

December 9, 2022

To: Benefit Administrators / Human Resource Personnel

From: Shiona Buckshaw
Partner Services Manager, Employee Benefits

Re: Pre-Annual Measure Completed – 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. **The Pre-Annual Measure was successfully completed on Thursday, December 8, 2022.***

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, 2023 based on actual hours worked from January 1, 2022 to November 30, 2022. Early enrolment into the Disability Income Plan, the Group Life Insurance Plan, and SHEPP ensures that payroll premium deductions begin on January 1, 2023. 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 10, 2023.

When is the pre-annual measure being run?

The pre-annual measure ran on Thursday, December 8, 2022.

What information is used in the pre-annual measure?

3sHealth uploads a file with actual hours to the end of November for all employees of 3sHealth payroll employers. The hours from this upload file are used for the aggregate hour's 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.

Daily eligibility processing took place before the pre-annual measure was initiated.

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 are available on December 9, 2022. The results will show employees identified as eligible for one or more benefit plans (excluding extended health care and dental) effective January 1, 2023.

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 10, 2023.

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 10, 2023. More details regarding the annual measure will be forthcoming early in January 2023.

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.

If you have any questions about this bulletin, please call a 3sHealth Benefit Services Officer at 1.866.278.2301 or email ebp@3shealth.ca.