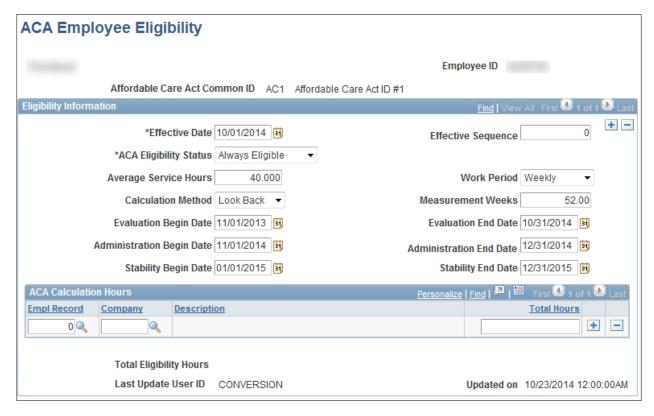
ACA Employee Eligibility Page

An 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.

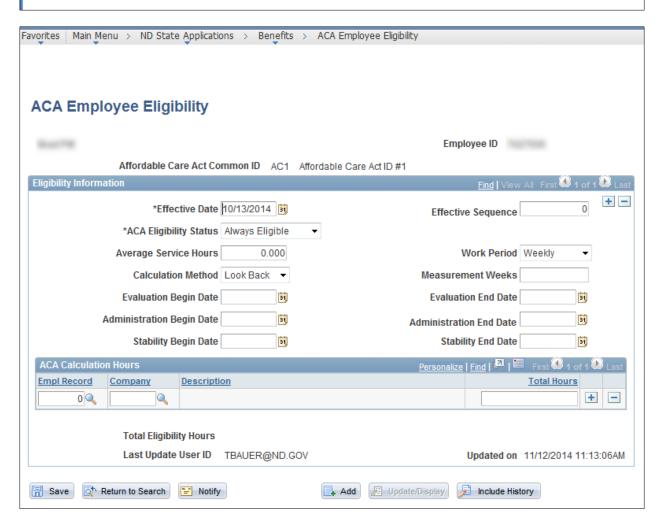
After completing a new hire or rehire the ACA Employee Eligibility page will need to be completed. To complete/update the ACA Eligibility Details information on an employee go to: Main Menu > ND State Applications > Benefits > ACA Employee Eligibility.

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: https://ndpers.nd.gov/employers/employer-resources/affordable-care-act-aca/

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 $\mathbf{1}^{\text{st}}$ 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.



<u>For Benefits Administration the following scenarios will determine what process needs to be completed:</u>

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	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
Permanent	plan.
Existing employee newly	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 1/1/2018, create a manual event
eligible under ACA	with a 12/1/2017 date). Update ACA Employee Eligibility page. Create a manual PRT event,
Existing employee no longer	using the first of the month that the coverage is ending, and terminate the health plan. (Example – for health insurance that is ending
eligible under ACA	12/31/2017, create a manual event with a 12/1/2017 date).

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

Health plans for employers who offer wellness		Employee	Employer	Total
program:		paid	paid	premium
	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			
TEMP02 – Single	AND who were enrolled in the health plan			
Option Code 4	prior to 1/1/2015 AND the employee is			
Coverage Code A	paying the full premium for single coverage.	597.56	0.00	597.56
	Dakota Plan PPO/Basic - employee paid			
	When to select this option: This option is			
TEMP02 – Family	only available for current employees who do			
Option Code 4	not meet the new ACA eligibility definition			
Coverage Code B	AND who were enrolled in the health plan	1,440.18	0.00	1,440.18

	prior to 1/1/2015 AND the employee is			
	paying the full premium for family coverage.			
	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			
TEMP05 – Single	meet the new ACA eligibility definition and			
Option Code 9	the employer has elected to pay the full			
Coverage Code A	premium for single coverage.	0.00	597.56	597.56
	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			
TEMP05 – Family	meet the new ACA eligibility definition and			
Option Code 10	the employer has elected to pay the full			
Coverage Code B	premium for family coverage.	0.00	1,440.18	1,440.18
	Dakota Plan PPO/Basic -			
	employee/employer paid			
	When to select this option: This option is			
DAKACA – Single	for employees who meet the new ACA			
Option Code 13	eligibility definition and the employer is not	not		
Coverage Code A	paying the full premium for single coverage.	94.05 503.51		597.56
	Dakota Plan PPO/Basic -			
	employee/employer paid			
	When to select this option: This option is			
DAKACA – Family	for employees who meet the new ACA			
Option Code 14	eligibility definition and the employer is not			
Coverage Code B	paying the full premium for family coverage.	936.67	503.51	1440.18

Health plans for employers who do NOT offer wellness program:		Employee paid	Employer paid	Total premium
	Dakota Plan PPO/Basic - employee paid			
	When to select this option: This option is			
TEMP04 – Single	only available for current employees who do			
Option Code 7	not meet the new ACA eligibility definition			
Coverage Code A	AND who were enrolled in the health plan	603.52	0.00	603.52

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	prior to 1/1/2015 AND the employee is			
	paying the full premium for single coverage.			
	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			
TEMP04 – Family	AND who were enrolled in the health plan			
Option Code 8	prior to 1/1/2015 AND the employee is			
Coverage Code B	paying the full premium for family coverage.	1,454.58	0.00	1,454.58
	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			
TEMP06 – Single	meet the new ACA eligibility definition and			
Option Code 11	the employer has elected to pay the full			
Coverage Code A	premium for single coverage.	0.00	603.52	603.52
	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			
TEMP06 – Family	meet the new ACA eligibility definition and			
Option Code 12	the employer has elected to pay the full			
Coverage Code B	premium for family coverage.	0.00	1,454.58	1,454.58
	Dakota Plan PPO/Basic -			
	employee/employer paid			
	When to select this option: This option is			
ACA – Single	for employees who meet the new ACA			
Option Code 15	eligibility definition and the employer is not			
Coverage Code A	paying the full premium for single coverage.	94.05	509.47	603.52
	Dakota Plan PPO/Basic -			
	employee/employer paid			
ACA	When to select this option: This option is			
ACA – Family	for employees who meet the new ACA			
Option Code 16	eligibility definition and the employer is not	045 14	E00 47	1 454 50
Coverage Code B	paying the full premium for family coverage.	945.11	509.47	1,454.58