

How to Read the ACA Employee Data Page

Table of Contents

What can be found on the ACA Employee Data Page?

Part 1: How to navigate to the individual employee's ACA Employee Data

Part 2: How to read the 'ACA Look Back Periods'

Part 3: How to read the 'ACA Employment Periods' & 'ACA Classification Periods'

Part 4: How to read 'Medical Offers' & 'Safe Harbors'

What can be found on the ACA Employee Data page?

- Results of how the employee is being measured based off of the Employee Data Method, Classification, Medical Offer & Safe Harbor.
- The ability to manually run the ACA Calculation of a specific employee record, not the entire client. The ACA Calculation runs nightly for the entire client (or can be manual on an employee basis by clicking on 'Run ACA Calculation'.) It updates the ACA forms based on any changes that occur.

ACA Process Submission

Select the appropriate ACA process from the drop-down, complete additional parameters as necessary and click "Submit Action" to run the process.

Select Action:

[Edit Settings](#)

[Back](#)

[> Continue](#)

Part 1: How to navigate to the individual employee's ACA Employee Data Page

On the Home Page, go to search for the employee. Then in the section with the 3 dots, select "ACA Employee Data". (pictured).

The screenshot displays the employee profile for Test Jasper Baldwn. The page is divided into several sections:

- Navigation Menu (Left):** Includes options like Employee, Dashboard, Find an Employee, Tasks, New Hire Processing, Data & Tools, and System Administration.
- Header (Top):** Shows the employee's name 'Test Jasper Baldwn', status 'Active Employee', and enrollment 'Enrolled'. A red circle with the number '1' highlights the 'Actions' menu icon (three dots).
- Basic Information Table:** A table with columns for First Name, Middle Name, Last Name, User Name, Employee Status, Gender, Birthdate, and SSN.
- Dropdown Menu (Right):** A menu is open from the 'Actions' icon, listing options: Employee Profile, Edit Employee, Change Employee Status, Visit Employee in TIMS, Account, Change Password, Notes, ACA, ACA Payroll, ACA Employee Data (circled in red with a red circle and number '2'), and ACA Timeline.

Basic Information	Employment	Contact Information
First Name Test	Middle Name Jasper	Last Name Baldwn
User Name tbaldwn1204	Employee Status Active Employee	Gender Female
Birthdate 01/01/1979	SSN 000-00-1204	

Part 2: How to read the 'ACA Look Back Periods'

ACA Look Back Periods

The top of the page reflects the Employee Data & Average Hours. Scroll to the bottom of the section to view the most recent information. Below is an example of the *Look-Back Method*.

ACA Look Back Periods

<input type="checkbox"/>	Measurement		Admin		Stability		Full Time?	Average Hours	Notes	Lock Date	Inactive Date	Stale?	Measure Type	Look-Back Type	FEIN	Manual	Action
	Starts On	Ends On	Starts On	Ends On	Starts On	Ends On											
<input type="checkbox"/>	11/01/2015	10/31/2016	11/01/2016	12/31/2016	01/01/2017	12/31/2017	Yes	31.48		11/30/2016			LOOK-BACK	STANDARD		No	Edit
<input type="checkbox"/>	11/01/2016	10/31/2017	11/01/2017	12/31/2017	01/01/2018	12/31/2018	Yes	34.13		11/15/2017			LOOK-BACK	STANDARD		No	Edit

Data period.

➡ Employee was measured from 11/1/15 through 10/31/16 and worked an average of 31.48 hours/week. (At least 30 hours/week (130 hours/month) is considered ACA full time.) These hours were locked (**Lock Date**) into the system on 11/30/16. The employee was able to enroll in coverage from 11/1/16 through 12/31/16. Coverage was effective from 1/1/17 through 12/31/17.

Full Time? references the result of the Measured Hours. This employee has measured as ACA Full Time. No **Manual** adjustments were made to his record by the administrator clicking on the Edit button to do so.

Part 3: How to read the 'ACA Employment Periods' & 'ACA Classification Periods'

ACA Employment Periods

ACA Employment Periods					
<input type="checkbox"/>	Hire Date	Termination Date	Is Continuing Employment?	FEIN	Action
<input type="checkbox"/>	02/23/2015 (ACTUAL)		N/A		Edit

Is Continuing Employment? If the employee was rehired, then additional information would be listed.

ACA Classification Periods

ACA Classification Periods									
<input type="checkbox"/>	Starts On	Ends On	Is Expected FT?	Is Seasonal?	Is in Multi-Employer Plan?	Hours Type	Measurement Type	Initial Measurement Configuration	Star Measu Popu
<input type="checkbox"/>	02/23/2015		Yes	No	No	Actual	Look Back	All Employees HIRE_DATE 11	All Empl

If the system is setup to automatically load 40 hours/week, then *Weekly Equivalency*.

Employee Data Type Look Back or Monthly; depending on how the employee is configured to be measured.

Initial Employee Data Configuration This field is pulled from the initial ACA Configuration; Employee Data setup section. The '11' describes the number of months that are being measured in order to determine ACA full time status

Part 4: How to read the 'Medical Offers' & 'Safe Harbors'

Medical Offers

Medical Offers

Display Ineligible Offers:

<input type="checkbox"/>	Origin	Plan Name	Offer		Enrollment		Approval	Eligible For Offer	Offer Calc Date	Max Tier Offered	Self-Only Employee Share	Provides Minimum Value?	Manu
			Starts On	Ends On	Starts On	Ends On							
<input type="checkbox"/>	Open Enrollment	BCBS HDHP with H.S.A. FT	01/01/2017	12/31/2017	01/01/2017	12/31/2017	Auto Accepted	Yes	11/11/2016	ALL	75.0	Yes	No

Origin Indicates how coverage was initially offered during the specified timeframe.

Plan Name Lowest minimum cost value plan that the employee is eligible to enroll in.

Max Tier Offered Maximum tier that would be offered to the employee if they had a spouse and dependents. I.e. If Family coverage was offered, but employee enrolled in Single coverage, the Max Tier Offered would be ALL since employee was eligible to enroll an entire family into the coverage.

Self-Only Employee Share Employee share of the lowest cost monthly premium, for Self-Only minimum value coverage.

Provides Minimum Value? If the plan is designed to pay at least 60% of the total cost of medical services for a standard population. (If client is not sure, have them discuss with their consultant.)

Safe Harbors

<input type="checkbox"/>	Calendar Year	FEIN	Safe Harbor	Value	Last Update	Action
<input type="checkbox"/>	2017		Pay Rate	16.1	09/18/2017 by System	Edit

Safe Harbor Pay Rate or W2; *Poverty Level does not have values to be entered here.* The Safe Harbor is used to determine if a medical offer is affordable. (If client is not sure, have them discuss with their consultant.)

Value Applies for the calendar year when it's appropriate and is provided