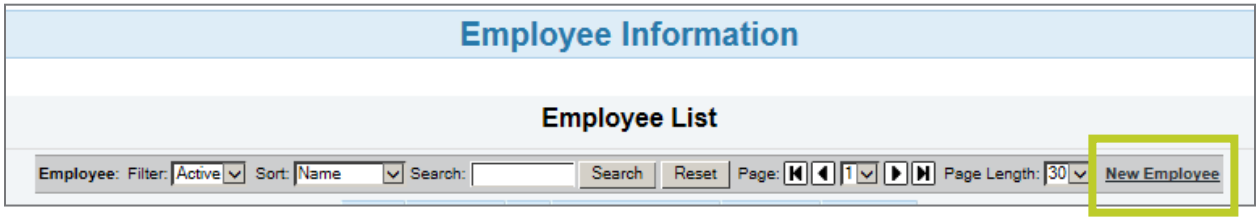
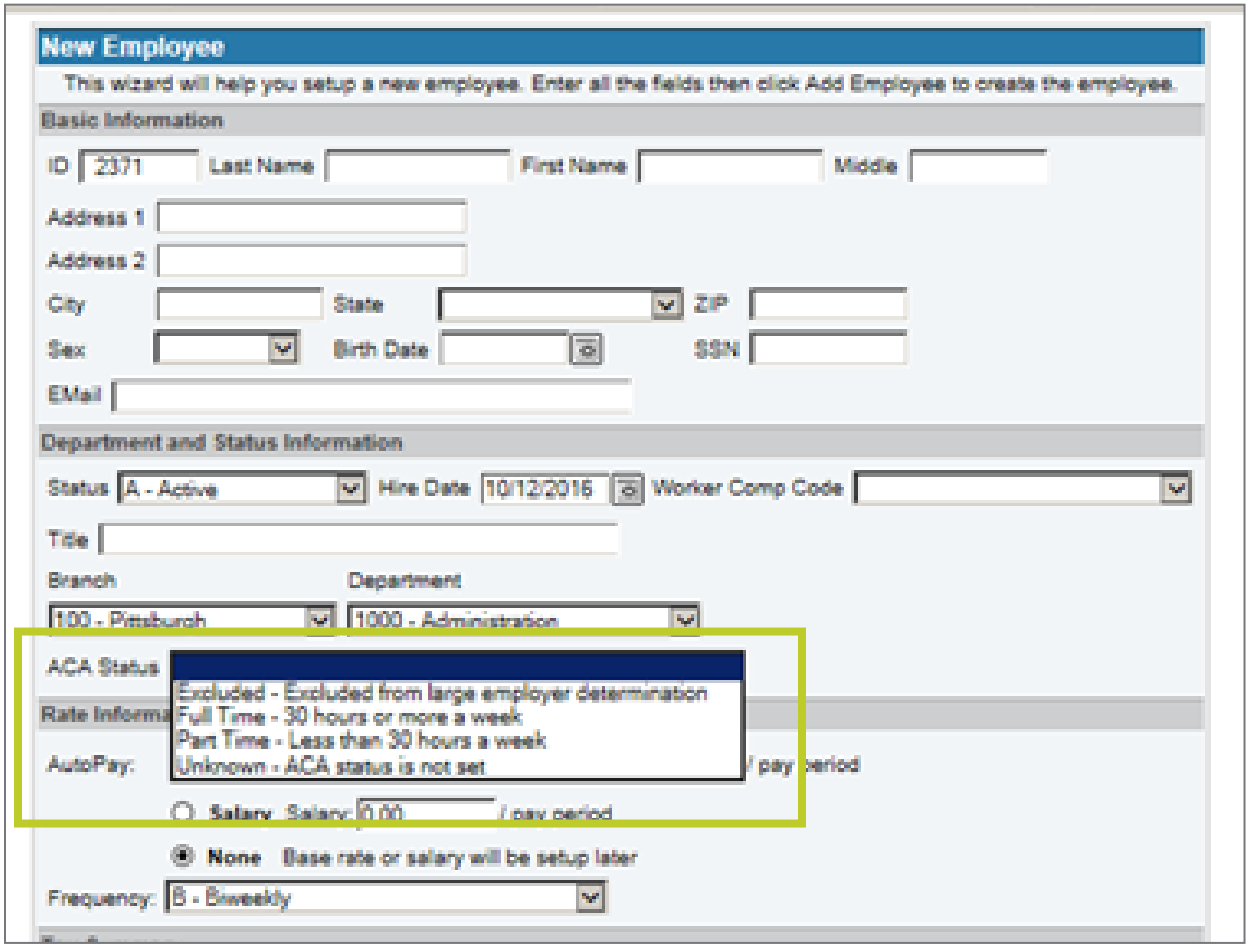
ACA in Payentry: Setting ACA Status

