<table>
<thead>
<tr>
<th>Pg</th>
<th>Slide</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><img src="image1" alt="Keying ACAS Transactions" /></td>
<td>Welcome to the Affordable Care Act training. We have created this presentation to help State of California human resources personnel navigate the Affordable Care Act System, or ACAS.</td>
</tr>
</tbody>
</table>
| 2. | ![Please Note](image2) | Please Note: The following presentation contains audio. If you are using a screen reader, you may want to deactivate the reader to better hear the audio content.  

To navigate through the presentation, use your right arrow to proceed to the next slide and your left arrow to return to a previous slide.  

Should you have problems viewing or playing this course, please contact the Personnel/Payroll Training Services Unit at ppsdtraining@sco.ca.gov to request assistance. |
By now you should have already watched the 8-minute video entitled ACA Overview offered through the CalHR website. This video explains the Affordable Care Act’s Employer Shared Responsibility provision, and why compliance with the Affordable Care Act is required and important. Before we get into the details, let’s review some important facts about the Affordable Care Act.

The law requires the state to offer health coverage to 95% of its full-time employees and their dependents, or the State may be penalized at a cost of approximately $566 million.

Under ACA, full-time means any employee who averages 130 hours of service per month.

Health coverage offered must be affordable and provide minimum value, and the health plans offered by the State of California meet that standard.

The State is required to report information on the health coverage that was offered to its full-time employees to the IRS every year.

The State Controller’s Office has created the Affordable Care Act System database, which went live January 1, 2015, to capture the data the state is required to report to the IRS for compliance.
### Slide 4

**Not Affected By the ACA**

- Health benefits eligibility criteria
- Earliest date coverage can begin is the first day of the month following permitting event
- Login and security are the same

**Content**

While this training will introduce you to reporting in the ACAS, let’s start with some key things that are not affected by requirements of the Affordable Care Act.

Health benefits eligibility criteria has not changed. This means that the same employees will continue to be offered health benefits.

The earliest date that employees may be covered for health insurance will still be the first day of the month after the permitting event.

You will login to the SCO mainframe using the same security.

### Slide 5

**Introduced as part of the ACA**

- All health benefit status codes must be keyed into the ACAS
- ACAS must show a status for each employee from date of hire to date of separation
- There are six categories of status codes
- All transactions should be keyed into the ACAS in the month the event occurs
- HR is required to keep track of employees who become eligible or ineligible for health benefits

**Content**

Now, let’s talk about the requirements of the ACA.

All health benefit status codes must be keyed into the ACAS, which means that the ACAS must show a status for each employee from date of hire to date of separation.

There are six categories of status codes that will capture an employee’s health benefits eligibility and status.

All keying of health benefit statuses should be done during the month in which the event occurs.

To ensure benefits are offered to all eligible employees, you will need to keep close track of employees who become eligible or ineligible for benefits.
### Slide Content

**6.**

**You are to document an employee’s health benefits status including:**

- Eligibility for health benefits
- Offer of health coverage
- Acceptance or decline of health coverage
- Any loss or cancellation of health coverage
- Separation of an employee

*Your part in this process is to document an employee’s health benefits status including eligibility for health benefits, the offer of health coverage, the acceptance or decline of health coverage, any loss or cancellation of health coverage, and separation of an employee.*

**7.**

**This Training Will Teach You How To...**

- Log into ACAS
- Complete the ACA Notification Checklist
- Understand ACAS health benefit status codes
- Use the ACA Benefit Transaction Worksheet
- Key ACA transactions and effective dates
- View ACAS history

*This training covers all you need to know to begin keying health benefit statuses in the ACAS.*

*We will introduce the ACAS, show you the health benefit status codes, how to key transactions and choose the correct effective dates, and how to view an employee's ACAS history.*
Two job aids will help you. The first is the Affordable Care Act (ACA) Notification Checklist. The second tool is the ACAS Benefit Transaction Worksheet.

