

HEALTHCARE BENEFIT TRUST



CERS Web Portal Monthly Reporting Guide (2025)

Healthcare Benefit Trust

CERS Reporting Guide Overview

This reporting guide is to help administer monthly contributions reports via the Contributions, Earnings, and Reporting System (CERS) web portal.

Sections included:

- What to report
- How to report
- When to report
- How to pay
- Additional reporting requirements
- Contact information

What to Report

Overview

CERS Monthly Reporting Requirements

Each month, two separate reporting forms must be completed and submitted to ensure accurate contribution reporting:

- Contributions Earnings Reporting Form
 - Submitted online via the CERS Web Portal.
- Self-Pay Contributions Reporting Form
 - Emailed to cers@hbt.ca if there are any self-pay contributions to report.
- Both forms are required to validate monthly contribution totals.

What to Report

CERS Reporting Requirements

Monthly Reporting requirements

This guide will explain the following CERS reporting requirements:

➤ PBC Division Number	PBC Subdivision Number
➤ Trust (HBT, JCBT, JHSBT, JFBT)	Class Code
➤ Coverage Reporting Month	Pay Period End Date
➤ Count of LTD Covered Lives	
➤ Contribution / Employee type:	
➤ Regular (R)	
➤ Self-pay LTD (SLTD)	
➤ Self-pay Other (SO)	
➤ Regular Straight Time Pay	
➤ Overtime Pay (if applicable)	
➤ Self-pay contributions (if applicable)	

What to Report

CERS Reporting Basics

HBT Provides Administrative Services to 4 Trusts

Contributions, depending on your organization, are reported for these based on each of these Trusts:

- Joint Community Benefits Trust (JCBT)
 - All Community Bargaining Association class codes.
- Joint Health Science Benefits Trust (JHSBT)
 - All Health Science Professional Bargaining Association class codes.
- Joint Facilities Benefits Trusts (JFBT)
 - All Facilities Bargaining Association class codes.

What to Report

CERS Reporting Basics

HBT Provides Administrative Services to 4 Trusts (Cont'd)

Contributions, depending on your organization, are reported for these based on each of these Trusts:

- Healthcare Benefit Trust (HBT)
 - All remaining class codes:
 - Nurses, Non-contract, Management, Resident Doctors
 - All CBA, FBA, and HSP LTD claimants with a date of disability prior to April 1, 2017, and within class codes with a prefix of 9.
 - All CBA, FBA, and HSP ERIB claimants with an LTD date of disability prior to April 1, 2017, and within class codes with a prefix of 8.

What to Report

CERS Reporting Basics

Coverage Reporting Month & Pay Period End Date

Use the following guidelines for the timing of earnings to be included in monthly CERS reports:

- **Coverage Reporting Month** is the month that is covered by a given CERS report.
- **Pay Period End Date** is the last date included in the pay period.
- Pay periods ending within a month need to be combined for reporting.
- If payroll is bi-weekly (26 pay periods) there will be 2 months of the year that include 3 pay periods.
- Retroactive corrections can be made in the current reporting month as **prior period adjustments**.

What to Report

CERS Reporting Basics

Employee Types

Employees are assigned class codes based on employment type and status:

- **Regular (R):** Regular Full-time and Regular Part-time Employees who are eligible for employer-paid benefits.
- **Self-pay LTD (SLTD):** Employees on an active LTD claim with Canada Life.
 - Does not include employees in the LTD waiting period.
- **Self-pay Other (SO):** Casuals and other unpaid leaves of absence
 - Regular Full-time and Regular-Part-time employees self-paying for benefits after exhausting the number of unpaid workdays allotted for employer-paid benefits.
 - Refer to the employee's contract / collective agreement for details of employer-paid benefits grace period.
 - Casual employees self-paying for benefits.
 - Employees on Medical leave not on an active LTD claim.

What to Report

CERS Reporting Basics

Contribution Types

Contributions are based on employee type as follows:

- **Regular (R):** Contributions use a percentage rate multiplied by Straight Time Payroll Earnings (and Overtime Pay if applicable).
 - Includes Regular Full-time and Regular Part-time Employees.
 - Based on Regular Straight Time Pay + Overtime Pay.
 - Reported STP + OT Pay is multiplied by applicable class code's STP rate.

