

November 4, 2022

To: Benefit Administrators / Human Resource Personnel

From: Shiona Buckshaw
Partner Services Manager, Employee Benefits

Re: UPDATE: Payroll Orgs Employee Benefit Plans Invoicing
Employee Benefit Plans

In order to ensure scheduling and payroll continues without disruption, the health system has made the decision to pause the rollout of the Administrative Information Management System (AIMS). 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](#)

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.