

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JEFF LANDRY
GOVERNOR



TAYLOR F. BARRAS
COMMISSIONER OF ADMINISTRATION

March 14, 2025

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2025-42

TO: LaGov HCM Paid Agency Human Resources
and Employee Administration Staff

FROM: Andrea P. Hubbard
Director

SUBJECT: Affordable Care Act Infotype 9004 Entry for 2025

This is to advise all LaGov HCM Paid agency personnel of the availability of Infotype 9004, ACA Reporting, for agencies to resume entry of calendar year 2025 data.

Employees determined to be eligible for health coverage were offered coverage during the 2024 Office of Group Benefits Annual Enrollment period. Employees enrolled in health coverage for the 2024 plan year who continued their enrollment for the 2025 plan year should not need any changes to Infotype 9004 as long as an end date of 12/31/9999 was used. Employees who waived coverage for the 2024 plan year and continued to waive coverage for the 2025 plan year require a new Infotype 9004 for the 2025 calendar year reflecting a waiver of coverage.

LEO Enrollment: During annual enrollment, employees were given the option to make their 2025 health coverage selection via LEO. If the employee waived coverage for 2025 via LEO, a new IT9004 waived record was automatically created for 2025. If the employee enrolled in health coverage via LEO, a new IT9004 enrolled record was automatically created, if one did not already exist, for 2025.

Reminder: An Infotype 9004 record(s) is required for every employee who worked at any point during the 2025 calendar year. Use the [Infotype 9004 Employee Scenarios](#) matrix to assist with determining the appropriate entry codes.

In addition, agencies should be measuring hours of service for those employees not considered ACA full-time during the appropriate measurement period using the ACA Dates Calculator (ZP250) in LaGov HCM or the [measurement period chart](#) that can be

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found on the Office of State Uniform Payroll ACA webpage. Agencies should also be sure to consider all hours worked across all LaGov HCM Paid agencies when counting hours for WAE employees. Agencies will have to work together to determine these employees' eligibility for insurance and ensure the employee is offered insurance where appropriate.

CAUTION: Changes made to a prior year Infotype 9004 record may require a corrected Form 1095-C which must be sent to the IRS and the employee. Agencies must contact the Benefits and Financial Administration Unit prior to changing a prior year Infotype 9004 record.

Please review the HR ACA Contact on the ZP200, Agency Contacts, in LaGov HCM and update if needed. Information will be sent to this contact throughout the year regarding ACA entries. Agencies should review all information that is available on the OSUP ACA webpage found at: <https://www.doa.la.gov/doa/osup/state-agencies/aca-agencies/>.

Direct questions regarding Infotype 9004 entry guidelines to a member of the OSUP Benefits and Financial Administration Unit at _DOA-OSUP-BFA@la.gov or by phone at (225):

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