

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

DATE: September 25, 2023

PERSONNEL LETTER #23-022
(CSU Only)

TO: All Campuses in the Uniform State Payroll System

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division

RE: AFFORDABLE CARE ACT SYSTEM – AUTO POPULATION PROGRAM UPDATE

To be compliant with the Internal Revenue Service's mandated Affordable Care Act (ACA) employer shared responsibility provisions, the State Controller's Office (SCO) must collect and report accurate 1095-C data. In an effort to provide the most accurate data, SCO has made the following enhancement in the Affordable Care Act System (ACAS):

Effective September 22, 2023, the Personnel and Payroll Services Division implemented a change to the ACAS auto population program. Through a nightly process, the auto population program will now automatically populate ACA Status Code 2A. This change is in addition to ACAS auto population of ACA Status Code 6A, implemented in November 2017. The ACA Status Code 6A auto population program has not changed (see below for more information about 6A auto population). Automatic population generates based on a combination of tenure, time base, and current ACA Status Code for each selected position.

AUTOMATIC POPULATION OF ACA STATUS CODE 2A

ACA Status Code Description – 2A

- 2A - Health benefits not offered to the employee because the employee does not meet the eligibility criteria

2A AUTO POPULATION PROGRAM DETAILS AND EXCEPTIONS

ACA Status Code 2A auto-populate overnight after an applicable appointment transaction is keyed into CSUC or KEYMASTER by Payroll staff. The ACAS is designed to auto-populate the appropriate ACA Status Code when one of the following appointment transactions is keyed in CSUC or KEYMASTER: A54, A56, and A98.

Use the table below to determine the expected results of the 2A by the auto population program, when a new A54, A56, or A98 appointment transaction is keyed in CSUC or KEYMASTER.

Appointment Transaction:	Current ACA Status Code of:	ACA Status Code Populated:
A56	1A, 1B, 1C, 1D, 1E, 2A, 3A, 3B, 4A, 4B, 5A, 5B, 5C	Bypass record
A54	Blank, 5D or 6A	2A
A54	1A, 1B, 1C, 1D, 1E, 2A, 3A, 3B, 4A, 4B, 5A, 5B, 5C	Bypass record
A56	Blank, 5D or 6A	2A
A98	Blank, 5D, or 6A	2A
A98	1A, 1B, 1C, 1D, 1E, 2A, 3A, 3B, 4A, 4B, 5A, 5B, 5C	Bypass record

COMPLIANCE REPORTS TO ASSIST WITH 2A AND 6A UPDATES

HR staff are to use monthly and quarterly compliance reports available on ViewDirect and Mobius View as a tool to enter missing or incorrect ACAS data identified on the reports. Although these reports do not identify all updates needed in ACAS, they are helpful tools to identify where HR staff may have missed ACA Status Code changes during regular processing. The compliance reports listed below are for HR staff to use to identify updates that may include exceptions from the auto population program:

- PDA2050C EE W/O ACAS CODE (This report identifies active employees within the ACAS who do not have an ACA Status Code)
- PDA2050L ACTIVE EE WITH SEPARATION CODE (This report identifies active employees within the ACAS that have a current ACA Status Code of 6A)

AUTO POPULATION OF ACA STATUS CODE 6A

Effective November 20, 2017, SCO established an auto population program that runs nightly to auto populate ACA Status Code 6A (permanent separation) when a permanent separation is entered into CSUC during the preceding day. The auto population program will automatically populate ACA Status Code 6A into the employee’s corresponding position in ACAS. The effective date is the first calendar day of the month following the month of separation and the transaction displays “SCO AUTO GEN” in the UPDATED BY column.

Although the SCO made no changes to the ACA Status Code 6A auto population program, campus HR staff may see additional ACA Status Code 6As automatically populating for employee records. This change is due to the new auto population of ACA Status Code 2A. One limitation of the ACA Status Code 6A auto population program is that the program will not work if the positions’ current ACA Status Code is blank. Now that ACA Status Code 2A will be automatically populating, many positions will no longer have a blank status code, which means that the 6A can also automatically populate.

Use the table below to determine the expected results of the ACA Status Code 6A auto population, based on implementation of the 2A auto population program, when a new A54 appointment transaction is keyed in CSUC or KEYMASTER.

Appointment Transaction:	Current ACA Status Code of:	ACA Status Code Populated:
A54	2A	6A

Review [Personnel Letter #17-027](#) for additional information on the ACA Status Code 6A auto population program, exceptions, compliance reports, and more.

AUTO POPULATION PROGRAM DETAILS AND EXCEPTIONS

Transactions generated by the auto population program will:

- Display an effective date based on the effective date keyed for the appointment transaction in CSUC or KEYMASTER
- Display “SCO AUTO GEN” in the UPDATED BY column in ACAS
- A54 Transactions – Auto populates 2A based on the effective date of the appointment date and 6A based on the Last Day Worked (see below for exceptions)

The auto population program will not update an ACA Status Code if:

- Updates are not keyed by Payroll staff in CSUC or KEYMASTER
- The appointment transaction is keyed into CSUC or KEYMASTER before September 22, 2023
- The ACA Status Code to be populated is already the current ACA Status Code in the selected position
- A54 Transactions - If the Last Day Worked field is Blank ACA Status Code 6A will not auto-populate

HR STAFF RESPONSIBILITY

It is the responsibility of HR staff to ensure that all ACA Status Codes are accurate for every position for all employees, making necessary updates as appropriate. The ACAS auto population program is designed to simplify this responsibility, but it still requires diligence from HR staff to ensure all records are accurate.

HR staff are responsible for reviewing ACAS records for all employees with an applicable appointment transaction keyed the day prior. HR staff are to review each record to ensure that all appropriate ACA Status Codes that update via the auto population program (2A, 2B, 2D, and 6A – see [Personnel Letter #17-027](#) for more information about ACAS auto population of ACA Status Code 6A) have been auto-populated correctly. HR staff are responsible for correcting any records that are incorrect, including, but not limited to:

- If the auto population program does not update an ACA Status Code, then HR staff must manually enter the correct ACA Status Code(s).
- If the auto population program updates the ACA Status Code incorrectly, then HR staff must void the auto-populated transaction and then manually key the appropriate ACA Status Code(s).

ACAS RESOURCES

Use the ACA tools and resources included below to determine appropriate ACA Status Code(s), and for additional information on how to make manual corrections in the ACAS:

- ACA Training Page: https://sco.ca.gov/ppsd_affordable_care_act_training.html
- User Guide: https://sco.ca.gov/Files-PPSD/acas_userguide.pdf

For questions regarding the ACAS auto population program or any other inquiries related to the ACAS, contact ACA Online Support by emailing acasupport@sco.ca.gov or by calling (916) 322-3770.

For additional questions, please use the following contact information:

Contacts:

- Affordable Care Act Email ACASupport@sco.ca.gov
- [Cal Employee Connect \(CEC\) - Help and Feedback](#)
- Campus Information Retrieval System CIRS@calstate.edu
- [ConnectHR - Help and Feedback](#)
- Inquiry Email (HR Supervisors and Managers) PPSDCSUInquiry@sco.ca.gov
- Decentralized Security Administration (DSA) & ViewDirect Access (916) 619-7234 or DSA@sco.ca.gov
- HR Suggestions Email (All HR Staff) PPSDHRSuggestions@sco.ca.gov
- [Statewide Customer Contact Center](#) (916) 372-7200

SCO Key Initiatives:

- [Cal Employee Connect Project](#)
- [California State Payroll System Project](#)

Websites:

- [HR](#)
- [State Employees](#)

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