

AFFORDABLE CARE ACT

Avionté Process Guide

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Affordable Care Act Process Overview

The Affordable Care Act (ACA) took effect January 1, 2015. This document provides a process overview and will take you through the Admin Tools setup, the ACA Notice of Exchange eDocument setup and the onboarding process within Avionté.

ACA Terminology

ACA Eligible

To be ACA Eligible an employee must average at least 30 service hours per week or 1560 per year during the Initial or Standard Measurement Period. A new employee who is expected to be full-time is ACA Eligible from the date of hire, but, like all employees, is subject to re-evaluation.

Admin Period

The Admin Period must last at least 30 days and no more than 90 days. It begins when a new full-time employee is hired, or when an existing employee has been evaluated and determined to be full-time. The employee must be offered a Healthcare plan and, if accepted, they must be enrolled before the Admin Period ends. Following the Admin Period employees begin the standard measurement and determination rotation.

Determination

Each employee is evaluated to determine their full-time or variable hour status and ACA Eligibility. In the case of a new variable hour employee the determination follows the Initial Measurement Period. In all other instances the determination follows the Standard Measurement Period. After determination, all employees continue to repeat the standard measurement and determination rotation as long as they are employed.

Full-time

An employee that has been evaluated as averaging 30 service hours or more per week during the Initial or Standard Measurement Period is considered full-time.

Initial Measurement Period

The Initial Measurement Period must be a minimum of 3 months and no more than 12 months in length. This period is used to determine the ACA Eligibility of a new variable hour employee. The Initial Measurement Period may begin on the date of hire or the first day of the calendar month following the date of hire. The total initial period (Measurement plus Administrative periods) may not exceed 13 months, plus the remainder of the 13th month. If determined to be full-time the employee must be offered the healthcare plan and, if accepted, be enrolled prior to the end of the Admin Period. The employee then begins the standard measurement and determination rotation.

Service Hours

Service hours are the hours used in determining ACA Eligibility. In addition to the hours worked such as Reg and OT, other service hours include: FMLA, Military Leave, Worker's Compensation, Holiday and Jury Duty.

Standard Measurement and Determination Rotation

The standard measurement and determination rotation is the Standard Measurement Period, followed by a re-evaluation of the employee's ACA Eligibility status. This rotation continues as long as they are employed.

Standard Measurement Period

The Standard Measurement Period must be at least three months and no more than 12 months in length. If the HealthcarePlanOffered property is set to True, Avionté will automatically calculate this period and when met, determine ACA Eligibility for all existing employees. The employee ACA Eligibility status is then automatically set to Yes or No. After determination all employees, both full-time and variable hour, continue to repeat the standard measurement and determination rotation as long as they are employed.

Standard Measurement Start Date

The Standard Measurement Start Date is the month and date when the standard measurement period begins. The period will normally begin on 1/1 each year. If your insurance plan was grandfathered your start date may differ.

Variable Hour Employee

Using ACA standards, a variable hour employee (or part-time employee) is one who, during their determination, is evaluated to have averaged 29 service hours or less per week throughout their Initial or Standard Measurement Period.

Warning Period

The Warning Period is the length of time prior to the end of the Admin Period that an ACA Eligible employee, who does not have healthcare set up, appears on the Enrollment Deadline (ACA) counter within the Avionté Core Application. The length of the warning period is determined by your company's workflow and is set in the AdvancedWarningTimeframe Config Option within Avionté Admin Tools.

Best Practices

General Best Practices

- Healthcare plan paperwork will include Medicaid and other options as well as a decline of coverage. The federal Health Insurance Portability and Accountability Act (HIPPA) will apply to this paperwork, therefore you will want to make sure you can hide/disable documents at user levels.
- Electronic Disclosures/Agreements are the most efficient way to distribute and manage documents.
- Accuracy in ACA status designation during onboarding, full-time vs part-time.
- Use transaction types correctly to properly appropriate hours, Include in ACA Hours.
- Timely end of assignments. While reporting is based on hours, DOL audits could look at open ended assignments differently. Create a process to properly end assignments on a weekly basis if not all the time.
- The best practice to follow for retro pay is appropriating hours to the right week worked. Make sure that report logic is pulling in all pay codes.
- Be certain to separate hours into different transaction types for hours of service and hours worked; i.e. separate entry for Vacation from Jury Duty.
- Discuss the option of online time approval and reports with your clients via their unique web portal. This will ensure you get the time in efficiently, approved and have real time data.
- Audit your process: Make sure to review the ACA Census AQ (if you are using Avionté v13.2 or earlier this will be the Employee Benefits AQ) on a weekly, monthly and quarterly basis to ensure that new employees are being determined properly by comparing ACA eligibility status to hours and start dates.
- In 2016 employer contributions must be equal for all employees, therefore best practice is to find the lowest paid full-time employee and calculate 9.5% of their gross annual wage. Use this amount as your ACA deduction for all employees. Your contribution (if any) will then be the same for all employees.

