



ADP TotalSource

ACA Lookback Measurement Period

Client User Guide

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How to Use This Guide

Employer Shared Responsibility Provision

The employer shared responsibility provisions of the Affordable Care Act (ACA) state that an applicable large employer (ALE) must offer affordable health coverage that provides minimum value to its full-time employees. For this purpose, employees are considered full-time if they work at least 30 hours per week, or 130 hours per month.

There are two methods available for determining whether an employee is a full-time employee:

- Look-back measurement method: determines whether an employee is a full-time employee for a future period (referred to as the stability period), based upon the employee’s average hours of service in a prior period (referred to as the measurement period).
- Monthly measurement method: determines whether an employee is a full-time employee by counting the employee’s hours of service for each month.

This User Guide is specific only to those clients utilizing Lookback Measurement Periods. If you do not use a Lookback Measurement Period, then you are using Monthly Measurement Periods. Please refer to the ACA Monthly Measurement Period Client User Guide instead.

The Purpose of This Guide

This Guide gives you step-by-step guidance on how to access and use the ACA tools in ADP TotalSource. The Table of Contents is clickable – you can jump to any section of the Client User Guide by clicking on a heading in the Table of Contents. You can return to the Table of Contents from any page by clicking on the **Return to Table of Contents** link at the bottom of every page.

Appendices – once you are comfortable with the processes described in this Guide, you may find the appendices useful as a quick reference. Each Appendix has a step-by-step process listed, but without the accompanying screen captures found in the main body of the Guide.

Additional Resources

Information such as reporting timelines and additional guides are posted on our [Insights & Solutions Healthcare Reform page](#).

Determining Benefits Eligibility for New Hires

Choosing Eligibility in the New Hire Wizard

When adding an employee through the New Hire Wizard, it is essential for you to choose the correct Benefit Eligibility Class and ACA Benefit Status calculation method to ensure adherence to compliance requirements. The applicable ACA Benefit Status calculation method – calculated or designated – will vary and should be based on the worksite employee's situation.

This Job Aid reviews fields in the New Hire Wizard which are key to ensuring an employee is properly coded for Health Care Reform reporting:

- Employee Benefit Eligibility Class: choosing the correct benefits eligibility class ensures that employees are offered benefits in keeping with the ACA definition of full-time employee so that you can avoid penalties associated with failure to provide Minimum Essential Coverage (MEC).
- ACA Benefit Status: selecting the correct ACA Benefit Status Calculation method – 'Designated Full-time' or 'Calculated' – will ensure that 1095C forms are generated for full-time employees and employees are included (or not included) in 1094C employee counts.

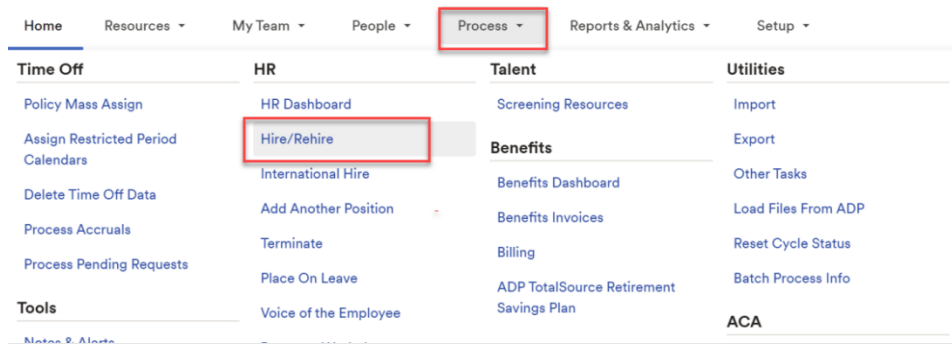


ACA fields can be found in Section 2. Employment of the New Hire Wizard. How you code employees is different for clients who use Lookback Measurement Periods and clients who use Monthly Measurement Periods. If you do not use a Lookback Measurement Period, you are using Monthly Measurement Periods.

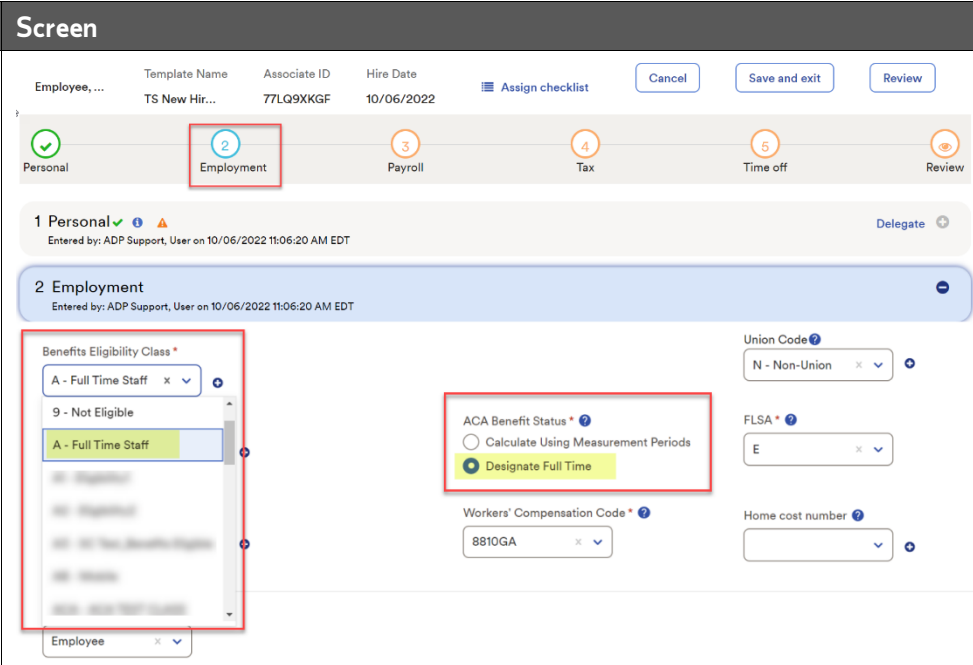
ADP TotalSource provides clients with guidance and tools to assist them with complying with the Employer Shared Responsibility provisions under the ACA and other Health Care Reform initiatives; however, it remains each client's responsibility to comply with the law and to ensure that medical coverage is offered to its full-time employee population that meets the ACA's minimum coverage and affordability requirements as required under the ACA. Of course, your ACA Benefits team is here to help you with issues that you cannot resolve on your own.

Coding Full-Time, Variable, and Seasonal Employees Using Lookback Measurement Periods

Below are instructions for coding Full-Time, Variable and Seasonal employees when you are using Lookback Measurement Periods.

Make sure you view Important Notes at the bottom of this section for key compliance considerations.

Action	Screen
Access the New Hire Wizard from the home page by clicking Process , then under HR , select Hire/Rehire .	
Select New Hire or Rehire and select the appropriate TS New Hire wizard.	<div><div><h3>New Hire</h3><ul style="list-style-type: none">Hire a person who is new to your organization (using the new hire templates)Continue an in-progress hire<button>Go to Hire</button></div><div><h3>Rehire</h3><ul style="list-style-type: none">Hire a person who previously worked for your organizationContinue an in-progress rehire<button>Go to Rehire</button></div></div>

Action	Screen
<p>Full-Time Employees</p> <p>If your new hire is expected to work more than 30* hours per week:</p> <ul style="list-style-type: none"> Benefit Eligibility Class field: make sure to choose a Benefit Eligible class from the dropdown ACA Benefit Class options: Designate Full Time <p>*30 hours/week is the Full Time threshold set by the Affordable Care Act.</p>	 <p>Employee, ... Template Name Associate ID Hire Date Assign checklist Cancel Save and exit Review</p> <p>TS New Hir... 77LQ9XKGF 10/06/2022</p> <p>Personal 2 Employment Payroll Tax Time off Review</p> <p>1 Personal ✓ ⓘ ⚠ Delegate</p> <p>Entered by: ADP Support, User on 10/06/2022 11:06:20 AM EDT</p> <p>2 Employment -</p> <p>Entered by: ADP Support, User on 10/06/2022 11:06:20 AM EDT</p> <p>Benefits Eligibility Class *</p> <p>A - Full Time Staff x</p> <p>9 - Not Eligible</p> <p>A - Full Time Staff</p> <p>ACA Benefit Status *</p> <p><input type="radio"/> Calculate Using Measurement Periods</p> <p><input checked="" type="radio"/> Designate Full Time</p> <p>Union Code ⓘ</p> <p>N - Non-Union x</p> <p>FLSA *</p> <p>E x</p> <p>Workers' Compensation Code *</p> <p>8810GA x</p> <p>Home cost number ⓘ</p> <p>Employee x</p>

Action	Screen
<p>Employees with Variable Hours</p> <p>If your new hire is expected to work less than 30 hours per week, his or her hours vary, or the employee is not yet determined to work full-time, choose:</p> <ul style="list-style-type: none"> • Benefit Eligibility Class field: select 9 – Not Eligible • ACA Benefit Status options: select Calculate Using Measurement Periods 	<p>Employee, ... Template Name Associate ID Hire Date Assign checklist Cancel Save and exit Review</p> <p>TS New Hir... 77LQ9XKGF 10/06/2022</p> <p>Personal 2 Employment Payroll Tax Time off Review</p> <p>1 Personal ✓ Entered by: ADP Support, User on 10/06/2022 11:06:20 AM EDT Delegate</p> <p>2 Employment Entered by: ADP Support, User on 10/06/2022 11:06:20 AM EDT</p> <p>Benefits Eligibility Class *</p> <p>9 - Not Eligible x v</p> <p>9 - Not Eligible</p> <p>A - Full Time Staff</p> <p>ACA Benefit Status *</p> <p>Calculate Using Measurement Periods</p> <p>Designate Full Time</p> <p>Union Code ?</p> <p>N - Non-Union x v</p> <p>FLSA *</p> <p>N x v</p> <p>Workers' Compensation Code *</p> <p>8810GA x v</p> <p>Home cost number ?</p> <p>Employee x v</p>

Action	Screen
Seasonal Employees If your new hire is seasonal (will work six months or less per year and is usually hired during the same part of the calendar year) choose: <ul style="list-style-type: none"> • Benefit Eligibility Class field: select 9 – Not Eligible • ACA Benefit Status options: Calculate Using Measurement Periods 	<p>The screenshot shows the 'Employment' step in the ACA Lookback MP User Guide. The 'Benefits Eligibility Class' dropdown is set to '9 - Not Eligible'. The 'ACA Benefit Status' dropdown is set to 'Calculate Using Measurement Periods'. The 'Workers' Compensation Code' is '8810GA'. The 'Union Code' is 'N - Non-Union'. The 'FLSA' is 'N'. The 'Home cost number' is empty. The 'Employee' dropdown is set to 'Employee'.</p>

Important Notes:

- If you select "Calculate Using Measurement Periods" for a full-time employee, a 1095-C Form will not generate appropriately for the current reporting year thereby exposing your company to possible penalties for failing to report
- If you are aware of any full-time new hires that were previously set up this year to "Calculate" their status, you may change their ACA Status to a Designated Full-Time employee, using their original hire date in their ACA Information Screen. Go to: People > ACA > ACA Information and click the "manually designate a status instead" link to change this.
- Employees that are Designated Full-Time will not be measured in a Lookback Measurement Period. Should the employee's permanent employment status change to Part-Time or Variable Hour in the future, you need to update their ACA Status determination method to begin using measurement periods to "calculate" the status in their ACA Information Screen. Go to: People > ACA > ACA Information and click the "calculate the ACA Status instead" link to change this. See section: ["Changing an Employee from Full-Time to Part-Time"](#) in this guide.

Employment Status Changes

When making changes to employee status, you must choose the correct Worker Category, Benefit Eligibility Class, and ACA Benefit Status calculation method to ensure adherence to compliance standards. Note: You must also notify the ADP TotalSource Benefits team of any changes to an employee's Benefit Eligibility Class to ensure the employee's benefit offerings are properly updated.

