

State Controller's Office (SCO)

Affordable Care Act (ACA)

Monthly File Submission Overview

Welcome to the SCO ACA Monthly File Submission Overview. This overview was created as a reference tool to assist you in the monthly file submission process. Included you will find a detailed review guiding you through the steps on how and when to submit your monthly files to SCO, and what ACA data is needed.

This overview will cover:

- The Purpose of Monthly File Submissions
- Overview of the ACAS
- ACAS Codes
- Monthly File Process
- Compliance Reports and Impacts
- Resources

Monthly File Overview

What is the Affordable Care Act System?

The Affordable Care Act System (ACAS) is a database that serves as the official tracking and reporting repository of required ACA information for Civil Service (CS), California State University (CSU), Judicial Council (JUD), District Agricultural Association (DAA), and Common Law employees.

SCO uses the information in the ACAS database by year-end to report employee health benefit statuses to the Internal Revenue Service (IRS).

Why do we send monthly files?

The monthly file submission tracks employee health benefit eligibility as required by the Internal Revenue Service (IRS). Effective January 2015, The ACA Employer Shared Responsibility provisions mandate large employers file annual reports with the IRS. The annual reports must identify the health benefits offered and acceptance or decline of health coverage to federally defined full-time employees and their eligible dependents, or the State may be penalized. The monthly files capture this required information.

When is the monthly file due?

The file(s) containing data for the previous month is due between 5th-20th of each month. (e.g., If sending file on 3/26/2024, the file should contain February data).

Monthly File Overview

Since the information in the ACAS database comes from the data provided by your office submitted in your monthly file submissions, it is crucial to submit this information timely with accurate data and employee information.

- The ACAS is a system used to track employee health benefit status information.
- The ACAS reports employee health benefit status information to the IRS.

The information received from the monthly file transmission feeds the ACAS with employee health benefit information.

This health benefit information must be accurate, or the State of California will face penalties.

The employee health benefit information in the ACAS is, in turn, transmitted to the IRS annually and sent to eligible employees via 1095-Cs.

Now that you know why the Monthly file process is important, let's examine what data is included in the monthly file.

Monthly File Overview

- The monthly files are created from an Excel template and will be transferred to SCO via Secure Mail.
- The monthly files contain 22 columns of data. We will go through each column from left to right and explain what data to submit.

Note: Employee records should only be submitted to the monthly file for employees who have worked hours during that pay period.

If an employee worked no hours during that pay period and does not need to have their record updated, do not include the employee in the monthly file.

For this training, we will number each column from left to right and explain in detail when you must enter data to submit.

Monthly File Overview

Column 1: The employee's Social Security number.

When entering the SSN, ensure there are no special characters, such as hyphens, and that the SSN is nine numeric characters.

Column 2: The employee's last name.

Column 3: The employee's first name and middle initial.

Do not use special characters, such as periods or commas, when entering the first and last name.

This information in columns 1, 2, & 3 will be entered with every file submission.

Monthly File Overview

Column 4: The position sequence number will be entered with every submission for Civil Service Employees only. It should be blank for 119-day employees.

If you can verify the position sequence in SCOPROD, it should match the sequence associated with the position number, which is always two digits (examples: 01, 03).

Column 5: The employee's position number is required with every submission.

119-Day DAA positions should have an asterisk in the 7th position, and Civil Service positions should not have an asterisk in the position number.

The position number should always be 13 characters long.

119-Day DAA positions should always lead with 014 and end with the 119-Day DAA "agency" code.

Monthly File Overview

Column 6: ACA Void Indicator— “V” is not required with every submission. Complete it only if an incorrectly entered ACA Status Code needs to be voided. Only one character is acceptable in this field.

Column 7: ACA Status Code. Only two characters are acceptable in the ACA Status Code field. The ACA Status Code field must be used with the Effective Date Field.

Column 8: ACA Transaction Effective Date. This field is always eight characters long. Two characters for a month, two for a day, and four for a year. **MMDDYY**. Example:
03262024

The ACA Status Code and ACA Transaction Effective Date are not required with every submission; complete only if an ACA Status Code needs to be entered for NEW or RETURNING Employees for that month.

Column 9: Health Coverage Notice Date is no longer required; this field should be blank.