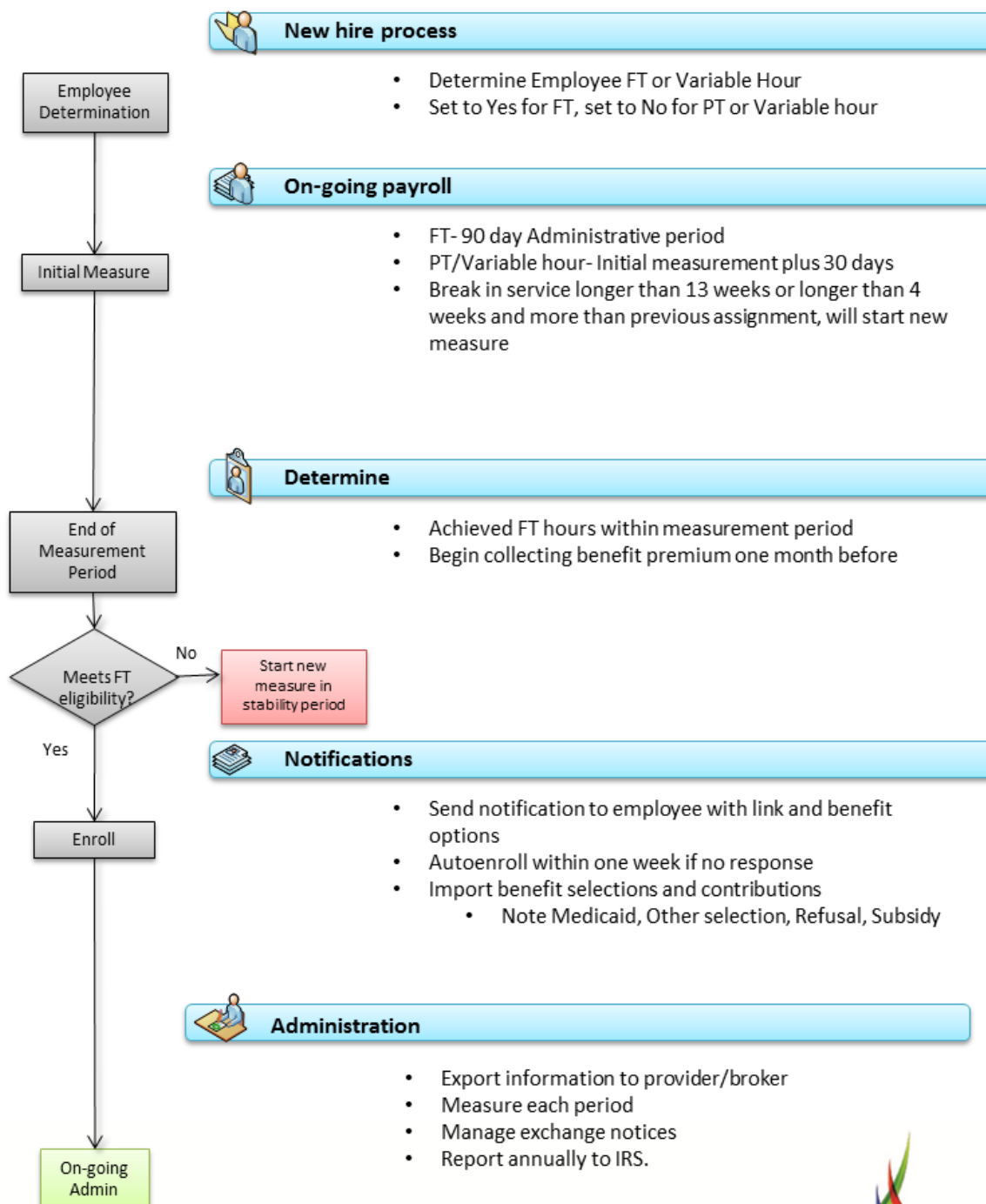
Communicating your Healthcare Offering

- For ease in completing enrollment paperwork, include an eDocument or a link from the Avionté portal to your Insurance broker or carrier site.
- Export an eligible employee list and provide it to your insurance broker or carrier. The broker contacts them for enrollment. Import the list back into Avionté to create deductions/contributions.

Invoice Options to Consider

- Mark-up
- Bill only transaction
- Straight percent charge on total bill as separate line item
 - I. Will require invoice modification if not handling via mark-up
 - II. Any defined percentages will be included when calculating finance charges.
 - III. Consider what logic you'd like to apply:
 - a) How should it be reflected in AR?
 - b) How or should it show up in your GL feed?

