

# Updating Employee Information

Go to [www.mygatewayonline.rqhealth.ca](http://www.mygatewayonline.rqhealth.ca)

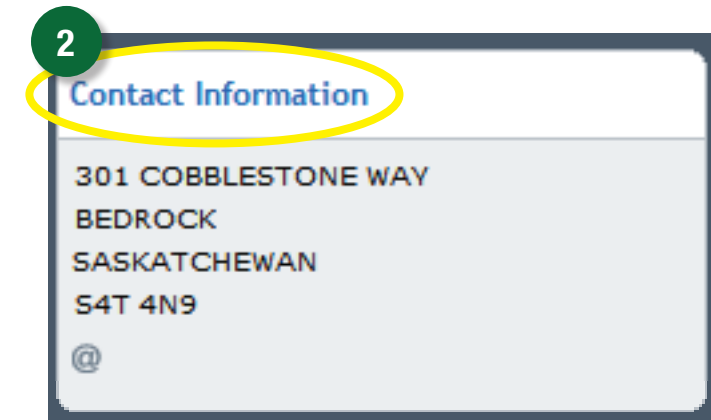
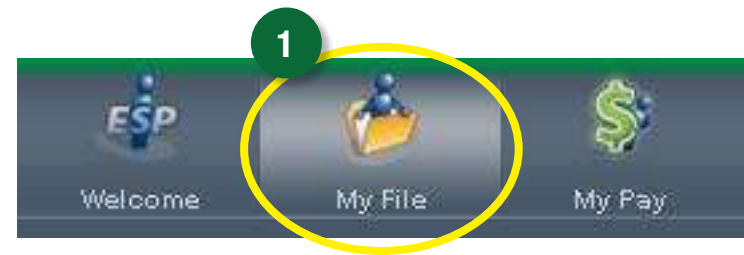
The Administrative Information Management System is coming in 2020, offering flexible options such as:

- Electronic shift notification and acceptance or trades
- Online access to pay records and T4s
- 24/7 access to personalized benefit information
- Online tracking of expense payments
- Applying for jobs
- Electronic time cards to eliminate manual entry of time
- Standardize contact information for all healthcare staff in the province

To benefit from these enhancements, all employees must enter an email address, landline and/or mobile phone number into Gateway Online by August 1, 2019.

1. Click on **My File** at the top of the Welcome Page.
2. Click on **Contact Information** at the top of the summary box.
3. On the detail screen click in the field you want to change.  
*Please update or enter both your email address and phone numbers including mobile phone and/or landline.*
4. When you complete your adjustments click on the **Save** button on the bottom left corner of the personal information detail screen.

For more information go to [www.AIMSproject.ca](http://www.AIMSproject.ca)



The image shows the 'Contact Information' detail form. The title 'Contact Information' is at the top. Below it is a note: 'Use the form below to keep your contact information up to date.' There are three callout bubbles: '1' points to the 'My File' link in the previous image, '2' points to the 'Contact Information' title in the previous image, and '3' points to the telephone number field. The form includes fields for Telephone 1 (306 555-2569), Telephone 2, E-mail, Mailing Address (Address 1: 301 COBBLESTONE WAY, Address 2, City: BEDROCK, Province: SASKATCHEWAN, Country: CANADA, Postal Code: S4T 4N9), and a 'Save' button at the bottom left, which is circled in yellow and labeled with a green callout bubble containing the number '4'.