

## ZP189 ACA Audit Report Error Messages

The ACA Audit option on the ACA Audit Report (ZP189) will display various messages based on criteria identified by OSUP and/or OTS for agencies to review. Below is an explanation of the possible error messages and the corrective action.

### MESSAGES FOR AGENCY REVIEW/ACTION

#### **IT9004-OGB ACA FILE COVERAGE OR MONTHS ERROR**

**OCCURS:** when an IT9004 plan option does not match coverage months on the OGB ACA file or employee is not on the OGB file.

**CORRECTIVE ACTION:** Review the IT9004 to ensure plan option and time period is correct; review OGB to ensure employee is correctly enrolled/not enrolled in health coverage. Correct as appropriate.

#### **IT9004-ACTIVE MONTHS ERROR**

**OCCURS:** when IT9004 records do not match employee's active months; partial months and months with no health coverage still require an IT9004 record.

**CORRECTIVE ACTION:** Review employee action to ensure IT9004 record(s) exist for all months of active employment and update IT9004 begin/end dates accordingly.

#### **IT9004-IT0167 COVERAGE OR MONTHS ERROR**

**OCCURS:** when an IT9004 with an ACA coverage code of 2C or a plan option of waived (WA) does not match IT0167 months.

**CORRECTIVE ACTION:** If IT9004 is correct, review IT0167 to ensure employee is correctly enrolled/not enrolled in health coverage. This may require an update to OGB and/or LaGov HCM records.

#### **NO IT9004 FOR EE**

**OCCURS:** when an IT9004 has not been created.

**CORRECTIVE ACTION:** Create an IT9004 for all active months of employment.

#### **IT9004-ADMIN PERIOD NEEDS TO BE VERIFIED**

**OCCURS:** when an admin period IT9004 record (Y, 1H, 2D, NO) is valid for more than one (1) or two (2) months.

**CORRECTIVE ACTION:** Review the employee's IT9004 for accuracy and make corrections if necessary.

#### **IT9004-DUAL EMPLOYEE**

**OCCURS:** when an employee is active in more than one (1) personnel number for the reporting year being reviewed.

**CORRECTIVE ACTION:** This is an indication that all information for the employee (all personnel numbers) needs to be reviewed. Most important for PT EE since hours for all active employment must be counted to determine eligibility. Agencies will need to communicate with each other to determine if the combined hours of service averages 30 or more.

### NO AGENCY ACTION REQUIRED

#### **IT9004-RETIRE DATE IS ON FIRST OF MONTH**

**OCCURS:** when an employee has a separation action with an action reason of retirement on the first of the month.

**CORRECTIVE ACTION:** For OSUP use only; no agency action is needed.

#### **NO ERRORS FOUND**

**OCCURS:** Employees with no errors will appear with this message. The report output can be filtered to exclude this message to obtain a listing of employees with errors.

**CORRECTIVE ACTION:** None.