STATE OF CALIFORNIA   BETTY T YEE,
                                                    California State Controller

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

DATE: May 5, 2015   PERSONNEL LETTER #15-009
                                        (CIVIL SERVICE ONLY)

TO: All Agencies in the Uniform State Payroll System

FROM: Lisa Crowe, Chief
         Personnel and Payroll Services Division (PPSD)

RE: AFFORDABLE CARE ACT (ACA) COMPLIANCE REPORTS

As outlined in Personnel Letter #15-001 (CS), the State Controller's Office (SCO) is pleased to announce the first in a series of Affordable Care Act (ACA) compliance reports are now available on ViewDirect. They can be found under the following report ID and report name:

Report ID:	Report Name:
PDA2050A	(PPS) EE WITHOUT HEALTH COVERAGE NOTICE DATE
PDA2050B	(PPS) EE PERM SEP W/O HEALTH BENEFIT CANCELLATION (5D)
PDA2050C	(PPS) EE WITHOUT ACA STATUS CODE
PDA2050D	(PPS) EE WITH 2D WITHOUT HEALTH BENEFIT OFFER
PDA2050E	(PPS) EE WITH HEALTH BENEFIT OFFER W/O ACCEPT OR DECLINE

The SCO created these reports to assist you in meeting requirements of the ACA. You will only receive reports if you have employees who meet the exception criteria identified in the report name. You will use these reports to enter missing ACAS data as indicated on the report. For accurate keying assistance, refer to the ACAS User guide.

The first set of reports will include missing data from 1/1/15 through 4/30/15. Subsequent monthly reports will be available after close of business month. The reports do not include employees on a leave of absence or temporary separations. Continue to update those employee records as their employment status changes.

For more information on ACA compliance Program, refer to Personnel Management Liaison (PML) Memorandum 2015-013.

If you have any further questions, please contact: the ACA online application support group by phone at (916) 322-3770 or by emailing acasupport@sco.ca.gov.

For inquiries specific to ACA policy and/or compliance, contact CalHR at aca.policy@calhr.ca.gov.

For inquiries specific to Personnel staff authorized to access ViewDirect, please contact Todd Soto at (916) 322-3055 or David Avila at (916) 322-3987.

For more information on accessing and printing ViewDirect, refer to the ViewDirect User Manual.

For inquiries specific to the ACA training modules that have been delivered, please contact aca.training@calhr.ca.gov.

LC:JR:PMAB