Monthly File Overview

Column 10: Pay Period. This field is always four characters long. Two characters for a month and two characters for a year. **MMYY**. Example: 0324.

Column 11: Time Paid Days. This field should always be two characters long. It should always be 00, and time paid hours should be used.

Column 12: Time Paid Hours. This field is always five numeric characters long.

Examples:

172.33 hours should be entered as 17233.

84 hours should be entered as 08400.

3.65 hours should be entered as 00365.

0.50 hours should be entered as 00050.

Note: No employees should have over 400 hours in any given month. If you have an employee with more than 400 hours in a month, please split the time and add the excess hours to next month's hours worked.

(i.e.) Sally worked 560 hours in March. She will have 400 hours reported for March and the remaining 160 hours reported for April.

The data in columns 10, 11, & 12 will be entered with every file submission.

If an employee has not worked hours for the month, you only need to include them in the monthly file if you provide information to update their ACA Status Code. In this case, these columns will be left blank.

Monthly File Overview

Column 13: Lowest Cost Employee Share for Employee Only Coverage: This column is no longer used and should always be blank.

Column 14: Health Deduction. Only one character is acceptable: “Y” for yes, indicating the employee has a deduction. If there was no deduction, then this field should be left blank. This field must be used with the Dependent Level and Deduction Pay Period fields.

Column 15: Dependent Level. This field is always two characters long. Example: 01. This field must be used with the Health Deduction and Deduction Pay Period fields.

Column 16: Deduction Pay Period. This field is always four numeric characters long: two characters for a month and two characters for a year. MMY. Example: 0324. This field should only be entered for the month the file is for.

This field must be used with the Health Deduction and Dependents Level fields.

Note: The data in columns 14, 15, & 16 only applies to CS employees and will be entered with every submission when a health deduction is taken.

No special characters are permitted on all columns.

Monthly File Overview

Columns 17 through 19: Employee Street Address, City/State, & Zip Code.

This data is only entered when a new 119-day employee is added or an employee's address changes. These fields should only be submitted once and report future address changes.

When keying this data, ensure no special characters like hyphens or commas exist.

Note: Only columns 17, 18, & 19 are entered for DAA employees.

Column 20: The 'Record Type' field must be six alpha characters that equal either "DELETE," "SSNCHG," "ACTIVE," "NEWEMP," or "RETURN." Every submission will enter this data to reflect the employee's status.

Note: The "Record Type" column is for DAA employees only.

Column 21: Old SSN. This field will be nine characters long. Example: 123456789. This field should only be used to correct incorrect reporting of the SSN from a previous month.

Column 22: EIN. This field will be entered with every submission. It is 9 characters long—for example, 123456789. The EIN is specific to the agency submitting the file, and the number should be the same for all records.

No special characters, such as hyphens, are allowed.

This completes the overview of the data required for the monthly file. Next, we will discuss ACA Status Codes.

ACAS Status Codes

What are ACA Status Codes?

ACA Status Codes identify an employee's health benefits status so the SCO can report accurate data to the Internal Revenue Service.

There are only two acceptable ACA Status Codes for 119-day to submit on the monthly file.

These are:

- **ACA Status Code 2A** - used when an employee is not eligible for health benefits due to tenure or time base. The effective date is the employee's permitting event date or the first day of the month following the employee's cancellation of health benefits due to the loss of health benefits eligibility.
- **ACA Status Code 6A** - used when an employee permanently separates from any position. Effective the first day of the month following the date of the employee's separation. You will enter a 6A ACA Status code when the employee has been unemployed for over four months.

Monthly Files Updates

Updates to ACAS Data:

When the system was implemented, SCO pre-populated Civil Service DAA employees in the ACAS. A batch process runs nightly to keep Civil Service employee records in sync with Employment History transactions that were keyed during that day into SCO systems. Therefore, there is always a one-day lag before updated information is available in the ACAS. Because of this process, the California Department of Food and Agriculture (CDFA) Human Resources personnel are keying ACA Status Code information for Civil Service employees who work for DAA fairs. DAA Fairs do not need to send in every data field for every Civil Service employee each month.

Data must be submitted using the monthly process to update the ACAS when the following events occur:

For Civil Service employees –

- The employee receives pay.
- The employee has a monthly health benefit deduction taken.
- The employee's health benefit eligibility status changes for 119-Day employees.