The ACA Notification Checklist can be used to document the required notices that are issued to all new employees who become eligible for benefits. The top section has space to fill in the employee’s name, hire date, position number, Social Security Number, and tenure/time base.
<table>
<thead>
<tr>
<th>Pg</th>
<th>Slide</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.</td>
<td><img src="image1.png" alt="Checklist Part I" /></td>
<td>Part I documents that a new employee was given the Health Insurance Marketplace Coverage Options and Health Coverage Notice. This notice must be given to every new employee in your department or agency within 14 days of their hire date. Your department should have internal procedures for distributing this notice. The person who gives the notice to the employee will document this step by filling in the date and their name. The Personnel Specialist can follow the instructions in the ACAS User Guide regarding the entering of this date into the ACAS. Keying of the Health Coverage Notice Date into ACAS is no longer a requirement, but should be used if it is part of your department’s internal procedures.</td>
</tr>
<tr>
<td>11.</td>
<td><img src="image2.png" alt="Checklist Part II" /></td>
<td>Part II documents the distribution of the Summary of Benefits and Coverage Notice and the Health Benefits Plan Enrollment form to employees who are newly eligible for health benefits. The ACA has no effect on determining the employee’s health benefit eligibility. If the employee is health benefits eligible, then the employee must be provided with two documents, the Summary of Benefits and Coverage Notice and the Health Benefits Plan Enrollment form (CalPERS HBD-12).</td>
</tr>
</tbody>
</table>
12. The Summary of Benefits and Coverage Notice and Health Benefits Plan Enrollment form must be provided to a newly eligible employee by the first day the employee is eligible to enroll in coverage.

For example, if the employee is hired on August 12th and eligible for health benefits, then the employee must receive the form by September 1st.

The person who gives the form to the employee will document this step by filling in the date and noting their name.

13. The second tool is the ACAS Database: Employee Benefit Transaction Worksheet.

This worksheet is not mandatory, but is useful as a keying document for recording each health benefit status for an employee.

The worksheet comes with a set of detailed instructions and outlines the health benefit status categories and their meanings.

All of these steps, as well as declined and canceled benefits, will be keyed into the ACAS.

To help you understand the process, we will show you how the worksheet is used to key in the ACAS later in the presentation.
<table>
<thead>
<tr>
<th>Pg</th>
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<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.</td>
<td></td>
<td>Now let’s take a look at the ACAS! First, we’ll learn how to log into ACAS.</td>
</tr>
<tr>
<td>15.</td>
<td></td>
<td>Our tour of the ACAS begins here. This screen should look familiar.</td>
</tr>
<tr>
<td>Pg</td>
<td>Slide</td>
<td>Content</td>
</tr>
<tr>
<td>----</td>
<td>-------</td>
<td>---------</td>
</tr>
<tr>
<td>16</td>
<td>Follow The Usual Steps Here</td>
<td>On this screen, enter your User ID and password...</td>
</tr>
<tr>
<td>17</td>
<td>Type ACAS</td>
<td>...and type ACAS. It’s that easy!</td>
</tr>
<tr>
<td>Pg</td>
<td>Slide</td>
<td>Content</td>
</tr>
<tr>
<td>----</td>
<td>-------</td>
<td>---------</td>
</tr>
<tr>
<td>18.</td>
<td><img src="image" alt="ACAS Welcome Screen" /></td>
<td>Welcome to the ACAS!</td>
</tr>
</tbody>
</table>
| 19. | ![Main Menu Screen](image) | This is the main menu.  
During this training we are not using actual Social Security Numbers.  
Let's look at the Key ACAS Transaction screen first.  
To enter a transaction, enter the Social Security Number and place an X next to Key ACA Transaction/Health Coverage Notice Date. |
20. This is the Key ACA Transaction screen.

Four fields may be keyed: the Effective Date, the ACA Status, the Void Indicator, and the Health Coverage Notice Date.

Please be sure to refer to the instructions in the ACAS User Guide regarding entry of the Health Coverage Notice Date.

21. If you want to look at ACAS history, enter the Social Security Number and enter an X next to “View ACA Transaction History.”
22. For illustrative purposes, this is a sample of a fictitious employee’s ACA transaction history screen.

New employee data will be available on the ACAS the day after the PAR is keyed.

We will discuss what the ACA status codes mean later in this training.

23. When keying an employee’s ACA transaction or viewing an employee’s transaction history, you may encounter an employee with multiple positions. If the user has selected an employee who has more than one position, a multiple position screen will be displayed. The user may select the position that they want to view by entering the associated position sequence number and pressing enter.
As mentioned before, an employee’s health benefit status must be accounted for by an ACAS code from the date of hire to the date of separation. Benefit statuses were preloaded into ACAS for most employees who were active prior to the introduction of the ACAS in January of 2015. Any new changes to benefit statuses must still be accounted for by an ACAS code.

