HR Managers

How will AIMS affect me?

There will be significant changes to the way in which Human Resource Business Partners or managers work. Work will be primarily online to manage:

- Leave requests
- Recruitment and onboarding
- Time entry and payroll
- Absence management
- A dashboard allows you to view your staffing complement; in real time
- Automated notifications when there is an action for the manager to either approve or decline a request
- Ability for managers and designates to request additional staff through the system

What kind of training will I require?

The following study modules will be required:

- Post, manage accommodations and re-employment
- Employee termination, death, retirement, and leaves of absence
- Salary structures and variable pay
- Payroll processes and General Ledger postings
- Talent acquisition and recruitment
- Approve time and schedules
- Time and attendance processing
- Approve Named Replacements (SUN)

Top 3: What's in it for me?

- Information will be centralized to eliminate referencing many systems to complete a single task, with the convenience of a dashboard in the new system
- Better communication to more easily complete inquiries
- Provincial standards, consistent processes, Standard Work, everyone using the same method of timekeeping, and a move toward a paperless system

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

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