ACA Process Workflow



ACA Process for Existing Employees

Full-Time Employee: 30 or more service hours per week

1. The employee enters an administration period; this is a period of at least 30 days and can be up to 90 days. This period is set in Admin Tools and used for all employees. Note: If the ACA Eligibility is met, Avionté will change the setting to Yes at the end of the period.
2. Before the Admin Period ends, enter the employee's ACA-related deductions and/or contributions. At this time, the employee leaves the Admin Period and enters the standard measurement period. **Note: Coverage cannot be removed during this time.**
3. At the end of the standard measurement period, the employee is evaluated for full-time status.
 - If the employee meets full-time status, they continue the standard measurement and determination rotation.
 - If the employee evaluates at less than a full-time status, the employer can elect to drop coverage for that employee. The standard measurement and determination rotation continues to repeat as long as they are employed. **Note: The system will not automatically change ACA Eligibility of Yes to No.**

Variable Hour Employee: 29 or less service hours per week

1. The employee has been working part-time. The ACA Eligibility status is initially set to No. The employee enters into a standard measurement period.
2. At the end of the standard measurement period, the employee is evaluated for full-time status.
 - If the employee is determined to be full-time, averaging at least 30 service hours a week within the measurement period, they must be offered a healthcare plan and, if accepted, be enrolled prior to the end of the Admin Period. As a full-time employee they continue to repeat the standard measurement and determination rotation as long as they are employed.
 - If the employee is determined to be less than full-time, the employee's deductions and contributions related to ACA can be made inactive. The employee now begins a new standard measurement period. At the end of the standard measurement period, the employee is re-evaluated for their full-time status. This standard measurement and determination rotation continues as long as they are employed.

ACA Process for New Employees

This section provides an overview for setting up ACA coverage for employees hired or placed on an initial assignment beginning on, or after, January 1, 2015.

Full-Time Employee: 30 or more service hours per week

1. Upon the new employee's first assignment, set the employee ACA Eligibility status in the core application. If you do not set up the employee's ACA Eligibility status prior to assignment, a DRM message will be generated notifying you to do so at time of assignment.
2. The employee enters an administration period. When the employee reaches the warning period they will appear in the Enrollment Deadline (ACA) counter. The length of the warning period is determined by your administrator. When setting the warning period, administrators should take into account that they may begin collecting benefit premiums one month prior to coverage.
 - If the employee accepts coverage, set up the ACA related deductions and/or employer contributions for the employee before the warning period ends.
 - If the employee declines coverage, select Healthcare Nonqualified or OtherQualified contribution to remove them from the counter.
3. If deductions and contributions are applied, the employee enters the standard measurement period, and is removed from the Enrollment Deadline (ACA) counter. **Note: Coverage cannot be removed at this time.**
4. At the end of the standard measurement period, the employee is again evaluated for full-time status.
 - If the employee is found to be full-time, the employee retains coverage and is now part of the standard measurement and determination rotation which continues as long as he is employed.
 - If the employee is found to be less than full-time, the employer can elect to drop coverage for that employee. The employee is now part of a standard measurement and determination rotation. This rotation continues as long as he is employed.

Variable Hour Employee: 29 or less service hours per week

1. Upon the new part-time employee's first assignment, set his ACA Eligibility status to No. If you don't set the ACA Eligibility status prior to assignment, a DRM message will be generated notifying you to do so at time of assignment.
2. The employee enters an initial measurement period.
3. At the end of the initial measurement period, the employee is evaluated for their full-time status.
 - If the employee is determined to be full-time, they have 30 days to enroll in (or decline) healthcare.
 - If the employee is found to be less than full-time, the employee enters the standard measurement period and will be re-evaluated at the end of that period.
 - I. If at the end of the standard measurement period the employee is found to be of full-time status, the employee's ACA Eligibility is automatically changed from No to Yes, and the employee is placed in the administration period. When this period ends, the employee is placed in the standard measurement and determination rotation. This rotation continues as long as employee is employed.
 - II. If the employee is determined to be less than full-time, the employee enters the standard measurement and determination rotation. This rotation continues as long as employee is employed.

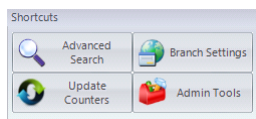
ADMIN TOOLS

Admin Tools Setup

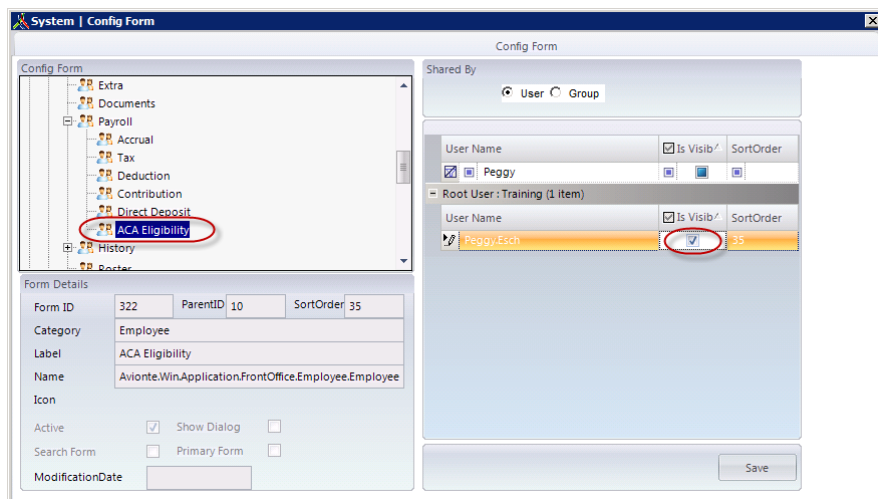
Set the ACA Page to Visible

In order to view or edit an employee's ACA status the ACA section must be set to visible.