What to Report

CERS Reporting Basics

Contribution Types (Cont'd)

- **Self-pay LTD (SLTD):** Contributions use product-based rates.
 - Includes employees on an active LTD / WSBC claim.
 - With a date of disability **after** the employer became insured by the Joint Trusts.
 - Does **not** include LTD claimants with a disability date prior to the employer being insured by the Joint Trusts.
 - Depending on contract, can be employee and/or employer-paid.
- **Self-pay Other (SO):** Contributions use product-based rates.
 - Casuals and other types of leaves.
 - LTD claimants with a date of disability **prior** to the employer being insured by the Joint Trusts.
 - Contributions are 100% Employee-paid.

What to Report

CERS Reporting Basics

Count of LTD Covered Lives

Count of LTD Covered Lives is the number of employees who are eligible for the LTD benefit in each class code.

- **Count of LTD covered lives** includes all employees eligible for the LTD benefit as of the last pay-period of the month.
- Include LTD count under **Regular (R)** and **Self-pay Other (SO)** (if applicable).
- Count of LTD covered lives is not required for **Self-pay LTD (SLTD)** employees.
 - SLTD employees are currently in receipt of the LTD benefit.
- Class Codes / Employee Groups **without LTD coverage** should have an LTD covered lives count of **zero**.

What to Report

CERS Reporting Basics

Rates and Contributions

All rates were provided on the employer rate sheets sent by HBT.

- Straight Time Payroll rates for Regular Full-time and Regular Part-Time Employees .
 - Employees eligible for employer-paid benefits.
- Product-based Rates are used for employees self-paying for a portion or all their benefits contributions.
- Rates are updated effective April 1 of every year.
- Updated rate sheets are issued in the December prior to the effective date.
- Class code rates will be automatically populated when reporting.
- JHSBT Class code rates include the 0.8% for HSPBA partial-employee-paid LTD, if applicable.

What to Report

Straight Time Payroll

Regular Straight Time Payroll Contributions

Contributions for Regular Full-time and Regular Part-time Employees:

- Straight Time Payroll (STP) represents the total of specific employee earnings categories used to calculate employer benefit contribution costs for Regular Full-Time and Regular Part-Time employees covered under HBT and the Joint Trusts.
- Regular STP is to be reported in aggregate for each class code.
- Overtime Pay (OTP) is to be reported in aggregate, separately from Regular STP, for JCBT and JFBT class codes.
- Regular STP and OTP will be added together by the CERS system to become Total Pay.
- STP Contributions are calculated as:
 - Total Pay X STP rate for the applicable class code.

What to Report

Straight Time Payroll

Regular Straight Time Payroll Contributions

Applicability, Eligibility, and exemptions

- Contributions must be remitted for all Regular Full and Part time employees. Regardless of whether an individual employee is eligible for all benefits.
- Contributions are collected during waiting periods if employees are earning regular STP (and OTP if applicable).
- If a Regular employee has no STP (or OTP for JCBT and JFBT employees), no contributions are required.
 - Even if the employee remains eligible for benefits.
- Examples:
 - Waiting Periods: Contributions apply during the waiting period if there is straight time pay.
 - Unpaid Leave: Employees on maternity leave without SEB top-up payments continue to be eligible for benefits, but no contributions are required.

What to Report

Straight Time Payroll

Definition of Earnings for Straight Time Payroll (STP)

The following is used to calculate Straight Time Payroll for Regular Full-time and Regular Part-time employees:

- STP Rates are included on each employer's rate sheet provided by HBT.
- Rates are updated annually, effective April 1.
- The below table summarizes the categories of employee earnings to be included or excluded in the calculations of Straight Time Payroll (STP) and Overtime Pay (OTP) for HBT and Joint Trust (JCBT, JHSBT, JFBT) employees. This aligns with the HBT April 2025 guidance and the Community Subsector Collective Agreement.