Monthly Files Updates

For 119-day employees –

- The employee is hired or separated.
- Employee's social security number, name, or address changes
- The employee receives pay.

Monthly File Process

The following data files will be sent and received by the SCO ACA Support contact:

- **Monthly ACA File:** The file contains data from the previous month. It should be sent to SCO via secure mail between the 5th and 20th of the month.
- **Error Report File:** This file contains records from the Monthly ACA File upload process that were rejected or had errors. The SCO ACA Support contact will call or email DAAs with SSNs removed.
- **Monthly ACA Correction File:** File contains corrected records received from DAAs. It should be sent through email with all SSNs removed prior to sending to the SCO ACA Support contact.
- **Monthly Compliance Reports:** SCO receives reports from the 1st to 5th of each month. These reports are from prior months and need review for compliance. The SCO ACA Support contact will contact DAAs for updates and corrections.

Monthly File Submission

Monthly Files are shared via SecureMail to ensure confidential information is transferred securely.

Step 1: Notify your SCO ACA Support contact that you are ready to submit and receive a secured link via email.

Step 2: Receive an email from your SCO ACA Support contact with a password.

Step 3: Log in to the Secure Mail Account (<https://eft.sco.ca.gov>) using the credentials supplied.

Step 4: Click the 'Upload' icon on the toolbar and select the file you wish to upload or drag and drop the file directly on the web page where you see the prompt.

Step 5: Once the upload is complete, email your SCO ACA Support contact to confirm that the file has been received.

For more information or a step-by-step demo, DAA fairs can contact their SCO ACA Support contacts.

Correcting Errors

If any records on submitted monthly files contain errors, your SCO ACA Support contact will reach out to you with records to be corrected. All errors listed on an Error Report File must be researched and resolved. To resolve the error, submit a corrected file sent via email with SSNs removed.

Tips for correcting errors:

- When an error is found in a record (one line of data), the entire record is rejected. Due to this, the erroneous record should be sent back in its entirety with the appropriate correction(s) made.
- Send only those records that need correction. For example, the original file sent has 100 records (i.e., 100 rows of data), and errors are found on three of the 100 records. The correction file should contain a copy of the three records that had an error with corrected data in the appropriate field(s).
- One record may return multiple errors. When submitting the corrected record, ensure that all errors have been addressed.
- If you discover an error in the ACAS, submit the required fields and the updated data.
- If updates to payment data are needed, send in a new record with the updated information.

Correcting Errors

Self-Identifying Errors:

Some possible errors, such as the example in which a single character is transposed in a name or address, may not cause the record to be rejected. When the errors are self-identified, contact your SCO ACA Support contact and follow the file correction procedures to ensure accurate data is submitted for your employees.

Example 1: Corrected Erroneous Address Data

Original Record:

Address (119 & CL)	City/State (119 & CL)	Zip Code (119 & CL)
1111 E. Lansing	Fresno, CA	93704-3470

Corrected Record:

Address (119 & CL)	City/State (119 & CL)	Zip Code (119 & CL)
1111 E Lansing	Fresno CA	93704

Outcome:

The corrected record will have no special characters such as hyphens or commas.

Example 1: Corrected Erroneous Address Data

Original Record:

SSN	Lastname	Firstname MI	PSN SEQ	Position Number	Address	City/State	Zip Code
123456789	JOHNSON	JASON J		014002*001802	123 MAIN STREET	FOLSOM	95843

Corrected Record:

SSN	Lastname	Firstname MI	PSN SEQ	Position Number	Address	City/State	Zip Code
123456789	JOHNSON	JASON J		014002*001802	123 MAIN STREET	FOLSOM	95842

Position Number

119-Day Employees

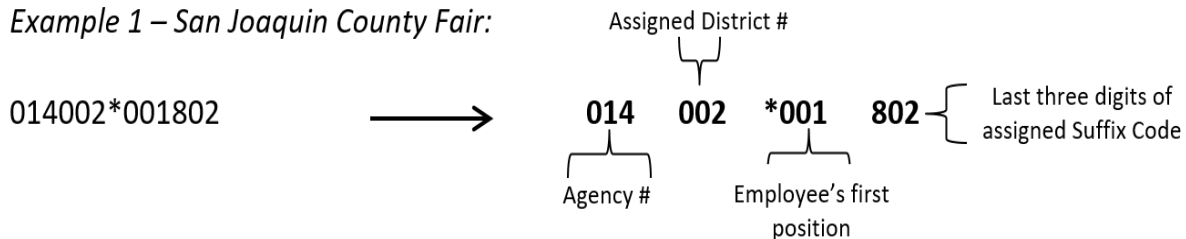
The ACAS is the only place the SCO maintains records for 119-day employees, so they do not have SCO-assigned position numbers.

