

ACA Compliance Employer Mandate Practitioner Training Guide

University System
Of Georgia

May 2018

ACA Compliance Employer Mandate—Agenda

- Welcome and introduction
- ACA Compliance Employer Mandate Process Security Guidelines
- ACA Employer Mandate—Service Recap
- What's different ACAMP vs. Alight?
- What's the same ACAMP vs. Alight?
- Reporting Process—Alight
 - ACA ERM Reports Summary
 - ACA ERM Reports Schedule
- Review of the Report for the Initial Measurement Calc
- Next Steps
- Appendix
 - Alight Employer Mandate (ERM) Terminology

ACA Compliance Employer Mandate—Process Security Guidelines

- Who is included in the training invitation and what to do if you have ownership of this process but do not have access? Notify: oneusgsupport@usg.edu
- Do not forward the meeting invite to others
- If you received the meeting invitation but you are not an ACA Compliance process owner for your institution, please disconnect

ACA Compliance Employer Mandate— Administration—Service Recap

Effective 1/1/2018, Alight assumed the Administration of the Employer Mandate process. This is a comprehensive service that includes:

- Receiving and administrating the hours files
- Evaluating Full time and ACA medical benefits eligibility
- Administration of the enrollment process
- Monthly and Annual reporting
- Process Controls - Reporting that is used to ensure quality:
 - 'SSNs not on TBA'
 - 'Excessive Hours'
 - Counts (did we load what was sent)

ACAMP vs. Alight—What is Different?

Process	ACAMP	Alight
Payroll Hours File Submission process	<ul style="list-style-type: none"> • Payroll Hours File • LOA Hours File* 	<ul style="list-style-type: none"> • Payroll Hours File *LOA hours are addressed using the 501 Credit hours process
Employee Indicative Data file	<ul style="list-style-type: none"> • Employee Core File 	<ul style="list-style-type: none"> • No longer needed (already provided to us via the HR Data file process)
Hours Calc Process	<ul style="list-style-type: none"> • Averaging Method used 	<ul style="list-style-type: none"> • Threshold Method Used
Determining Eligibility	<ul style="list-style-type: none"> • Institutions use the ACAMP to determine eligibility and the offer of coverage is administered by each institution 	<ul style="list-style-type: none"> • Alight determines eligibility and administers the offer of coverage. Institutions are responsible for review and approval prior to the offer of coverage
Access to Reporting	<ul style="list-style-type: none"> • The ACAMP System 	<ul style="list-style-type: none"> • PSP Share Point Folders: URL: http://www.usg.edu/oneusg_connect/ (ACA folder) <p>Note: Access to PSP is restricted by institution. Anyone who has access to the institution folder will be able to access the ACA reports</p>

ACAMP vs. Alight—What is the Same?

Process	ACAMP	Alight
Hours Adjustment Process	<ul style="list-style-type: none"> Maintain your current Processes 	<ul style="list-style-type: none"> No Change
Forecasting (Workforce Management)	<ul style="list-style-type: none"> Review of the monthly Projection report 	<ul style="list-style-type: none"> No change
Initial Measurement Period Timeframe and Approach	<ul style="list-style-type: none"> 12 months in length Look-back 	<ul style="list-style-type: none"> No Change
Administrative Period	<ul style="list-style-type: none"> 2.5 months in length October 3 – December 31 FTE calculation will be run in October Hours pulled into this calculation can be based on pay period end date 	<ul style="list-style-type: none"> No Change
Standard Stability Period Measurement period and Timeframe	<ul style="list-style-type: none"> 10/3 – 10/2 January 1 – December 31 	<ul style="list-style-type: none"> No Change