The codes are grouped into six categories: Health Benefits Offered, Health Benefits Not Offered (which includes Not Eligible), Health Benefits Accepted, Health Benefits Declined, Health Benefits Canceled/Temporarily Suspended, and Permanently Separated.

We begin with Category Code 2 because this is the first code that will be entered for employees new to State Service.

Each category 2 code describes an employee’s health benefit status eligibility.

Please note that the health benefit status codes must be keyed in sequence, so a “2” code must be keyed for an employee before any other codes may be entered.
<table>
<thead>
<tr>
<th>Pg</th>
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<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>26.</td>
<td><img src="image1.png" alt="Image" /></td>
<td>ACA Status Code 2A is used when an employee is not eligible for health benefits due to tenure or timebase. For more information about multiple positions, please refer to the ACAS User Guide. ACA Status Code 2B is used when a Permanent Intermittent employee is appointed and must serve a control period before becoming eligible for health benefits.</td>
</tr>
<tr>
<td>27.</td>
<td><img src="image2.png" alt="Image" /></td>
<td>ACA Status Code 2D is used for all newly health benefits eligible employees. This code is entered in ACAS to account for the time between the employee's permitting event date and the earliest date that the employee would be eligible for health coverage (or the first day of the month following appointment). For example, if a permanent full-time employee was appointed on March 15, 2015, they would have a 2D code until April 1, 2015.</td>
</tr>
</tbody>
</table>
### ACAS Code 1: Offered

**1A**
- Officially “offered” on the earliest date that health coverage could be effective.
- This is the first day of the month following their permitting event date.
- All health benefits eligible employees must have a 1A keyed with an effective date that reflects the official offer date (the earliest date that the health coverage could be effective).

---

### ACAS Code 1: cont.

**1B**
- A 1B ACA Status Code is used to document an offer of COBRA continuation coverage to an active employee for the employee only.

**1C**
- A 1C ACA Status Code is used to document an offer of COBRA continuation coverage to an active employee and their dependents (not spouse).

**1D**
- A 1D ACA Status Code is used to document an offer of COBRA coverage to an active employee and their spouse (not dependents).

**1E**
- A 1E ACA Status Code is used to document an offer of COBRA coverage to an active employee, their spouse, and dependents.

---

**ACA Status Code 1A** is used to document the offer of health benefits. For ACA purposes, health benefits are officially “offered” on the earliest date that health coverage could be effective as outlined in the benefit eligibility rules. For newly health benefit eligible employees, this is the first day of the month following their permitting event date. All health benefits eligible employees must have a 1A keyed with an effective date that reflects the official offer date (the earliest date that health coverage could be effective).

**ACA Status Codes 1B-1E** are used when an active employee is offered COBRA continuation of coverage.

**1B** ACA Status Codes are used to document an offer of COBRA continuation coverage to an active employee for the employee only.

**1C** ACA Status Codes are used to document an offer of COBRA continuation coverage to an active employee and their dependents (not spouse).

**1D** ACA Status Codes are used to document an offer of COBRA coverage to an active employee and their spouse (not dependents).

**1E** ACA Status Codes are used to document an offer of COBRA coverage to an active employee, their spouse, and dependents.

The effective date of these codes is the first day of the calendar month.
16 Keying ACAS Transactions