Use the following information to create each employee's position number when submitting ACAS data for 119-day employees.

First, let's identify position numbers for 119 employees. Each 119-day employee position number is 12 numeric characters and an asterisk (*) with no spaces.

Example:

Example 1 – San Joaquin County Fair:



014 - The first three digits are the Agency Number

002 - The fourth through sixth digits are Assigned District Number. DAA Assigned District Number can be found in Appendix D of the DAA Data Submission Guide.

*001 - The following four characters are assigned accordingly:

- One asterisk
- For each employee's position, the number (beginning at '1') will be increased by one. For example, if an employee holds two 119 Day positions with San Joaquin County Fair, the first position would be 014002*001802. The second position would be 014002*002802.

802 - The last three digits of your position number are the last three digits of the assigned Suffix Code. DAA Suffix codes can be found in the DAA Suffix code listing in Appendix D of the DAA Data Submission Guide.

Compliance Reports

Compliance Reports have been developed to ensure that data in the ACAS has been input correctly, to help identify ACAS records that may have been missed, and to ensure that the State is assessed the least Federal penalties associated with the ACA as possible.

Although you cannot view the compliance reports, your SCO ACA Support Contact will contact you if there are errors.

Listed below are descriptions of the compliance reports mentioned.

No ACA Transactions—This report lists all employees without an ACA Status Code.

Tip: Since all employees require an ACA Status Code, this will help to define which records need to be reviewed.

If a Civil Service employee still needs an ACA Status Code, the DAA fair should work with CDFA to ensure the appropriate code is entered.

If a 119-day employee is missing an ACA Status Code, a 2A should be submitted for that employee on next month's Excel spreadsheet.

119-Day Employees with an ACA Status Code Other Than 2A or 6A-This report will list any 119-day employee with a Status Code other than 2A or 6A.

Tip: The only ACA Status Codes applicable to 119-day employees are 2A and 6A. If a 119-day employee has any other code, then the DAA fair must submit the change on next month's Excel spreadsheet for that employee.

Employees Without Appropriate Address-This report lists employees who do not have an appropriate address in ACAS.

Tip: Be sure to provide an address for New 119-day employees during the initial file submission.

IRS Penalties

Penalties

Impact of Non-Submission and Incorrect Information Filing to IRS

The State is at risk of being assessed penalties by the IRS for failure to file accurate Form 1095-C data to the IRS.

Here are some facts:

- Each DAA fair is responsible for keeping all ACAS records updated.
- The IRS may impose multiple penalties for non-compliance with ACA regulations.
- Penalties found to be the fault of a specific DAA fair will be passed to that DAA fair.
- SCO will release a Personnel Letter addressing the various ACA penalties.

Resources

- ACA Overview Video
 - <http://www.calhr.ca.gov/state-hr-professionals/Pages/Affordable-Care-Act-Training.aspx>
- CalHR PML 2014-021, Introduction of the New Affordable Care Act System (ACAS) Database
 - https://sco.ca.gov/Files-PPSD-Letters/Pers/2014_e14-021.pdf
- CalHR PML 2015-013, Affordable Care Act Compliance Program
 - <http://www.calhr.ca.gov/PML%20Library/2015013.pdf>
- SCO Personnel Letter #05-019, Affordable Care Act (ACA) Compliance Reports
 - http://sco.ca.gov/Files-PPSD-Letters/Pers/2015_e15-009.pdf
- For the most updated version of this overview, please visit:
 - [Affordable Care Act \(ACA\) Training](#)
- SCO ACA Support Contacts:
 - Leny Hernandez - LHernandez@sco.ca.gov
 - Rebecka Calvert – Rcalvert@sco.ca.gov
- ACA Monthly File Support: ppsdacamfs@sco.ca.gov