Reporting

ACA Compliance Employer Mandate Reports Definitions

Report Name	Purpose	Expected Action by the Institution	Alight Action
Calc Report – Standard Measurement Period (SMP)	The standard 'final calc' report will include the total hours worked within the full measurement window of 10/3 – 10/2. Additionally, hours will be calc'ed for employees with breaks in service based on averaging hours for the # of weeks in the measurement window and potentially eligible for 501 credit hours.	The report will require USG/Institution sign off or direction.	Alight will use the report to determine FTE, eligibility as week as adjusting the hours in the system with institution instruction.
Calc Report – Initial Measurement Period (IMP)	The Initial 'final calc' report will include the total hours worked within the full initial measurement window. Additionally, hours will be calc'ed for employees with breaks in service based on averaging hours for the # of weeks in the measurement window and potentially eligible for 501 credit hours.	The report will require USG/Institution sign off or direction.	Alight will use the report to determine FTE, eligibility as week as adjusting the hours in the system with institution instruction.
Detailed Projection – IMP and SMP	The projection reports will include the total hours as of the report run date and estimate the average hours worked during the weeks works as of the file run date. This report will be produced solely for the purpose of identifying hours estimates that institutions can use for workforce management purposes. Projection Reports will also identify anyone with a break in service of 4 consecutive weeks as 501 credit eligible.	No action is required unless Institution needs Alight to make an adjustment	Alight will take no action unless there is institution instruction.
FTE Compliance report	Compliance scorecard	No action is required	No Action
Payroll data with Zero Hours	The report identifies employees in pay groups G, L or P and were received on the hours files but reported 0 hrs	Review and make corrections/adjustments for the next period hours file	Alight will post the report to the PSP folders for institution review

ACA Compliance Employer Mandate Reporting Dashboard

ACAMP-Current Reports	Alight Reports	Frequency	Delivery	Access	Notes
Determination by month	Calc Report - Standard	Annual	October	PSP – SharePoint Folders	Will start receiving in October
Determination by month	Calc Report- Initial	Monthly	2 nd Wed.	PSP – SharePoint Folders – Inst. Level	Will start receiving in May
Standard Projections by Month	Detailed Projection – SMP	Monthly	2 nd Wed.	PSP – SharePoint Folders– Inst. Level	Phase II report - June
Look-back projections by month	Detailed Projection – IMP	Monthly	2 nd Wed.	PSP – SharePoint Folders– Inst. Level	Phase II report - June
Compliance scorecard	FTE Compliance report	TBD	TBD	BOR SharePoint Folder	Phase III report - October
N/A	Payroll data with Zero Hours	Runs with payroll hours files	Runs with payroll hours files	PSP – SharePoint Folders– Inst. Level	Will Start receiving in May

Review Reports

Reports Review Checklist

- ✓ Monthly Calc – Initial
- ✓ Zero Hours Report
- ✓ Review of Supplemental control reports

Who to contact with Questions/Confirmation

- Each Month, Alight will notify the institutions that are impacted for the month with Calc Reports
 - Note: if you do not have any participants on the report, you will not receive one**
- Alight will deliver the report to your PSP folder by institution
- Alight will notify the institutions process owner when questions arise from data we receive on the hours files (i.e. excessive hours, SSN no on our system)
- Alight will notify you each month when the reports are posted and provide you with timing for when a response is expected
- Responses and questions should be directed to the ACA Shared Mailbox:
 - oneusg.connect.erm@alight.com
 - Cc: gangesh.dutta.pandey@alight.com
- Both 'Responses' and 'No Responses' will be logged each month and maintained on the Alight Shared Drive
- 'No Responses' will be shared with the Systems Office but Alight will assume that you are in AGREEMENT with the results and move forward with the actions outlined in the email we send

Next Steps:

- Log into PSP to make sure you can access your folder
- Review the initial reports and provide Alight with Sign off and your agreement by 5/29
- Execute on any required internal processes (i.e. zero hours report)
- Review and respond to any questions posed directly to you from the Alight process owner
- Ask questions as needed

Appendix

ACA Compliance Employer Mandate (ERM) Terminology

ERM Status is set at the time of hire:

- Variable Eligible—VARELIG—Status given to employees who are hired and expected to work 30 hours or are hired as Benefits eligible. **Employees with this status are evaluated to determine FTE status only.** ACAMP Equivalent—“FT”
- Variable Hours—VARHRS—Status given to employees who are hired and expected to work <30 hours or are benefits ineligible. **Employees with this status are evaluated to determine both FTE status and eligibility for benefits.** ACAMP Equivalent—“PT” or “Variable”
 - IMP = Initial Measurement Period. Status is given when an employee is newly eligible (within first 12 months)
 - IAP = Initial Administrative Period. Status is given when a person is within the 60 day window between the 12th -13th months.
 - ISP = Initial Stability Period. Begin date is day after the initial administrative period end date
 - SSP = Standard Stability Period. Status is given to ongoing participants for the period from 1/1 – 12/31.
 - SMP = Standard Measurement Period. From 10/3 - 10/2.
- Ineligible—NELIG—Status given to employees who are not included in this process (i.e. terminated)