What to Report

Straight Time Payroll

Definition of Earnings for Straight Time Payroll (STP)

Earning Type - All Trusts (JCBT, JFBT, JHSBT, HBT)	Include in STP
Regular earnings (basic monthly earnings)	✓
Retroactive wage adjustments	✓
Vacation pay & lump-sum vacation payout	✓
Statutory holiday pay (regular time)	✓
Pay in lieu of statutory holiday	✓
Paid leaves & paid sick leave	✓
SEB plan benefits payable on total basic & top-up (where applicable)	✓
Casual/additional hours for part-time employees	✓
Return-to-work program and/or LTD rehabilitative earnings	✓
Worksafe BC wage-loss (eligible for employer-paid benefits)	✓
Employees working beyond age 65	✓
Overtime Pay - JCBT and JFBT Only	Include in OT PAY
Overtime paid	✓

What to Report

Straight Time Payroll

Definition of Earnings for Straight Time Payroll (STP)

Earning Type	Exclude in STP
Additional/premium stat holiday pay	X
Isolation allowance	X
Employment Standards Act leaves (e.g. Maternity, parental, adoption, compassionate care leaves)	X
Unpaid leaves (all forms)	X
Layoffs	X
On-call premiums	X
Shift differential	X
Qualification differential	X
Employees commencing LTD benefits	X
Bonuses	n/a

What to Report

Self-pay Contributions

Self-Pay Other (SO) Contributions

Some employees, dependent on contract, are eligible to self-pay for some or all benefits while casual status or on unpaid leaves:

- Includes the following:
 - Casual employees self-paying for benefits.
 - Regular employees on an unpaid leave of absence.
 - LTD claimants who have **not** completed the waiting period.
 - LTD claimants with a disability date **prior** to the employer being insured by the Joint Trusts.
- Please refer to employee contracts / collective agreements for details of self-pay benefit options and duration of employer-paid benefits during leaves.
 - Unionized (JCBT, JHSBT, JFBT, NBA) Regular Full-time employees retain employer-paid benefits for up to 20 workdays of unpaid leave per calendar year.

What to Report

Self-pay Contributions

Self-Pay Long-term Disability (SLTD) Contributions

LTD claimants are eligible to self-pay for benefits coverage during their leave:

- Dependent on contract, employees on LTD who are no longer eligible for employer-paid benefits are eligible for contribution cost-sharing.
 - Depending on the benefit, contributions are fully or partially paid by the employee and/or employer.
 - See Slide 17 for details of cost-sharing.
- Please refer to employee contracts / collective agreements for details of self-pay benefit options, cost-sharing, and employer-paid benefits during leaves.
- LTD claimants with a disability date prior to the employer being insured by the Joint Trusts are reported as SO type employees.

How to Report

Self-pay Reporting Form

Self-Pay LTD and Other Product Based Contributions

Self-Pay LTD (SLTD) and Self-Pay Other (SO) contributions are reported in aggregate for each class code via the CERS web portal.

- The Self-Pay Contributions Reporting Form is required in addition to web portal reporting for validation of self-pay contributions.
- This form can be used to calculate the aggregated contributions.
- The Self-Pay Contributions Reporting Form must be submitted via email to cers@hbt.ca if there are any self-pay contributions to report.
 - If reporting self-pay contributions, email the form when the monthly CERS Web Report is submitted.
- This form can be downloaded from the bottom of the CERS web Portal home screen.

Note:

Please complete the Self Pay & Product Based Rate Detailed Contributions Reporting Form as **back up** to your monthly reported SO and SLTD contributions. The completed form should be emailed to the following: cers@hbt.ca

 [Download Form](#)

How to Report

Self-pay Reporting Form

Self-pay & Product Based Rate Monthly Reporting

The Self-pay Contributions Form must be emailed to cers@hbt.ca when the monthly CERS report is submitted via the CERS web portal.

- Complete all columns by employee as needed.
- The contribution total amount should total to the values reported in the monthly web portal form. Not all columns may be applicable.
- The file should be named using the following format
Division_Subdivision_Report Month(YYYYMM).
 - Naming Format: **21_123_202604.xls**

What to Report

Self-pay Contributions

Self-Pay Product Based Contributions

Calculate self-pay contributions from product-based rates using the following formulas:

- Extended Health Care (EHC) & Dental (DEN): Product-based rate for EHC / DEN is a flat rate based on the family size of the self-pay employee on PBC Adminnet.
- Long-term Disability (LTD):

Product Based Rate	X	Basic Monthly Earnings
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 - Basic monthly earnings are defined as the employee's hourly rate of pay multiplied by their normal hours of work prior to the commencement of the leave.
- Accidental Death & Dismemberment (AD&D), Group Life (GL), Dependent Life (DL):

Product Based Rate	X	Benefit Amount
		\$1,000

 - The AD&D and Group Life benefit amounts for unionized employees is \$50,000.