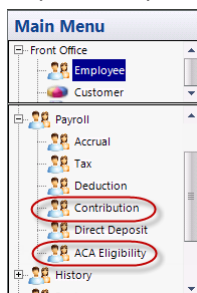
1. From the Start Page of the Avionté Core Application, select Admin Tools from the Actions menu. The Admin Tools main window opens.



2. In the main window, select System from the left panel.
3. In the right panel, double-click Form. The System Config Form window opens.
4. In the Config Form section, navigate to Front Office, select Employee.
5. Select the sub menu Payroll. Select ACA Eligibility from the Payroll sub menu.



6. Select the User or Group radio button.
7. Select the IsVisible check box for the users/groups that should be able to view the ACA Eligibility data. This sets the section to visible. Edit ability will be set later in the ACA Config Option section.
8. Click Save, the ACA Eligibility sub tree option is now available.
9. Repeat the process to make the Contribution screen viewable to selected users or groups.



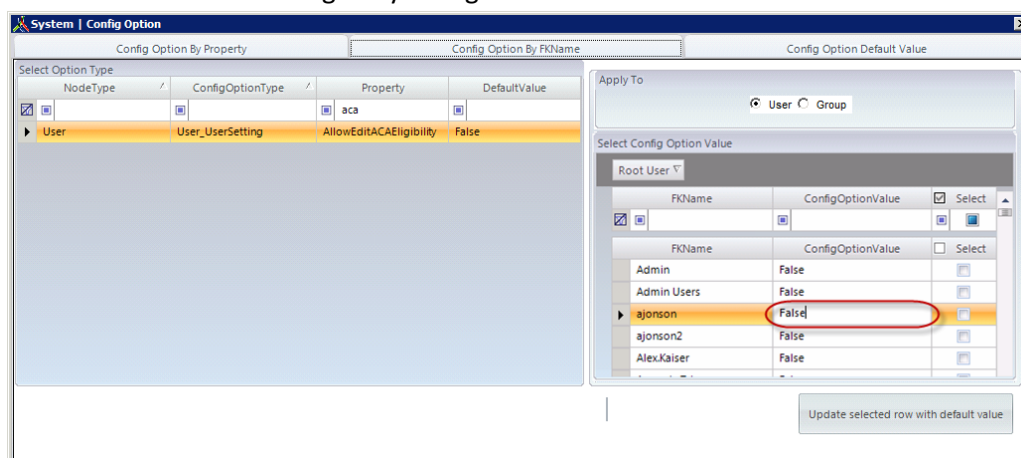
Config Options

The Config Options at the Employer, System and User levels which are used to control the measurement and Admin Periods. These options will need to be customized to match your company's preferences. A table of the required Config Options is found on page [14](#).

Allow/Edit ACA Config Option

The Allow/Edit ACA Config Option determines which users or groups are able to manually edit the ACA Eligibility status of an employee. This is controlled at the user level so editing can be restricted as needed.

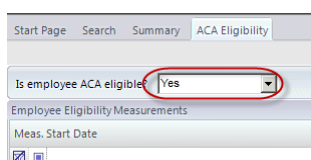
1. In the ConfigOptionType column, type User. The table will be filtered to show only those Config Option Types which include the word User.
2. Type ACA in the Property column to filter the property listings.
3. Select the AllowEditACAEligibility listing.



Node Type	Config Option Type	Property	Default Value
User	User_UserSetting	AllowEditACAEligibility	False

FKName	ConfigOptionValue	Select
Admin	False	<input type="checkbox"/>
Admin Users	False	<input type="checkbox"/>
ajonson	False	<input checked="" type="checkbox"/>
ajonson2	False	<input type="checkbox"/>
Alex.Kaiser	False	<input type="checkbox"/>

4. In the right panel, select the User or Group radio button.
5. Select the users or groups which will be updated using the Select column.
6. Type True in the ConfigOptionValue field for each of the selected users or groups.
7. Tab off to Save