<table>
<thead>
<tr>
<th>Pg</th>
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<th>Content</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>following the 5A cancellation status transaction.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1B-1E ACA Status Codes keyed after a 2A or 2B ACA Status Code will require a call to the ACA helpdesk to complete the keying.</td>
</tr>
<tr>
<td>30.</td>
<td></td>
<td>ACA Status Code 3A is used to document the acceptance of health benefits within 60 days of the event that makes an employee health benefits eligible. The effective date of code 3A will be the first day of the month following the return of health benefits form to the Personnel Office.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Open enrollment is considered a permitting event. Therefore, personnel specialist’s would key a 3A ACA Status Code on the first day of the month for employees who enroll during this time.</td>
</tr>
<tr>
<td>Pg</td>
<td>Slide Content</td>
<td></td>
</tr>
<tr>
<td>----</td>
<td>---------------</td>
<td></td>
</tr>
<tr>
<td>31.</td>
<td>ACA Status Code 3B is used to document a late acceptance of health benefits. An acceptance of health benefits is considered late when the health benefits form is not returned to the Personnel Office within 60 calendar days of the event that made the employee health benefits eligible. Employees who are late in accepting their health benefits must serve a 90 calendar day HIPAA waiting period. The 3B will be effective the first day of the month following this 90-day HIPAA waiting period.</td>
<td></td>
</tr>
<tr>
<td>32.</td>
<td>ACA Status Code 4A is used to document the decline of health benefits within 60 calendar days of the event that makes an employee health benefits eligible. The 4A is only processed when an employee returns his or her health benefits form declining their health benefits. The effective date of the 4A is always the earliest date that the health coverage could be effective. This means that the effective date of the 4A and the 1A will always be the same.</td>
<td></td>
</tr>
<tr>
<td>Pg</td>
<td>Slide</td>
<td>Content</td>
</tr>
<tr>
<td>----</td>
<td>-------</td>
<td>---------</td>
</tr>
<tr>
<td>33.</td>
<td><img src="slide33.png" alt="4B" /></td>
<td>ACA Status Code 4B is used when an employee fails to return their health benefits form within 60 calendar days of the event that makes an employee health benefits eligible. 4B is considered an “administrative decline” of health benefits. The effective date of the 4B is always the 61st calendar day after the event that makes an employee health benefits eligible.</td>
</tr>
</tbody>
</table>
| 34. | ![ACAS Code 5:](slide34.png) | ACA Status Code 5A is used to document when an employee’s health benefits are “administratively canceled” due to a loss of health benefits eligibility. There are many reasons why an employee may lose health benefits eligibility. Some common reasons are a change in tenure or timebase that makes an employee ineligible, or a permanent intermittent employee who did not work the qualifying number of hours in a control period.  
The effective date of the 5A is always the last calendar day of the month that the employee’s health benefits coverage was effective. |
19 Keying ACAS Transactions

<table>
<thead>
<tr>
<th>Pg</th>
<th>Slide</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>35</td>
<td></td>
<td>ACA Status Code 5B is used to document when an employee submits the CalPERS HBD-12 form to voluntarily cancel his or her health benefits.</td>
</tr>
<tr>
<td></td>
<td>5B</td>
<td>Documents when an employee submits the paperwork to voluntarily cancel health benefits.</td>
</tr>
<tr>
<td></td>
<td>5C</td>
<td>Documents the temporary suspension of health benefits when the employee is temporarily separated or placed on unpaid status. The effective date for the 5C is the last calendar day of the month that the employee’s health benefits coverage was effective.</td>
</tr>
<tr>
<td>36</td>
<td></td>
<td>ACA Status Code 6A is used when an employee permanently separates from any position. The effective date of this code is the first day of the month following the date of the employee’s separation.</td>
</tr>
<tr>
<td></td>
<td>6A</td>
<td>ACA Status Codes 6A is used when an employee permanently separates from any position. Keyed on the first day of the month following the employee’s separation.</td>
</tr>
</tbody>
</table>
Now that you’ve been introduced to the ACAS and ACA Status Codes, let’s take a look at some scenarios. The first few scenarios will show you how to use the ACA Transaction Worksheet, and the remaining scenarios will demonstrate how to key into the ACAS.

For training purposes, we will display multiple ACA Status Codes for the same employee on a single worksheet for multiple pay periods. When you actually complete the worksheet, you will document only the ACA Status Codes that apply to a single pay period to be keyed. ACA Status Codes should be entered into the ACAS in the pay period they are effective.

Samson Jackson was hired as a Permanent Full-time Employee effective February 10th. On that day, he was provided a packet of information regarding his health benefits options that included the legally required notices discussed earlier in the training. The staff who provided the information to Samson, completed the Affordable Care Act Notification Checklist.

Samson’s PAR was keyed on February 11th. His information was available in ACAS on February 12th, the day after the PAR was keyed.
This code reflects the “waiting period” between Samson’s hire date of February 10th, and the earliest date that he would be eligible for health coverage (the first of the month following his appointment – March 1st).

On February 28th, Samson returns his signed health benefits form to the Human Resources Office accepting health benefits.

