

## Instructions for IT9004 Entry - Non-FT New Hire to ACA FT after IMP

OSUP is providing the following information as a refresher. If you have any questions, please send an email to the OSUP Benefits & Financial Administration Unit at the following email address: [\\_doa-osup-bfa@la.gov](mailto:_doa-osup-bfa@la.gov).

Please begin working on your missing IT9004 records. You can find the missing IT9004 records for your agency by running ZP189 for the current year and then sorting the results by the "Start Date" column. Any record with a missing start and end date is an IT9004 record that is needed for that employee. As indicated below, it is likely that more than one record will be needed for each employee. You can also run ZP189 for the ACA Audit option and filter on the error message "No IT9004 for EE".

As a reminder, an ACA full-time EE is defined as working 30 or more hours per week on average. If you are uncertain when you hire an EE what their hours might be then you have 24 pay periods to determine their FT/PT status for ACA purposes. This is their initial measurement period (IMP).

New hire, Non-FT Employee (per ACA rules), Hire Date = 5/8/17

**Initial Measurement Period** [The IMP begins the first day of the first full pay period after hire date and extends 24 pay periods. Refer to the Measurement Period Chart available on the OSUP Website:

(<http://www.doa.la.gov/osup/ACA/ACAMeasurementPeriodChart.pdf>) or the ACA Dates Calculator (LaGov HCM transaction code ZP250).]

IMP = PP 12 2017 – 9 2018 (5/22/17 – 4/22/18)

Create IT9004:

Start Date = 5/1/17 (First day of the month of hire)

End Date = 4/30/18 (Last day of the month of 24<sup>th</sup> pay period, end of IMP)

N = ACA Reportable Indicator

1H = ACA Offer Code (No offer of coverage – EE is in an initial measurement period)

2D = ACA Coverage Code (Not enrolled; limited non-assessment period – EE is in an initial measurement period)

NE = Plan Option (Not Eligible – EE is in an initial measurement period and not eligible for coverage)

IMP dates: 5/22/17 to 4/22/18

ISP dates: 6/1/18 to 5/31/19

Measure EE's hours around 4/1/18 – Run ZP136 for PP 12 2017 – 8 2018 using the ACA Hours time parameter to determine if employee averages 30 or more hours per week. Measure EE's hours again after PP 9 2018 to confirm ACA FT or Non-FT Status.

**If EE is averaging 30** or more hours per week then they are now considered ACA FT and are eligible for insurance at the end of their IMP.

Health Coverage Eligibility date is 4/23/18

Health Selection Deadline is 5/22/18

Health Coverage Effective date is 6/1/18

**Initial Administrative Period** (IAP begins the first day after the IMP ends and expires the day before the health coverage effective date; this period includes the 30 days for the employee to make a decision per OGB)

IAP = 4/23/18 – 5/31/18

Create IT9004:

Start Date = 5/1/18 (First day of the month following the end of the IMP)

End Date = 5/31/18 (Last day of the month before first date of stability period)

Y = ACA Reportable Indicator

1H = ACA Offer Code (No offer of coverage – EE is in an initial admin period)

2D = ACA Coverage Code (Not enrolled; limited non-assessment period – EE is in an initial admin period)

NO = Plan Option (None – EE is in an initial admin period)

If EE Waives coverage:

Create IT9004:

**Initial Stability Period** (begins the day after the IAP expires and extends 12 months)

Start Date = 6/1/18 (First day of the month following the insurance decision window)

End Date = 5/31/19

Enter waiver dates in Offer/Declination of Coverage box, waiver period is 6/1/18 - 5/31/19; enter date EE signed waiver (i.e. 5/22/18, obtain signed GB01 from EE for documentation)

Y = ACA Reportable Indicator

1E = ACA Offer Code (Minimum essential coverage/value offered)

Blank = ACA Coverage Code (EE waived coverage)

WA = Plan Option (Waived – EE waived coverage)

If EE Enrolls in coverage:

Create IT9004:

**Initial Stability Period** (begins the day after the IAP expires and extends 12 months)

Start Date = 6/1/18 (First day of the month following the insurance decision window)

End Date = 5/31/19 (Last day of the 12<sup>th</sup> calendar month)

**DO NOT ENTER WAIVER DATES in Offer/Declination of Coverage box**

Y = ACA Reportable Indicator

1E = ACA Offer Code (Minimum essential coverage/value offered)

2C = ACA Coverage Code (Enrolled in coverage)

EN = Plan Option (Enrolled)

Count EE hours during the first full SMP following their hire date:

Measure EE's hours around 9/14/18 – Run ZP136 for PP 22 2017 – 21 2018 using the ACA Hours time parameter to determine if employee averages 30 or more hours per week.

**If EE is averaging 30** or more hours per week then they will continue to be eligible for insurance for the next plan year and the Standard Stability Period (SSP).

If EE continues with coverage:

Create IT9004:

**Standard Stability Period**

Start Date = 6/1/19 (First day of the new plan year)

End Date = 12/31/9999 (Infinity date should be used since EE enrolled in coverage; end date would be changed if EE changes their insurance enrollment decision in a future year)

Y = ACA Reportable Indicator

1E = ACA Offer Code (Minimum essential coverage/value offered)

2C = ACA Coverage Code (Enrolled in coverage)

EN = Plan Option (Enrolled)

If EE waives coverage during annual enrollment then you would enter a new IT9004 record (unless EE waives coverage through LEO):

Start Date = 1/1/19 (First day of the new plan year; this will delimit the previous Initial Stability Period record as of 12/31/18)

End Date = 12/31/19 (End of the SSP)

Enter waiver dates in Offer/Declination of Coverage box, waiver period is 1/1/19 - 12/31/19; enter date EE signed waiver (i.e. 10/22/18, obtain signed GB01 from EE for documentation)

**DO NOT ENTER Initial Measurement Period (IMP)/Initial Stability Period (ISP) DATES ON IT9004 RECORD FOR AN ACA FT EMPLOYEE**

Y = ACA Reportable Indicator

1E = ACA Offer Code (Minimum essential coverage/value offered)

Blank = ACA Coverage Code (EE waived coverage)

WA = Plan Option (Waived – EE waived coverage)

EE is now in a Standard Measurement Period and should have their hours counted during the Standard Measurement Period going forward.