ACAS DATABASE - EMPLOYEE BENEFIT TRANSACTION WORKSHEET

THIS FORM IS A KEYING DOCUMENT FOR PERSONNEL SPECIALISTS TO DOCUMENT AN EMPLOYEE'S HEALTH BENEFITS STATUS IN THE ACAS DATABASE FOR COMPLIANCE WITH THE EMPLOYER SHARED RESPONSIBILITY PROVISION OF THE AFFORDABLE CARE ACT.
PLEASE READ THE INSTRUCTIONS ON THE BACK OF THIS WORKSHEET BEFORE COMPLETING.

EMPLOYEE INFORMATION		HEALTH BENEFITS ELIGIBLE? YES or NO	STATE-SPONSORED HEALTH BENEFITS NOT OFFERED (2A, 2B, 2D)		STATE-SPONSORED HEALTH OR COBRA BENEFITS OFFERED (1A, 1B, 1C, 1D, 1E)	STATE-SPONSORED HEALTH BENEFITS ACCEPTED (3A, 3B)		STATE-SPONSORED HEALTH BENEFITS DECLINED (4A, 4B)		STATE-SPONSORED HEALTH BENEFITS CANCELLED OR TEMPORARILY SUSPENDED (5A, 5B, 5C)		EMPLOYEE NO LONGER EMPLOYED (6A)*	ACAS TRANSACTIONS COMPLETED (INITIALS)
			CODE	DATE	DATE	CODE	DATE	CODE	DATE	CODE	DATE	DATE	
EMPLOYEE NAME													
SSN	PERMITTING EVENT DATE												
POSITION NUMBER	TENURE/TIME BASE	COMMENTS											
EMPLOYEE NAME													
SSN	PERMITTING EVENT DATE												
POSITION NUMBER	TENURE/TIME BASE	COMMENTS											
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EMPLOYEE NAME													
SSN	PERMITTING EVENT DATE												
POSITION NUMBER	TENURE/TIME BASE	COMMENTS											

*If the ACAS is unable to auto populate the 6A, HR Offices will be required to manually enter the 6A.

<p style="text-align:center">ACAS DATABASE – EMPLOYEE BENEFIT TRANSACTION WORKSHEET</p>

<u>**INSTRUCTIONS**</u>–This is a job aid intended to document an employee's health benefits status for entry in the ACAS Database.

<u>**EMPLOYEE INFORMATION**</u>–Complete as indicated (e.g., Employee Name, SSN, Permitting Event Date, etc.).

<u>**HEALTH BENEFITS ELIGIBLE**</u>–Enter "Yes" or "No" to indicate whether the employee is eligible for state-sponsored health or COBRA coverage.

<u>**ACAS DATABASE HEALTH BENFIT STATUS INFORMATION**</u>–Enter applicable ACAS status code(s) to indicate if health benefits were offered to employee, accepted, cancelled, etc.

<u>**HEALTH BENEFITS NOT OFFERED**</u>–If the employee is <u>not</u> eligible or <u>newly</u> eligible for state-sponsored health benefits, a "Health Benefits Not Offered" status must be entered in ACAS using the following code(s):
o **2A–Health benefits <u>not</u> offered because the employee does not meet the state's health benefits eligibility criteria (e.g., T/INT, LT/INT, R/INT employees, etc.)**. Enter the date that corresponds with the employee's date of hire to a position that does not meet the health benefits eligibility requirements OR the first day of the month following the employee's cancellation of health benefits due to loss of eligibility. However, if a health benefits eligible employee was not enrolled in health benefits at the time of the appointment to a position NOT eligible for health benefits, the effective date is the date that corresponds with the appointment date to the position not eligible for health benefits.
o **2B–Health benefits <u>not</u> offered to a Permanent Intermittent employee because the employee must first work a qualifying number of hours in a Control period to be eligible for health benefits.** Enter the date that corresponds with a new employee's appointment to a PI position OR the first day of the month following the respective 6-month eligibility period (e.g., February 1 or August 1). However, if a health benefits eligible employee was not enrolled in health benefits at the time of the PI appointment, the effective date is the date that corresponds with the PI appointment date.
o **2D–Health benefits <u>not</u> offered because the employee must serve an Administrative Waiting Period before he/she can enroll in health coverage**. Enter the employee's date of hire to a position eligible for health benefits. Employees newly eligible for health benefits should always have a 2D transaction documented from their permitting event date to the earliest date the employee is eligible for health coverage.
Example #1: A Permanent/Full-Time employee was hired on March 10. Enter a 2D transaction effective March 10 and a 1A transaction effective April 1, the earliest date the health coverage.
could be effective.
Example #2: A Permanent Intermittent employee qualified for health benefits during the January through June Control Period. Enter a 2D transaction effective July 1 and a 1A transaction effective August 1.

