

November 23, 2018

**To:               Benefit Administrators / Human Resource Personnel**

**From:           Shiona Buckshaw**  
**Support Services Manager, Employee Benefits**

**Re:               NEW! Process to Send Copies of Letters to Employers**

At the May 24 and May 25, 2018, Employer Education Days, we discussed placing copies of employee benefit letters on each employers DDS (Data Download Server) instead of sending them by mail. Saving documents electronically on the DDS is a fast and secure way to deliver confidential information to you. The secure DDS folder also provides all users with access to the same documentation in one standard location.

Beginning on December 1, 2018, 3sHealth Employee Benefits will place copies of employee letters on each employer's DDS. This will not include the weekly or annual eligibility letters. Employers will be notified by email when letters are placed on the DDS.

The letters being placed on the DDS are copies of letters mailed to employees that do not require action from the employer. Example: the letter sent to disability claimants reaching their "change of definition" date and notifying them of the GMS Retiree Health & Dental Plan.

#### 3sHealth Employee Benefits Responsibilities:

- Scan employee benefit letters and place copies on the DDS.
- Notify the employer by email when letters have been placed on the DDS.

#### Employer Responsibilities:

- Review letters posted to the DDS when notified.
- If access to the DDS is required then contact the security officer at your organization who will arrange your access with 3sHealth Provincial Payroll and Scheduling Services.
- Contact 3sHealth Employee Benefits if you have any questions.
- Watch for an email asking for feedback and let us know how the process is working.

If you have any questions regarding this bulletin, please contact Shiona Buckshaw at [shiona.buckshaw@3shealth.ca](mailto:shiona.buckshaw@3shealth.ca) or 306.347.1715.