November 4, 2022

To:	**Benefit Administrators / Human Resource Personnel**
From:	**Shiona Buckshaw** **Partner Services Manager, Employee Benefits**
Re:	**UPDATE: Non-Payroll Orgs Employee Benefit Plans Invoicing** **Employee Benefit Plans**

Earlier in October, we shared with you that the health system was planning to roll out a new Administrative Information Management System (AIMS) which 3sHealth would then be using to administer the benefits for your employees. The rollout of AIMS has now been paused. As a result, 3sHealth Employee Benefits will not be able to generate invoices for the benefit plans as planned for November remittances.

Please continue to self-remit your monthly premiums for November and going forward until further notice. Please continue to send premiums for Basic Group Life and Optional Group Life Insurance directly to Canada Life. Contributions for all other plans must be remitted directly to 3sHealth.

The remittance forms are available on our website www.3shealth.ca. For ease, below is a link to each remittance form.

- **Core Dental Monthly Remittance Report**: Click Here
- **In-Scope Extended Health Care and Enhanced Dental Plan Monthly Remittance Report**: Click Here
- **Disability Income Plan Monthly Contribution Report**: Click Here
- **Basic Group Life Insurance Premium Remittance Form**: Click Here
- **Optional Non-Smoker Rate Group Life Insurance Premium Remittance Form**: Click Here
- **Optional Smoker Rate Group Life Insurance Premium Remittance Form**: Click Here

For employee changes, please continue to use the forms found on our website https://www.3shealth.ca/ebp-plan-administrators.

3sHealth will continue to send the Monthly Information Return (MIR) at the end of each month for you to review and return the completed form by the 5th of the following month.

If you have additional questions about continuing to self-remit your monthly premiums and contributions, please call a Benefit Services Officer at 1.866.278.2301. You can also contact us by email at EBP@3sHealth.ca.

Employee Benefit Plans
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Bulletin