

## Affordable Care Act (ACA) Eligibility Procedures for Human Resource Officers

Step by step procedures may vary by institution. These procedures are meant to be used as a guide, but not meant as the only source of information. Additional information is available at:

Federal Register <http://www.gpo.gov/fdsys/pkg/FR-2014-02-12/pdf/2014-03082.pdf>

IRS-ACA Webpage - <http://www.irs.gov/uac/Affordable-Care-Act-Tax-Provisions>

DOL- ACA Webpage - <http://www.dol.gov/ebsa/healthreform/>

TBR-Human Resources Webpage - [http://tbr.edu/about/human\\_resources.aspx?id=7763](http://tbr.edu/about/human_resources.aspx?id=7763)

- Review System Implementation of the Affordable Care Act on TBR-HR website- revised March 2014
- Provide all new employees the required Federal Marketplace Notice within 14 days of an employee's start date
- Test the US Affordable Care Act Hours Analysis report provided by Ellucian, reviewing the accompanying recorded webinar, manual, and FAQs. (Now available in the Ellucian Commons)
- Determine if your institution will use the Ellucian report, a report created internally, a database, or a combination of resources
- Input data (hours) into Banner and/or alternate source to allow for eligibility tracking and reporting
- Run the selected report(s) and/or queries to determine eligibility
- Analyze the report, identifying employees eligible for insurance
- Notify the eligible employees and offer insurance
- Collect enrollment or refusal (waiver) of enrollment form
- Process forms, enter elections in Banner and upload in Edison, as applicable (all forms must be uploaded in Edison, including waivers)
- Continue maintaining hours in selected reporting structure (i.e. Banner or internal report)
- Run and analyze the report(s) and/or queries at least monthly to monitor employee eligibility
- If the employee no longer meets the eligibility criteria, (hours drop below eligibility) once the stability period has been met, notify the employee coverage will end as of the end of the stability period
- Re-evaluate business practices as needed, determine if methods used to track hours worked and measure eligibility are sufficient