The Personnel Specialist enters a 1A with an effective date of March 1st in the “Health Benefits Offered” section of the ACAS Database – Employee Benefits Transaction Worksheet.

Remember, for ACA purposes, health benefits are officially “offered” on the earliest date that health coverage could be effective as outlined in the benefit eligibility rules.
41. Because Samson returned his health benefit form prior to March 1st (the first day of the month following his permitting event date), his health benefits are actually effective on March 1st. Therefore, the Personnel Specialist enters a 3A ACA Status Code with an effective date of March 1st, to reflect Samson’s acceptance of health benefits.

42. Here’s a helpful hint: All new eligible employees who accept health benefits and return their form to the Human Resources Office before the first day of the month following their permitting event date will have an offer, 1A, and acceptance, 3A, effective on the same date.
What if an employee accepts health benefits after the first of the month?

Serena Lopez was also hired as a Permanent Full-time Employee effective February 10<sup>th</sup>.

Let’s see what happens if she does not return her health benefits form prior to the first day of the month following her permitting event date.

The Personnel Specialist will enter ACA Status Code 2D in the “Health Benefits Not Offered” section of the worksheet to reflect the “waiting period” between Serena’s hire date of February 10<sup>th</sup>, and the earliest date that she would be eligible for health coverage (the first day of the month following appointment – March 1<sup>st</sup>).
45. The Personnel Specialist enters a 1A code with an effective date of March 1st in the “Health Benefits Offered” section of the ACAS Database- Employee Benefits Transaction Worksheet.

<table>
<thead>
<tr>
<th>EMPLOYEE NAME</th>
<th>Serena Lopez</th>
</tr>
</thead>
<tbody>
<tr>
<td>POSITION NUMBER</td>
<td>280-343-1373-017</td>
</tr>
<tr>
<td>PERMITTING EVENT DATE</td>
<td>2/10/2018</td>
</tr>
<tr>
<td>TENURE TIME BASE</td>
<td>Perm/FT</td>
</tr>
</tbody>
</table>

11. EMPLOYEE ELIGIBLE FOR STATE-SPONSORED HEALTH BENEFITS? YES

| STATE-SPONSORED HEALTH BENEFITS NOT OFFERED | STATE-SPONSORED HEALTH BENEFITS OFFERED | STATE-SPONSORED HEALTH BENEFITS ACCEPTED | STATE-SPONSORED HEALTH BENEFITS DECLINED |
| CODE | EFF DATE | KEY DATE | CODE | EFF DATE | KEY DATE | CODE | EFF DATE | KEY DATE | CODE | EFF DATE | KEY DATE | CODE | EFF DATE | KEY DATE |
| 20 | 2/10/18 | | 1A | 03/01/18 | | 3A | 04/01/18 | |

STATE-SPONSORED HEALTH BENEFITS CANCELLED OR TEMPORARILY SUSPENDED (5A, 5B, SC): the effective date is always the last calendar day of the month benefits are effective.

46. Because Serena did not return her health benefits form until after March 1st (the first day of the month following her permitting event date), her health benefits are not actually effective until April 1st.

Therefore, the Personnel Specialist enters ACA Status Code 3A with an effective date of April 1st, in the “Health Benefits Accepted” section of the worksheet to reflect Serena’s acceptance of health benefits.

<table>
<thead>
<tr>
<th>EMPLOYEE NAME</th>
<th>Serena Lopez</th>
</tr>
</thead>
<tbody>
<tr>
<td>POSITION NUMBER</td>
<td>280-343-1373-017</td>
</tr>
<tr>
<td>PERMITTING EVENT DATE</td>
<td>2/10/2018</td>
</tr>
<tr>
<td>TENURE TIME BASE</td>
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</tr>
</tbody>
</table>

11. EMPLOYEE ELIGIBLE FOR STATE-SPONSORED HEALTH BENEFITS? YES

| STATE-SPONSORED HEALTH BENEFITS NOT OFFERED | STATE-SPONSORED HEALTH BENEFITS OFFERED | STATE-SPONSORED HEALTH BENEFITS ACCEPTED | STATE-SPONSORED HEALTH BENEFITS DECLINED |
| CODE | EFF DATE | KEY DATE | CODE | EFF DATE | KEY DATE | CODE | EFF DATE | KEY DATE | CODE | EFF DATE | KEY DATE | CODE | EFF DATE | KEY DATE |
| 20 | 02/10/18 | | 1A | 03/01/18 | | 3A | 04/01/18 | |

STATE-SPONSORED HEALTH BENEFITS CANCELLED OR TEMPORARILY SUSPENDED (5A, 5B, SC): the effective date is always the last calendar day of the month benefits are effective.