This section walks you through two common employment status change scenarios:

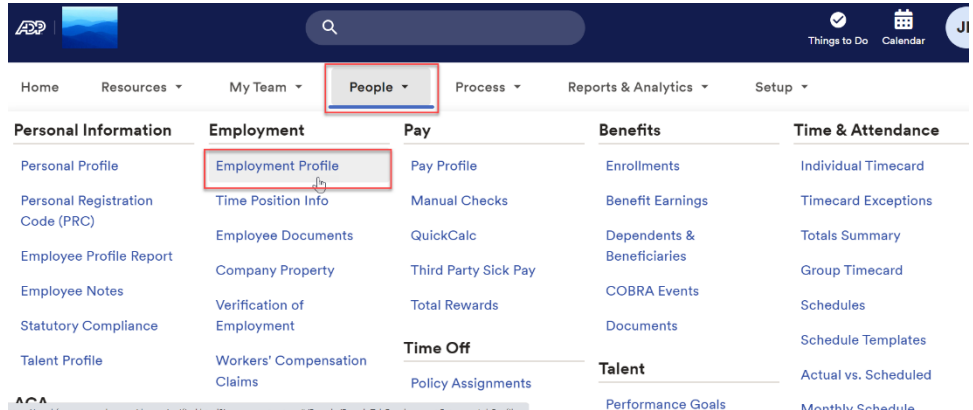
- Changing an employee's status from part-time to full-time
- Changing an employee's status from Designated ACA full-time to part-time:
 - Individual has been employed for at least one full standard measurement period
 - Individual has NOT been employed for at least one full standard measurement period

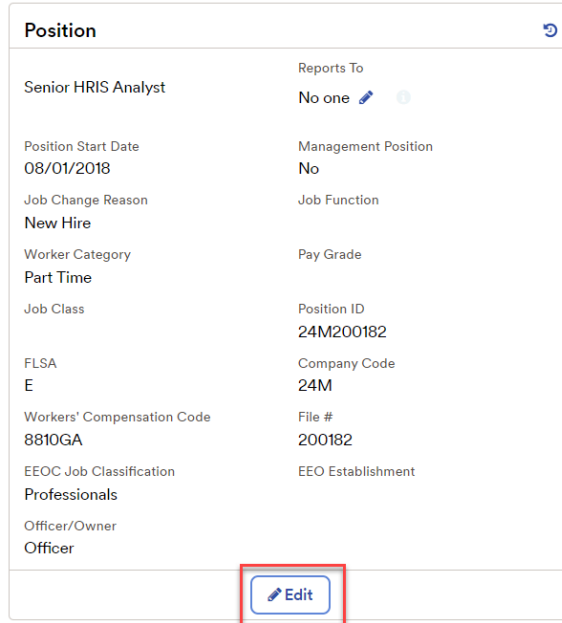
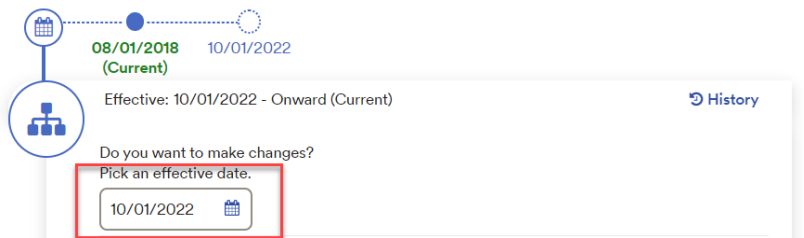
Please keep in mind there is no one-size-fits-all solution. If you must make a change to an employee's status that is not outlined in this Guide or you have specific questions, then you should consult your HR Business Partner or the TotalSource Compliance Solutions Group.

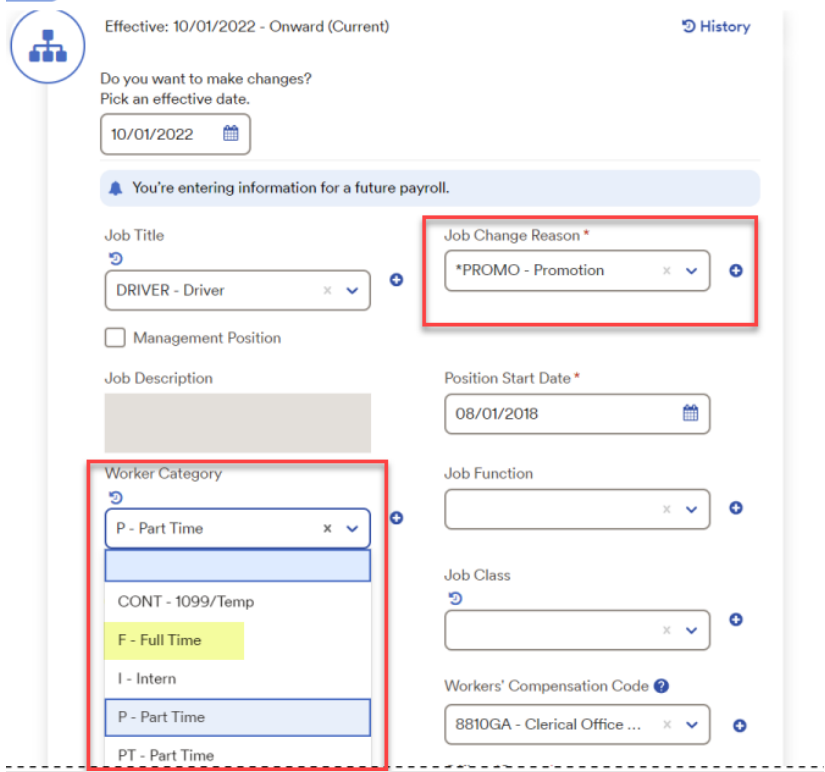
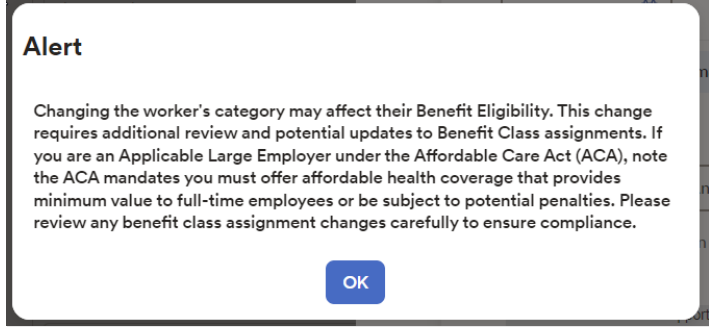
Changing an Employee from Part-Time to Full-Time

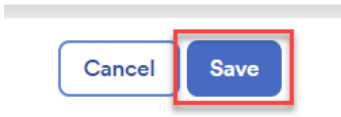
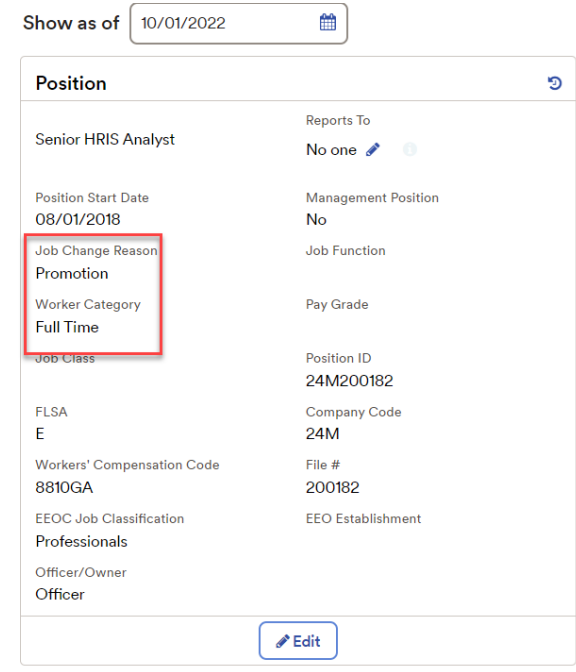
If an existing employee is promoted from a part-time, variable hour, or seasonal position to a full-time position (the employee is now expected to work an average of 30 hours or more hours per week), you need to make changes in their Employment Profile AND in their ACA Information Screen.

Update the Employee Worker Category to Full-Time

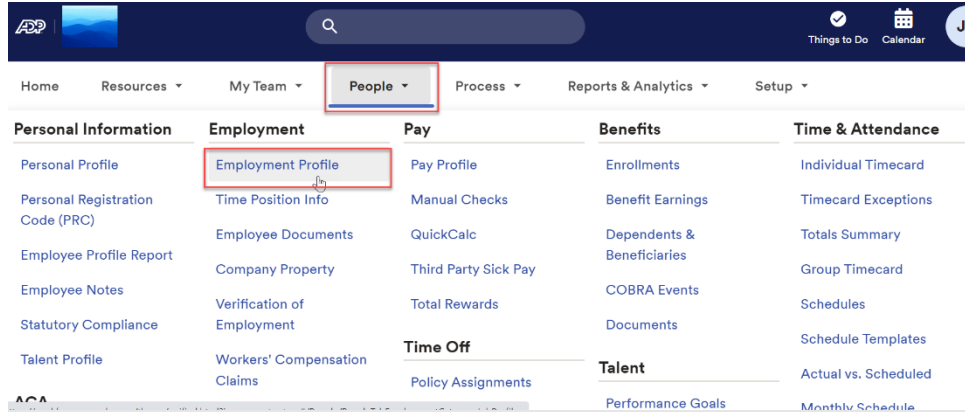
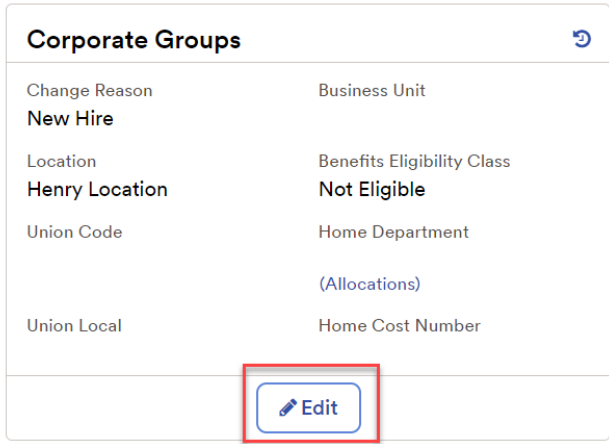
Action	ADP TotalSource Screen
From the navigation menu at the top of the page, select People , then under Employment , select Employment Profile .	 The screenshot shows the ADP TotalSource web application interface. At the top, there is a dark blue navigation bar with the ADP logo on the left, a search bar in the center, and icons for 'Things to Do', 'Calendar', and a user profile on the right. Below this bar is a horizontal menu with several dropdown options: 'Home', 'Resources', 'My Team', 'People', 'Process', 'Reports & Analytics', and 'Setup'. The 'People' dropdown is currently open, revealing a list of options: 'Personal Information', 'Employment', 'Pay', 'Benefits', and 'Time & Attendance'. The 'Employment' option is highlighted with a red box. Below the 'Employment' option, a sub-menu is visible, listing various employment-related actions: 'Employment Profile', 'Time Position Info', 'Employee Documents', 'Company Property', 'Verification of Employment', and 'Workers' Compensation Claims'. The 'Employment Profile' option is also highlighted with a red box. The rest of the interface shows other categories like 'Pay', 'Benefits', and 'Time & Attendance' with their respective sub-options.

Action	ADP TotalSource Screen
Click on the Edit button to expand the Position window.	
Enter the change effective date to equal the full-time promotion date.	

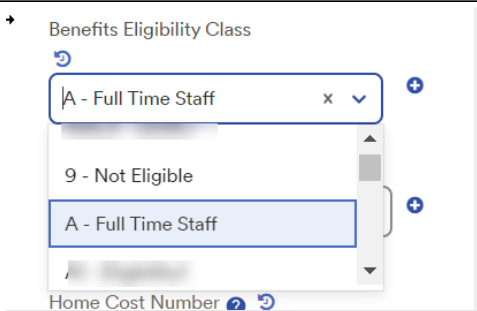
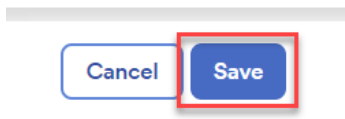
Action	ADP TotalSource Screen
<p>In the Worker Category drop-down menu change to F- Full-Time.</p> <p>Enter a Job Change Reason</p>	 <p>The screenshot shows the ADP TotalSource screen for an employee. The 'Effective' date is 10/01/2022 - Onward (Current). A message asks 'Do you want to make changes? Pick an effective date.' with a date picker set to 10/01/2022. A blue banner states 'You're entering information for a future payroll.' The 'Job Title' is 'DRIVER - Driver'. The 'Job Change Reason' dropdown is highlighted with a red box and set to '*PROMO - Promotion'. The 'Management Position' checkbox is unchecked. The 'Job Description' field is empty. The 'Position Start Date' is 08/01/2018. The 'Job Function' and 'Job Class' dropdowns are empty. The 'Workers' Compensation Code' is '8810GA - Clerical Office ...'. The 'Worker Category' dropdown is highlighted with a red box and set to 'F - Full Time'.</p>
<p>A pop-up reminds you to review the employee's eligibility class, which you will update in the next step.</p>	 <p>The screenshot shows an 'Alert' pop-up. The text reads: 'Changing the worker's category may affect their Benefit Eligibility. This change requires additional review and potential updates to Benefit Class assignments. If you are an Applicable Large Employer under the Affordable Care Act (ACA), note the ACA mandates you must offer affordable health coverage that provides minimum value to full-time employees or be subject to potential penalties. Please review any benefit class assignment changes carefully to ensure compliance.' There is an 'OK' button at the bottom.</p>

Action	ADP TotalSource Screen
Click Save .	
The employee's profile is updated.	

