

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

DATE: December 21, 2015

PERSONNEL LETTER #15-023
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Debra Spellman, Acting Chief
Personnel and Payroll Services Division (PPSD)

RE: AFFORDABLE CARE ACT SYSTEM (ACAS) YEAR END INFORMATION

This letter provides year end information and reminders for the Affordable Care Act System (ACAS).

- Review and correct errors on all ACA compliance reports
- Timely keying, all records in CSUC and ACAS should be up to date
- Refer to the ACAS User Guide for assistance with status code effective dates – effective dates are not necessarily the key date, especially when keying retroactivity
- Open enrollment changes may require ACAS status code changes
 - For an employee enrolled in health benefits that opts for flex cash, campuses must enter a 5B effective 12/31/2015, a 1A effective 01/01/2016 and a 4A effective 01/01/2016
 - For an employee receiving flex cash that opts for traditional health, campuses must enter a 3A effective 01/01/2016.

COMPLIANCE

Campuses, CalHR and the State Controllers Office (SCO) must work together to ensure compliance with the ACA. CalHR will be issuing a Personnel Management Liaison (PML) Memorandum providing additional information regarding the details surrounding the annual ACA Internal Revenue Service (IRS) reporting. If you have any further questions, please contact:

GENERAL INFORMATION

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

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

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

DS:JR:PMAB