<u>**HEALTH BENEFITS OFFERED**</u>–If the employee is eligible for state-sponsored health benefits or COBRA coverage, a "Health Benefits Offered" status must be entered in ACAS using the following code(s):
o **1A–State-sponsored health benefits offered to an active employee, their spouse, and dependents**. Enter the earliest date the employee is eligible for state-sponsored health benefits (refer to examples #1 & #2 above).
o **1B–COBRA continuation coverage offered to an active employee only (not permanently separated)**. Enter the first day of the calendar month following the 5A cancelled status transaction.
o **1C–COBRA continuation coverage offered to an active employee (not permanently separated) and their dependents (not their spouse)**. Enter the first day of the calendar month following the 5A cancelled status
o **1D–COBRA continuation coverage offered to an active employee (not permanently separated) and their spouse (not their dependents)**. Enter the first day of the calendar month following the 5A cancelled status
o **1E–COBRA continuation coverage offered to an active employee (not permanently separated), their spouse, and dependents**. Enter the first day of the calendar month following the 5A cancelled status transaction.

<u>**HEALTH BENEFITS ACCEPTED**</u>–If the employee accepts an offer of state-sponsored health coverage (not COBRA coverage), an "Accepted" status must be entered in ACAS using the following code(s):
o **3A–Employee has accepted the offer of health coverage for self, spouse, and/or eligible dependents (if any)**. Enter the date the employee's health benefits are effective.
This code is also used to indicate when an employee's health coverage was reinstated following a temporary suspension (5C).
o **3B–Employee has accepted the offer of health coverage for self, spouse, and/or eligible dependents (if any) after serving a 90-day HIPAA waiting period.** Enter the date the employee's health benefits are effective. This date would be the first of the month following the 90-day HIPAA waiting period.

<u>**HEALTH BENEFITS DECLINED**</u>–If the employee declines an offer of state-sponsored health coverage (not COBRA coverage), a "Decline" status must be entered in ACAS using the following code(s):
o **4A–Employee declined health benefits for self, spouse, and/or eligible dependents (if any).** Enter the earliest date the employee is eligible for health benefits. The effective date of the 4A transaction will always correspond with the effective date of the 1A transaction.
o **4B–Employee did not return health benefits documents - an administrative decline is documented.** Enter the date of the 61st calendar day following the event that qualified the employee for health benefits.

<u>**HEALTH BENEFITS CANCELLED OR TEMPORARILY SUSPENDED**</u>–If an employee's state-sponsored health coverage (not COBRA coverage) is cancelled or temporarily suspended, a "Cancelled" status must be entered in ACAS using the following code(s):
o **5A–Health benefits administratively cancelled due to loss of eligibility**. Enter the <u>last calendar day of the month</u> the employee's health benefits were effective.
o **5B–Health benefits voluntarily cancelled by the employee.** Enter the <u>last calendar day of the month</u> the employee's health benefits were effective.
o **5C–Health benefits temporarily suspended due to unpaid temporary separation (or other unpaid status).** Enter the <u>last calendar day of the month</u> the employee's health benefits, with the employer health contribution, were effective. This code is to be used to indicate when an employee was offered Direct Pay to continue his/her health coverage while on leave or unpaid status (no A/R or supplementation).

<u>**PERMANENTLY SEPARATED**</u>–If the employee permanently separates, the ACAS should auto populate a 6A status code. If the 6A does not auto populate, a "Permanently Separated" status must be entered in ACAS.
o **6A–Employee no longer employed**. Enter the first day of the calendar month following the employee's permanent separation.