Update the Benefits Eligibility Class

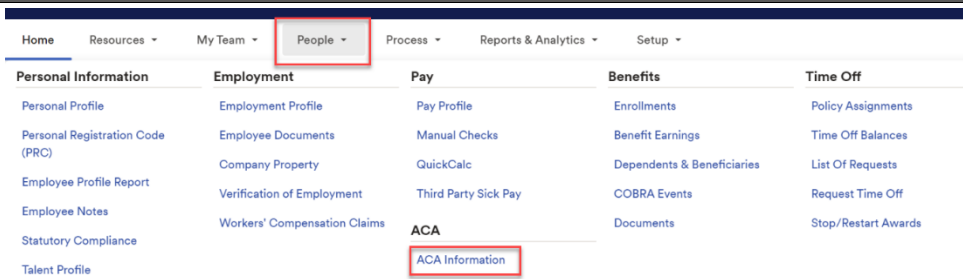
Action	ADP TotalSource Screen
From the navigation menu at the top of the page, select People , then under Employment , select Employment Profile .	 <p>The screenshot shows the ADP TotalSource interface. At the top, there's a navigation bar with 'Home', 'Resources', 'My Team', 'People', 'Process', 'Reports & Analytics', and 'Setup'. The 'People' dropdown menu is expanded, showing categories: 'Personal Information', 'Employment', 'Pay', 'Benefits', and 'Time & Attendance'. Under 'Employment', 'Employment Profile' is highlighted with a red box.</p>
Click the Edit icon in the Corporate Groups section to expand the window.	 <p>The screenshot shows the 'Corporate Groups' section. It lists various fields for a 'New Hire' record, including 'Change Reason', 'Location', 'Union Code', 'Union Local', 'Business Unit', 'Benefits Eligibility Class', 'Home Department', and 'Home Cost Number'. The 'Benefits Eligibility Class' is currently set to 'Not Eligible'. At the bottom, there is an 'Edit' button with a pencil icon, which is highlighted with a red box.</p>

Action	ADP TotalSource Screen
<p>Enter the change effective date to equal the full-time promotion date.</p> <p>Enter the Change Reason.</p>	<p>The screenshot displays the ADP TotalSource interface for a promotion change. At the top, it shows the current date 03/11/2022 and the effective date 10/01/2022. Below this, it asks if the user wants to make changes and prompts them to pick an effective date, which is set to 10/01/2022. A notification states that changes will take effect on 10/01/2022 in the current payroll, with a period of 43-2 and a pay date of 10/31/2022. The 'Change Reason' is set to '*PROMO - Promotion'. The 'Location' is 'FL77 - H'. The 'Benefits Eligibility Class' dropdown is open, showing options like '9 - Not Eligible' and 'A - Full Time Staff'. The 'Union Code' and 'Union Local' fields are also visible.</p>

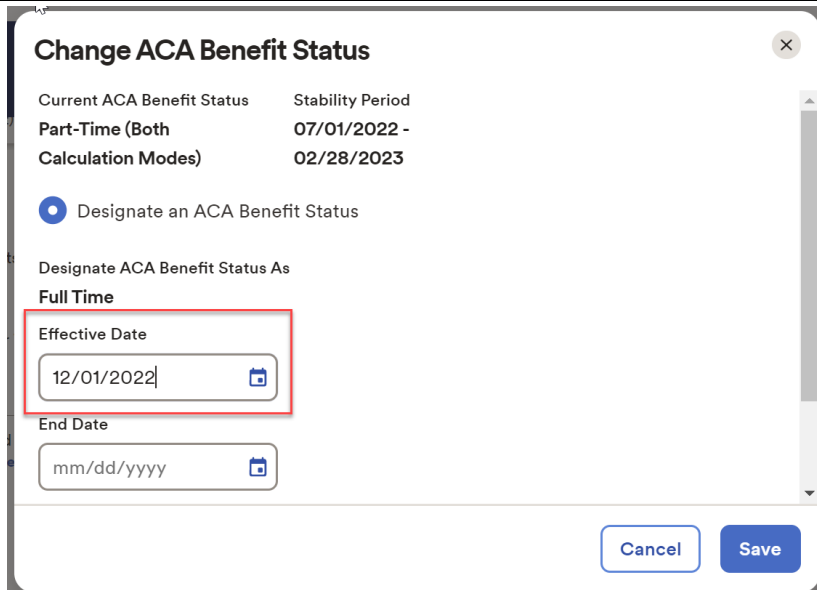
Action	ADP TotalSource Screen
In the Benefits Eligibility Class drop-down menu, select the applicable benefits eligible class.	
Click Save . Note: Contact the ADP TotalSource Benefits Team to begin the enrollment process or an offer of coverage will not be initiated.	

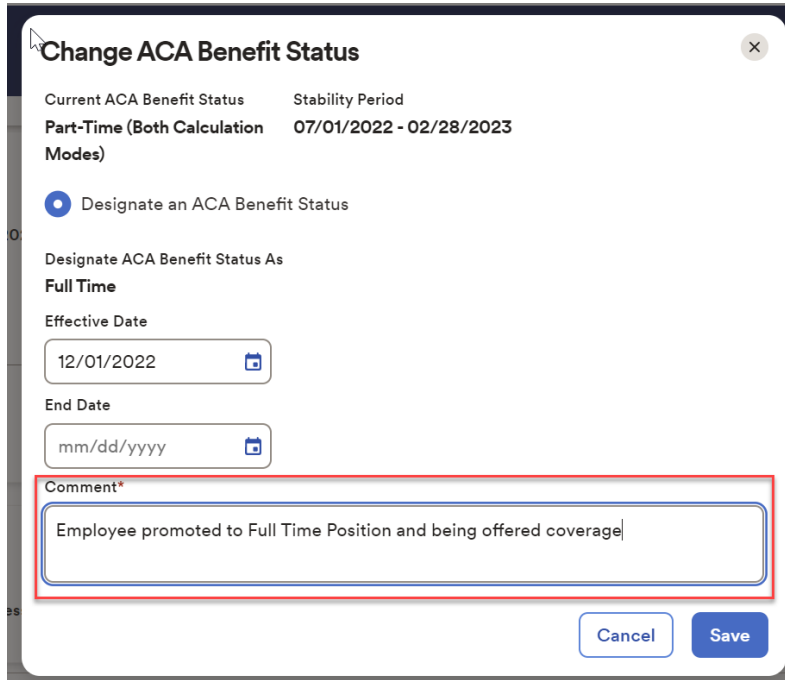
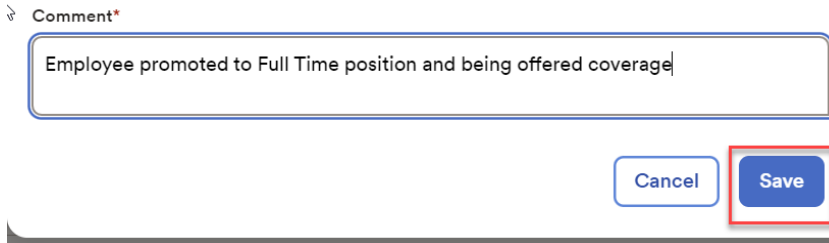
Manually Designate ACA Status to ACA Full-Time

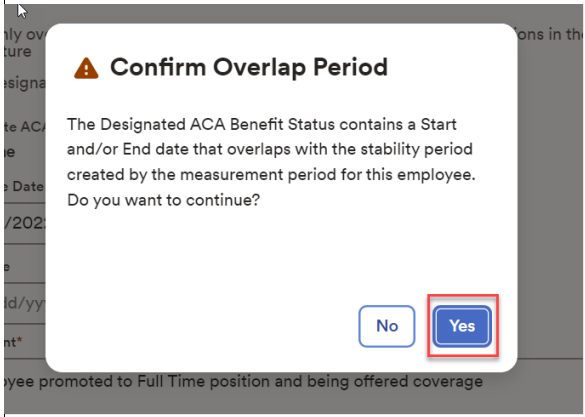
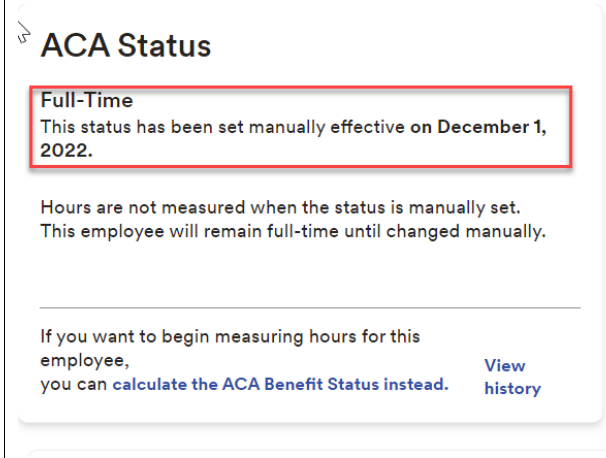
Change the employee's ACA Benefit Status to a manually designated full-time ACA benefit status.

Action	ADP TotalSource Screen
From the navigation menu at the top of the page, select People , then under ACA , select ACA Information .	

Action	ADP TotalSource Screen
<p>The employee's ACA benefit status is currently calculated after each measurement period, based on hours worked.</p> <p>Click manually designate a status instead.</p>	<div><div><h3>ACA Status</h3><p>Part-Time The current stability period lasts until March 31, 2023.</p><div><div>1.54 Hours</div><div>Average Hours Per Week View history</div></div><div>This employee has a calculated Benefit Status. You can also manually designate a status instead</div></div><div><h3>Current Measurement Period</h3><p>Feb 1, 2022 - Jan 31, 2023 ✓ Drew will be in ongoing measurement periods.</p><div><div>Employee Category Variable Hour/Seasonal/Part-Time</div><div>Next Administration Period Feb 1, 2023 - Mar 31, 2023</div></div><div>Details</div></div></div>
<p>Select Designate an ACA Benefit Status to expand the screen.</p>	<div><h3>Change ACA Benefit Status</h3><div><div>Current ACA Benefit Status Part-Time (Both Calculation Modes)</div><div>Stability Period 04/01/2022 - 03/31/2023</div></div><div><div><input type="radio"/> Only override the selected stability period and continue using calculations in the future</div><div><input type="radio"/> Designate an ACA Benefit Status</div></div><div><div>Cancel</div><div>Save</div></div></div>

Action	ADP TotalSource Screen
<p>In the Effective Date field, enter the date the new benefit plan offering will be effective according to your standard waiting period.</p> <p>For example, if the promotion from PT to FT was effective on 10/1/2022 and you have a 1st of the month following 60 day waiting period, the benefit offering effective date will be 12/1/2022.</p> <p>You do not need to enter an end date.</p>	

Action	ADP TotalSource Screen
In the Comment field, enter an audit comment describing why you are making the change.	
Click Save .	

Action	ADP TotalSource Screen
You may receive a warning to Confirm Overlap Period, click Yes .	
The ACA Benefit Status now indicates that the employee has a manually designated ACA benefit status.	

Changing an Employee from Designated ACA Full-Time to Part-Time

An existing employee whose ACA Status is currently designated as full-time is not actively being measured in a Lookback Measurement Period. Instead, their ACA Status is defaulted to full-time because it is expected that their measurement period results will always be calculated as full-time.

Should the employee's permanent employment status change to part-time or variable hour, update their ACA Benefit Status determination method to begin using measurement periods to "calculate" the status in their ACA Information Screen.

NOTE: If the employee's ACA Benefit Status determination method is already set to "calculate" their status and they have previously completed a measurement period in which they averaged full-time hours, they should have a current or future ACA Full-Time Stability Period in place. **In this scenario, the employee should remain in an eligible benefits class code until they are calculated as ACA Part-Time in a subsequent Measurement Period. No updates should be made to their ACA benefit status or eligibility class at this time.** You may skip to the section: "[Update the Employee Worker Category to Part-Time.](#)"

If an employee will be consistently working part-time hours moving forward, contact your Benefits Specialist to create a benefit class code for a reduction in hours benefit offering that doesn't include life/disability.

Changing a Designated ACA Full-Time benefit status can be very complex under the Lookback Measurement Method and depends on whether the existing employee has been employed with you for at least one full Standard Measurement Period.

The action in the Change ACA Benefit Status Screen will vary for each scenario and changes to an employee's benefits eligibility class will only be allowed under certain criteria. We will review each scenario below in more detail:

- An employee has been employed for at least one full Standard Measurement Period
- An employee has NOT been employed for at least one full Standard Measurement Period

Change ACA Benefit Status

Current ACA Benefit Status: Full-Time (Manual Designation) Stability Period: 01/01/2022 - Onwards

☐ Begin using the next available measurement period to calculate the ACA Benefit Status

☐ Purge the record of this manually designated status

☐ Enter the End Date for the manually Designated ACA Benefits Status.

