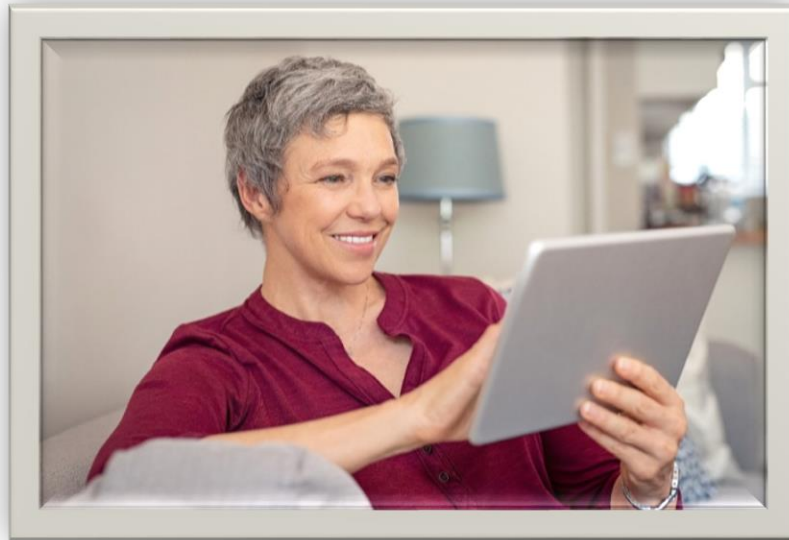


Administrative Information Management System (AIMS)

Ease of Access to HR Services



The Administrative Information Management System (AIMS) will provide 24/7 access for employees to view or update current contact information, licenses, skills, education, talent profiles, job information and work history. Supplementary documents to support this information can be uploaded directly into the system.

Employees will also be able to apply for open positions, submit their availability for open shifts, submit leave requests and provide additional information when requested. Other handy online features include the ability to view all pay-related information.

Having a standardized process and location means that no matter where in the province an employee's career path may take them, all their information will be in the same location.

These are some of the many benefits made possible through AIMS, so watch for more information on training in the coming months.