

June 25, 2024

To: Benefit Administrators / Human Resource Personnel

From: Shiona Buckshaw
Partner Services Manager, Employee Benefits

Re: AIMS Benefit Information
Employee Benefit Plans

On June 24, 2024, 3sHealth changed the system we use to administer benefits for your employees.

Important changes that you will see in the new system:

- **EBP Benefit Plans** - The benefit plans administered by 3sHealth will have EBP at the beginning of their names. (eg. EBP Group Life, EBP Core Dental Plan, etc.)
- **BID Number** – Current employees will have their Benefit ID (BID) number converted into AIMS and will not be assigned a new BID. At conversion, all employees will be assigned a Person Number. Employees will continue to use their BID number to submit health and dental claims to Canada Life.
 - New employees hired into AIMS will have a Person Number assigned. Their Person Number will be the same as their BID number and is the number they will use to submit health and dental claims to Canada Life.
- **26 Week from Hire and 26 Week from Full Time Measurements** - Weekly benefit eligibility moving to bi-weekly, with the first eligibility process running the week of July 2. Benefit eligible hours for employees are only calculated bi-weekly when payroll runs.
 - a. Benefit eligibility for all employees will be measured based on the benefit eligible hours the employee worked divided by 1948.8 work year hours even if work years hours are different.
- **Welcome Packages and Employee Notifications** - 3sHealth Employee Benefits will continue to send out welcome packages and employee notifications regarding plan enrolments for EBP, CIVIC and SHEPP plans.
- **Eligibility Reports** – Benefit Reports will look different; you will no longer see “eligibility reasons”. Eligibility Reasons will now be reported as Life Events. To support the new employer benefit processes in AIMS, reports have been created and will be placed on employers’ Data Download Server (DDS) folders. Please refer to the attached for the list of reports and when they are scheduled to be sent. Each report has standard work which can be found in the MyKnowledge section of MyConnection.

- **EBP Basic Group Life calculations**

The EBP Basic Group Life Insurance coverage calculation is changing. An employee's coverage amount will be based on the highest amount calculated by one of the following two formulas.

- 1) Group Life Hours Formula

Group Life Hours* x Hourly Salary x 2** = Coverage Amount (rounded up to the nearest \$1,000)

* Group Life Hours are benefit eligible hours calculated at 26 week or annual measurements and do not include callback or overtime.

** If the employee is age 65 or older the multiplier is 1.

- 2) Working Hours Formula

Working Hours* x 52 Weeks x Hourly Salary x 2** = Coverage Amount (rounded up to the nearest \$1,000)

*Working hours are the weekly guaranteed hours for part-time and full-time positions. If there are multiple assignments with the same employer, the working hours are combined for all active assignments.

** If the employee is age 65 or older the multiplier is 1.

Casual employees will have their group life insurance calculated based on the group life hours formula, as casual employees do not have weekly guaranteed hours.

At conversion, group life volumes will be converted from iHRIS. The employee's coverage will stay the same until they have a change to any of the values used in AIMS to calculate basic group life volumes.

- **Lifestyle Spending Account (LSA)** - claims will be automatically uploaded into AIMS payroll and paid to employees on a bi-weekly basis. Claims approved between June 9 to June 29 will be paid through payroll on July 5, 2024. After that initial upload, LSA claims will be paid through payroll bi-weekly. Example: claims from June 30, 2024, to July 13, 2024, will be paid on July 19, 2024.
- **MyConnection** - Process and knowledge documents that you will reference to complete work in the new system can be found in the MyKnowledge section of MyConnection.

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.