Cancel Save

Use if EE has been employed for at least 1 full Standard MP

Use if EE has NOT been employed for a full Standard MP

Determining if an Employee Has Been Employed at Least One Full Standard Measurement Period

Before updating an employee's ACA Benefit Status screen, you should first determine if your employee has been employed for at least one full Standard Measurement Period. In the scenario below an employee was hired on January 18th, 2023.

Step	Screenshot
From the navigation menu at the top of the page, select Process , then under ACA , select ACA Compliance Dashboard .	

Step	Screenshot												
Select the View all measurement periods link from the Measurement Periods section at the bottom left of the screen	<div><h3>Measurement Periods</h3><div><div>Initial Measurement Period</div><div><div>🔔</div>There are 11 employees in active measurement periods</div><div><div>🔔</div>Currently 2 employees are in open administrative period</div></div><div>Standard Measurement Period</div><div><div>🔔</div>There are 4 active measurement periods</div><div><div>🔔</div>Currently there are 1 open administrative periods</div><div>View all measurement periods ></div></div>												
Select the Standard Measurement Periods tab.	<div><h3>ACA Measurement Periods</h3><div><div>🔍</div><div>🔔</div><div>🔔</div></div><div><div>← Back to ACA dashboard</div><div>ACA DashboardStandard Measurement PeriodInitial Measurement Period</div></div><div><div><div>Measurement Periods</div><div>Standard Measurement Periods</div><div><div>0</div>Open Administrative Periods</div><div><div>3</div>Active</div></div><div><div>Initial Measurement Periods</div><div><div>18</div>Open Administrative Periods</div><div><div>88</div>Active</div></div><div>View Employees</div></div><div><div>Employee Categories</div><div><div>Add Employee Category</div><div>View Unassigned Employees</div></div><table><thead><tr><th>Employee Category</th><th>Employee Count</th><th>Last Updated</th><th>Delete</th></tr></thead><tbody><tr><td>ACA Full Time</td><td>303</td><td>12/30/2021</td><td><div>🗑</div></td></tr><tr><td>ACA Variable Hour</td><td>237</td><td>01/05/2018</td><td><div>🗑</div></td></tr></tbody></table></div></div>	Employee Category	Employee Count	Last Updated	Delete	ACA Full Time	303	12/30/2021	<div>🗑</div>	ACA Variable Hour	237	01/05/2018	<div>🗑</div>
Employee Category	Employee Count	Last Updated	Delete										
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ACA Variable Hour	237	01/05/2018	<div>🗑</div>										

Step	Screenshot																																					
Confirm that a full Standard Measurement Period was started after the employee's hire date and has since ended as well.	<div><div><div>← Back to ACA dashboard</div><div>ACA DashboardStandard Measurement PeriodInitial Measurement Period</div><div>Open Administrative Periods</div><div>Refresh</div><table><thead><tr><th>Measurement Period</th><th>Employee Category</th><th>Administrative Deadline</th><th>Status</th><th>Last Update</th><th>Actions</th></tr></thead><tbody><tr><td colspan="6">There are currently no entries</td></tr></tbody></table><div>Measurement Period</div><div>Add measurement periodAll Measurement Periods</div><table><thead><tr><th>Measurement Period</th><th>Employee Category</th><th>ACA Benefit Status Calculation</th><th>Administrative Period</th><th>Actions</th></tr></thead><tbody><tr><td>02/01/2022 - 01/31/2023 (Active)</td><td>ACA Full-Time</td><td>Automatic</td><td>2 Months</td><td>⋮</td></tr><tr><td>02/01/2022 - 01/31/2023 (Active)</td><td>Variable Hour/PT/Seasonal</td><td>Automatic</td><td>2 Months</td><td>⋮</td></tr><tr><td>02/01/2021 - 01/31/2022 (Historical)</td><td>Variable Hour/PT/Seasonal</td><td>Automatic</td><td>2 Months</td><td>⋮</td></tr><tr><td>02/01/2021 - 01/31/2022 (Historical)</td><td>ACA Full-Time</td><td>Automatic</td><td>2 Months</td><td>⋮</td></tr></tbody></table></div><div><div>Active Measurement Periods, not yet ended</div><div>Completed Historical Measurement Periods</div></div></div>	Measurement Period	Employee Category	Administrative Deadline	Status	Last Update	Actions	There are currently no entries						Measurement Period	Employee Category	ACA Benefit Status Calculation	Administrative Period	Actions	02/01/2022 - 01/31/2023 (Active)	ACA Full-Time	Automatic	2 Months	⋮	02/01/2022 - 01/31/2023 (Active)	Variable Hour/PT/Seasonal	Automatic	2 Months	⋮	02/01/2021 - 01/31/2022 (Historical)	Variable Hour/PT/Seasonal	Automatic	2 Months	⋮	02/01/2021 - 01/31/2022 (Historical)	ACA Full-Time	Automatic	2 Months	⋮
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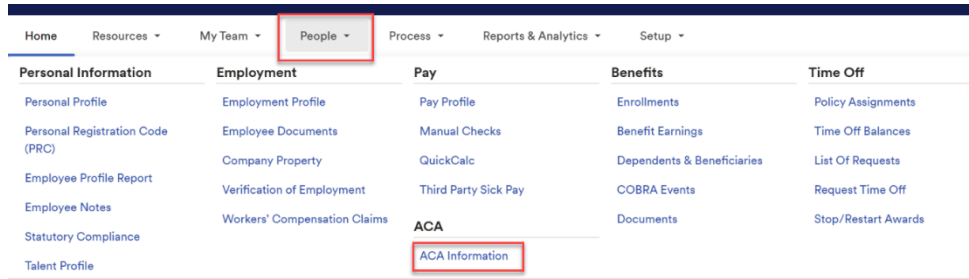
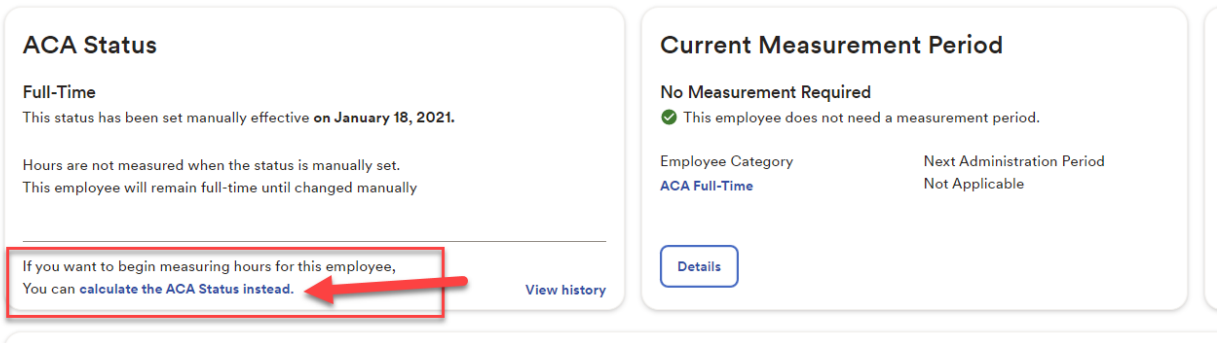
In this example, the Standard Measurement Periods run from 2/1 – 1/31 of each year and the employee has been employed for at least one full Standard Measurement Period since they were hired on 01/18/2021 and would have been employed for the entire Standard Measurement Period that ran 02/01/2021 - 01/31/2022.

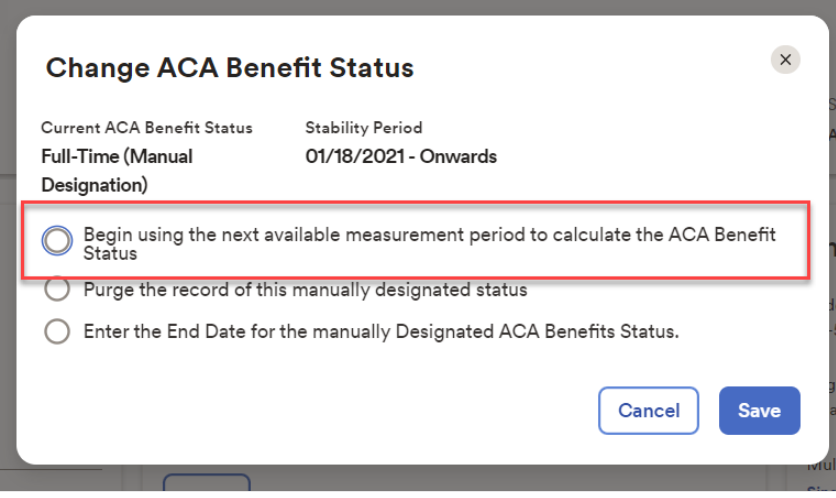
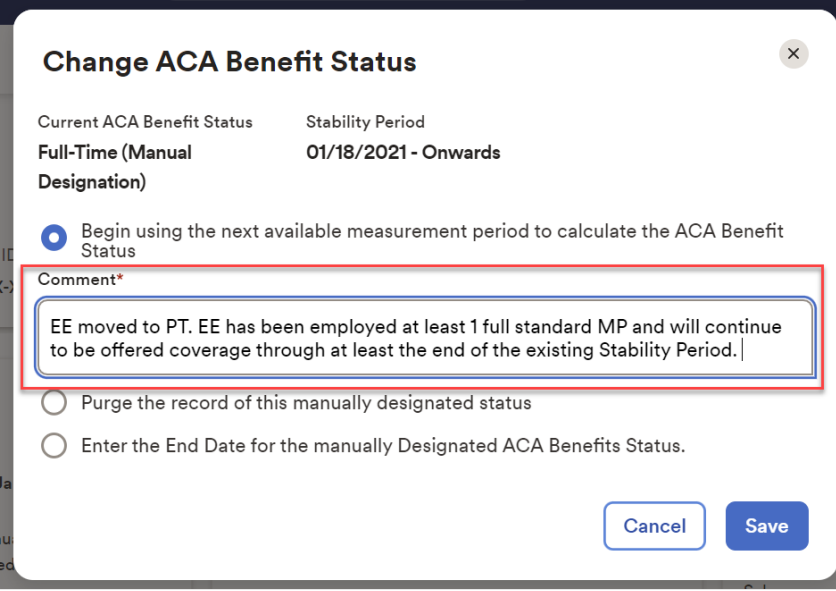
Had the employee been hired as of 12/30/2021, the employee would NOT have been employed for a full Standard Measurement Period as the employee's first Standard Measurement Period did not begin until 02/01/2022. You cannot count a partial Measurement Period, only one that has been completed from start to finish.

Change an Employee from Full-Time to Part-Time When They Have Been Employed at Least One Full Standard Measurement Period

Under the Lookback Measurement Period, if the existing employee has been employed with you for at least one full Standard Measurement Period, the treatment of the employee as a full-time employee must remain for the duration of the current Stability Period, regardless of a decrease in hours. The subsequent Stability Period will be calculated using hours worked during the existing measurement period.