Setting ACA status for all employees is a very important step in maintaining ACA compliance. This document (the second in a series of three) will walk you through the three methods available, and is designed to help guide you through the process using screenshots and descriptions to make the process quick and easy. Let's take a closer look!

The first way you can set an ACA status is during the process of adding a new employee. To do this, navigate to "Employee Information" and the click on "New Employee."



Within the "New Employee" section you'll then have the option to select an ACA status from the drop-down menu as shown below:



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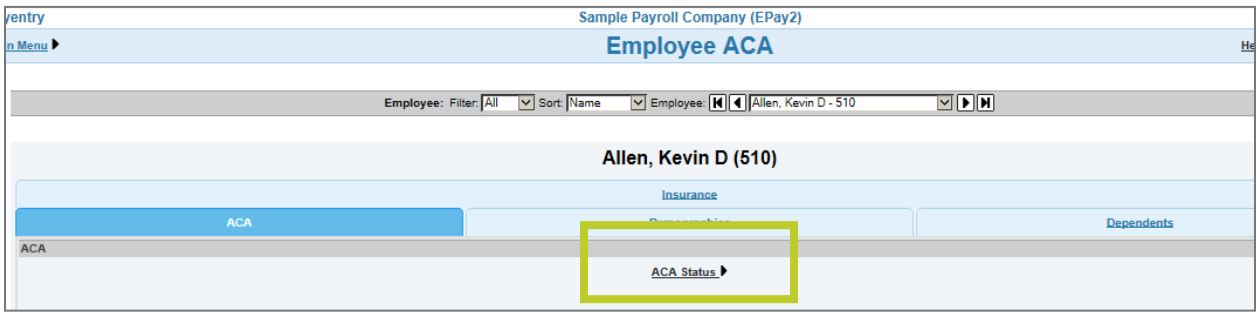
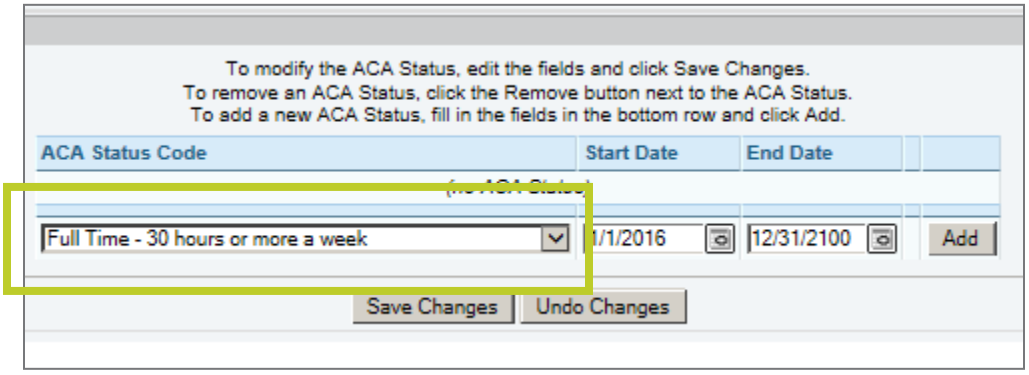
When setting an ACA status during the new hire process, the start date of the ACA status record will always be the employee's hire date.

