

Ensuring ACA Compliance ~ Tips for HRIS

The purpose of this document is to explain to agencies what information in HRIS (including ETE) must be accurate to ensure ACA compliance.

Job Changes

- If an employee has a job change and the employee is moved into a non-benefit eligible position, you must review employee prior hours to determine if they must remain in a benefit eligible status
 - See [Review Employee's ACA Hours](#) below
- If employee was previously employed by any State of Arizona agency and rehired where the break in service is less than 13 weeks, the hours the employee previously worked must be considered and the ACA designation code should not change unless:
 - Employee is currently in a Variable, Seasonal or Part-Time position and employee is rehired into FT position.
- If employee changes position (either within same agency or transfers into another agency) during 2020 the ACA designation code should not change unless:
 - Employee was in a Variable, Seasonal or Part-Time position and employee is transferring into new Variable, Seasonal or Part-Time position

In other words, if employee ACA designation was as Full-Time and changes to a position that is no longer considered Full-Time, you must wait until 2021 plan year to change designation.

Employee Demographic Information

- Ensure that Employee information in HRIS is accurate as this appears on the 1094/1095-C statements provided to employees and the IRS.
 - Critical fields are Social Security Number, full name, address, and date of birth

Hire Date

- Hire date must be accurate to determine if an employee is ACA ongoing or ACA new hire.
- Hire date means the employee receive a new hire date.

Termination Date

- If an individual is no longer an employee of the State, termination date must be populated.
- Knowing when the employee became inactive is critical in regards to reporting accurate information on the 1095-C statements.

EE Status Code

- Always ensure that the employee status code is correct. Status code is the key indicator of whether an employee is benefit eligible or not and whether employee is considered an active or inactive employee.
- Prior to changing an employee status code to a non-benefit eligible status (e.g. D2, C3), make sure you know the employee's current benefit eligibility for the applicable stability period.

ACA Designation User Field

- Knowing the employee's current ACA designation is critical. There are two components to knowing the ACA designation. The first is to determine whether an employee is considered an ongoing or new hire. The second is to determine whether the employee is considered Full-Time, Part-Time, Variable or Seasonal.

HRIS Info

- To add or update an employee's ACA designation, use the HRIS / XP52 Personnel Action (PA Action = "App Hire / Rehire 2" action or "User Field Change" action) form
- To view the employee's current ACA designation code, open Employee Record (HR11) and click on the User Field tab.

Time Recording (ETE or Paper Timesheet)

- Ensure time records are accurate as they are used to calculate hours at the end of each measurement period. Ensure all hours that are counted towards the "30 hour rule" are properly recorded in HRIS. *If there is an IRS audit, these time records will need to be available to defend an employee's hours.*
- Properly track FMLA hours, especially any FMLA hours that an employee is not being paid (e.g., unpaid FMLA).

Review Employee's ACA Hours

To determine / review how many hours an employee has worked towards the "ACA 30- Hour Rule" during a specific period, use the Employee Service Inquiry (LP60) in HRIS.

1. Login to HRIS
2. Search for LP60 in the search area
3. Enter "1" Company field
4. Enter or Search the **EIN** of the employee
5. Select "**BEN**" service class
6. Enter **Date Range** (e.g. if you are trying to determine how many hours an employee worked during the Standard Measurement Period, enter 10/10/20XX – 10/09/XX)

NOTE: In order to use the LP60 in HRIS, you must have access as **Absence Management Specialist**