STATE OF CALIFORNIA

MALIA M. COHEN
California State Controller

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

DATE: June 1, 2023   PERSONNEL LETTER #23-013

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

FROM: Jil Barraza, Chief
            Personnel and Payroll Services Division

RE: AFFORDABLE CARE ACT COMPLIANCE REPORT 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 annually report accurate 1095-C data. In an effort to collect the most accurate data, and in support of the California State Payroll System (CSPS) Project, SCO has updated ACA compliance reports used by human resource (HR) office personnel.

COMPLIANCE REPORTS

To assist in the CSPS Project data cleansing effort, SCO has modified the ACA Compliance Report "Employee Without Appropriate Address" to ensure the addresses for employees within the Employment History and ACA databases are accurate. The report now includes separated employees with separations effective January 1, 2023 or later. The monthly report now displays more employee records.

Each HR office is responsible for updating all employee records listed on the report with an inaccurate address in the employment history database. SCO will capture records not corrected prior to the next Quarterly Compliance Review on the quarterly compliance report "Employee Without Appropriate Address." The monthly report is available now on ViewDirect and Mobius View, as identified below. The quarterly report will be available as of August 1, 2023.

- EMPLOYEE WITHOUT APPROPRIATE ADDRESS
- MONTHLY REPORT: PDA2050F
- QUARTERLY REPORT: PDQ2701I

For inquiries specific to HR staff authorized to access ViewDirect or Mobius View, contact PPSD Decentralized Security at dsa@sco.ca.gov. For more information on accessing and printing from ViewDirect, refer to the ViewDirect User Manual or Mobius View Tutorial.

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

Contacts:
- Affordable Care Act (ACA) Email acasupport@sco.ca.gov
- Cal Employee Connect (CEC) - Help and Feedback

- [ConnectHR - Help and Feedback](#)
- California Leave Accounting System (CLAS) Email Clas@sco.ca.gov
- CS Escalation Email (HR Supervisors and Managers) PPSDOps@sco.ca.gov
- Decentralized Security & ViewDirect Access - (916) 619-7234 or DSA@sco.ca.gov
- HR Suggestions Email (All HR Staff) PPSDHRSuggestions@sco.ca.gov
- Management Information Retrieval System (MIRS) Email PPSDmirs@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](#)

JEB:SC:ACA