The second way to add/modify an employee's ACA status is directly on the employee's ACA tab. To access the tab, navigate to the "Employee Information" section and then select the name of the employee. From here, select "ACA" and then click on "ACA Status," shown below:



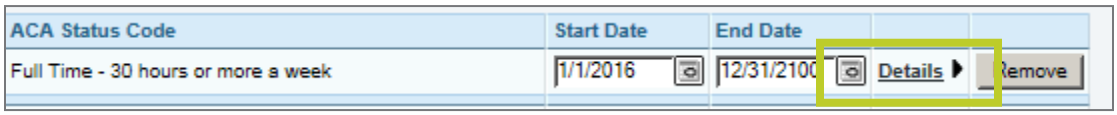
On the ACA Status page you will have the option to add or modify an employee's ACA Status and then save changes. The drop-down menu presents you with a few different options but the two most often used are: Part-Time (under 30 hours/week) and Full-Time (30 hours or more/week). The status of Unknown can be used if you are determining whether an employee is part-time or full-time when hired, but this status should be immediately updated once their status is known. Finally, you have excluded. This status should only be used if the employee is to be excluded from large employer determination.



Depending on the employee, the start date will most likely be the first of the year (1/1/2016) or their actual hire date. You have a few different choices for end date; 12/31/2100, which is what you'll use to keep this employee in this status forever; the date in which the employee completed their waiting period for insurance; or the date the employee was terminated.

Once you've selected the appropriate ACA status, click on "Save Changes."

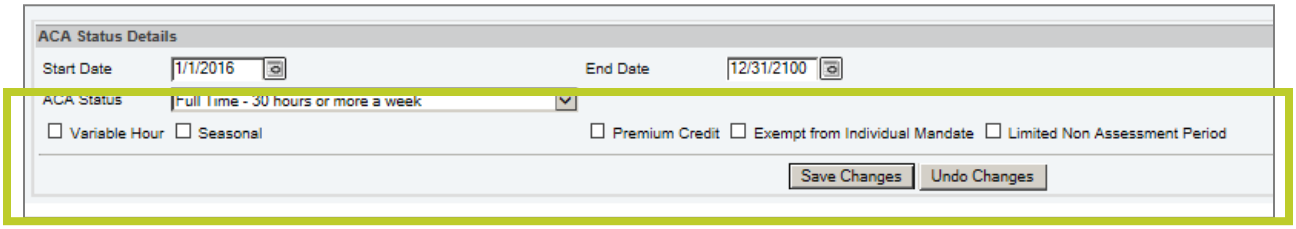
Next, you'll then want to click on the "Details" option (shown below).



Within "Details," you'll be able to indicate if the specific employee classifies as any of the following:

- Variable Hour – Variable hour employees, much like the name suggests, are those who have a work schedule that varies week-to-week. As a result, the employer cannot reasonably determine whether the employee is full- or part-time.
- Season – Season employees are employees who work additional hours for a short period of time, usually due to either tourist or holiday seasons in a seasonal industry per DOL 29CRF 500.20(s)(1).
- Premium Tax Credit – This indicates whether the employee receives a premium tax credit from the Health Insurance Marketplace. This information is used for reporting purposes only.
- Exempt from Individual Mandate – Certain employees are exempt from the individual mandate. For more information to determine whether or not to use this checkbox, click here. Again, this information is used for reporting purposes only.
- Limited Non-Assessment Period – This checkbox is used to indicate whether the employee is currently in a Limited Non-Assessment Period. A Limited Non-Assessment Period is a period of time where an applicable large employer (ALE) is not required to offer coverage to qualified full-time employees. This is typically referred to as the waiting period before the employee is eligible to enroll in insurance.