What to Report

Self-pay Contributions

Self-Pay LTD (SLTD) Reporting Guidelines

Use the following guidelines to report contributions for employees on active LTD claims, and/or WorkSafe BC claims:

- Record as "SLTD" type contribution:
 - LTD claimants with a disability date prior to the employer being insured by the Joint Trusts are reported as "SO" type employees.
- LTD claimants covered by JCBT, JHSBT, JFBT, Nurses, Resident Doctors of BC are eligible for 50/50 cost sharing of EHC and Dental benefits.
 - SLTD employees pay 50% of the product-based rate for EHC and Dental contributions if opted into the benefit.

What to Report

Self-pay Contributions

Self-Pay LTD (SLTD) Reporting Guidelines (Cont'd)

- AD&D benefits are mandatory for JCBT, JHSBT, JFBT, Nurses, Resident Doctors of BC and Excluded LTD claimants.
 - 100% employer-paid (if applicable).
- Group Life benefits are mandatory for JCBT, JHSBT, JFBT, Nurses, Resident Doctors of BC and Excluded LTD employees.
 - 100% employer-paid if applicable.
- LTD contributions are waived for JCBT, JHSBT, JFBT, Nurses, Resident Doctors of BC and Excluded employees on LTD and WorkSafe BC claims.

How to Report

Self-pay Contributions

Self-Pay LTD (SLTD) Reporting Guidelines

Report applicable self-pay contributions for SLTD type employees by Trust as follows:

- Joint Trusts (JCBT, JHSBT, JFBT,) SLTD Contributions Reporting:
 - Report only the employee paid portion of contributions. Generally, this is the 50% of EHC or Dental benefits.
 - Do not report contributions for AD&D, and Group Life, as they are waived while the employee is on LTD.
- HBT Trust – SLTD Contributions Reporting:
 - Report 100% (both the employer and employee paid portions) of all benefits the employee opts to continue.
 - This includes 100% of AD&D and Group Life contributions as applicable, as these benefits are employer paid while the employee is on LTD.
- Individual product-based rates are included on each employer's rate sheet provided by HBT and updated annually effective April 1.

How to Report

Self-pay Contributions

Self-Pay Other (SO) Reporting Guidelines

Report applicable self-pay contributions for all SO type employees as follows:

- All Trusts Self-pay Contributions reporting:
 - Record as "SO" type contribution.
 - Contributions are 100% employee paid.
 - Report on the self-pay reporting form.
 - 100% of the contributions for all benefits the employee elects to continue.
 - Refer to the employee's contract or collective agreement for benefit election options.

How to Report

Prorating Contributions

Leaves with mid-month effective dates

Use the following guidelines to prorate contributions when an employee begins or returns from a leave of absence mid-month (if applicable):

- STP Earnings and Contributions
 - Determine the number of days the employee worked during the month.
 - Report STP earnings and contributions for those days.
- AD&D, Group Life, and Dependent Life
 - Calculate the contribution amount due.
 - Remit contributions beginning the month following the start of the leave and continue up to the month the employee returns to work (as applicable).
- Dental, EHC, and LTD
 - Determine the number of days the employee was on leave within the month.

How to Report

Prorating Contributions

Leaves with mid-month effective dates

Use the following formulas to prorate contributions when an employee begins or returns from a leave of absence mid-month:

- EHC:
$$(Product-Based\ Rate) \times \frac{\text{Number of Days on Leave}}{\text{Total Days in the Month}}$$
- Dental:
$$(Product-Based\ Rate) \times \frac{\text{Number of Days on Leave}}{\text{Total Days in the Month}}$$
- LTD:
$$(LTD\ Product-Based\ Rate) \times (\text{Basic Monthly Earnings}) \times \frac{\text{Number of Days on Leave}}{\text{Total Days in the Month}}$$

How to Report

CERS Web Portal

Login to the CERS web portal at <https://cers.hbt.ca>

- Use the login ID and Password that was emailed when your registration was verified.



