

July 29, 2024

To: Benefit Administrators / Human Resource Personnel

From: Shiona Buckshaw
Partner Services Manager, Employee Benefits

Re: AIMS Employer Report – Termination Details Change Report
Employee Benefit Plans

Since AIMS go-live, 3Health Employee Benefits has been generating the employer report '*Termination Details Change Report*' every Thursday. This report should be processed and reviewed daily by employers and 3sHealth Employee Benefits. This report includes:

- employees who had a change to their termination, resignation, or retirement date,
- employees who were terminated and the termination was reversed (employee was changed to an active status)

The *Termination Details Change Report* results are based on the day the termination life event was processed. In order to have a full list of terminated employees for review, this report must be generated daily, however, we have been producing it weekly. We apologize for this oversight.

The *Termination Details Change Report* will be generated daily on a go forward basis. To identify the termination changes processed prior to today, we have generated this report for each day starting with June 25, 2024, when updates were first made in AIMS through to July 25, 2024.

The reports are named SKG BN Terminations Details Report-EmployerNumber_MMDDYYYY and have been placed in each organizations Data Download Server (DDS) folder under:
AMSHCM_Benefits-> Employer -> In(fromEBP) -> Reports

3sHealth Employee Benefits will review these reports as well and make applicable updates in AIMS to the employee's benefit records.

For information on the employer process when reviewing the Termination Details Change Report, please refer to the work standard which 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.