

TO: Agency/Department Heads

CC: Agency/Department HR Officers
Agency/Department Fiscal Officers

FROM: Division of Statewide Payroll
State Controller's Office

SUBJECT: Affordable Health Care Act Implementation Information

As a follow up to the Affordable Care Act (ACA) memo sent on November 24, 2015, the Division of Statewide Payroll has completed the 'Look-back Period'. Employees were measured from May 2014 through April 2015 to determine full-time status. The 'Stability Period' will continue through the June 17, 2016 pay date (last payment for June insurance).

Employees who were determined to be 'new' employees after May 1, 2014 were set up with their initial look-back dates.

The following enhancements have been implemented:

IPOPS

- An employee identified as ACA full time during the 'Measurement Period' cannot be changed from Tier 1 insurance eligibility until the 'Stability Period' is complete.
- An employee deemed eligible for health insurance (either due to ACA or OGI eligibility rules) must also be eligible for dental and life insurance.
- Employees eligible for insurance may or may not be eligible for retirement. To determine eligibility, contact the appropriate benefits provider.

Online Reporting

The below reports are related to the implementation of the ACA Look-Back Period and will be available in SYSID AUIS44R through February 2016.

- LOOKBACK - Reports all employees and their average monthly hours from May 1, 2014 to April 30, 2015. A 'Y' will be reported in the CHG REQ field for all employees who measured full-time and are not currently in Tier 1. The report will also show initial look-back dates for employees determined to be 'new' employees after May 1, 2014.

- LOOKBCK2 - Reports all employees and their average monthly hours from May 1, 2015 to December 3, 2015. This report is a follow-up to the LOOKBACK report to set the initial look-back dates for employees who were determined to be 'new' after April 30, 2015.
- TIERCHNG - Reports all employees who need to be changed to Tier 1 insurance eligibility for the remaining months of the Standard Stability Period. (Agency Action is required.)
- TIERCHN2 - Reports all new employees who need to be changed to Tier 1 insurance eligibility for the remaining months of their Initial Stability Period. (Agency Action is required.)

The following report will be available in SYSID AUIS44 and AUIS44J with each payroll processing.

- A-444991 (ACA Payroll Actions Report) - Beginning with the payroll processing reports posted on December 11, 2015, this report will provide information regarding initial look-back dates. It will include messages notifying the agency when initial measurement and stability periods have begun and ended. ACA breaks in service will also be reported.

IBIS

New data items were added to IBIS. New Statewide Reports will be forthcoming, please watch for future communications.

- New ACA informational data items will be available under the 'Employee' query subject. These new data items are the initial look-back measurement and stability dates, the initial full-time indicator, the standard full-time indicator, and the pay period end date ACA hours were reported.
- New 'Affordable Care Act' folder. This folder will include all data items related to ACA, including the average ACA hours reported for each calendar month

For additional reference information regarding the Affordable Care Act, please visit the DSP User Manual at <http://help.sco.idaho.gov/DSPUserManual/Pages/Affordable%20Care%20Act.aspx>.

We strongly encourage agency payroll and personnel staff to attend ACA training sessions. For information on available training sessions, please contact dsptrainer@sco.idaho.gov.

If you have additional questions, please contact the DSP Help Desk at (208) 334-2394 or dsphelp@sco.idaho.gov.

Thank you.