Start Page Search Summary **ACA Eligibility**

Is employee ACA eligible? **Yes**

Employee Eligibility Measurements

Meas. Start Date

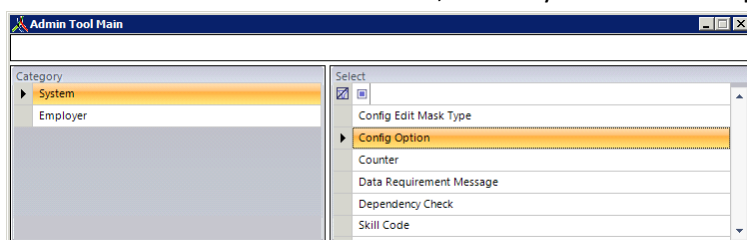
☒ ☐

When the Config Option is set to True, the 'Is Employee ACA Eligible?' dropdown appears for a configured user. An employee's ACA status can then be edited in the Employee record:

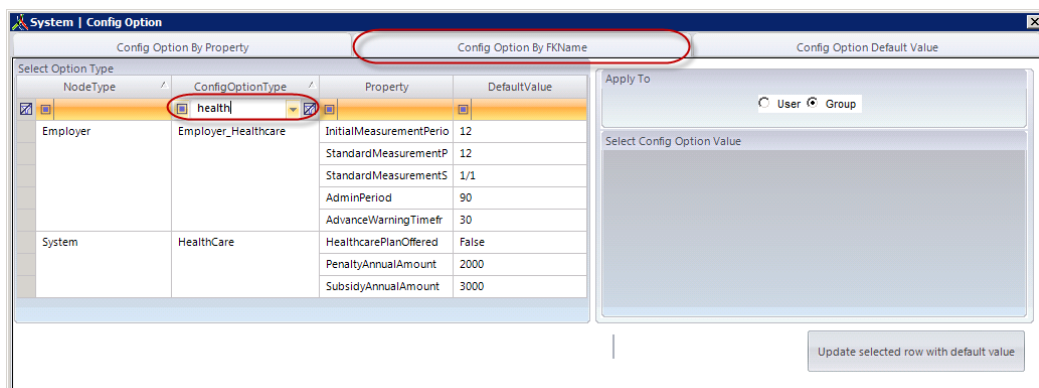
- Employee > Payroll > ACA Eligibility

Health Care Config Options

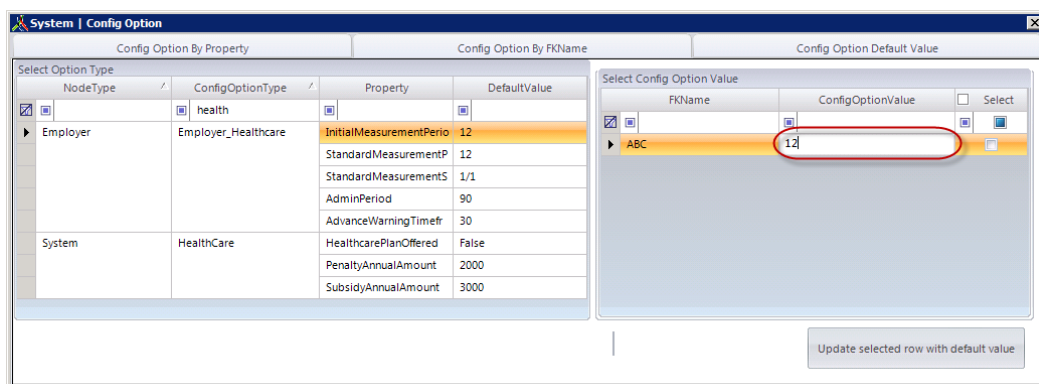
1. From the Admin Tools main window, select System in the left panel.



2. Double-click Config Option in the right panel.
3. In the Config Option window select the Config Option By FKName tab.



4. In the ConfigOptionType column, type healthcare. The table will be filtered to show only those ConfigOptionTypes which include the word healthcare.
5. Select InitialMeasurementPeriod from the Property column.
6. To change the default value, click the ConfigOptionValue in the right panel.



7. Set the number of months that you will use for your Initial Measurement Period. This property sets the period of time used to determine the full-time or non-full-time status of a new employee. The allotted time should be a minimum of 3 months and no more than 12 months.
8. Tab off to save your changes.
9. Continue this process through the remainder of the Healthcare Config Option Types. Tables are provided on the following page.

Healthcare Config Option Tables

Make note of your company's value settings in the column provided.