Change the ACA Benefit Status to Begin Calculating in the Next Available Measurement Period

Step	Screenshot
From the navigation menu at the top of the page, select People , then under ACA , select ACA Information .	 <p>The screenshot shows the top navigation bar with 'People' highlighted. Below it, the 'ACA' section is expanded, and 'ACA Information' is highlighted.</p>
<p>Under the ACA Status section: Note that the employee's ACA Benefit Status is currently manually designated full-time. Change this to begin using measurement periods to calculate the ACA Status.</p> <p>Click calculate the ACA Status instead.</p>	 <p>The screenshot shows the 'ACA Status' section with 'Full-Time' status. A red box highlights the text: 'If you want to begin measuring hours for this employee, You can calculate the ACA Status instead.' with an arrow pointing to the highlighted text.</p>

Step	Screenshot
<p>Select Begin using the next available measurement period to calculate the ACA Benefit Status to expand the screen.</p>	
<p>In the Comment field, enter an audit comment about why you are making the change then click Save.</p>	

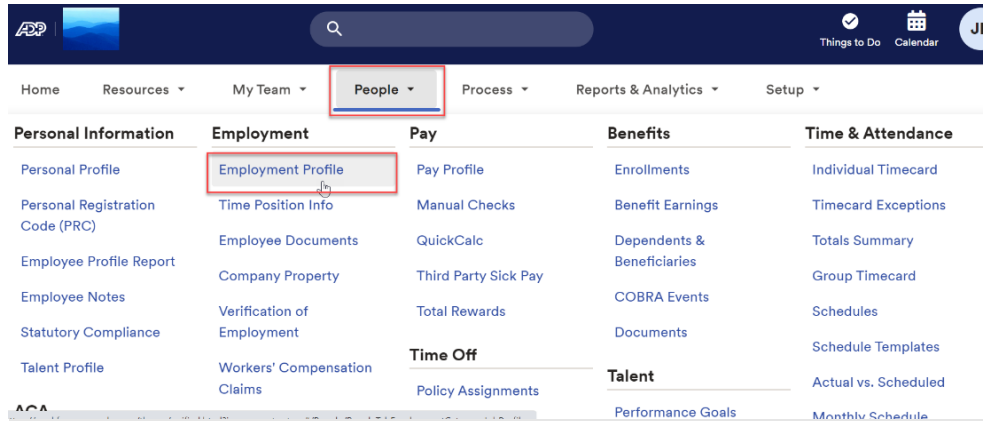
Do Not Change the Benefits Eligibility Class

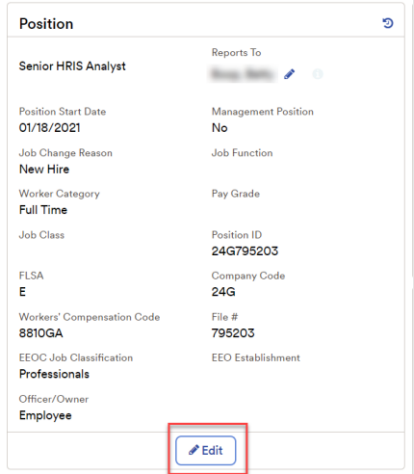
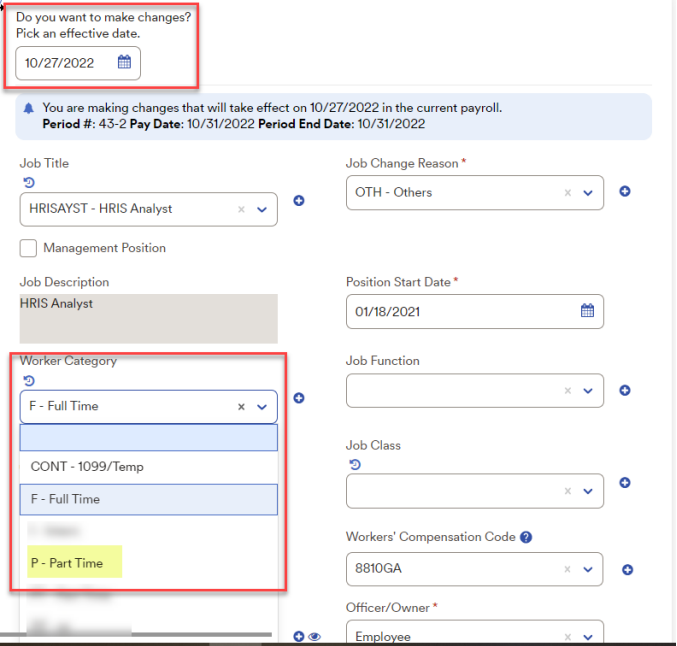
IMPORTANT: The employee will still be in a Designated ACA Full Time status through the end of the existing Stability Period and **should remain in an eligible benefits class code until they are calculated as ACA Part Time in a subsequent Measurement Period.**

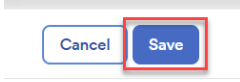
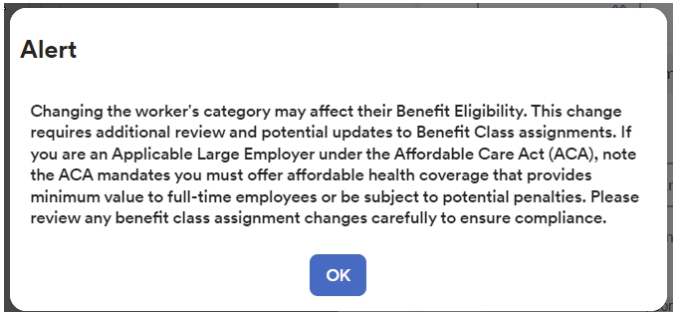
If an employee will be consistently working part-time hours moving forward, contact your Benefits Specialist to create a benefit class code for a reduction in hours benefit offering that doesn't include life/disability.

Update the Employee Worker Category to Part-Time

Although the employee must remain in an eligible benefits class code, you may update the employee's Worker Category to Part-Time in their Employment Profile.

Step	Screenshot
From the navigation menu at the top of the page, select People , then under Employment , select Employment Profile .	

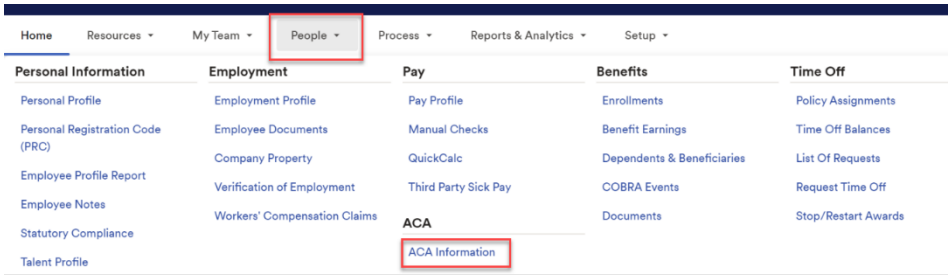
Step	Screenshot
<p>Click the Edit button under the Position screen to expand the window.</p>	 <p>The screenshot shows the 'Position' screen for a 'Senior HRIS Analyst'. The 'Reports To' field is set to 'None'. The 'Position Start Date' is '01/18/2021'. The 'Management Position' is 'No'. The 'Job Change Reason' is 'New Hire'. The 'Worker Category' is 'Full Time'. The 'Job Class' is 'FLSA E'. The 'Position ID' is '24G795203'. The 'Company Code' is '24G'. The 'Workers' Compensation Code' is '8810GA'. The 'File #' is '795203'. The 'EEOC Job Classification' is 'Professionals'. The 'Officer/Owner' is 'Employee'. The 'Edit' button is highlighted with a red box.</p>
<p>Enter the Effective Date of the change. In the Worker Category drop-down menu, choose the applicable part-time worker category.</p>	 <p>The screenshot shows the 'Worker Category' selection screen. A dialog box asks 'Do you want to make changes? Pick an effective date.' with '10/27/2022' selected. A notification states: 'You are making changes that will take effect on 10/27/2022 in the current payroll. Period #: 43-2 Pay Date: 10/31/2022 Period End Date: 10/31/2022'. The 'Job Title' is 'HRISAYST - HRIS Analyst'. The 'Job Change Reason' is 'OTH - Others'. The 'Position Start Date' is '01/18/2021'. The 'Job Description' is 'HRIS Analyst'. The 'Worker Category' dropdown is open, showing 'F - Full Time' and 'P - Part Time' options. The 'Job Function' is empty. The 'Job Class' is empty. The 'Workers' Compensation Code' is '8810GA'. The 'Officer/Owner' is 'Employee'.</p>

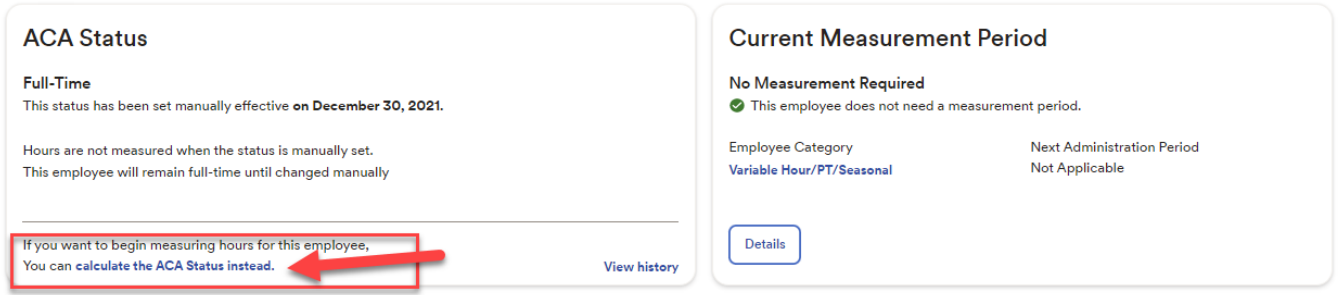
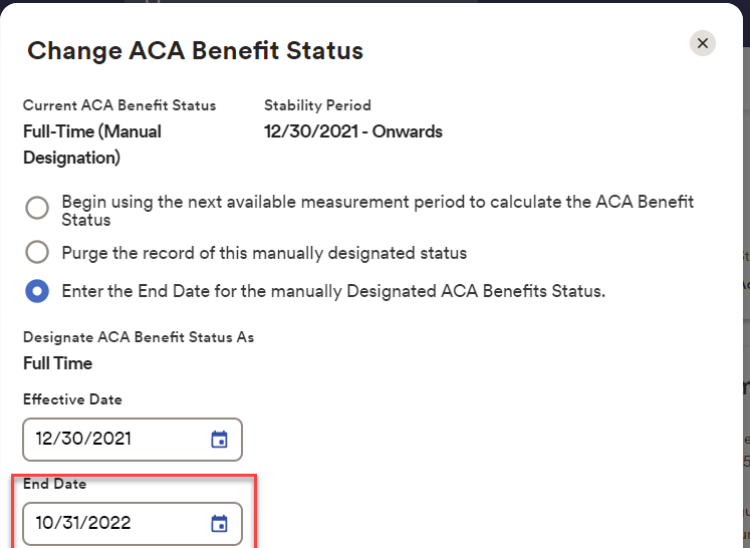
Step	Screenshot
Click Save .	
A pop-up reminds you to review the employee's eligibility class, for this scenario you will NOT be updating the eligibility class.	

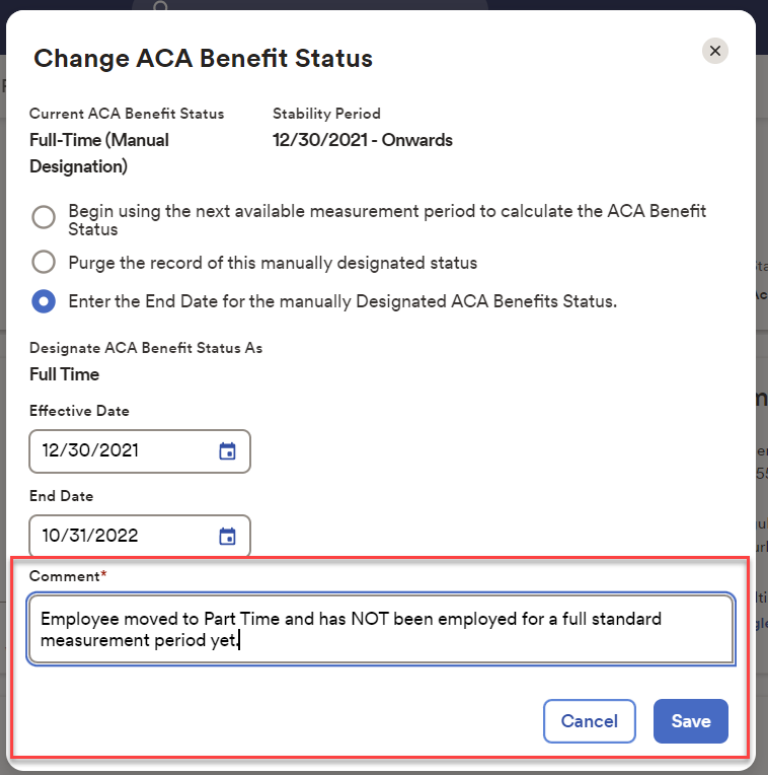
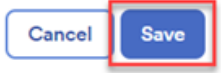
Change an Employee from Full-Time to Part-Time When They Have NOT Been Employed at Least One Full Standard Measurement Period

Under the Lookback Measurement Period, if the existing employee has NOT been employed with you for at least one full Standard Measurement Period, the treatment of the employee as a full-time employee can cease at the end of the month in which the change occurs. The employee will have his or her ACA Status calculated once the next measurement period comes to an end.

