

## How will AIMS affect me?

AIMS will bring changes to day-to-day work:

- Work will be primarily online
- Manual processes will be reduced or eliminated
- New processes will need to be learned for many areas in Human Resources including:
  - Leave requests
  - Recruitment and onboarding
  - Time entry and payroll
  - Absence management
  - View unit and employee schedules
  - Automation of shift trades, shift replacement and Named Replacements (SUN)

## What kind of training will I require?

The following study modules will be required:

- Electronic time entry ('tap-in' and 'tap-out')
- Employee terminations, death, retirement, and leaves of absence
- Posting accommodations and re-employment
- Payroll processes and General Ledger posting
- Talent acquisition and recruitment

## Top 3: What's in it for me?

- Information is in a central location and accessible 24/7
- Eliminates referencing many systems to complete a single task
- Better communication to more easily complete inquiries

## Level III: Complex

### How do I take my training?

- Level III training will be instructor-led in a classroom environment, in addition to reference guides and self-study videos
- There will also be virtual instructor-led training sessions offered for some modules
- You will have hands-on access to the AIMS application and will be learning with assistance from both an instructor as well as a subject matter expert from the project team
- Within the system there will also be icons to click on to provide instructions on how to complete the next steps in a task

### How do I register for my training?

- There are multiple locations across the province being considered for instructor-led training destinations
- 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
- For those taking Instructor-led training, there will be options for dates/times/locations, but the employee will need to coordinate training with their manager