August 12, 2022

To:	**Benefit Administrators / Human Resource Personnel**
From:	**Michael Chmielewski**
	Manager, Administration Services – Employee Benefits
Re:	**Integrated earnings reporting process improvement**
	Employee Benefit Plans

To streamline the integrated earnings submission process for employers and to increase 3sHealth's internal efficiency, 3sHealth has introduced an improved method for submitting all integrated earnings.

The change eliminates employers having to complete the "Disability Income Plan – Integrated Earnings Report" form for each individual plan member. In the new method, employers will provide integrated earnings for all employees in one spreadsheet. For ease-of-access, 3sHealth will post the spreadsheet on the DDS in each employer's "EBP Correspondence" folder every Tuesday morning. 3sHealth will provide a list of plan members that require earnings to be submitted in columns A to M.

A	B	C	D	E	F	G	H	I	J	K	L	M
First Name	Last Name	UPI	Claim PMR	Plan Name	Employer Long Name	Employer Identifier	Benefit	Claim Status	Bridge Max Date	Period End Date (last period paid)	Payment Stop Date (date claim is approved to)	Rehabilitation Type

To report integrated earnings, employers will fill in the blue highlighted columns N to Q and also have the opportunity to provide additional comments in column R.

N	O	P	Q	R
Pay Period	Total $ Amount paid for hours worked (integrated earnings)	Total $ Amount Paid for Other (stat off, vacation, sick, other)	Total $ Amount Paid as Subsequent Lump Sum for vacation, earned time off, or stat	Additional Comments

For employers who do not subscribe to 3sHealth payroll services, 3sHealth will email you a password protected report. Please password protect the file when sending it back to 3sHealth.

3sHealth's Claims Payment Officers will continue to follow their process of requesting earnings from employers for plan members not included on the report. Employers can also add records of employees on integrated earnings to the report if needed.

We welcome your feedback on this new process and are available to answer your questions. Please feel free to contact Michael Chmielewski at 306.519.8977 or by email at michael.chmielewski@3sHealth.ca with your questions and feedback.

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Bulletin