6A: the Personnel Specialist enters the 6A code with an effective date of the 1st of the month following separation.
What if an employee accepts health benefits after 60 Days?

Let’s take a look at what happens when an employee is late in returning their Health Benefits Plan form. This means the employee did not return the form within 60 calendar days of the event that qualified them for benefits.

The Personnel Specialist will enter a 2D ACA Status Code with an effective date of February 10th to reflect the “waiting period” between Vladimir’s hire date of February 10th, and the earliest date he would be eligible for health coverage (the first of the month following the appointment – March 1st).
49. The Personnel Specialist enters a 1A ACA Status Code with an effective date of March 1st into the “Health Benefits Offered” section of the ACAS Database – Employee Benefits Transaction Worksheet.

<table>
<thead>
<tr>
<th>EMPLOYEE NAME</th>
<th>Vladimir McFadden</th>
</tr>
</thead>
<tbody>
<tr>
<td>POSITION NUMBER</td>
<td>402-465-365-924</td>
</tr>
<tr>
<td>PERMITTING EVENT DATE</td>
<td>2/10/2018</td>
</tr>
<tr>
<td>TENURE/TIME BASE</td>
<td>Perm/FT</td>
</tr>
</tbody>
</table>

**ACAS DATABASE**

<table>
<thead>
<tr>
<th>STATE SPONSORED HEALTH BENEFITS OFFERED (BA, JH, BA)</th>
<th>STATE SPONSORED HEALTH BENEFITS OFFERED (BA, JH, HC, SC)</th>
<th>STATE SPONSORED HEALTH BENEFITS ACCEPTED (BA, JH)</th>
<th>STATE SPONSORED HEALTH BENEFITS DECLINED (BA, JH)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CODE</td>
<td>EFF DATE</td>
<td>KEY DATE</td>
<td>CODE</td>
</tr>
<tr>
<td>1D</td>
<td>2/10/18</td>
<td>02/10/18</td>
<td>1A</td>
</tr>
</tbody>
</table>

50. Because Vladimir did not return his health benefits form to the Human Resources Office by April 10th (the 60th calendar day), the Personnel Specialist will enter a 4B ACA Status Code with an effective date of April 11th in the “Health Benefits Declined” section of the worksheet. This reflects an administrative decline of health benefits.

<table>
<thead>
<tr>
<th>EMPLOYEE NAME</th>
<th>Vladimir McFadden</th>
</tr>
</thead>
<tbody>
<tr>
<td>POSITION NUMBER</td>
<td>402-465-365-924</td>
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</tbody>
</table>

**ACAS DATABASE**

<table>
<thead>
<tr>
<th>STATE SPONSORED HEALTH BENEFITS NOT OFFERED (BA, JH)</th>
<th>STATE SPONSORED HEALTH BENEFITS OFFERED (BA, JH, HC, SC)</th>
<th>STATE SPONSORED HEALTH BENEFITS ACCEPTED (BA, JH, SC)</th>
<th>STATE SPONSORED HEALTH BENEFITS DECLINED (BA, JH)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CODE</td>
<td>EFF DATE</td>
<td>KEY DATE</td>
<td>CODE</td>
</tr>
<tr>
<td>2D</td>
<td>02/10/18</td>
<td>02/10/18</td>
<td>1A</td>
</tr>
</tbody>
</table>

If the ACAS is unable to auto populate the 6A, HR Officers will be required to manually enter the 6A.
51. On May 2nd, Vladimir returns his health benefits form to the HR Office, accepting health benefits. Since this is considered a late enrollment, Vladimir must serve a 90 calendar day HIPAA waiting period before his health benefits become effective.

In September, the Personnel Specialist will enter a 3B ACA Status Code with an effective date of September 1st, in the “Health Benefits Accepted” section of the worksheet to reflect the acceptance of health benefits on the first of the month following a 90-day HIPAA waiting period.