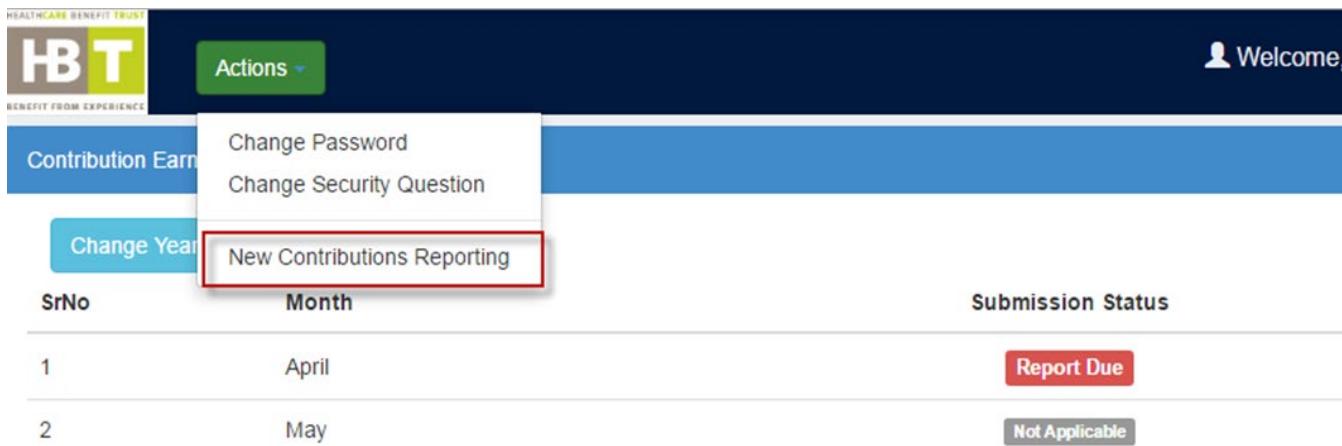
The image shows the login interface for the HBT - Contribution Earnings Reporting System. The page has a blue header bar with the text "HBT - Contribution Earnings Reporting System". Below the header is the HBT logo, which includes the text "HEALTHCARE BENEFIT TRUST" and "BENEFIT FROM EXPERIENCE". The main area is titled "Sign In". It features two input fields: "Login Id" with a user icon and "Password" with a lock icon. Below these fields is a green "Login" button. At the bottom right of the form area is a link "Forgot Password?".

How to Report

CERS Web Portal

To report the current month's contributions:

- Go to the **Actions** drop-down menu;
- Choose **New Contributions Reporting**.



The screenshot shows the CERS Web Portal interface. At the top, there is a header with the HBT logo (Healthcare Benefit Trust) and a 'Welcome' message. Below the header, there is a navigation bar with a 'Actions' dropdown menu. The 'Actions' menu is open, showing options: 'Change Password', 'Change Security Question', and 'New Contributions Reporting'. The 'New Contributions Reporting' option is highlighted with a red box. The main content area displays a table with two rows. The table has columns for 'SrNo', 'Month', and 'Submission Status'. The first row has an 'SrNo' of 1, a 'Month' of April, and a 'Submission Status' of 'Report Due'. The second row has an 'SrNo' of 2, a 'Month' of May, and a 'Submission Status' of 'Not Applicable'.

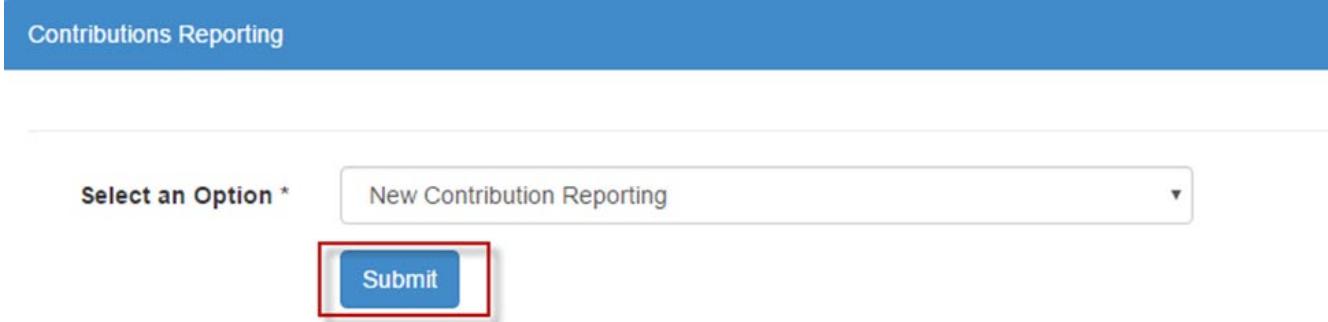
SrNo	Month	Submission Status
1	April	Report Due
2	May	Not Applicable

How to Report

CERS Web Portal

To report the current month's contributions:

- Select **New Contributions Reporting**;
- Click **Submit**.



