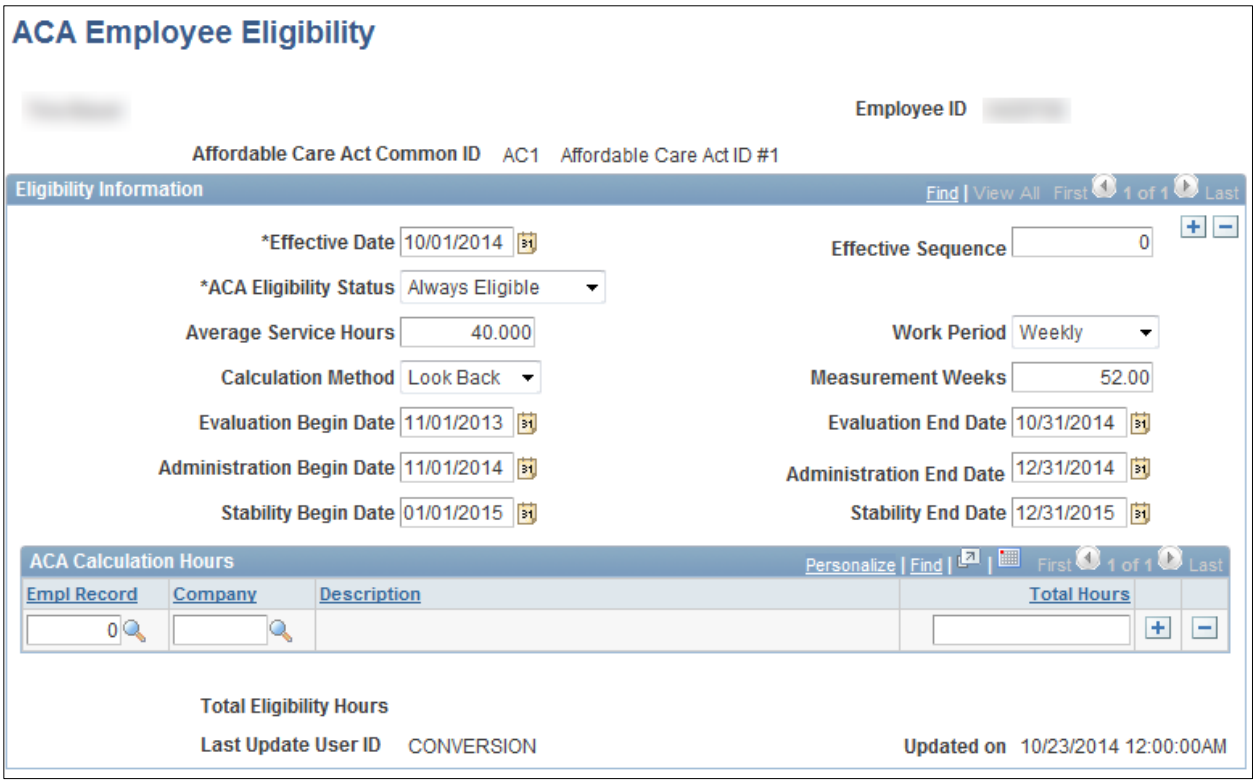
ACA Employee Eligibility Page

A new ACA Employee Eligibility page has been added to all employees in PeopleSoft. This information page is to assist in tracking employee's benefit eligibility. To view and update this page it is accessed at: HR/Payroll Menu > ND State Applications > Benefits > ACA Employee Eligibility.

The defaults for the page are as follows:

- Job codes that start with CL will have an ACA Eligibility Status of "Always Eligible"
- Job codes that start with NC will default with "To Be Determined" with the exception of NC 9001, 9002, 9003, 9007, 9009, & 9101 which will be "Always Eligible"
- For current employees the Average Service Hours will be defaulted from what is on the Job Data, Job Information tab
- Work Period will be weekly
- Calculation Method is Look Back
- For current employees the dates will default as shown below



Each record should be reviewed and if changes need to be made a row should be added and the information updated. **All records for temporary employees should have a new row added and the information updated as either Eligible or Ineligible based on what was determined in the look back measurement process.**

