

## AIMS Advanced Users

Individuals identified as Advanced Users are contacts that coworkers may ask how to perform common tasks in the Administrative Information Management System (AIMS).

**Advanced Users are currently preparing to play an important role in providing on-site, basic support to end-users in their areas:**

- Advanced Users are attending Change Network webinars to learn how to complete common tasks such as:
  - Creating a supply requisition
  - Accessing MyConnection
  - Adding an emergency contact
  - How to submit expense reports
  - How to review a pay statement
  - How to log into online training information
- Advanced Users will communicate to co-workers in their area that they are available for basic support questions
- Share tips and tricks for using AIMS and related changes with coworkers
- Refer coworkers to additional training tools and/or support
- Relay concerns, feedback, and common questions asked by coworkers about the system

# *You Asked Us*

## **Finance Q and As**

### **Q: How will AIMS help me manage my unit/department budget?**

**A:** AIMS will have customized, integrated dashboards with current data to manage operational budgets and understand variances. You will be able to view all of your portfolios at once or drill into a particular department, or expenses when questions arise, without having to run separate reports.

### **Q: What kind of financial data and metrics will be available through AIMS?**

**A:** Comprehensive summaries of key financial information will be available:

- Expense details (invoices)
- Annual budget and budget remaining
- Paid hour details by pay type
- Unit FTE overtime and leave cost comparisons
- Enterprise-wide compensation costs and FTE information by location, department, job
- Detail on positions within unit (turnover, multiple assignments, retirement eligibility, staff mix)
- Compensation budget by pay type

### **Q: How will Enterprise Performance Management (EPM) data assist in making better financial decisions?**

**A:** EPM's objective is to create financial and compensation budgets/reports that reflect the financial performance of the business. Customized, integrated dashboards assist in managing budgets and understanding variances.

End-users will have enhanced data analysis capability with easy access to detailed information. There will also be automated budget and forecast options that adjust for future periods, based on direction provided by management or current trends.