Employer Config Options reached via Admin Tools > System > Config Option > Config Option by FKName tab.
Filter on Healthcare in the ConfigOptionType column

Employer_Healthcare Config Options			
Property	Default Value	My Value	Action
InitialMeasurementPeriod	12		Sets the length of time in months. Used to determine the full-time or non-full-time status of a new employee. If determined to be full-time, the employee must be offered your healthcare plan, and if they accept, enrolled within a 30 day period.
StandardMeasurementPeriod	12		Sets the period of time in months. Used to measure the full-time or non-full-time status of an existing employee during that period.
StandardMeasurementStartDate	1/1		Sets the month and date when the standard measurement period begins. This will be 1/1 unless a grandfathered insurance plan is in place.
AdminPeriod	90		Sets the length of time in days that the employer has to enroll any full-time employee, as determined at the end of the Standard Measurement Period, into a healthcare plan.
AdvanceWarningTimeframe	30		Sets the number of days until an upcoming due date for enrolling employees in a healthcare plan – used with the Enrollment Deadline counter.
Modified Stability Start Day	0		Allows users to adjust start dates by increasing and decreasing the allowed Admin Period. When this Config Option is set to a non-zero integer from -31 to 31 it will make the effective insurance date fall on that day of the month; either following or preceding the standard set Admin Period.
Stability Period	12		Accepts any integer from 1 to 12. This represents the time in months that an employer cannot legally revoke Healthcare coverage, once offered. This value will apply to any employee following their Effective Insurance Date and if they are found to be ACA eligible

System Config Options reached via Admin Tools > System > Config Option > Config Option by FKName tab. Filter on Healthcare in the ConfigOptionType column

System_HealthCare Config Options			
Property	Default Value	My Value	Action
HealthcarePlanOffered	False		The Employer offers a health plan, set to True or False. A setting of True activates eligibility tracking.
PenaltyAnnualAmount	2000		Sets the annual dollar amount of the penalty tax per qualifying full-time or full-time equivalent employee.
Subsidy Annual Amount	3000		Sets the annual dollar amount of the subsidy tax an employer pays for those employees who elect to use a health care plan other than the plan offered by the employer
Group EE record by SSN	False		Controls whether employees who have the same SSN will have their ACA hours combined when they belong to suppliers with the same ACA_SupplierGroupingNumber.
Initial Measurement Start on First	False		Sets an employee's Initial Measurement start date to the first of the following month.

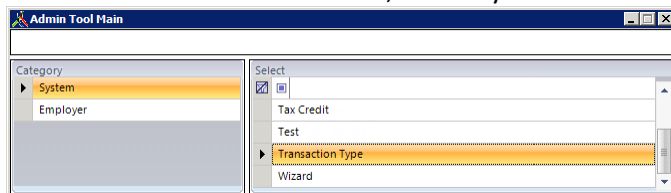
The User Config Option reached via Admin Tools > System > Config Option > Config Option by FKName tab. Filter on ACA in the Property column

User_UserSetting Config Option			
Property	Default Value	My Value	Action
AllowEditACAEligibility	False		Controls whether a user can edit the ACA Eligibility for an employee. If set to True, a dropdown becomes available in the ACA Eligibility screen.

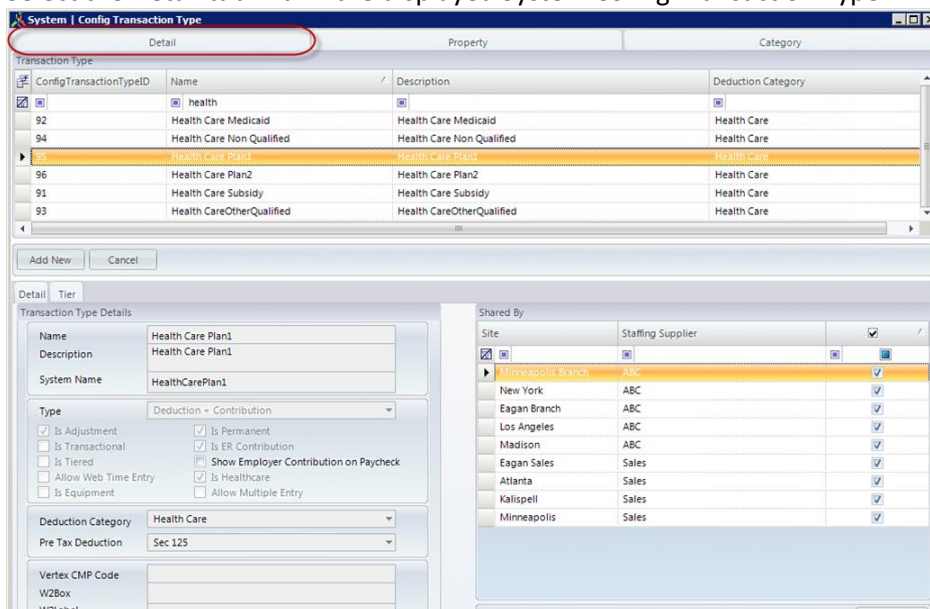
Transaction Types

Review Healthcare Transactions

1. In the Admin Tool main window, select System in the left panel, double-click Transaction Type in the right panel.



2. Select the Detail tab within the displayed System Config Transaction Type window.



3. In the Name column, type Health to filter. Review the displayed health care transaction types. They should all be set with the configuration shown above. If you are offering multiple plans, they can be added here.