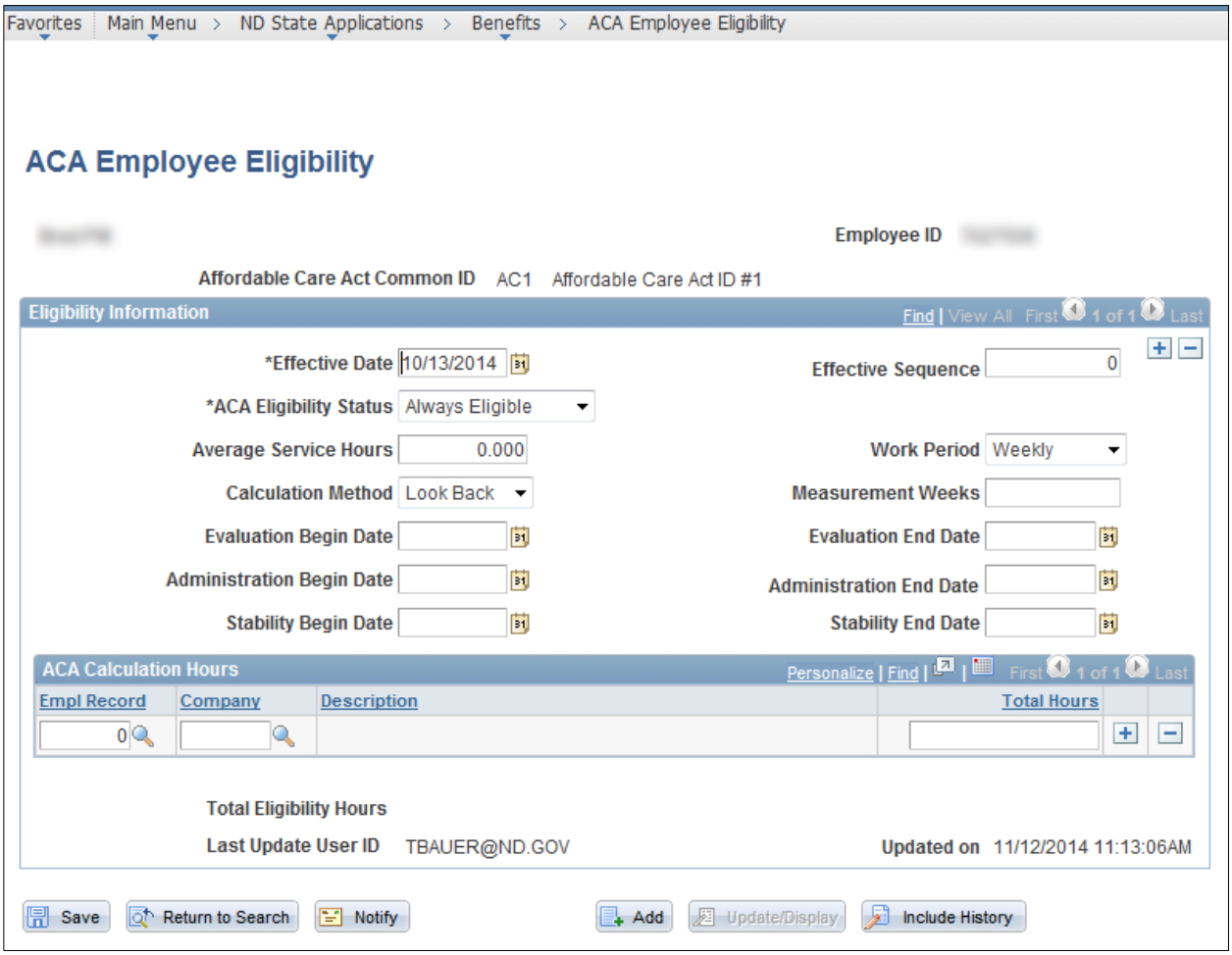
After completing a new hire or rehire the ACA Employee Eligibility page will need to be completed. To complete/update the ACA Eligibility Details information on an employee go to: Main Menu > ND State Applications > Benefits > ACA Employee Eligibility.

A row will need to be added, if it is a new hire or rehire, you can put an effective sequence 1, or change the date to update the information. When all information is updated click Save.

For further information on appropriate dates for hires/rehires refer to the information below or NDPERS website: http://www.nd.gov/ndpers/news/special-aca-forum.html

Begin initial measurement period for 12 months from date of hire. At end of first 12 month period, review hours to determine if the employee worked at least 1560 hours during initial measurement period. If yes, offer coverage effective 1st of next month following determination (must be within 13 months of employment) and provide coverage for the following 12 months (stability period). The employee will then cycle into the ongoing measurement and stability periods that apply to other temporary employees to determine eligibility for future years.

If the employee is seasonal, each year of seasonal employment will begin a new measurement period.



For Benefits Administration the following scenarios will determine what process needs to be completed:

New Hire	Enter new hire in Job Data, review ACA Employee Eligibility page and update as needed. Ben Admin will create 'hire' event that employer can use to select appropriate health plan.
Rehire	Enter rehire in Job Data, review ACA Employee Eligibility page and update as needed. Ben Admin will create 'hire' event that employer can use to select appropriate health plan.
Status change from Permanent to Temp	Enter position change in Job Data, update ACA Employee Eligibility page. Ben Admin will create MSC event that employer can use to select appropriate health plan.
Status change from Temp to Permanent	Enter position change in Job Data, update ACA Employee Eligibility page. Ben Admin will create MSC event for all permanent benefits except health. Create manual PRN event to enroll employee in health plan.
Existing employee newly eligible under ACA	Update ACA Employee Eligibility page. Create a manual PRN event, using the first of the month preceding the effective date of the health insurance coverage, and select the appropriate health plan. (Example – for health insurance that is effective 1/1/2015, create a manual event with a 12/1/2014 date).
Existing employee no longer eligible under ACA	Update ACA Employee Eligibility page. Create a manual PRT event, using the first of the month that the coverage is ending, and terminate the health plan. (Example – for health insurance that is ending 12/31/2014, create a manual event with a 12/1/2014 date).