If applicable, you will need to check the corresponding boxes to indicate any of these mentioned circumstances. Once you've done that, select "Save Changes" (shown below):



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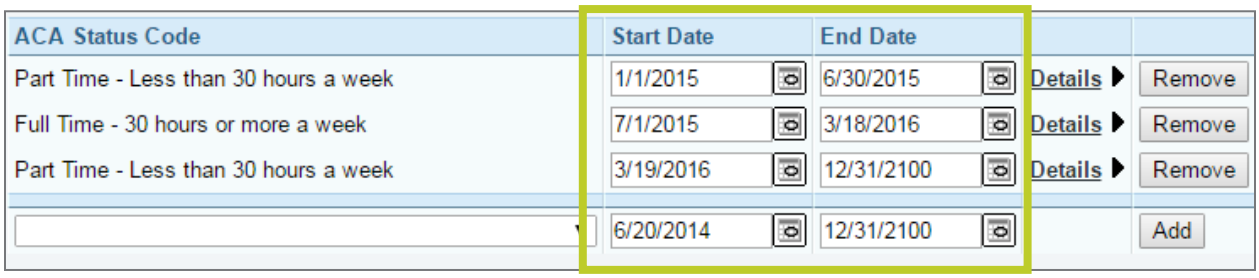
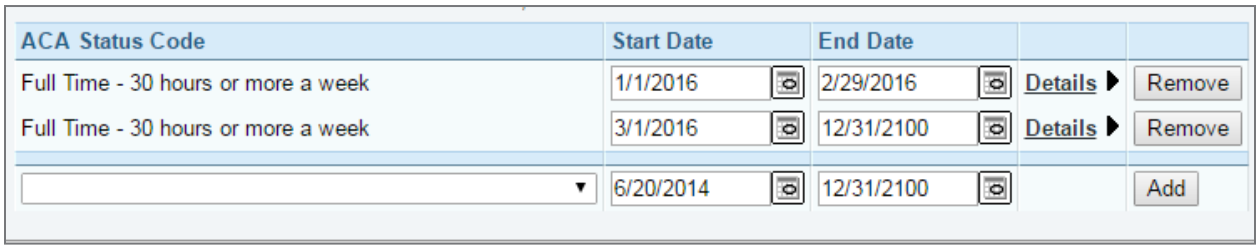
One important thing to understand about employee ACA status is that it is possible to have more than one throughout the year. **However, the dates of an ACA status cannot overlap, meaning an employee cannot have two simultaneous ACA statuses.** We've included an example below to illustrate what this may look like.

Below, our employee begins as part time, moves to full-time status before once again becoming part-time. Although his/her ACA status changes throughout, the start and end dates never overlap. This is very important as overlapping dates will generate an error and prevent Sentric from processing your Forms 1095-C.



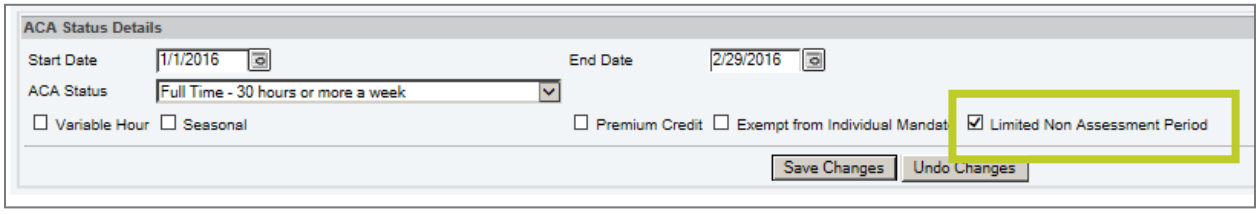
ACA Status Code	Start Date	End Date		
Part Time - Less than 30 hours a week	1/1/2015	6/30/2015	Details	Remove
Full Time - 30 hours or more a week	7/1/2015	3/18/2016	Details	Remove
Part Time - Less than 30 hours a week	3/19/2016	12/31/2100	Details	Remove
	6/20/2014	12/31/2100		Add

