

## BACKGROUND - ACA Benefit Status

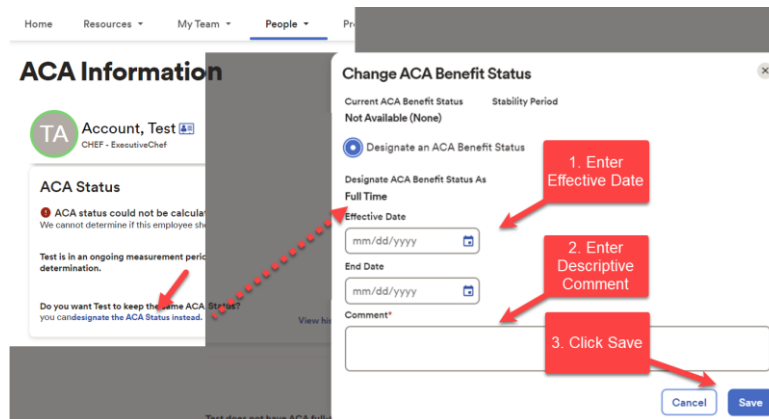
- An ACA Benefit Offering Status of “full-time” means that the employee qualifies for an offer of coverage under the ACA’s benefit offering rules.
- The ACA’s definition of full-time often differs from an employer’s definition. An employee under ACA rules is “ACA full-time” if the employee averaged 130 hours/month or more or averaged 30 hours/ week or more.
- The TotalSource system tracks both the employee’s ACA Benefit Offering status based on hours worked, and the employer’s classification of an employee as full-time or part-time.
- **An IRS 1095-C form will be generated only for employees who:**
  - Completes a measurement period where the employee averaged 130 hours/month or more or averaged 30 hours/ week or more and has entered an accompanying stability period with a full-time ACA status, OR;
  - Have a “Designated FT” ACA Benefit Status

## ACTION NEEDED FOR EMPLOYMENT STATUS CHANGES

In order to maintain correct records for purposes of generating correct 1095-Cs for your employees, you must identify whether the employee’s ACA Benefit Status will be “Designated Full Time” or “measured in a measurement period **at the time of hire**, or when an individual’s **employment status (i.e., Worker Category Code) changes**.

- **AT TIME OF HIRE:** for a guide to help you correctly identify the ACA Benefit Status of a newly hired employee, [CLICK HERE](#).
- **EMPLOYMENT STATUS CHANGE – PART-TIME TO FULL-TIME:**

Navigate to People > ACA > ACA Information:



The screenshot shows the ADP system interface. On the left, the 'ACA Information' page for 'Account, Test' is visible. A red arrow points from the 'ACA Status' section to the 'Change ACA Benefit Status' modal. The modal has the following fields and labels:

- Effective Date:** Labeled '1. Enter Effective Date' with a red arrow.
- End Date:** Labeled '2. Enter Descriptive Comment' with a red arrow.
- Comment:** Labeled '3. Click Save' with a red arrow.

At the bottom of the modal are 'Cancel' and 'Save' buttons.

Following these steps will override the calculation of the employee’s ACA Benefit Offering Status in the current measurement period and prompt the system to issue a 1095-C for the calendar year that the status change became effective.

**NOTE:** Please send a **service portal case to our Benefits team** to assure that an offer of coverage is initiated for this employee.

## ➤ EMPLOYMENT STATUS CHANGE, FULL TIME to PART TIME:

**CRITICAL: AN EMPLOYEE MAY RETAIN BENEFIT ELIGIBILITY FOLLOWING THE MOVE TO A PART-TIME POSITION.**

*If the employee has been working 130 hours or more per month or averaging 30 hours or more per week each month (or designated ACA Full Time), during the most recently completed measurement period, the employee should remain in an eligible benefits class code until they are calculated as ACA Part Time in a subsequent Measurement Period. **Contact your Benefits Service Representative for assistance.** Refer to the "ACA Lookback Measurement Period Guide for Existing Clients" document – linked [HERE](#) - starting on page 21.*

**Scenario 1:** If the employee has NOT completed one full measurement period, proceed to the steps below.

- 1) **Navigate to People > Employment > Employment Profile:** In the "Corporate Groups" section, update the employee's benefits eligibility class to "9 – Not Eligible".
- 2) **Navigate to People > ACA > ACA Information**

**ACA Information**

CA Anglin, Christopher (i) Tax ID (SSN) XXX-XX-XXXX  
DRIVER - Driver 000600 - 000600 (Department)

**ACA Status**  
Full-Time  
This status has been set manually effective on March 7, 2022.  
Hours are not measured when the status is manually designated. This employee will remain full-time until it changes manually.  
If you want to begin measuring hours for this employee, you can calculate the ACA Benefit Status instead. View history

**Change ACA Benefit Status**

Current ACA Benefit Status: Full-Time (Manual Designation) Stability Period: 03/07/2022 - 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.

**Designate ACA Benefit Status As**  
Full Time

Effective Date: 03/07/2022

End Date: XX/XX/XXXX

Comment\*

1. Enter End Date  
2. Enter Descriptive Comment  
3. Click Save

Cancel Save

**Scenario 2: Benefits eligibility may need to continue** under ACA benefit offering rules if the employee has completed at least one full measurement period. Contact your Benefits Representation for additional guidance. Follow these steps:

- 1) **Navigate to People > ACA > ACA Information**

**ACA Information**

CA Anglin, Christopher (i) Tax ID (SSN) XXX-XX-XXXX  
DRIVER - Driver 000600 - 000600 (Department)

**ACA Status**  
Full-Time  
This status has been set manually effective on March 7, 2022.  
Hours are not measured when the status is manually designated. This employee will remain full-time until it changes manually.  
If you want to begin measuring hours for this employee, you can calculate the ACA Benefit Status instead. View history

**Change ACA Benefit Status**

Current ACA Benefit Status: Full-Time (Manual Designation) Stability Period: 03/07/2022 - 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.

Comment\*

1. Enter Descriptive Comment  
2. Click Save

Cancel Save

[Click here for the full Lookback Measurement Period User Guide](#)