Following is an explanation of the different health plan options available for payroll deduction:

Health plans for employers who offer wellness program:		**Employee paid**	**Employer paid**	**Total premium**
TEMP02 – Single Option Code 4 Coverage Code A	Dakota Plan PPO/Basic - employee paid **When to select this option**: This option is only available for current employees who do not meet the new ACA eligibility definition AND who were enrolled in the health plan prior to 1/1/2015 AND the employee is paying the full premium for single coverage.	472.74	0.00	472.74
TEMP02 – Family Option Code 4 Coverage Code B	Dakota Plan PPO/Basic - employee paid **When to select this option**: This option is only available for current employees who do not meet the new ACA eligibility definition AND who were enrolled in the health plan prior to 1/1/2015 AND the employee is paying the full premium for family coverage.	1,139.34	0.00	1,139.34

TEMP05 – Single Option Code 9 Coverage Code A	Dakota Plan PPO/Basic - employer paid **When to select this option**: This option is available for current employees who do not meet the new ACA eligibility definition AND who were enrolled in the health plan prior to 1/1/2015 AND the employer is paying the full premium for single coverage. This option is also available for employees who meet the new ACA eligibility definition and the employer has elected to pay the full premium for single coverage.	0.00	472.74	472.74
TEMP05 – Family Option Code 10 Coverage Code B	Dakota Plan PPO/Basic - employer paid **When to select this option**: This option is available for current employees who do not meet the new ACA eligibility definition AND who were enrolled in the health plan prior to 1/1/2015 AND the employer is paying the full premium for family coverage. This option is also available for employees who meet the new ACA eligibility definition and the employer has elected to pay the full premium for family coverage.	0.00	1,139.34	1,139.34
DAKACA – Single Option Code 13 Coverage Code A	Dakota Plan PPO/Basic - employee/employer paid **When to select this option**: This option is for employees who meet the new ACA eligibility definition and the employer is not paying the full premium for single coverage.	92.38	380.36	472.74
DAKACA – Family Option Code 14 Coverage Code B	Dakota Plan PPO/Basic - employee/employer paid **When to select this option**: This option is for employees who meet the new ACA eligibility definition and the employer is not paying the full premium for family coverage.	758.98	380.36	1,139.34

Health plans for employers who do NOT offer wellness program:		**Employee paid**	**Employer paid**	**Total premium**
TEMP04 – Single Option Code 7 Coverage Code A	Dakota Plan PPO/Basic - employee paid **When to select this option**: This option is only available for current employees who do not meet the new ACA eligibility definition AND who were enrolled in the health plan prior to 1/1/2015 AND the employee is paying the full premium for single coverage.	476.86	0.00	476.86

TEMP04 – Family Option Code 8 Coverage Code B	Dakota Plan PPO/Basic - employee paid **When to select this option**: This option is only available for current employees who do not meet the new ACA eligibility definition AND who were enrolled in the health plan prior to 1/1/2015 AND the employee is paying the full premium for family coverage.	1,149.26	0.00	1,149.26
TEMP06 – Single Option Code 11 Coverage Code A	Dakota Plan PPO/Basic - employer paid **When to select this option**: This option is available for current employees who do not meet the new ACA eligibility definition AND who were enrolled in the health plan prior to 1/1/2015 AND the employer is paying the full premium for single coverage. This option is also available for employees who meet the new ACA eligibility definition and the employer has elected to pay the full premium for single coverage.	0.00	476.86	476.86
TEMP06 – Family Option Code 12 Coverage Code B	Dakota Plan PPO/Basic - employer paid **When to select this option**: This option is available for current employees who do not meet the new ACA eligibility definition AND who were enrolled in the health plan prior to 1/1/2015 AND the employer is paying the full premium for family coverage. This option is also available for employees who meet the new ACA eligibility definition and the employer has elected to pay the full premium for family coverage.	0.00	1,149.26	1,149.26
ACA – Single Option Code 15 Coverage Code A	Dakota Plan PPO/Basic - employee/employer paid **When to select this option**: This option is for employees who meet the new ACA eligibility definition and the employer is not paying the full premium for single coverage.	92.38	384.48	476.86
ACA – Family Option Code 16 Coverage Code B	Dakota Plan PPO/Basic - employee/employer paid **When to select this option**: This option is for employees who meet the new ACA eligibility definition and the employer is not paying the full premium for family coverage.	764.78	384.48	1,149.26