



## Procedure for Billing Schedule (Insured)

### **PURPOSE**

The purpose of this document is to outline the procedure for the Medavie Blue Cross Billings for Insured Benefits.

### **SCOPE**

This procedure applies to all Sofina Canadian payrolls (excludes Auburn).

### **FREQUENCY & TIMING**

The billing for Insured benefits will be run on the 16<sup>th</sup> of each month.

### **PROCEDURE**

- 1) The Total Compensation Analyst will be responsible for running the Blue Cross billings (for Insured benefits) on the 16<sup>th</sup> day of each month. The Senior Manager, Total Rewards will be the back-up.
- 2) On the 16<sup>th</sup> day of each month (by 9:00am), the Total Compensation Analyst will run the billing (for insured benefits) in the Medavie Blue Cross system. If the 16<sup>th</sup> day of the month falls on a weekend or a statutory holiday, then the billing will be run on the preceding workday.
- 3) The Total Compensation Analyst will send a calendar invitation to the payroll team as a reminder of when the billings will be run. The first few cycles an email will be sent out to the Payroll team notifying when the billings are ready for download.

<b>SECTION:</b> Human Resources	<b>EFFECTIVE DATE:</b> January 20, 2015
<b>APPLICABLE TO:</b> Canada	<b>REVISION DATE:</b>
<b>RELATED PROCEDURES:</b>	<b>PAGE:</b> 1 of 1
<b>APPROVALS:</b> Senior Manager, Total Rewards	<b>PROCEDURE NUMBER:</b> TR - 03