Instructions for IT9004 Entry – ACA FT New Hire

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.

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 certain the employee will be working more than 30 hours per week on average then you should offer the EE insurance upon hire.

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

Admin Period (EE has 30 days per OGB rules to make an insurance selection, even if they choose not to enroll in insurance on their first day of work they are still allowed the full 30 days to change their mind)
Create IT9004:
Start Date = 5/1/17 (First day of the month of hire)
End Date = 6/30/17 (Last day of the month after the 30 day insurance decision, 6/7/17)
Y = ACA Reportable Indicator
1H = ACA Offer Code (No offer of coverage – EE is in an admin period)
2D = ACA Coverage Code (Not enrolled; limited non-assessment period – EE is in an admin period)
NO = Plan Option (None – EE is in an admin period)

If EE Waives coverage:
Stability Period (EE is in a stability period for the remainder of the plan year/calendar year)
Create IT9004:
Start Date = 7/1/17 (First day of the month following the insurance decision window)
End Date = 12/31/17 (Last day of the plan/calendar year)
Enter waiver dates in Offer/Declination of Coverage box, waiver period is 7/1/17 -12/31/17; enter date EE signed waiver (i.e. 6/6/17, obtain signed GB-01 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)

If EE Enrolls in coverage:
Stability Period (EE remains enrolled in health coverage until they make a different enrollment decision)
Create IT9004:
Start Date = 7/1/17 (First day of the month following the insurance decision window)
End Date = 12/31/9999 (Infinity date should be used since EE enrolled in coverage; end date would be changed if EE elected to waive coverage for a future plan year; end date would always be the end of the plan/calendar year)
DO NOT ENTER WAIVER DATES in Offer/Declination of Coverage box
DO NOT ENTER IMP/ISP DATES ON RECORD FOR AN ACA FT EMPLOYEE
Y = ACA Reportable Indicator
1E = ACA Offer Code (Minimum essential coverage/value offered)
2C = ACA Coverage Code (Enrolled in coverage)
EN = Plan Option (Enrolled)