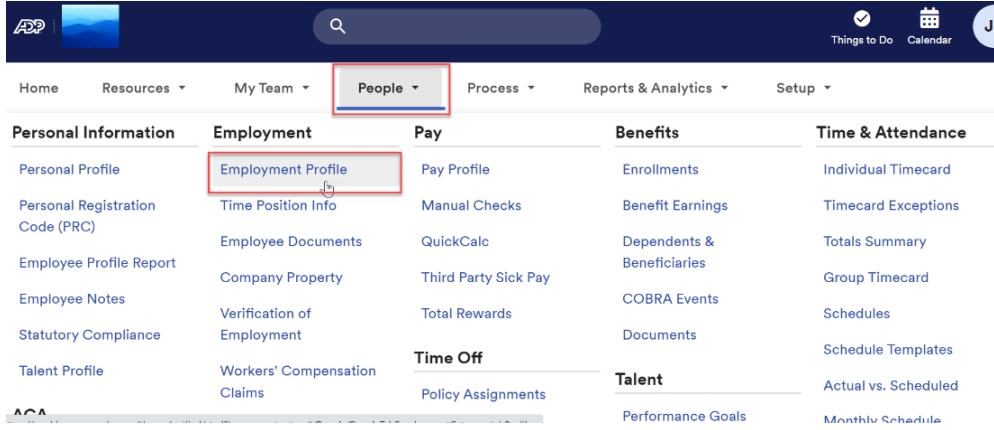
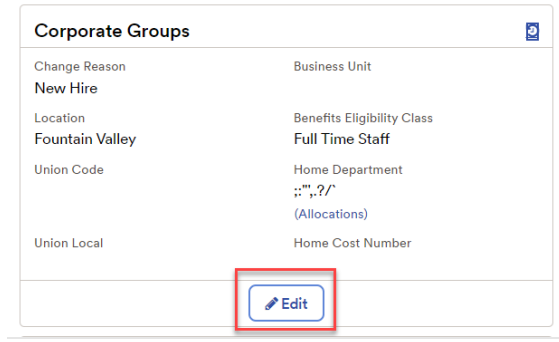
Enter the Manually Designated ACA Benefit Status End Date

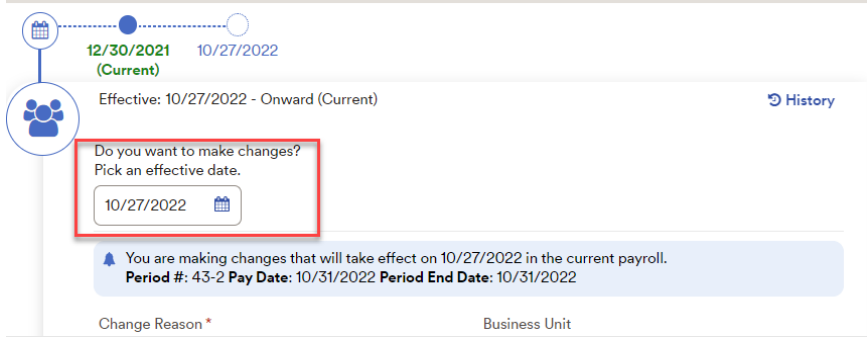
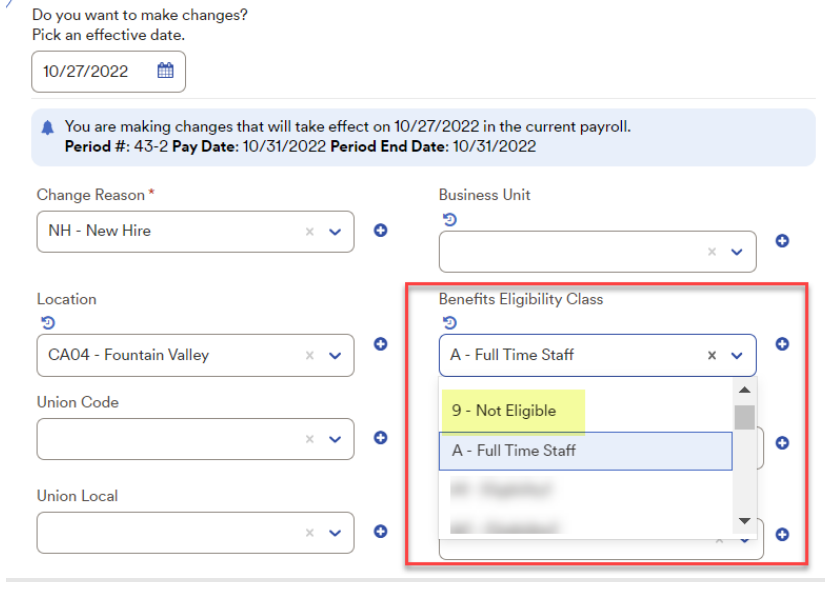
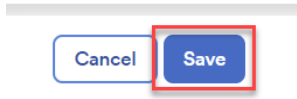
Step	Screenshot
From the navigation menu at the top of the page, select People , then under ACA , then ACA Information .	

Step	Screenshot
<p>Under the ACA Status section: Note that the employee's ACA Benefit Status is currently manually designated full-time. Change this to begin using measurement periods to calculate the ACA Status.</p> <p>Click calculate the ACA Status instead.</p>	
<p>Select Enter the End Date for the manually Designated ACA Benefits Status</p> <p>The Effective Date is auto populated.</p> <p>In the End Date field, enter the end date as of the last day of the month in which the change occurred.</p>	

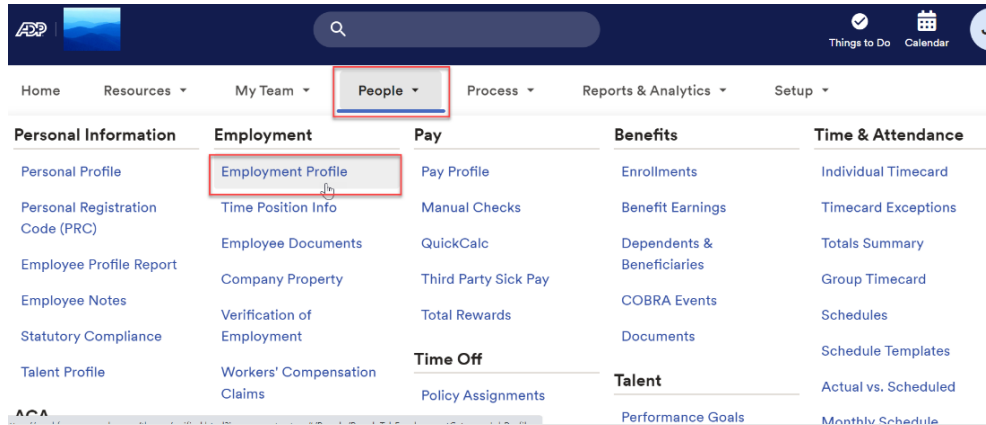
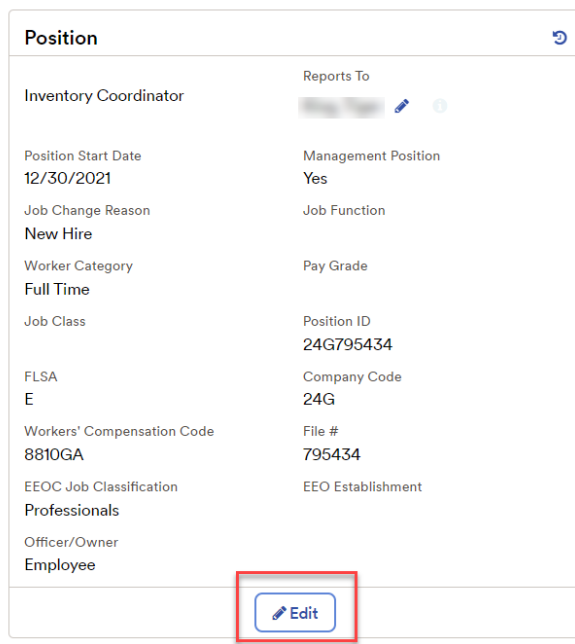
Step	Screenshot
<p>In the Comment field, enter an audit comment about why the change is being made.</p>	
<p>Click Save. The employee will have their ACA Status calculated once their first full standard Measurement Period ends.</p>	

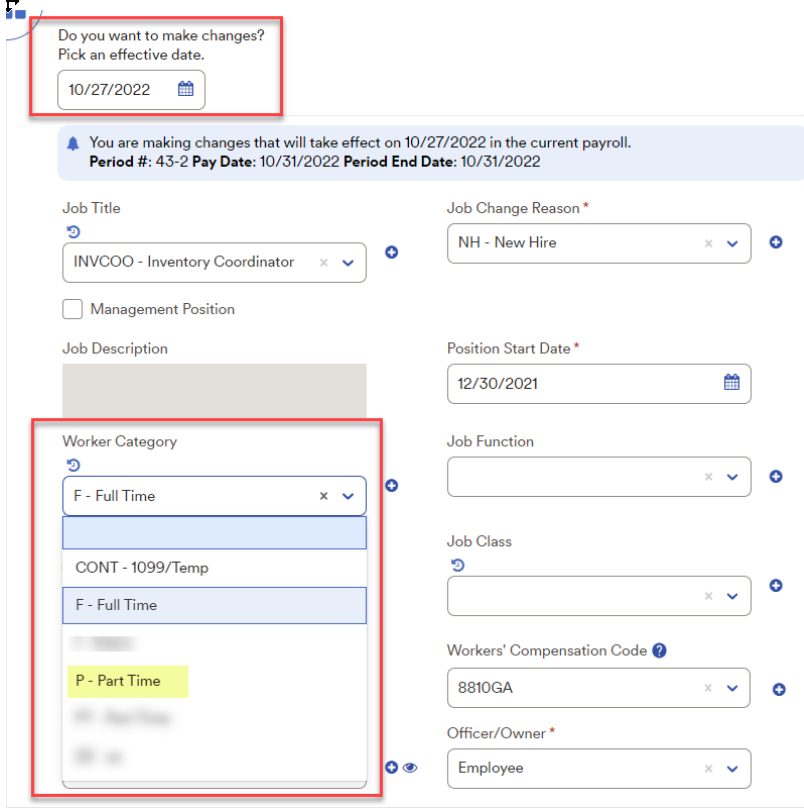
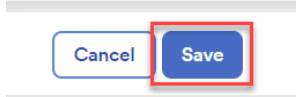
Update the Benefits Eligibility Class Code

Step	Screenshot
<p>From the navigation menu at the top of the page, select People, then under Employment, select Employment Profile.</p>	 <p>The screenshot shows the ADP People navigation menu. The 'People' dropdown is highlighted with a red box. Under the 'Employment' section, the 'Employment Profile' option is highlighted with a red box.</p>
<p>Click the Edit icon in the Corporate Groups section to expand the window.</p>	 <p>The screenshot shows the Corporate Groups section. The 'Edit' button is highlighted with a red box.</p>

Step	Screenshot
<p>In the date field next to Do you want to make changes? Pick an effective date, enter the change effective date to equal the reduction in hours date.</p>	
<p>In the Benefits Eligibility Class drop-down menu, choose the applicable benefits eligibility class, (typically 9-Not Eligible).</p> <p>Important Note: If you choose to stop offering benefit coverage, ensure the employee does not work 130 or more hours a month. If the employee works more than 130 hours a month, you could be subject to an ESRP assessment for failure to offer coverage. The employee should be monitored monthly until they have a Stability Period in place once they have completed their first full standard measurement period.</p>	
<p>Click Save.</p> <p>Note: Please contact the ADP TotalSource Benefits Team to ensure coverage is terminated properly and an offer of COBRA is initiated.</p>	

Update the Employee Worker Category to Part-Time

Step	Screenshot
From the navigation menu at the top of the page, select People , then under Employment , select Employment Profile .	 <p>The screenshot shows the ADP People navigation menu. The 'People' dropdown is highlighted with a red box. Under the 'Employment' section, the 'Employment Profile' option is highlighted with a red box.</p>
Click the Edit button under the Position screen to expand the window.	 <p>The screenshot shows the ADP Position screen. The 'Edit' button is highlighted with a red box.</p>