Contributions Reporting

Select an Option *

New Contribution Reporting

Submit

How to Report

CERS Web Portal

To report the current month's contributions:

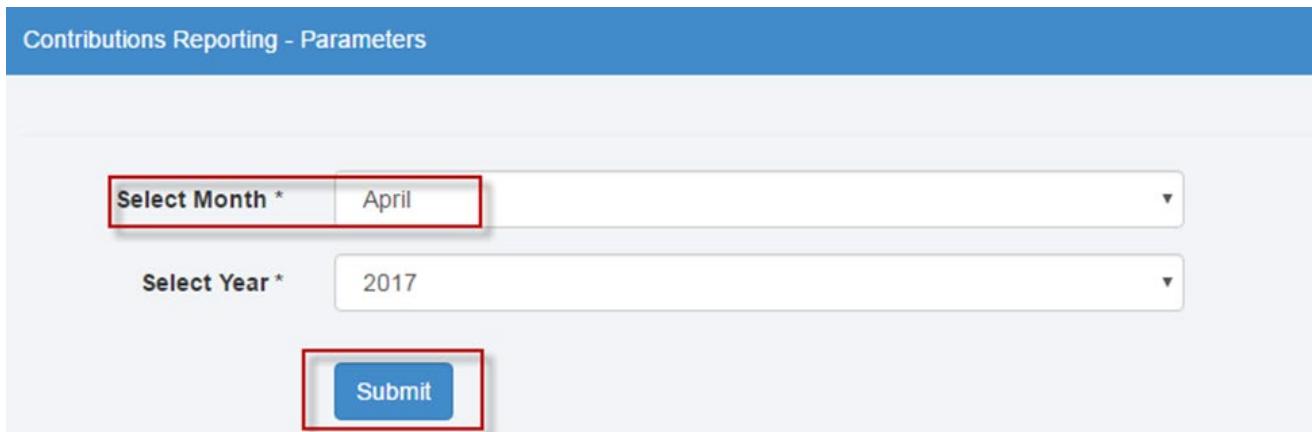
- Select the **reporting month** from the drop-down menu;
- Select the **year** from the drop-down menu;
- click **Submit**.

Contributions Reporting - Parameters

Select Month * April

Select Year * 2017

Submit



How to Report

CERS Web Form

Regular (R) Contributions

To report Regular (R) contributions:

- Choose the Class Code to report from the drop-down list;
- Choose Type as **R** from the drop-down list;
- Enter the following:
 - Count of LTD covered Lives;
 - Regular Straight Time Pay;
 - Overtime Pay (If applicable).
- The class code rate will automatically populate.
- Click **Save Contribution Entry** when complete.

How to Report

CERS Web Form

Regular (R) Contributions (Cont'd)

To report Regular (R) contributions:

- Click **Save Contribution Entry** when complete.

New Contributions Reporting - 202507

Go Back | Go Home

Division *	Sub Division *	Coverage Reporting Month *
21	36	202507
Pay Period End *	Class Code *	Joint Trust *
07/31/2025	391	JCBT
Type *	Count of LTD Covered Lives	
R	5	
Regular Straight Time Pay	Overtime Pay	Total Pay (Regular STP + OT)
1000	5000	6000
Regular Rate (%)	Self Pay Contributions	
8.7800	0	
Save Contribution Entry		

How to Report

CERS Web Form

Self-pay LTD (SLTD) Contributions

To report Self-Pay LTD (SLTD) contributions:

- Choose Class Code from the drop-down menu;
- Choose Type as **SLTD** from the drop-down menu;
- Enter the applicable Self-pay contributions for;
- Click **Save Contribution Entry**.

