

March 8, 2016

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

**From:** Alana Shearer-Kleefeld  
Manager, Benefits Administration

**Re:** Standardization - Changing the Benefit Employment/Employee Types for Position Changes at the Same Employer

Often, employees take additional positions with the same employer. When this happens, employers can either:

1. Hire the employee into a new position record in iHRIS, or
2. Add a new position to the same employee record as the employee's original position in IHRIS.

In the situation where the employer is adding a new position to the original employee record, the employer must determine if the *Benefit Employee/Employment Type* should change to reflect the new position.

We have identified 3 different position change scenarios that are the most common:

1. The employee holds one position and adds a second position; the employee is working in all positions.  
*Example: Employee is PPT and working an additional PCAS position. Employee is working in both the PPT and PCAS positions.*
2. The employee permanently leaves one position to work in another position.  
*Example: Employee is PFT and is leaving that position to take a TFT position. The employee is not maintaining the PFT position; therefore the PFT position is expired. The employee is only working the TFT position. When the TFT position ends, the employee's employment will end.*
3. The employee temporarily leaves a position to work in another position.  
*Example: Employee is PFT and then takes a TFT position. The employee does not work at their original position while working at the new position. Once the TFT position is done the employee will go back to their PFT position. The employee still owns the PFT position therefore this position is not expired, they will maintain the PFT position but only work in TFT position.*

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*better together*

In order to assist employers in determining when the *Benefit Employee/Employment Type* should be changed, we have created the attached matrix named '*When to Change Benefit Employment/Employee Type*'. The matrix outlines each change scenario and provides the applicable changes required in iHRIS. Please note the following on the '*When to Change Benefit Employment/Employee Type*' matrix:

- 'Tab 1' refers to situation 1 above: Add a position and employee works in all positions.
- 'Tab 2' refers to situation 2 above: Permanently leave a position to work in another position.
- 'Tab 3' refers to situation 3 above: Temporarily leave a position to work in another position.
- The column 'Current Position Type' refers to the position the Employee currently holds.
- The second column refers to the Employee's new position's Benefit Employment/Employee Type.
- The third column 'Change Benefit Employment Type?' indicates if the Benefit Employment Type should be changed in iHRIS (based on the new position).
- The fourth column 'Change Benefit Employee Type?' indicates if the Benefit Employee Type should be changed in iHRIS (based on the new position).
- The last column 'Benefit Type in iHRIS' shows what the Benefit Employment/Employee Type should be in iHRIS based on the matrix.

We hope that the matrix will assist you in setting the correct Benefit Employment Type (Permanent, Temporary) and Benefit Employee Type (FT, PT, CAS) in iHRIS for employees working in multiple positions. We would also like to thank the team at RQHR because their idea was the foundation of this improvement.

If you have any questions please send an email to [EBP@3sHealth.ca](mailto:EBP@3sHealth.ca). You may also contact a 3sHealth Benefit Services Officer by telephone at 1-866-278-2301.

Yours truly,



## When to Change Benefit Employment/Employee Type

**Scenario: Adding position and working in all positions.**

**Example: Employee is PFT and working an additional PCAS position. Employee is working both the PFT and PCAS position.**

Current Position Type	<u>Adding a second position as outlined below</u> (No expiry to current position)	Change Benefit Employment Type? (Perm or Temp)	Change Benefit Employee Type? (FT, PT, Cas)	Benefit Type in iHRIS
PCAS	TCAS	No	No	PCAS
PCAS	TPT	No	No	PCAS
PCAS	TFT	No	No	PCAS
PCAS	PPT	No	Yes	PPT
PCAS	PFT	No	Yes	PFT
TPT	TCAS	No	No	TPT
TPT	PCAS	Yes	Yes	PCAS
TPT	TFT	No	Yes	TFT
TPT	PPT	Yes	No	PPT
TPT	PFT	Yes	Yes	PFT
TFT	TCAS	No	No	TFT
TFT	PCAS	Yes	Yes	PCAS
TFT	TPT	No	No	TFT
TFT	PPT	Yes	Yes	PPT
TFT	PFT	Yes	No	PFT
PPT	TCAS	No	No	PPT
PPT	PCAS	No	No	PPT
PPT	TPT	No	No	PPT
PPT	TFT	No	No	PPT
PPT	PFT	No	Yes	PFT
PPT	Temp Job Share/Reduction	No	No	PPT
PFT	TCAS	No	No	PFT
PFT	PCAS	No	No	PFT
PFT	TPT	No	No	PFT
PFT	TFT	No	No	PFT
PFT	PPT	No	No	PFT
PFT	Temp Job Share/Reduction	No	Yes	PPT

PFT = Permanent Full-Time  
 PPT = Permanent Part-Time  
 PCAS = Permanent Casual  
 TFT = Temporary Full-Time  
 TPT = Temporary Part-Time  
 TCAS = Temporary Casual

## When to Change Benefit Employment/Employee Type

**Scenario: Permanently leaving a position to work in another position.**

*Example: Employee is PFT and is leaving that position to take a TFT position. The employee is not maintaining the PFT position, therefore the position is expired. The employee is only working in the TFT position.*

