

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

DATE: July 30, 2021

PERSONNEL LETTER #21-017

TO: All Agencies/Campuses in the Uniform State Payroll System

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division**RE: NEW DATE EDITS FOR THE AFFORDABLE CARE ACT SYSTEM**

The State Controller's Office (SCO) has processed a change in the Affordable Care Act System (ACAS) to standardize data entry and to help reduce the number of errors. The changes are as follows:

ACA STATUS CODE 4B

Effective August 2, 2021, ACA Status Code 4B (Administrative Decline) must be effective the 61st calendar day after the preceding ACA Status Code 2D (Administrative Waiting Period). If any other effective date is keyed, then the record will be rejected and the following error message will be displayed:

- CODE 4B (Administrative Decline) MUST BE KEYED 61 CALENDAR DAYS AFTER CODE 2D

Example: An employee is appointed January 1, 2021 to a health benefits eligible position. The employee does not submit their health benefit enrollment forms. The following ACA Status Codes apply to this situation:

ACA Status Code	Description	Effective Date
4B	Administrative Decline	3/3/2021 (61 calendar days after 2D)
1A	Health Benefit Offer	2/1/2021
2D	Administrative Waiting Period	1/1/2021

ACA STATUS CODE 3B

Effective August 2, 2021, ACA Status Code 3B (Late Acceptance) must be effective no sooner than 91 calendar days after the preceding ACA Status Code 4B (Administrative Decline). If ACA Status Code 3B is keyed with an effective date prior to 91 calendar days after the preceding ACA Status Code 4B, the record will be rejected and the following error message will be displayed:

- CODE 3B (accepted after 90-day HIPAA waiting period) MUST BE KEYED NO SOONER THAN 91 CALENDAR DAYS AFTER CODE 4B

Example: An employee is appointed January 1, 2021 to a health benefits eligible position. The employee submits health benefit enrollment forms on April 15, 2021 to enroll in health benefits. ACA Status Code 3B must be dated no sooner than 91 calendar days after the ACA Status Code 4B. The following ACA Status Codes apply to this situation:

ACA Status Code	Description	Effective Date
3B	Late Acceptance	7/1/2021 (more than 91 days after the ACA Status Code 4B)
4B	Administrative Decline	3/3/2021
1A	Health Benefit Offer	2/1/2021
2D	Administrative Waiting Period	1/1/2021

Additional examples are in the [ACAS Job Aid](https://sco.ca.gov/Files-PPSD/ACAS_Scenario_Specific_JobAid.pdf) on the SCO website: https://sco.ca.gov/Files-PPSD/ACAS_Scenario_Specific_JobAid.pdf.

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

For additional questions in regards to other SCO PPSD services, please use the following contact information:

SUBJECT AREA	CONTACT	TELEPHONE NUMBER/EMAIL
General Payroll Procedures	Statewide Customer Contact Center	(916) 372-7200
HR Suggestions Email Inbox (All HR Staff)	Personnel and Payroll Services Division SCO	PPSDHRSuggestions@sco.ca.gov
Escalation Email Inbox (HR Supervisors and Managers)	Personnel and Payroll Services Division SCO	PPSDOps@sco.ca.gov
Cal Employee Connect Help	Personnel and Payroll Services Division SCO	connecthelp@sco.ca.gov
Cal Employee Connect Feedback	Personnel and Payroll Services Division SCO	connectfeedback@sco.ca.gov

SCO Key Initiatives:

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

JEB:KR:BJ:ACA