Division *	Sub Division *	Coverage Reporting Month *
21	999	201704
Pay Period End *	Class Code *	Joint Trust *
04/30/2017	9019	HBT
Type *	Count of LTD Covered Lives	Regular Straight Time Pay
SLTD	0	0
Regular Rate (%)	Self Pay Contributions	
	5000	
Save Contribution Entry		

How to Report

CERS Web Form

Self-pay Other (SO) Contributions

To report contributions for Self-pay Other (SO) Leaves:

- Choose Class Code from the drop-down menu;
- Choose Type as **SLTD** from the drop-down menu;
- Enter count of LTD covered Lives and Self-pay contributions;
- Click **Save Contribution Entry**.

Division *	Sub Division *	Coverage Reporting Month *
21	999	201704
Pay Period End *	Class Code *	Joint Trust *
04/30/2017	19	JCBT
Type *	Count of LTD Covered Lives	Regular Straight Time Pay
SO	5	20000
Regular Rate (%)	Self Pay Contributions	
	2000	
<input type="button" value="Save Contribution Entry"/>		

How to Report

CERS Web Form

Finalizing

To finalize the online CERS Report:

- Confirm entries and make any changes using the **Edit** button
- Entries can be removed using the **Delete** button
- You may need to scroll to see all functions.
- Click **Final Submit** when verified.

How to Report

CERS Web Form

Finalizing

To finalize the online CERS Report:

DivCode	SubDiv Code	Trust	Class Code	R (Regular) SO (Self Pay Other)	Cov. Reporting Month	Pay Period	Count Ltd CoveredLives	Regular Straight TimePay	Overtime Pay	Total Pay	Regular Rate(%)	Regular Contributions	Self Pay Contributions	Total Contributions			
21	36	JCBT	391	R	202507	7/31/2025	8	63888.03	500.00	64388.03	8.78	5653.27	0.00	5653.27		Edi	
21	36	HBT	857	SO	202507	7/31/2025	20	0.00	0.00	0.00	0.00	0.00	100.00	100.00		Edi	
21	36	HBT	196	R	202507	7/31/2025	0	1000.00	0.00	1000.00	4.20	42.00	0.00	42.00		Edi	
21	36	HBT	8391	SLTD	202507	7/31/2025	0	0.00	0.00	0.00	0.00	0.00	200.00	200.00		Edi	
21	36	HBT	858	SLTD	202507	7/31/2025	0	0.00	0.00	0.00	0.00	0.00	741.06	741.06		Edi	
TOTAL												5695.27	1041.06	6736.33			
															Joint Trust - JCBT	\$ 5653.27	
															Joint Trust - JFBT	\$ 0.00	
															Joint Trust - JHSBT	\$ 0.00	
															HBT	\$ 1083.06	
															Total Contributions Payable	\$ 6736.33	

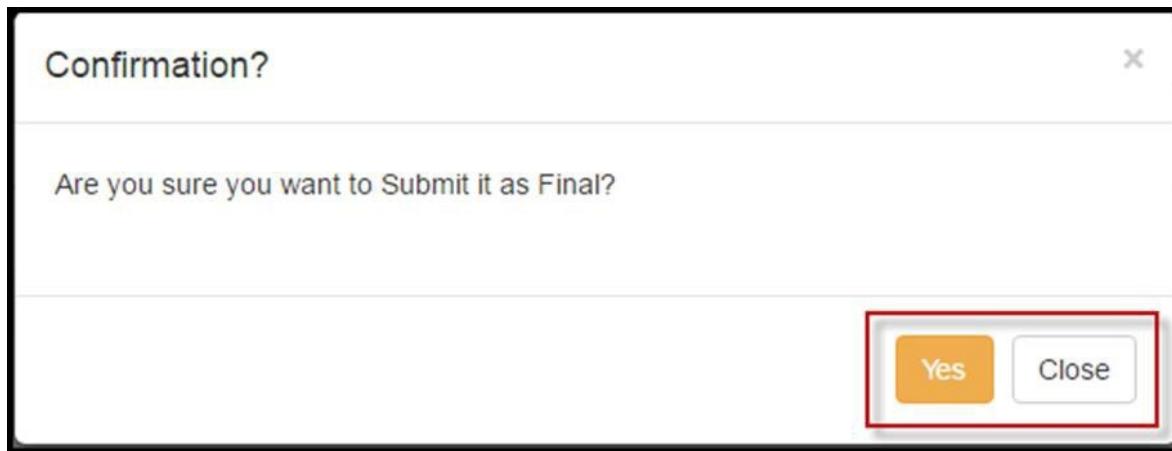
How to Report

Submitting the CERS Report

CERS Web Form Submission

To finalize the online CERS Report:

- Confirm final submission by clicking **Yes** to finalize.
- Return to the open CERS report by clicking **Close** to go back.
- Once data has been submitted, no further changes can be made.
- Entered data will not be saved if log out occurs before selecting **Yes**.