Healthcare Transaction Type Table

The listed transaction types will enable you to track which insurance the employee accepted, or why the employee declined. If you are missing any of these transactions you may wish to add them or create your own.

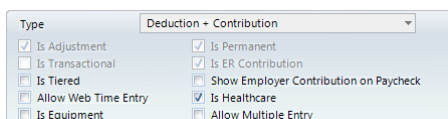
Standard Healthcare Transaction Types	
Name	Definition
Healthcare Plan Other Qualified	Insurance elsewhere, through spouse or parents health care plan.
Healthcare Plan Non-Qualified	Employee has declined insurance and opted to go to the exchange.
Healthcare Subsidy	Employee may be eligible for a subsidy.
Healthcare Medicaid	Employee is covered through Medicaid.
Healthcare Plan	Employee is covered through your offered plan. There may be more than one plan to choose from.

Add Healthcare Transaction Type

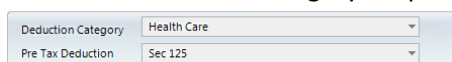
It may be necessary to add additional and/or custom Healthcare transaction types manually.

1. In the Admin Tool main window, select System in the left panel, double-click Transaction Type in the right panel.
2. Select the Detail tab within the displayed System Config Transaction Type window.
3. Click the Add New button.
4. Type a Name, Description and System Name in the text fields. These can all be identical.
5. From the Type dropdown, select:

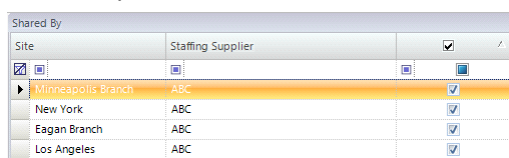
- Deduction – Contribution = for transactions that will require a deduction, or deduction and contribution
- ER Contribution = for transactions that are Employer Contribution only



6. Select the check boxes for: Is Adjustment, Is Permanent, Is ER Contribution and Is Healthcare.
7. From the Deduction Category dropdown, select Health Care.



8. From the Pre Tax Deduction dropdown, select:
 - Sec 125 = for cafeteria plans
 - None = for non Pre-Tax deductions
9. Select any branches from the Site column to share this transaction with.



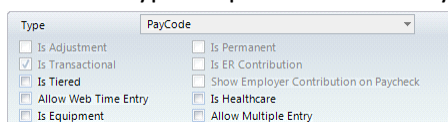
10. Click Save.

Add ACA Transaction PayCodes

The following Transaction Types / PayCodes should be included in the calculations of your ACA hours. If you do not already have Paid Leave transaction types, you will need to add them.

ACA Transaction PayCodes			
Reg	VAC / PTO	Paid	Employer Paid
OT	Paid FMLA	Military Leave	Disability Time
DT	Sick Time	Bereavement	On Call Time

1. Click the Add New button.
2. Enter a Name, Description and System Name.
3. From the Type dropdown choose PayCode.



4. Check the Is Transactional check box. Deduction Category and Pre Tax Deduction should remain blank.
5. Select the sites to share this transaction with.

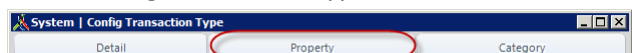
Site	Staffing Supplier	
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Minneapolis Branch	ABC	<input checked="" type="checkbox"/>
New York	ABC	<input checked="" type="checkbox"/>
Eagan Branch	ABC	<input checked="" type="checkbox"/>
Los Angeles	ABC	<input checked="" type="checkbox"/>

6. Click Save.

Hours of Service Transaction Property

Hours of paid leave, such as FMLA, Military and Workers Compensation count toward hours of service when determining employee ACA Eligibility. To make this happen automatically, the IncludeInACAHours property must be set to True for these transaction types.

1. In the Config Transaction Type window, select the Property tab.



2. Choose a branch from the Select Branch dropdown.
3. Select the Apply changes to all Branches check box if appropriate.

Fetch	<input type="checkbox"/> Apply changes to all Branches
-------	--

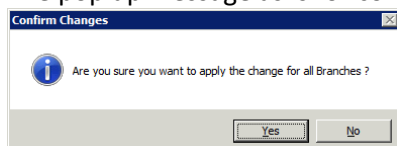
4. In the Name column, use filtering to locate these transactions.
5. Scroll horizontally to locate the IncludeInACAHours column.

Property	DefaultMarkup	ExcludeInMinimumWageCalculation	GPCalculation	IncludeInACAHours	IncludeInOtherHours
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

6. Set the property to True. This allows the service hours to be included when determining ACA Eligibility.

IncludeInACAHours
<input checked="" type="checkbox"/>
True
False
False

7. Tab off to save your changes.
8. The pop up message asks for confirmation.



Note: If your GL is pulling at a transaction level, be sure to include these accounts for accurate GL reporting.