Let's look at another example using the limited non-assessment period. Below, we indicate that this individual was hired on 1/1/2016, but was in a 60-day limited non-assessment period. The "ACA Status Code" section should then look like this:

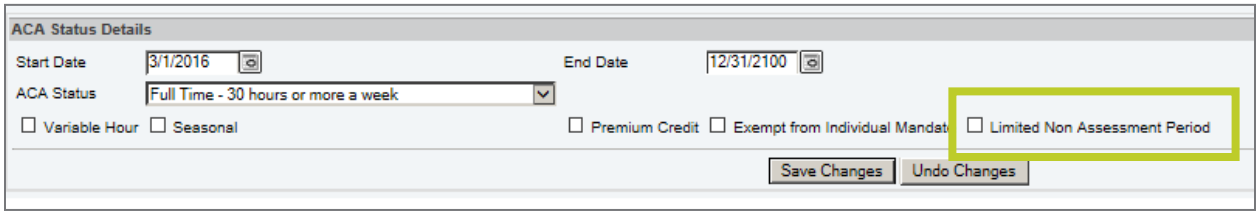


ACA Status Code	Start Date	End Date		
Full Time - 30 hours or more a week	1/1/2016	2/29/2016	Details	Remove
Full Time - 30 hours or more a week	3/1/2016	12/31/2100	Details	Remove
	6/20/2014	12/31/2100		Add

However, the corresponding "Details" section of the initial status (beginning 1/1/2016) should indicate that the employee was, in fact, in a limited non-assessment period. This is illustrated on the "Details" section shown below:



Once the employee has completed his/her limited non-assessment period on 3/1/2016, you will then need to create a second ACA status that does not include this checkbox, shown below:

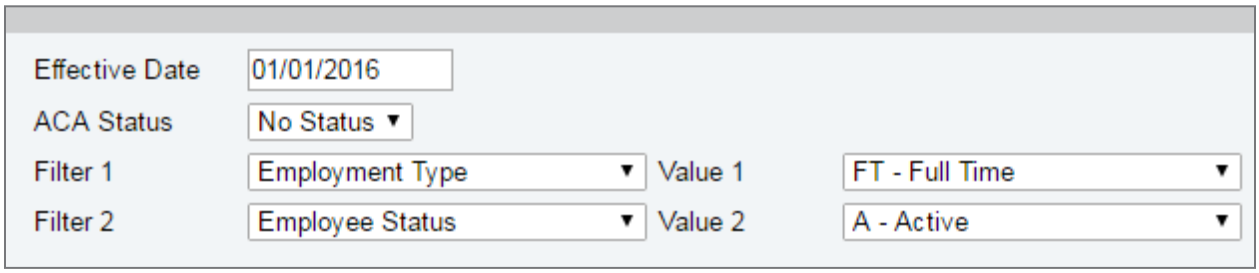


The final method available to update ACA status is through the EE Bulk Update Tool. This tool allows you to update multiple ACA statuses at once.

In order to use this tool you'll need to follow the below navigation path:
Main Menu > Company Setup > EE Bulk Update > EE ACA Status Bulk Update.

Here, you'll notice that the page is divided into three sections: Filters, Employee Grid and Update Fields.

The "Filters" section allows you to determine which employees you'd like to display and edit. In the below example, we're looking at employees without an ACA status who classify as full time and active.



