

June 14, 2024

To: Benefit Administrators / Human Resource Personnel

From: Sarah Dedman
Administration Services Manager, Employee Benefits

Re: REMINDER - Employee Benefit Plans Invoicing Begins July 2024
Employee Benefit Plans

Thank you for attending one of the mandatory education sessions that took place in June.

Please be reminded that the new monthly premiums and contributions remittance process begins in July. You will receive your first Employee Benefit Plans invoice around July 10, 2024 with payment due to 3sHealth by August 10, 2024.

In preparation for the new process, please ensure that all outstanding remittances up to June 2024 have been remitted. This includes Group Life remittances sent directly to Canada Life for all months up to June 2024. Starting for July 2024, Group Life will be included on your monthly invoice from 3sHealth and paid directly to 3sHealth.

It is important to know that your invoiced amount must be paid in full each month **in the exact amount you have been invoiced for**. If you do find any discrepancies with your monthly invoice, you can use the adjustment form enclosed with your invoice to note any changes and submit that with your payment. The adjustments will be reflected on your next monthly invoice.

If you have additional questions about the new monthly premium and contribution remittance process, please call a Benefit Services Officer at 1.866.278.2301 or by email at EBP@3sHealth.ca.