

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P. O. BOX 942850  
Sacramento, CA 94250-5878

DATE: January 9, 2015

PERSONNEL LETTER #15-001  
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Lisa Crowe, Chief  
Personnel/Payroll Services DivisionRE: **AFFORDABLE CARE ACT SYSTEM (ACAS) INITIAL LOAD**

As stated in [Personnel Letter #14-021 \(CS\)](#), the State Controller's Office (SCO) processed an ACA mass update on December 31, 2014 to prepopulate the Affordable Care Act System (ACAS) database with the health benefit status codes for most employees, with the exception of the following:

- Employees that are Permanently Separated
- Employees that are Temporarily Separated and have not had pay issued in the last 12 months
- CSU A98 transaction Student Assistants that have not had pay issued in the last 12 months
- CSU Instructional Faculty that have not had pay issued in the last 12 months

The prepopulated health benefit status codes were identified based on Employment History (EH) data as of December 31, 2014 and payroll data as of December 2014 master payroll.

#### MASS UPDATE TO POPULATE ACAS

As of December 31, 2014, there were 317,206 employees loaded into the ACAS database.

SCO prepopulated health benefit status codes based on the criteria shown in the following chart:

<b>Employee Status as of 12/31/14</b>	<b>Initial populated status code</b>	<b>Additional populated status code</b>
Employees with existing Health Coverage (Including PI's)	1A (Offered)	3A (Accepted)
Employees with existing Flex Elect Cash or CoBen Cash (Including PI's)	1A (Offered)	4A (Declined)
PI employees without Health Coverage or Flex Elect Cash/CoBen Cash	2B (Not Offered - must serve control period)	Validate and update status code to reflect new control period if necessary
Employees that are not eligible for health benefits (Less than ½ time or Temporary Intermittent)	2A (Not Offered)	No additional coding required

## AFTER THE INITIAL LOAD

It is the responsibility of each department to ensure that employees are updated with the correct health benefit status code. Review a random selection of your department employees to validate the codes that were assigned. If there is a need to correct an employee's health benefit status as reflected in the initial load, the department will not be able to void the initial load transaction. Rather, they must key the correct health benefit status code(s) effective January 1, 2015. For employees that were on any type of temporary separation, validate the codes that were assigned. Make any necessary updates/corrections.

As previously mentioned in [Personnel Letter #14-021 \(CS\)](#), the ACAS will be updated via a nightly batch process with employee data (e.g. SSN, name, position) based on EH transactions keyed after December 31, 2014, regardless of the effective date. Departments will be able to enter the appropriate health benefit status codes and the health coverage notice date (if necessary) into the ACAS on the next business day after the employee data has been entered into EH. Changes to an employee's employment history data cannot be keyed directly into the ACAS.

## REPORTS

Employees from the ACAS mass update that SCO could not determine the appropriate health benefit status code to assign (for example if the employee was showing an active status but had not received any pay in the last 12 months) will need further action. SCO is preparing lists of these employees and will be working with departmental human resources offices to resolve these issues.

## AFFORDABLE CARE ACT SYSTEM USER GUIDE

To help departmental human resources offices, SCO has created an ACAS User Guide containing detailed instructions on handling this new workload. This extensive job aid will assist in processing all transactions in the new ACAS. To access the User Guide, please go to the following link [http://www.sco.ca.gov/ppsd\\_elearning.html](http://www.sco.ca.gov/ppsd_elearning.html)

## JOB AID

A scenario based job aid to assist departments with processing ACA transaction will be available soon.

## COMPLIANCE

Departments, CALHR and SCO must work together to ensure compliance with the ACA. A variety of compliance reports/mechanisms will be put in place to assist departments with monitoring ACA compliance. More information on the Compliance Program will be issued in Spring of 2015.

## HEALTH COVERAGE NOTICE DATE

All employees that were loaded into the ACAS database via the initial load were given a Health Coverage Notice Date of 12/31/2014. It will be the responsibility of each department to ensure that employees who are processed into the ACAS database after the initial load are updated with a Health Coverage Notice Date in accordance with the instructions in the ACAS User Guide and [Personnel Management Liaison \(PML\) Memorandum 2014-038](#) issued by California Department of Human Resources.

## GENERAL INFORMATION

If you have any further questions, please contact:

The ACA online application support group can be contacted by phone at (916) 322-3770 or by emailing [acasupport@sco.ca.gov](mailto:acasupport@sco.ca.gov)

For inquiries specific to ACA policy and/or compliance, CalHR can be contacted at [aca.policy@calhr.ca.gov](mailto:aca.policy@calhr.ca.gov)

For inquiries specific to the ACA training modules that have been delivered, please contact [aca.training@calhr.ca.gov](mailto:aca.training@calhr.ca.gov)

For inquiries related to health benefit deductions, contact SCO Customer Contact Center 916-372-7200

LC:JR:PMAB