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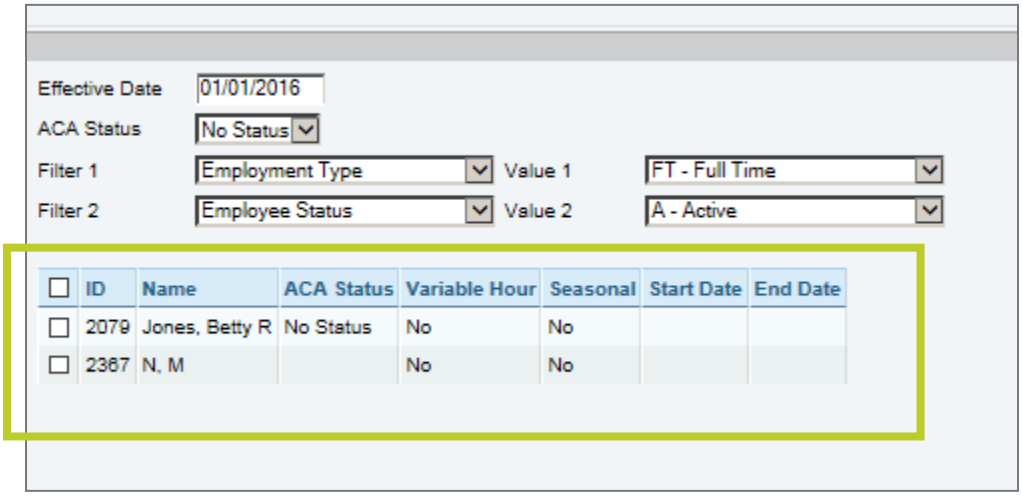
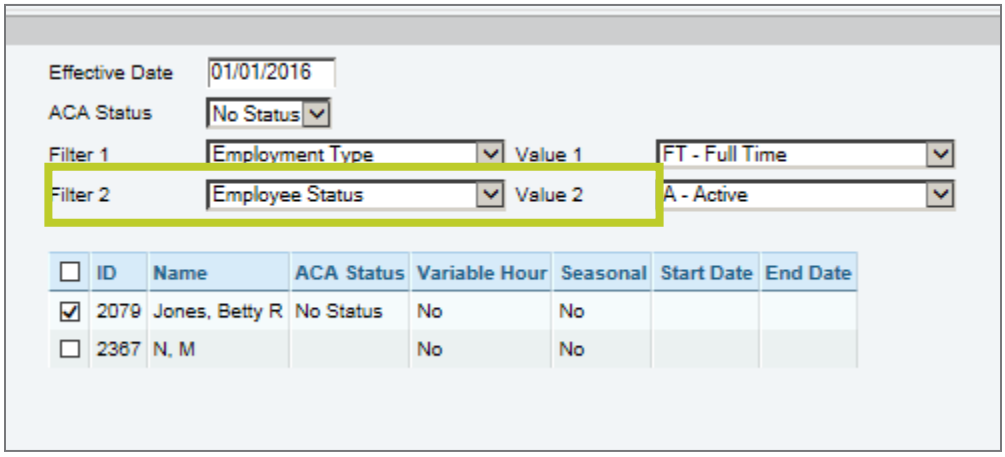
Once you've selected your filters, the "Employee Grid" will then display all employees that match the specific parameters. Results will look like the below:



With you results now generated, you have the ability to update an individual employee or multiple employees by checking the box next to their name. In the below example we've only selected to update the ACA status for Betty Jones.



