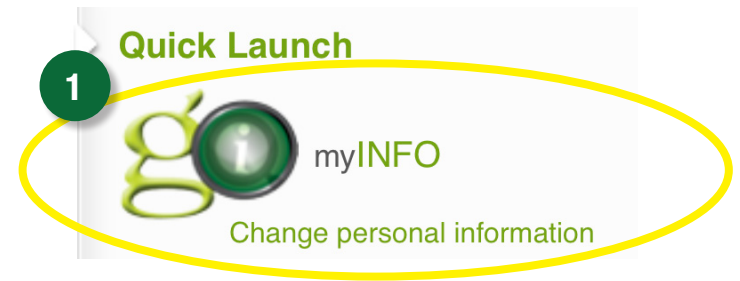
The Administrative Information Management System is coming in 2020, offering flexible options such as:

- 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 **myINFO** under Quick Launch.
2. Click on **Personal Contact Information** under Update Personal Information.
3. On the Personal Contact Information screen click **Edit** in the field you want to change Phone or Email. **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 **Confirm** button at the bottom of the screen.

For more information go to www.AIMSproject.ca



Personal Contact Information

* Indicates required field

Phone Numbers

Phone Number	Phone Type	Address Type	Priority
(306) 555-0000	Cellular Telephone	Home	<input type="button" value="edit"/>
<input type="button" value="new phone"/>			

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Email Addresses

Email Address	Address Type	
John.S@email.com	Home	<input type="button" value="edit"/>
Smith.John@email.com	Business	<input type="button" value="edit"/> <input type="button" value="remove"/>
<input type="button" value="new email"/>		
<input type="button" value="confirm"/> <input type="button" value="cancel"/>		

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