Report	Name of the files on DDS: (MM_DD_YYYY – in the file names will be the date the reports were run)	Frequency	First Date
Absence Reports for Benefits (3 Reports)	NewLOA-Employer Name-YYYYMMDD ChangeLOA-EmployerName-YYYYMMDD EndLOA-EmployerName-YYYYMMDD	Daily	Jun 24, 2024
Benefits Enrollment Report	EnrollmentReport-Employer Name-YYYYMMDD	Daily	Jun 24, 2024
Life Event Report	LifeEventsReport-EmployerName-YYYYMMDD	Daily	Jun 24, 2024
Mail Merge (LOA > 30 Days)	LOAOver30Days-EmployerName-YYYYMMDD	Daily	Jun 24, 2024
SKG AB Contiguous Absence Report	ContiguousAbsences-EmployerName-YYYYMMDD	Daily	Jun 24, 2024
Benefit Groups Report	BenefitGroups-EmployerName-YYYYMMDD	Weekly (Tuesdays)	Jun 25, 2024
Earnings During Absence Report	EarningsDuringAbsence-EmployerName-YYYYMMDD	Weekly (Tuesdays)	Jun 25, 2024
Termination Details Change Report	TerminationChanges-EmployerName-YYYYMMDD	Weekly (Thursday)	Jun 27, 2024
Co-Employment UDT Report	CoemploymentUDT-EmployerName-YYYYMMDD	Weekly (Thursday)	Jun 27, 2024
DIP Multiple Plan UDT Report	DIPMultiplePlanUDT-EmployerName-YYYYMMDD	Weekly (Thursday)	Jun 27, 2024
Pension Multiple Plan UDT Report	PensionMultiplePlanUDT-EmployerName-YYYYMMDD	Weekly (Thursday)	Jun 27, 2024
Pension Multiple Rates UDT Report	PensionMultipleRatesUDT-EmployerName-YYYYMMDD	Weekly (Thursday)	Jun 27, 2024
Premium of Waivers Audit	Premium_Waiver_Audit-EmployerName-YYYYMMDD	Weekly (Thursday)	Jun 27, 2024
PEPP Interface	%y%m%d_4400_Employer Name_Contributions %y%m%d_4400_Employer Name_Data_Change %y%m%d_4400_Employer Name_Enrollment %y%m%d_4400_Employer Name_Status_Change %y%m%d_4400_Employer Name_Terminations %y%m%d_4400_Employer Name_Leave	Biweekly (Fridays)	Jul 5, 2024
Remittance Pension and Disability (for ELCIC Pension, LAPP and PEPP)	BIWEEKLYRemittancePensionDIP-EmployerName-YYYYMMDD	Biweekly (Fridays)	Jul 5, 2024
AAM Terminations Report	AAMTerminationsReport-EmployerName-YYYYMMDD	Monthly (1st business day of the month)	Jul 2, 2024
Remittance Health and Dental FTE	Employer Name - Remittance_HD_FTE-EmployerName-YYYYMMDD	Monthly (last business day of the month)	Jun 28, 2024
Remittance Life Coverage Based	Employer Name - Remittance_Life_Insurance-EmployerName-YYYYMMDD	Monthly (Friday - after the last payroll of the month processes)	Jul 19, 2024
Remittance Pension and Disability	MONTHLYRemittancePensionDIP-EmployerName-YYYYMMDD	Monthly (Friday - after the last payroll of the month processes)	Jul 5, 2024
CIVIC Interface	PROD_REGINA_RQH_HRIS_yyyymmdd PROD_REGINA_RQH_POSTPAYROLL_ACTIVE_yyyymmdd PROD_REGINA_RQH_POSTPAYROLL_INACTIVE_yyyymmdd	Monthly (Fridays - after the last payroll of the month processes)	Jul 5, 2024
Sunlife Interface	YYYYMMDD_Sunlife Pension.xls	Monthly (Fridays - after the last payroll of the month processes)	Jul 5, 2024
OOS EH and ED Contribution Report	OOSDandEHContributionReport-EmployerName-YYYYMMDD	Monthly (last business day of the month)	Jun 28, 2024
Pension Adjustment Report	PensionAdjustment-EmployerName-YYYYMMDD	Annually (After last pay process in Oct, Nov & Dec)	Oct 11, 2024
Prior Years Hours	Employer Name - Prior_Year_Hours_-EmployerName-YYYYMMDD	Annually (After first pay processes in Nov)	Nov 8, 2024
SHEPP Over 1 FTE	Employer Name - SHEPP_Over_1FTE-EmployerName-YYYYMMDD	Annually (After first pay processes in Nov)	Nov 8, 2024