

How will AIMS affect me?

AIMS will bring changes to routine activities such as:

- Viewing unit and employee schedules
- Automation of shift trades, shift replacement and named replacements (SUN)
- Changes to how each individual's pay statements and other personal information is accessed
- Filing of electronic expense claims
- The 'how to' will become engrained with repetition
- The bulk of the learning will occur toward the front of the AIMS implementation, but will be ongoing

What kind of training will I require?

The following study modules will be required:

- Basic sign-on and navigation of AIMS
- Electronic time entry ('tap in' and 'tap out')
- Apply for leaves, trade or submit their availability for open shifts
- Filing an expense claim
- Managing personal employee information

Top 4: What's in it for me?

- Information is in a central location and accessible 24/7
- Provincial standards for time entry
- More flexible options for scheduling notifications
- Enhanced access to information and support services

Level I: Straightforward

How do I take my training?

Level I training means the information is easily learned through online modules including videos with step-by-step instructions and/or quick reference guides in a familiar standard work format.

Where do I find the training?

- Training will be available approximately 5 weeks prior to the implementation of changes
- Employees will be directed to a website that will house the training content to see their required courses
- Some training modules will be prerequisites to others to provide a logical flow of information