

Administrative Information Management System (AIMS)

Flexible Scheduling Options Available Through AIMS



The implementation of the new Administrative Information Management System will introduce flexible shift notification options, automatic submissions for available shifts and the ability to submit time-off requests online.

Employees can choose how they want to receive shift notifications with options including email, text or automated phone call. In addition, an auto-submit feature allows employees to request available shifts for which they are eligible. When the shift is awarded the employee receives a notification that their request was successful or an explanation if it was denied, taking the guesswork out of requesting available shifts.

Initiating requests for time-off through the system simplifies the process. When a request is approved the employee's accrual balance is updated. If denied, then an explanation is provided. The system can also suggest dates using factors that consider the likelihood of approval.

Watch for more benefits coming soon.