52. Now let’s look at a Permanent Intermittent employee.

Roger Moore was hired as a Permanent Intermittent Employee effective February 10th. He was not offered health benefits at the time of hire. He must qualify for health benefits by working sufficient hours during the January through June control period.
The Personnel Specialist will enter a 2B ACA Status Code effective February 10, 2018 on the worksheet. This code reflects that health benefits were not offered because Roger must complete a control period to qualify.

On July 1st, it was determined that Roger had completed sufficient hours to qualify for health benefits. Roger is provided with a packet of information regarding his health benefit options.

The Personnel Specialist will enter a 2D ACA Status Code with an effective date of July 1st in the “Health Benefits Not Offered” section of the worksheet.

The 2D code will reflect the administrative waiting period.
The Personnel Specialist will enter ACA Status Code 1A with an effective date of August 1st into the Health Benefits Offered Section of the ACAS Database – Employee Benefits Transaction Worksheet.

On August 2nd, Roger returns his signed health benefits form to the Human Resources Office, accepting health benefits.

Because Roger did not return his health benefits form until after August 1st, his health benefits are not actually effective until September 1st. Therefore, the Personnel Specialist will enter a 3A ACA Status Code with an effective date of September 1st in the Health Benefits accepted section of the worksheet to reflect Roger’s acceptance of health benefits.
Now that you have seen some examples of how to document on the ACAS Benefit Transaction Worksheet, let’s take a look at how to enter data into the ACAS.

To access an employee’s ACA record, the Personnel Specialist will enter the employee’s Social Security Number, enter an X next to “Key ACA Transaction/Health Coverage Notice Date,” and press ENTER.

Let’s talk specifically about updating Olga Garcia’s record. Olga is a permanent full-time employee offered health benefits at hire on February 10th. Olga declined health benefits on February 28th.
Like the other employees, Olga Garcia was hired as a Permanent Full-time employee effective February 10th.

The Personnel Specialist will enter a 2D ACA Status Code into the ACAS system to reflect the “waiting period” between Olga’s hire date of February 10th, and the earliest date she would be eligible for health coverage (the first of the month following the appointment – March 1st).

Because Olga is new to State Service, she received her Notice of Marketplace Coverage Options and Health Coverage Notice on February 10th.

The Personnel Specialist will enter this date in the Health Coverage Notice Date Field in February as well. Please refer to the ACAS online User Guide for more information regarding when to enter dates in the Health Coverage Notice Date Field.

On February 28th, Olga returns her signed health benefits form to the Human Resources Office declining health benefits.
61. The Personnel Specialist will need to log back into Olga’s record in the ACAS to document the offer and decline of health benefits.

62. The Personnel Specialist will enter a 1A ACA Status Code with an effective date of March 1st, into the ACAS to document the offer of health benefits.
<table>
<thead>
<tr>
<th>Pg</th>
<th>Slide</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>63.</td>
<td><img src="image1.png" alt="Image" /></td>
<td>The ACAS will display a message indicating that the transaction has been updated. Then the Personnel Specialist can enter additional transactions, in this case, the decline of health benefits.</td>
</tr>
<tr>
<td>64.</td>
<td><img src="image2.png" alt="Image" /></td>
<td>The Personnel Specialist will enter a 4A ACA Status Code with an effective date of March 1\textsuperscript{st}, into the ACAS system to document the decline of health benefits. Here’s a helpful hint: The effective date of a 4A ACA Status Code (employee declines benefits) will always be the same as the effective date of the 1A ACA Status Code (employee offered benefits).</td>
</tr>
</tbody>
</table>
The next screen shows that Olga’s status was successfully updated.

Now let’s take a look at Olga’s ACAS History.

Enter Olga’s social security number, then place an X on the view ACA transaction history line, and press enter.
In the ACA Transaction history, the most current transaction is at the top. Olga’s history shows that she declined benefits, code 4A, effective March 1st. She was also offered benefits effective March 1st, code 1A. Remember the codes 4A and 1A will always have the same effective date.

Finally, Olga’s history reflects a code 2D from the date of her appointment on February 10th, until March 1st. This reflects the waiting period before the earliest date that health benefits could be effective.

Let’s move on to more employee scenarios.

Andrew Fong is a Permanent Full-time Employee with health benefits for himself only.

On September 15th Andrew reduces his timebase to ¼ time.

