

November 22, 2021

To: Benefit Administrators / Human Resource Personnel

From: Lorne Shiplack
Benefit Services Manager, Employee Benefits

Re: Pre-Annual Measure Activities – 3sHealth Payroll Employers
Employee Benefit Plans

The purpose of this document is to provide answers to the commonly asked questions surrounding the Pre- Annual Measure and the Annual Measure activities.

What is the pre-annual measure?

The pre-annual measure is a modified version of the annual measure. The pre-annual measure identifies those employees not currently enrolled in the group life insurance plans, disability income plans or SHEPP pension plan and who will gain eligibility on January 1, 2022 based on actual hours worked from January 1, 2021 to November 30, 2021. Early enrolment into the 3sHealth Disability Income Plan, the 3sHealth Group Life Insurance Plan and SHEPP plans ensures that payroll premium deductions begin on January 1, 2022. The pre-annual measure applies only to those employers that subscribe to 3sHealth payroll services.

Eligibility for the extended health care and dental plans is not measured during the pre-annual measure. Extended health care and dental eligibility will be measured during the annual measure on January 11, 2022.

When is the pre-annual measure being run?

The pre-annual measure will run on Thursday, December 9, 2021.

What information is used in the pre-annual measure?

3sHealth uploads a file with actual hours to the end of November for all 3sHealth payroll employees. The hours from this upload file are used for the aggregate hours calculation for casual and temporary employees. If the employees measured at pre-annual do not meet requirements for eligibility, then no enrolment will be created and they will be re-assessed in the annual measure.

When the pre-annual measure runs, daily eligibility processing will take place before the pre-annual measure is initiated.

What impacts will the pre-annual measure have on employees who fall under the cohorting order effective April 17, 2020?

Employees who were restricted from working at a position due to cohorting at any time in 2021 will have the actual hours they worked from January 1, 2021 to November 30, 2021 (or the date they stopped working at the restricted position) included in the pre-annual measure. If the employees measured at pre-annual do not meet requirements for eligibility, then no enrolment will be created and they will be re-assessed in the annual measure.

Where can I review the results of the pre-annual measure?

The *Pre-Annual Eligibility Determination Report* and the *Pre-Annual New Eligibility Report* provide the results of the pre-annual measure for each employer. These reports are located in MemberNet and will be available on December 10, 2021. The results will show employees identified as eligible for one or more benefit plans (excluding extended health care and dental) effective January 1, 2022.

Where can I find the employee notification letters?

Notification letters are generated after the annual measure for all benefit plans. 3sHealth Employee Benefits will send welcome packages, notification letters and enrolment information forms to employees after the annual measure runs on January 11, 2022.

New this year, to support our employer partners, 3sHealth Employee Benefits will send employees, who are eligible for SHEPP as a result of the pre-annual measure, notification letters and election forms on behalf of their employer.

When will the annual measure be run?

The annual measure will run on Tuesday, January 11, 2022. More details regarding the annual measure will be forthcoming early in January 2022.

What impacts will the annual measure have on employees who fall under the cohorting order effective April 17, 2020?

Employees who were restricted from working at a position due to cohorting at any time in 2021 will have the actual hours they worked from January 1, 2021 to December 31, 2021 (or the date they stopped working at the restricted position) included in the annual measure. After the annual measure runs, 3sHealth Employee Benefits will review the benefit coverage of all employees who were cohorting in 2021 to determine:

- If the employee's annual hours were not enough to maintain benefits as a result of the annual measure, then 3sHealth Employee Benefits will manually reinstate their benefits back to the coverage they had as of December 31, 2021.
- If the employee's extended health care and dental benefits coverage increases as a result of the annual measure then no update is required to their record and their increase in coverage will begin effective January 1, 2022.
- If the employee did not have benefit coverage at December 31, 2021 and they did not work enough hours to be eligible for benefits after the annual measure runs, then the employee will be measured again on December 31, 2022.

What should I do if I have questions about the pre-annual measure results?

If you have questions regarding the pre-annual measure results or the pre-annual measure process, please send an email to EBP@3sHealth.ca. To help us respond to your inquiry we ask that you put "PRE-ANNUAL INQUIRY" in the subject line of your email. You may also contact a 3sHealth Benefit Services Officer by telephone at 1-866-278-2301.