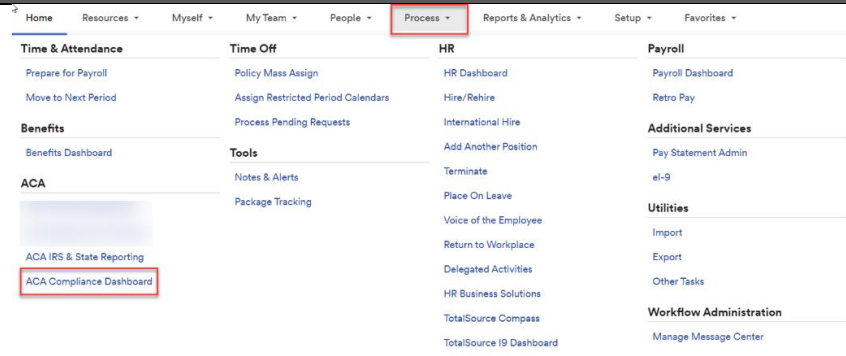
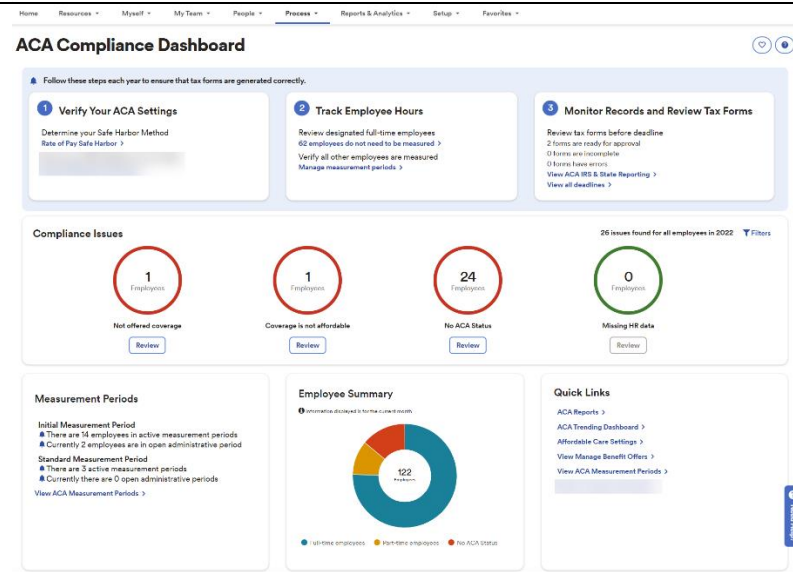
Step	Screenshot
<p>Enter the Effective Date of the change. Under Worker Category, change the employee's applicable part-time worker category.</p>	 <p>The screenshot displays the ACA Lookback MP form. At the top, a red box highlights a date picker for '10/27/2022' with the prompt 'Do you want to make changes? Pick an effective date.' Below this, a blue notification bar states: 'You are making changes that will take effect on 10/27/2022 in the current payroll. Period #: 43-2 Pay Date: 10/31/2022 Period End Date: 10/31/2022'. The form includes fields for Job Title (INVCOO - Inventory Coordinator), Job Change Reason (NH - New Hire), Management Position (unchecked), Job Description, Position Start Date (12/30/2021), Job Function, Job Class, Workers' Compensation Code (8810GA), and Officer/Owner (Employee). The Worker Category dropdown menu is open, showing options: F - Full Time, CONT - 1099/Temp, F - Full Time, and P - Part Time (highlighted in yellow). A red box highlights the 'P - Part Time' option.</p>
<p>Click Save.</p>	 <p>The screenshot shows the bottom of the form with two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with a red box.</p>

ACA Compliance Dashboard

What is the ACA Compliance Dashboard?

The ACA Compliance Dashboard consolidates your company's ACA information and allows you to verify your ACA Settings, track employee hours, monitor records, review tax forms, resolve compliance issues, and more.

Accessing the ACA Compliance Dashboard

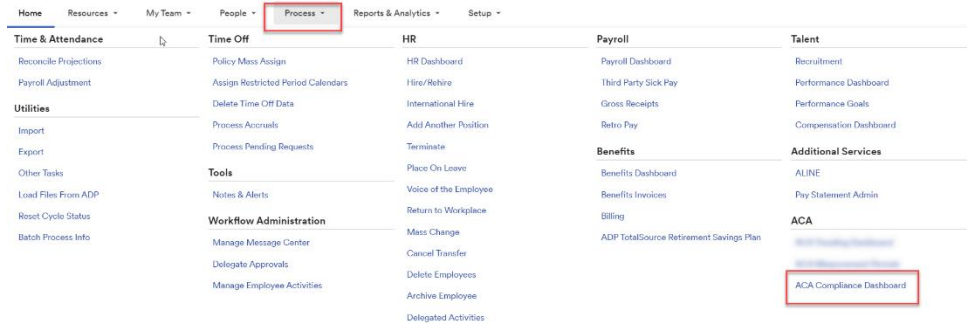
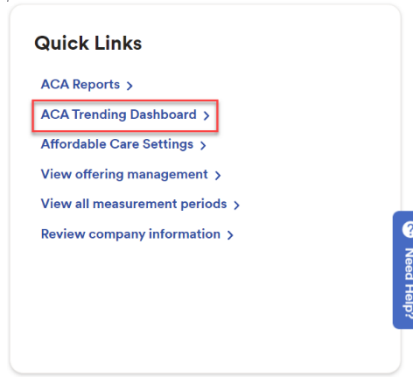
Action	Screen
From the navigation menu at the top of the page, select Process, then under ACA, select ACA Compliance Dashboard.	 <p>The screenshot shows the top navigation bar with 'Process' highlighted. Below it, the 'ACA' section is expanded, and 'ACA Compliance Dashboard' is selected and highlighted with a red box.</p>
For details on this feature, review the ADP TotalSource ACA Compliance Dashboard guide under the Additional Resources section of our Insights & Solutions Healthcare Reform page .	 <p>The screenshot displays the ACA Compliance Dashboard. It includes a top navigation bar, a main header 'ACA Compliance Dashboard', and several sections: <ul style="list-style-type: none"> Follow these steps each year to ensure that tax forms are generated correctly: <ul style="list-style-type: none"> 1 Verify Your ACA Settings: Determine your Safe Harbor Method, Rate of Pay Safe Harbor > 2 Track Employee Hours: Review designated full-time employees (62 employees do not need to be measured >), Verify all other employees are measured (Manage measurement periods >) 3 Monitor Records and Review Tax Forms: Review tax forms before deadline (2 forms are ready for approval, 0 forms are incomplete, 0 forms have errors, View ACA IRS & State Reporting >, View all deadlines >) Compliance Issues: 26 issues found for all employees in 2022. Includes four circular gauges: '1 Employees Not offered coverage', '1 Employees Coverage is not affordable', '24 Employees No ACA Status', and '0 Employees Missing HR data'. Each gauge has a 'Review' button. Measurement Periods: Initial Measurement Period (14 employees in active measurement periods, 2 employees in open administrative period), Standard Measurement Period (3 active measurement periods, 0 open administrative periods). Includes a 'View ACA Measurement Periods >' link. Employee Summary: Donut chart showing 122 employees: 100 full-time, 12 part-time, and 10 no ACA status. Quick Links: ACA Reports >, ACA Trending Dashboard >, Administrative Case Settings >, View Message Board/Office >, View ACA Measurement Periods >. </p>

ACA Trending Dashboard

What is the ACA Trending Dashboard?

The ACA Trending Dashboard is a feature that gives you a monthly and YTD view of the Shared Responsibility requirement to offer Minimum Essential Coverage (MEC) and Minimum Value (MV) coverage to eligible employees.

Accessing the ACA Trending Dashboard

Action	Screen
From the navigation menu at the top of the page, select Process, then under ACA, select ACA Compliance Dashboard.	 <p>The screenshot shows the top navigation bar with 'Process' highlighted. Below it, the 'ACA' section is expanded, and 'ACA Compliance Dashboard' is highlighted.</p>
From the Quick Links section, select ACA Trending Dashboard .	 <p>The screenshot shows the 'Quick Links' section with 'ACA Trending Dashboard' highlighted.</p>

ACA Benefit Status Trending Tab

To use the ACA Benefit Status Trending Tab, in the **Select Year** drop-down, select the appropriate year, then in the **Filter By** drop-down, select FEIN.

← Back to ACA dashboard

ACA Benefit Status Trending

ACA Report

Select Year

2022

Filter By

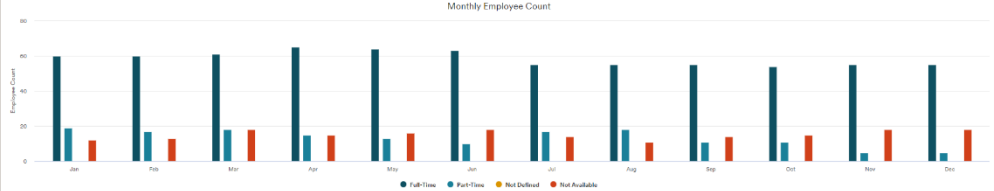
FEIN

1. Select Year

2. Select FEIN

Employees who are in a Limited Non-Assessment Period will display in the Part-Time count. Employees who are terminated mid-month and whose offer of coverage and enrollments end on the termination date are displayed in the Part-Time count for that month.

Monthly Employee Count



Month	Full-Time	Part-Time	Not Defined	Not Available
January	60	19	0	12
February	60	17	0	13
March	61	18	0	18

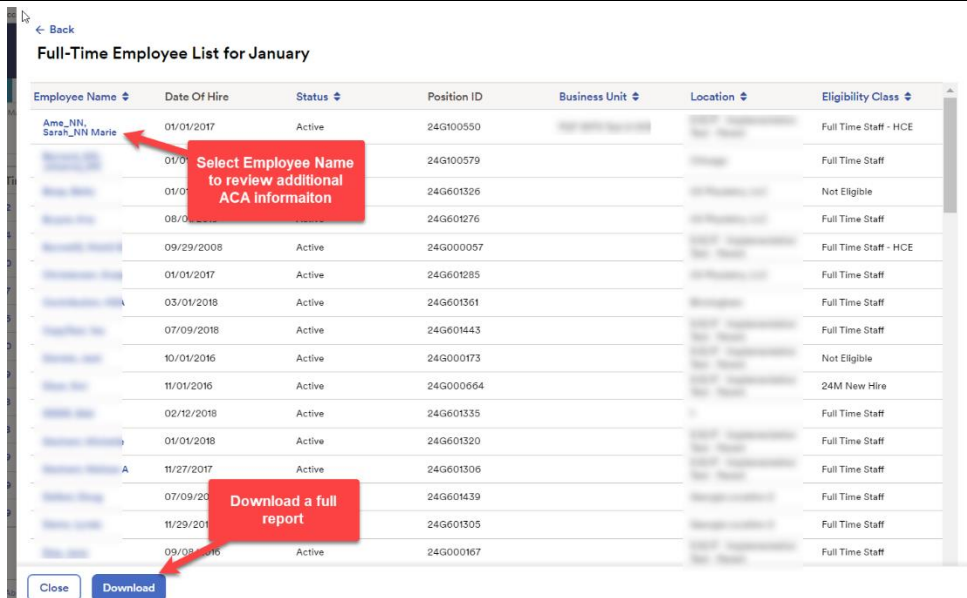
The system sorts the information by employee status and month. All counts are as of the last day of the measured month. * See definitions of each status below

Month	Full-Time	Part-Time	Not Defined	Not Available
January	60	19	0	12
February	60	17	0	13
March	61	18	0	18
April	65	15	0	15
May	64	13	0	16
June	63	10	0	18
July	55	17	0	14
August	55	18	0	11
September	55	11	0	14
October	54	11	0	15
November	55	5	0	18
December	55	5	0	18

Export Details

You can review monthly information in greater detail by selecting the number for the corresponding month/employee type.

Month	Full-Time	Part-Time	Not Defined	Not Available
January	60	19	0	12

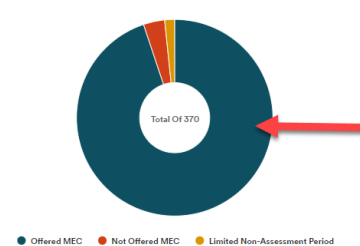
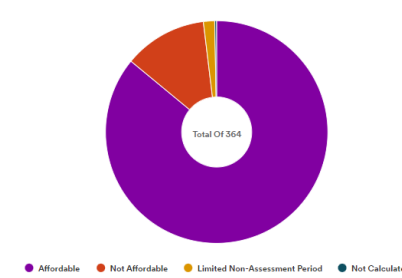
Action	Screen																																																																																																																							
<p>Select the employee name to view additional employee ACA information.</p> <p>Click the Download button to export information.</p>	 <p>Full-Time Employee List for January</p> <table><tr><th>Employee Name</th><th>Date Of Hire</th><th>Status</th><th>Position ID</th><th>Business Unit</th><th>Location</th><th>Eligibility Class</th></tr><tr><td>Ame_NN, Sarah_NN Marie</td><td>01/01/2017</td><td>Active</td><td>24G100550</td><td>24G000000</td><td>24G000000</td><td>Full Time Staff - HCE</td></tr><tr><td></td><td>01/01/2017</td><td></td><td>24G100579</td><td></td><td></td><td>Full Time Staff</td></tr><tr><td></td><td>01/01/2017</td><td></td><td>24G601326</td><td></td><td></td><td>Not Eligible</td></tr><tr><td></td><td>08/01/2017</td><td></td><td>24G601276</td><td></td><td></td><td>Full Time Staff</td></tr><tr><td></td><td>09/29/2008</td><td>Active</td><td>24G000057</td><td></td><td></td><td>Full Time Staff - HCE</td></tr><tr><td></td><td>01/01/2017</td><td>Active</td><td>24G601285</td><td></td><td></td><td>Full Time Staff</td></tr><tr><td></td><td>03/01/2018</td><td>Active</td><td>24G601361</td><td></td><td></td><td>Full Time Staff</td></tr><tr><td></td><td>07/09/2018</td><td>Active</td><td>24G601443</td><td></td><td></td><td>Full Time Staff</td></tr><tr><td></td><td>10/01/2016</td><td>Active</td><td>24G000173</td><td></td><td></td><td>Not Eligible</td></tr><tr><td></td><td>11/01/2016</td><td>Active</td><td>24G000664</td><td></td><td></td><td>24M New Hire</td></tr><tr><td></td><td>02/12/2018</td><td>Active</td><td>24G601335</td><td></td><td></td><td>Full Time Staff</td></tr><tr><td></td><td>01/01/2018</td><td>Active</td><td>24G601320</td><td></td><td></td><td>Full Time Staff</td></tr><tr><td></td><td>11/27/2017</td><td>Active</td><td>24G601306</td><td></td><td></td><td>Full Time Staff</td></tr><tr><td></td><td>07/09/2017</td><td></td><td>24G601439</td><td></td><td></td><td>Full Time Staff</td></tr><tr><td></td><td>11/29/2016</td><td></td><td>24G601305</td><td></td><td></td><td>Full Time Staff</td></tr><tr><td></td><td>09/08/2016</td><td>Active</td><td>24G000167</td><td></td><td></td><td>Full Time Staff</td></tr></table> <p>Close Download</p>	Employee Name	Date Of Hire	Status	Position ID	Business Unit	Location	Eligibility Class	Ame_NN, Sarah_NN Marie	01/01/2017	Active	24G100550	24G000000	24G000000	Full Time Staff - HCE		01/01/2017		24G100579			Full Time Staff		01/01/2017		24G601326			Not Eligible		08/01/2017		24G601276			Full Time Staff		09/29/2008	Active	24G000057			Full Time Staff - HCE		01/01/2017	Active	24G601285			Full Time Staff		03/01/2018	Active	24G601361			Full Time Staff		07/09/2018	Active	24G601443			Full Time Staff		10/01/2016	Active	24G000173			Not Eligible		11/01/2016	Active	24G000664			24M New Hire		02/12/2018	Active	24G601335			Full Time Staff		01/01/2018	Active	24G601320			Full Time Staff		11/27/2017	Active	24G601306			Full Time Staff		07/09/2017		24G601439			Full Time Staff		11/29/2016		24G601305			Full Time Staff		09/08/2016	Active	24G000167			Full Time Staff
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*The ACA Benefits Status Trending Tab provides information on the monthly employee count categorized by Full-Time, Part-Time, Undefined, and Not Available.