The timebase change will make Andrew ineligible for benefits.
69. The Personnel Specialist will enter a 5A ACA Status Code into the ACAS to reflect the administrative cancellation of Andrew’s health coverage.

Remember, the effective date of any “5” code is the last day of the month that the health benefits coverage was effective.

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70. The Personnel Specialist will enter a 2A ACA Status Code with an effective date of November 1st into the ACAS to reflect that Andrew is not eligible for health benefits due to his tenure or timebase.
### Slide 71.

The Personnel Specialist will enter a 1B ACA Status Code with an effective date of November 1st, into the ACAS to reflect the offer of COBRA for Andrew.

![ACAS Transaction Screen](Image1)

### Slide 72.

This screen shows Andrew’s ACAS history, including his recent 1B COBRA Code which was preceded by his ACA Status Codes 2A and 5A.

Now let's move on to more employee scenarios.

![ACAS Transaction Screen](Image2)
Peter Salinski is a Permanent Full-time Employee with health benefits. On July 1\textsuperscript{st}, Peter begins a 60-day unpaid leave of absence. His health benefits will be temporarily suspended during this time.

The Personnel Specialist will enter a 5C ACA Status Code into the ACAS to show the temporary suspension of Peter’s health coverage effective July 31\textsuperscript{st}. His benefits were not suspended until the end of July because Peter’s work in June paid for the July benefits.
### Content

**On September 19th, Peter returns to work.**

The Personnel Specialist will enter a 3A ACA Status Code with an effective date of October 1st, to restore Peter’s health benefits. Peter’s work in September paid for the October benefits.

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Our next scenario is the history for a Permanent Intermittent Employee, Frances Sidhu, who works sufficient hours in the control period to qualify for benefits, but fails to return her health form within 60 days.

This results in her late acceptance of health benefits.
Here you see Frances’ ACA transaction history.

Frances was hired on February 10th. She qualified for benefits on July 1st and was offered health benefits.

However, because Frances did not return her health benefit form to the Human Resources Office by August 29th (the 60th Calendar day), the Personnel Specialist entered a 4B ACA Status Code into the ACAS in August, with an effective date of August 30th. This reflects an administrative decline of health benefits.

On September 30th, Frances returned her health benefits form to the HR Office, accepting health benefits. Since this is considered a late enrollment, Frances must serve a 90 calendar day HIPAA waiting period before her health benefits become effective.

Therefore, her health benefits will not become effective until January 1, 2018, which is the first calendar day of the month following the 90-day HIPAA waiting period. The Personnel Specialist entered a 3B ACA Status Code with an effective date of January 1, 2018, into the ACAS to reflect the acceptance of health benefits following a HIPAA waiting period.
Our next scenario shows the history for a Temporary Intermittent Seasonal Clerk, Joan Jettison.

On February 10th, Joan Jettison was hired as a Temporary Intermittent Employee.

As a Seasonal Clerk, Joan does not meet the State of California’s health benefits eligibility requirements.

The Personnel Specialist enters a 2A ACA Status Code effective February 10th in the ACAS.

Code 2A means that health benefits are not offered to Joan because she is not eligible as a temporary intermittent employee.
This concludes the scenarios for keying into the ACAS. By now you should be prepared to capture your employees’ health benefit statuses in the ACAS, but since mistakes may be made, the ACAS also allows you to void a transaction.

Please refer to the ACAS User Guide for detailed instructions on voiding transactions.

To help you, additional training materials are available for your use.

You can visit the SCO website at: [www.sco.ca.gov/ppsd_elearning.html](http://www.sco.ca.gov/ppsd_elearning.html) and the CalHR website at: [www.calhr.ca.gov](http://www.calhr.ca.gov) for more tools.

These tools include an emulator which simulates the ACAS, the checklist, the ACAS Benefits Transaction Worksheet, an ACAS User Guide, and a Scenario Specific Job Aid.

Finally, if you require any more assistance, you can contact the State Controller’s Office ACA Unit at 916-322-3770 or email us at acasupport@sco.ca.gov. For policy specific questions, please contact CalHR at aca.policy@calhr.ca.gov.
The State Controller’s Office and CalHR wish to thank you for your participation.

We appreciate your feedback, so please click the following link to take a quick survey:

www.surveymonkey.com/r/P268TT2