

August 22, 2025

To: Benefit Administrators / Human Resource Personnel

From: Sarah Dedman
Administration Services Manager, Employee Benefits

Re: New 3sHealth Disability Weekly Employer Reports
Employee Benefit Plans

Thank you to everyone who attended our virtual presentation of the new disability weekly employer reports held on August 13 and August 14, 2025.

This week, 3sHealth Employee Benefits sent employers two new 3sHealth disability weekly reports, which are designed to support employers in managing their employees on an approved disability claim.

1. Status Report – includes details for all employees at your organization on an approved disability claim
2. Change Report – includes details for employees at your organization who had a change to a specific field from the previous weeks change report

These new reports have information from 3sHealth disability management system (CHIPS) which include:

- Disability claim number
- Claims status
- Claim end date
- Claim payment start date

In an effort to improve the timeliness and efficiency of getting disability claim information to employers, in the near future, you will receive these weekly reports instead of receiving copies of the disability letters.

The new disability reports will generate every Wednesday, starting on August 20, 2025, after Employee Benefits disability payroll processing is complete. When the statutory holiday falls on a Monday, the reports will be available on Thursday, as disability payroll processing occurs later in stat weeks.

For AIMS payroll employers, the Status and Change Reports will be combined into one file and placed in your organizations Daily Download Server (DDS) folder located: AMS/AMSHCMBenefits/BEN222(AIMS Employer #)_Employer Name/IN(from EBP)/Reports/CHIPS Weekly Reports. A description of the fields will be included with the reports found in the DDS 'CHIPS Weekly Reports' folder and will not be re-added unless a change is made to the reports.



For employers that do not use the AIMS payroll system, the Status and Change Reports will be combined into one file and sent through TitanFile. A description of the fields will be included with the reports and sent through TitanFile on August 20 and will not be re-added unless a change is made to the reports.

If you did not attend one of the virtual presentations, please contact the 3sHealth Employee Benefits Department for a copy of the presentation.

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

Bulletin