- Full Time: Stability Period Designation – Employee averaged 130+ hours or more a month during the associated Lookback Measurement Period OR was designated as ACA Full-Time
- Part Time: Stability Period Designation – Employee averaged less than 130 hours a month during the associated Lookback Measurement Period.
- Undefined: employee was not a part of any pay periods during the measurement period
- Not Available: initial Waiting Period or Lookback Measurement Period has not been completed (New Hires will appear in this category)

ACA Potential Trending Assessments

Action	Screen																																																																	
The ACA Potential Trending Assessments tab provides a graphical representation of the percentage of employees who were offered Minimum Essential Coverage (MEC), were NOT offered Minimum Essential Coverage (MEC) or were in a Limited Non-Assessment (LNA) period.	<div><h2>ACA Trending Dashboard</h2><div>← Back to ACA dashboard</div><div><div>ACA Benefits Status Trending</div><div>ACA Potential Trending Assessments</div></div></div>																																																																	
Click on the bar graph of the desired month to view the details on eligibility and affordability. (Detail screens are shown below.)	<div><h2>ACA Trending Dashboard</h2><div>← Back to ACA dashboard</div><div><div>ACA Benefits Status Trending</div><div>ACA Potential Trending Assessments</div></div><div><div>Select Year2022Filter ByFEIN</div><div>Employees who are terminated mid-month and whose offer of coverage and enrollments end on the termination date are not displayed in the offered MEC list for that month.</div><div><table><thead><tr><th>Month</th><th>Employees Not Offered MEC</th><th>Employees Offered MEC</th><th>LNA</th><th>Total</th></tr></thead><tbody><tr><td>Jan</td><td>10</td><td>340</td><td>0</td><td>350</td></tr><tr><td>Feb</td><td>18</td><td>301</td><td>0</td><td>319</td></tr><tr><td>Mar</td><td>10</td><td>340</td><td>0</td><td>350</td></tr><tr><td>Apr</td><td>10</td><td>327</td><td>0</td><td>337</td></tr><tr><td>May</td><td>10</td><td>334</td><td>0</td><td>344</td></tr><tr><td>Jun</td><td>10</td><td>301</td><td>0</td><td>311</td></tr><tr><td>Jul</td><td>10</td><td>301</td><td>0</td><td>311</td></tr><tr><td>Aug</td><td>10</td><td>308</td><td>0</td><td>318</td></tr><tr><td>Sep</td><td>10</td><td>340</td><td>0</td><td>350</td></tr><tr><td>Oct</td><td>10</td><td>341</td><td>0</td><td>351</td></tr><tr><td>Nov</td><td>10</td><td>323</td><td>0</td><td>333</td></tr><tr><td>Dec</td><td>10</td><td>301</td><td>0</td><td>311</td></tr></tbody></table></div><div>Export Details</div></div></div>	Month	Employees Not Offered MEC	Employees Offered MEC	LNA	Total	Jan	10	340	0	350	Feb	18	301	0	319	Mar	10	340	0	350	Apr	10	327	0	337	May	10	334	0	344	Jun	10	301	0	311	Jul	10	301	0	311	Aug	10	308	0	318	Sep	10	340	0	350	Oct	10	341	0	351	Nov	10	323	0	333	Dec	10	301	0	311
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Action	Screen
<p>Click on the graph to view a full list of employees in that category.</p> <p>The percentage on the left displays the relevant MEC percentage for the month. The IRS has stated that ALEs with 100+ full-time employees need to offer coverage to at least 95% of them to meet MEC and qualify for a Safe Harbor. (Employers with fewer than 100 employees need to offer to all but 5 full-time employees</p>	<div><p>Feb-2022</p><p>ACA FT Employees Offered Minimum Essential Coverage ⓘ</p><p>96.43% ←</p><p>● Offered MEC ● Not Offered MEC ● Limited Non-Assessment Period</p><p>Total Of 370</p></div> <div><p>Full time employees with Affordable coverage ⓘ</p><p>87.43%</p><p>● Affordable ● Not Affordable ● Limited Non-Assessment Period ● Not Calculated</p><p>Total Of 364</p></div>

APPENDIX A

Job Aid: Coding Full-Time, Variable, and Seasonal Employees Using Lookback Measurement Periods

1. Access the New Hire Wizard from the home page by clicking **Process**, then under **HR**, select **Hire/Rehire**.

Full Time Employees:

1. If your new hire is expected to work more than 30 hours per week, choose:
 - **Benefit Eligibility Class** field: select **Benefit Eligible**
 - **ACA Benefit Class** options: select **Designate Full Time**

Employees with Variable Hours:

1. If your new hire is expected to work less than 30 hours per week, his or her hours vary, or the employee is not yet determined to work full-time, choose:
 - **Benefit Eligibility Class** field: select **9-Not Eligible**
 - **ACA Benefit Class** options: select **Calculate Using Measurement Periods**

Seasonal Employees

1. If your new hire is seasonal (will work six months or less per year and is usually hired during the same part of the calendar year) choose:
 - **Benefit Eligibility Class** field: select **9-Not Eligible**
 - **ACA Benefit Class** options: select **Calculate Using Measurement Periods**

APPENDIX B

Job Aid: Changing an Employee from Part-Time to Full-Time

Update the Employee Worker Category to Full-Time

1. From the navigation menu at the top of the page, select **People**, then under **Employment**, select **Employment Profile**.
2. Click on **Position** to expand the window.
3. Enter the change effective date to equal the full-time promotion date.
4. In the **Worker Category** drop-down menu choose **F- Full-Time**.
5. Click **Done**.
6. A pop-up reminds you to review the employee's eligibility class.

Update the Benefits Eligibility Class

1. From the navigation menu at the top of the page, select **People**, then under **Employment**, select **Employment Profile**.
2. Click the **Corporate Groups** link to expand the window.
3. Enter the change effective date to equal the full-time promotion date.
4. In the **Benefits Eligibility Class** drop-down menu, select the applicable benefits eligible class.
5. Click **Save**.
6. Contact the ADP TotalSource Benefits Team to open the enrollment process or an offer of coverage will not be initiated.

Manually designate ACA Status to ACA Full-Time

1. From the navigation menu at the top of the page, select **People**, then under **ACA**, select **ACA Information**.
2. Under ACA Status, click **manually designate a status instead**.
3. Select **Designate an ACA Benefit Status** to expand the pop-up screen.
4. In the **Effective Date** field, enter the date the new benefit plan offering will be effective according to your standard waiting period. For example, if the promotion from PT to FT was effective on 10/1/2023 and you have a 1st of the month following 60 day waiting period, the benefit offering effective date will be 12/1/2023. You do not need to enter an end date.
5. In the **Comment** field, enter an audit comment describing why you are making the change.

6. Click **Save**.
7. The ACA Benefit Status now indicates that the employee has a manually designated ACA benefit status.

APPENDIX C

Job Aid: Changing an Employee from Designated Full-Time to Part-Time

Determining if an Employee Has Been Employed at Least One Full Standard Measurement Period

1. From the navigation menu at the top of the page, select **Process**, then under **ACA**, Select **ACA Compliance Dashboard**.
2. Under the Measurement Periods Section at the bottom of the screen, click the **view all measurement periods** link
3. Select the **Standard Measurement Periods** tab.
4. Confirm that a full Standard Measurement Period was started after the employee's hire date and has since ended as well
5. If the employee has been employed at least one full standard measurement period, proceed to Appendix C.
If the employee has NOT been employed at least one full standard measurement period, proceed to Appendix D.

APPENDIX D

Job Aid: Change an Employee from Full-Time to Part-Time When They Have Been Employed at Least One Full Standard Measurement Period

Change the ACA Benefit Status to Begin Calculating in the Next Available Measurement Period

1. From the navigation menu at the top of the page, select **People**, then under **ACA**, select **ACA Information**.
2. Under ACA Status, click **calculate the ACA Status instead** (Note that the employee's ACA Benefit Status is currently manually designated full-time. Change this to begin using measurement periods to calculate the ACA Status.)
3. Select **Begin using the next available measurement period to calculate the ACA Benefit Status** to expand the screen.
4. In the **Comment** field, enter an audit comment about why you are making the change.
5. Click **Save**.

Update the Employee Worker Category to Part-Time

1. From the navigation menu at the top of the page, select **People**, then under **Employment**, select **Employment Profile**.
2. Click on **Position** to expand the window.
3. In the **Worker Category** drop-down menu, choose the applicable part-time worker category.
4. Click **Done**.

APPENDIX E

Job Aid: Change an Employee from Full-Time to Part-Time When They Have NOT Been Employed at Least One Full Standard Measurement Period

Enter the Manually Designated ACA Benefit Status End Date

1. From the navigation menu at the top of the page, select **People**, then under **ACA**, select **ACA Information**.
2. Under ACA Status, click **calculate the ACA Status instead**.
3. Select **Enter the End Date for the manually Designated ACA Benefits Status**. The **Effective Date** is auto populated. In the **End Date** field, enter the end date as of the last day of the month in which the change occurred.
4. In the **Comment** field, enter an audit comment about why the change is being made.
5. Click **Save**.

Update the Benefits Eligibility Class Code

1. From the navigation menu at the top of the page, select **People**, then under **Employment**, select **Employment Profile**.
2. Click the **Corporate Groups** link in the Employment Profile window.
3. In the date field next to **Do you want to make changes? Pick an effective date**, enter the change effective date to equal the reduction in hours date.
4. In the **Benefits Eligibility Class** drop-down menu, choose the applicable not eligible benefits eligibility class.
5. Click **Save**.
6. Contact the ADP TotalSource Benefits Team to ensure coverage is terminated properly and an offer of COBRA is initiated.

Update the Employee Worker Category to Part-Time

1. From the navigation menu at the top of the page, select **People**, then under **Employment**, select **Employment Profile**.
2. Click on **Position** to expand the screen.
3. Under **Worker Category**, change the employee's applicable part-time worker category.
4. Click **Save**.

APPENDIX F

Job Aid: Access the ACA Compliance Dashboard

1. From the navigation menu at the top of the page, select **Process**, then under **ACA**, select **ACA Compliance Dashboard**.
2. Review the ACA Compliance Dashboard guide on our [Insights & Solutions Healthcare Reform page](#).

APPENDIX G

Job Aid: Access the ACA Trending Dashboard

1. From the navigation menu at the top of the page, select **Process**, then under **ACA**, select **ACA Compliance Dashboard**.
2. From the **Quick Links** section, select **ACA Trending Dashboard**
3. To use the **ACA Benefit Status Trending Tab**, in the **Select Year** drop-down, select the appropriate year, then in the **Filter By** drop-down, select **FEIN**.
 - a. The system sorts the information by employee status and month. All counts are as of the last day of the measured month.
4. Select the number under the corresponding month/employee type to review monthly information in greater detail.
5. Select the employee name to view additional employee ACA information.
6. Select **Download Employee List** to export information.

Credits

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