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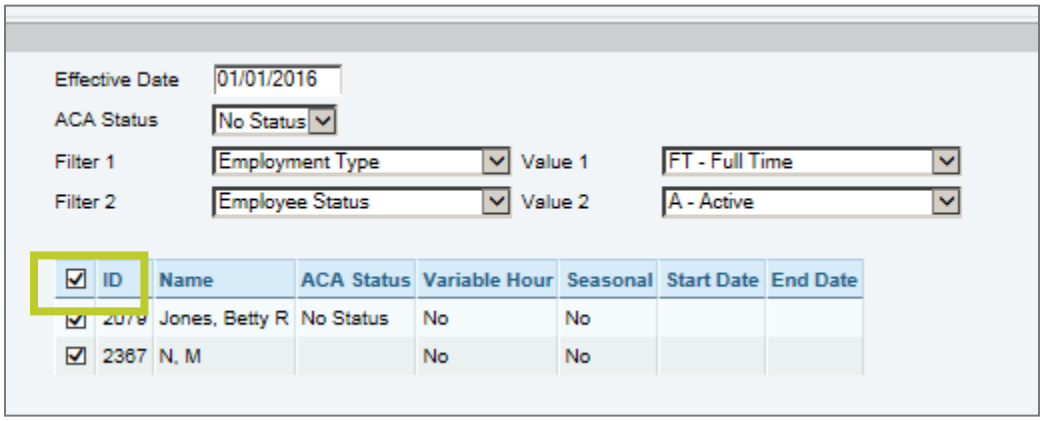
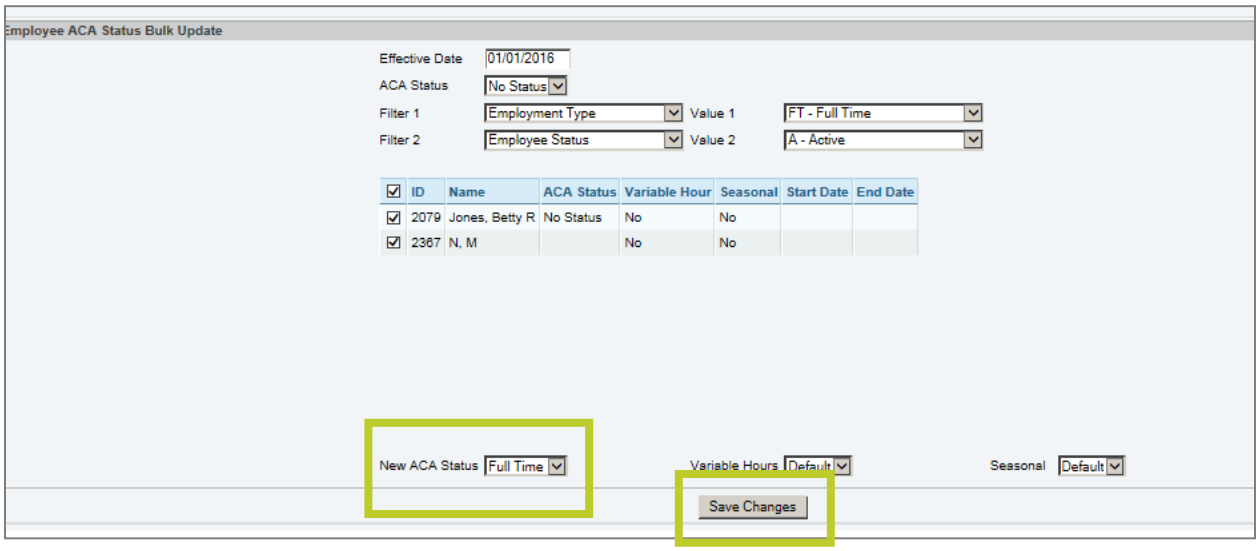
Within this view you also have the ability to select and update all employees who are displayed in the grid. To select all employees, simply check the box at the top left column, next to the ID field (shown below). Doing so will place a check mark next to all displayed employees.



With the correct employees now identified, you can now select an ACA status from the bottom drop-down menu. In our example below, we've selected full time as the status for both Betty Jones and M N beginning on 1/1/2016. Selecting "Save Changes" will then assign them both this status.



Using any of these three methods you will then be able to update or add an ACA status for **all of your employees.** Once an ACA Status has been updated or assigned to ***everyone***, you'll then be finished with step two and ready to move on to the final step in the process: Setting/Modifying your employee coverage records.