Current Position Type	<u>Moving to a new position as outlined below</u> (Current position expired)	Change Benefit Employment Type? (Perm or Temp)	Change Benefit Employee Type? (FT, PT, Cas)	Benefit Type in iHRIS
PCAS	TCAS	Yes	No	TCAS
PCAS	TPT	Yes	Yes	TPT
PCAS	TFT	Yes	Yes	TFT
PCAS	PPT	No	Yes	PPT
PCAS	PFT	No	Yes	PFT
TPT	TCAS	No	Yes	TCAS
TPT	PCAS	Yes	Yes	PCAS
TPT	TFT	No	Yes	TFT
TPT	PPT	Yes	No	PPT
TPT	PFT	Yes	Yes	PFT
TFT	TCAS	No	Yes	TCAS
TFT	PCAS	Yes	Yes	PCAS
TFT	TPT	No	Yes	TPT
TFT	PPT	Yes	Yes	PPT
TFT	PFT	Yes	No	PFT
PPT	TCAS	Yes	Yes	TCAS
PPT	PCAS	No	Yes	PCAS
PPT	TPT	Yes	No	TPT
PPT	TFT	Yes	Yes	TFT
PPT	PFT	No	Yes	PFT
PPT	Perm Job Share/Reduction	No	No	PPT
PFT	TCAS	Yes	Yes	TCAS
PFT	PCAS	No	Yes	PCAS
PFT	TPT	Yes	Yes	TPT
PFT	TFT	Yes	No	TFT
PFT	PPT	No	Yes	PPT
PFT	Perm Job Share/Reduction	No	Yes	PPT

PFT = Permanent Full-Time  
 PPT = Permanent Part-Time  
 PCAS = Permanent Casual  
 TFT = Temporary Full-Time  
 TPT = Temporary Part-Time  
 TCAS = Temporary Casual

## When to Change Benefit Employment/Employee Type

**Scenario: Temporarily leaving a position to work in another position.**

*Example: Employee is PFT and then takes on a TFT position, and does not work at their original position while working at the new position.*

*The employee still holds the PFT position therefore this position is not expired, they will maintain the PFT position but only works in the TFT position.*

*Change to PPT to ensure DIP and GL is maintained while working in the Temporary position. The employee will be measured for Dental and Health at the Annual Measure, eligibility and Coverage % will be based on hours worked.*

*Example: Employee is PPT, then takes a TFT position such as filling in for a maternity leave. The employee does not work in the PPT position while working in the TFT position.*

*The employee still holds the PPT position therefore this position is not expired, they will maintain the PPT position but only works in the TFT position.*

*Change to PPT to ensure DIP and GL is maintained while working in the Temporary position. The employee will be measured for Dental and Health at the Annual Measure, eligibility and Coverage % will be based on hours worked.*

Current Position Type	Adding position (No expiry to current position)	Change Benefit Employment Type? (Perm or Temp)	Change Benefit Employee Type? (FT, PT, Cas)	Benefit Type in iHRIS	Comments
PCAS	TCAS	No	No	PCAS	
PCAS	TPT	No	No	PCAS	
PCAS	TFT	No	No	PCAS	
PCAS	PPT	No	Yes	PPT	
PCAS	PFT	No	Yes	PFT	
TPT	TCAS	No	Yes	TCAS	
TPT	PCAS	Yes	Yes	PCAS	
TPT	TFT	No	Yes	TFT	
TPT	PPT	Yes	No	PPT	
TPT	PFT	Yes	Yes	PFT	
TFT	TCAS	No	Yes	TCAS	
TFT	PCAS	Yes	Yes	PCAS	
TFT	TPT	No	Yes	TPT	
TFT	PPT	Yes	Yes	PPT	
TFT	PFT	Yes	No	PFT	
PPT	TCAS	No	No	PPT	
PPT	PCAS	No	No	PPT	
PPT	TPT	No	No	PPT	
PPT	TFT	No	No	PPT	
PPT	PFT	No	Yes	PFT	
PPT	Temp Job Share/Reduction	No	No	PPT	
PFT	TCAS	No	Yes to PPT	PPT	Determined to change to PT to ensure DIP and GL enrolment maintained but will be measured for Dental and Health at annual measure. This way Dental and Health will be based on hours worked and not maintain 100% coverage.
PFT	PCAS	No	Yes to PT	PPT	Determined to change to PT to ensure DIP and GL enrolment maintained but will be measured for Dental and Health at annual measure. This way Dental and Health will be based on hours worked and not maintain 100% coverage.
PFT	TPT	No	Yes to PT	PPT	Determined to change to PT to ensure DIP and GL enrolment maintained but will be measured for Dental and Health at annual measure. This way Dental and Health will be based on hours worked and not maintain 100% coverage.
PFT	TFT	No	Yes to PT	PPT	Determined to change to PT to ensure DIP and GL enrolment maintained but will be measured for Dental and Health at annual measure. This way Dental and Health will be based on hours worked and not maintain 100% coverage.
PFT	PPT	No	Yes	PPT	
PFT	Temp Job Share/Reduction	No	Yes	PPT	

PFT = Permanent Full-Time  
 PPT = Permanent Part-Time  
 PCAS = Permanent Casual  
 TFT = Temporary Full-Time  
 TPT = Temporary Part-Time  
 TCAS = Temporary Casual