How to Report

Submitting the CERS Report

CERS Web Form Completion

Downloading the Monthly CERS invoice:

- Upon final submission a Success message will appear;
- Choose **Go Back** to return to the home page and download the contribution report / invoice.



How to Report

CERS Invoice

Downloading the CERS Invoice

To view contributions payable:

- Download the monthly invoice from the CERS Portal home screen:
 - Click Download Report
 - A .pdf document will be generated and can be saved



- Total Contributions Payable will appear at the bottom of the invoice:

Div Code	Sub Div Code	Trust	Class Code	R SO SLTD	Cov. Reporting Month	Pay Period	Count Ltd Covered Lives	Regular Straight TimePay	Overtime Pay	Total Pay	Regular Rate(%)	Regular Contributions	Self Pay Contributions	Total Contributions
21	36	HBT	196	R	202507	2025-07-31	0	1000.00	0.00	1000.00	4.20	42.00	0.00	42.00
21	36	JCBT	391	R	202507	2025-07-31	8	63888.03	500.00	64388.03	8.78	5653.27	0.00	5653.27
21	36	HBT	8391	SLTD	202507	2025-07-31	0	0.00	0.00	0.00	0.00	0.00	200.00	200.00
21	36	HBT	857	SO	202507	2025-07-31	20	0.00	0.00	0.00	0.00	0.00	100.00	100.00
21	36	HBT	858	SLTD	202507	2025-07-31	0	0.00	0.00	0.00	0.00	0.00	741.06	741.06
TOTAL												5695.27	1041.06	6736.33
												Joint Trust - JCBT	\$ 5,653.27	
												Joint Trust - JFBT	\$ 0.00	
												Joint Trust - JHSBT	\$ 0.00	
												HBT	\$ 1,083.06	
												Total Contributions Payable	\$ 6,736.33	

How to Report

Payments

CERS Payment Instructions

The total contributions are paid in one payment, matching total contributions payable as reported.

- Payments are made by pre-authorized debit (PAD) on the second to last business day of each month. The PAD form will be sent to you to be completed before your first month's invoice due date.
- In situations where the PAD are returned insufficient funds, we will attempt payment the following day.
- Payments made after the 30th of the month will be subject to interest at a rate of 2% + prime.
- If your organization is having difficulty with payment, please contact the CERS team to discuss options.

When to Report

Timing and Deadlines

CERS Reporting Timing and Deadlines

The online CERS report must be submitted by the **10th** of each month following the coverage reporting month.

- The Self Pay Contributions Reporting Form must be emailed to cers@hbt.ca when the monthly CERS report is submitted online.
 - If there are any self-pay contributions to report.
- The CERS web portal will be accessible at anytime.
- If the entry screen remains idle for more than 2 hours, entered data will not be saved.
 - Partial data cannot be saved and returned to later to complete.

Additional Information

Reporting Requirements

Additional Reporting Requirements

For **audit purposes**, employers are required to maintain, and have the ability, to provide the following data to substantiate contributions:

- PBC Division Number
- PBC Subdivision Number
- Coverage Reporting Month (YYYYMM)
- Count of LTD Covered Lives
- Class Code
- BID

Additional Information

Reporting Requirements

Additional Reporting Requirements (Cont'd)

For **audit purposes**, employers are required to maintain, and have the ability, to provide the following data to substantiate contributions:

- Contribution Type:
 - Regular (R)
 - Self-pay LTD (SLTD)
 - Self-pay Other (SO)
- Regular Straight Time Pay
- Overtime Pay
- Regular Contributions
- Self-pay Contributions
- Total Contributions

Additional Information

CERS contacts

For any questions or enquiries:

- Email cers@hbt.ca
- Phone (604) 678-8518