Summary

Beginning October 2014 Oklahoma agencies are responsible for ensuring Affordable Care Act (ACA) compliance. Two new reports have been developed to help identify and verify employment exceptions.

- Annual ACA Eligibility Report
- Monthly ACA Eligibility Report

Exceptions identify employees who may be placing agency compliance at risk. Human Resource professionals are required to produce these reports on a scheduled basis beginning October 2014. Starting November 2014 agency HR personnel are required to run and review the Monthly ACA Eligibility Report to identify and verify employment exceptions of employees who have reached their first year anniversary in the previous pay period. New TRC and Earnings Codes have been implemented to track additional data required for compliance needs.

Annual ACA Eligibility Report

Used to verify ACA Eligibility for employees who have worked more than a year; located at:

Main Menu > OK Custom Reports/Processes > OK Reports > HR > ACA Eligibility Hrs Rpt (0666)

CO.	NAME	EMPLID	DIVISION	DEPTID	LOCATION	JOBCODE	JOB_TITLE	Ben Pgr	Agency Hrs	State Hrs	Benefits	ACA_RULE
090			ISD-WS	8800107	ISD-WS	9982	Workstation Specialist	REG	2000.00	2000.00	090	
090			FLEET	2000010	FLEET	F47D	Fleet Specialist	REG	2000.00	2000.00	090	
090			HCM	3000000	HCM	0020	Temporary	NBP	211.00	211.00	531	Exception
090			HCM	3000000	HCM	0020	Temporary	NBP	64.00	64.00		
090			EGID-PRT	4000001	EGID-PRTPA	4903	Administrative Officer	REG	2000.00	2000.00	090	
090			ISD-807	8800202	ISD-807	7159	Network Specialist IV	REG	2000.00	2000.00	090	

- Run each year, using the Payroll Period End Date which includes Oct. 15 as the report effective date.
- The Annual Report must not be run by HR until the Payroll Period has been confirmed by the Payroll Department.

For example: An agency with a monthly payroll would use 10/31/14 this year, and must wait until the regular, supplemental and off-cycle payrolls have completed for October. OMES, for example, will use effective date 10/18/14, which is the period end date that includes the date 10/15/14.

Monthly ACA Eligibility Report

Used to verify ACA Eligibility for employees who have reached their one year anniversary; located at:

Main Menu > OK Custom Reports/Processes > OK Reports > HR > Monthly ACA Hrs Rpt (0668)

- Run each month beginning in November.
- Use the last day of the previous month as the Effective Date.
- The report must not be run until all Payrolls have been confirmed by the Payroll Department.

New TRC & Earnings Codes

New earning codes for non-compensated hours are established to track ACA eligibility calculations.

TRC	Earning Code	Earnings Code Description
FLWPO	FNP	Track unpaid hours during FMLA Leave
JLWPO	JNP	Track unpaid hours due to Jury Duty Leave
MLWPO	MNP	Track unpaid hours during Military Leave