Units to Hours Multiplier

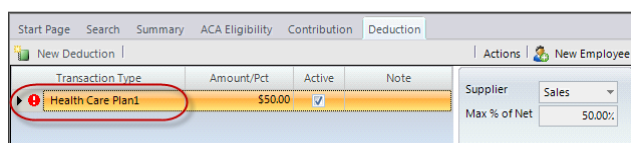
The transaction type property Units to Hours Multiplier allows for the conversion of non-standard hours into hours which can be applied towards ACA eligibility. (i.e.: Salary, Piece Pay, etc.)

- Can be set to decimal or whole integers (Default = 1)
 - I. Salary: set value to 40 = 1 unit of pay in Time Entry
 - II. Piece Pay: set value to 'x' = 1 unit of pay = # of units per hour in Time Entry
- Will only apply to Time Entry transactions where the transaction property of **IncludeinACAHours** is set to True.

Employee Benefit Plans

In order to maintain affordability for the employee, a contribution from your company may be needed. You can pair the different plans so that Deductions and Contributions are calculated as a whole.

The pairing of the Deduction and Contribution triggers the DRM in Deduction/Contribution setup. This DRM will trigger when a paired Deduction or Contribution is entered without the corresponding Deduction or Contribution being entered.



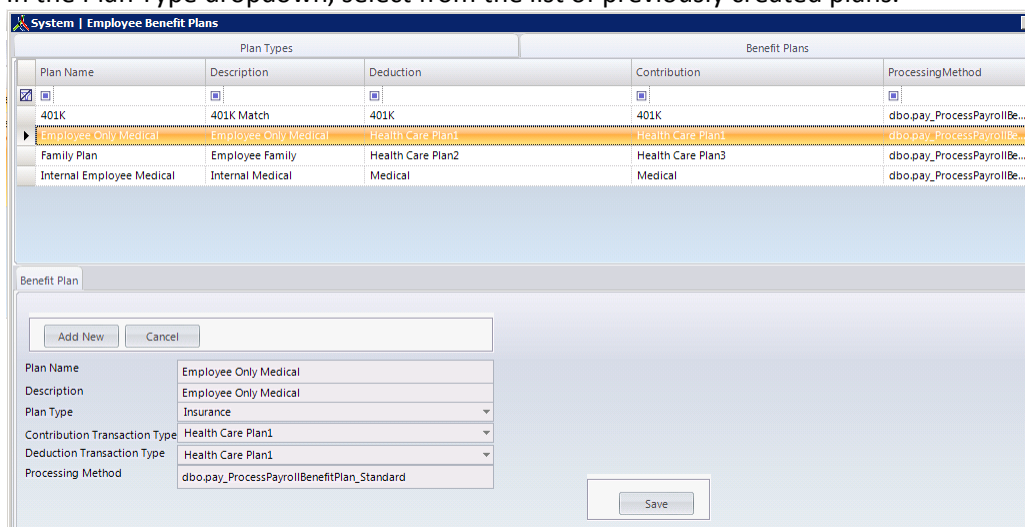
Note: The DRM is not used if the transaction type is only a Deduction or Contribution

Create a New Plan

1. In the Admin Tools main window, select System in the left panel and double-click Employee Benefit Plans in the right panel.
2. To add a new plan, select the Benefit Plans tab.
3. Review the currently-defined plan types in the Plan Types tab of the Employee Benefit Plans window. The plan type is just a way to categorize the plans your company may offer.
4. If a plan type doesn't exist for the benefit you are working with, create one by clicking Add New.
5. In the Plan Type field, enter a descriptive name for the plan type.
6. Click Save.

Modify an Existing Plan

1. In the Admin Tools main window, select System in the left panel and double-click Employee Benefit Plans in the right panel.
2. Click the Benefit Plans tab. Any paired benefit/deduction plans will appear in the grid in the upper portion of the window.
3. Select the plan that you wish to edit.
4. Edit an existing plan by modifying the fields in the lower portion as necessary. For descriptions of these fields, see the related information in the steps below.
5. To add a new benefit/deduction pair, click Add New.
6. In the Plan Name field, enter a short name for the plan.
7. In the Description field, enter additional text to describe the plan.
8. In the Plan Type dropdown, select from the list of previously created plans.



Plan Name	Description	Deduction	Contribution	ProcessingMethod
401K	401K Match	401K	401K	dbo.pay_ProcessPayrollBe...
Employee Only Medical	Employee Only Medical	Health Care Plan1	Health Care Plan1	dbo.pay_ProcessPayrollBe...
Family Plan	Employee Family	Health Care Plan2	Health Care Plan3	dbo.pay_ProcessPayrollBe...
Internal Employee Medical	Internal Medical	Medical	Medical	dbo.pay_ProcessPayrollBe...

Benefit Plan

Add New Cancel

Plan Name: Employee Only Medical

Description: Employee Only Medical

Plan Type: Insurance

Contribution Transaction Type: Health Care Plan1

Deduction Transaction Type: Health Care Plan1

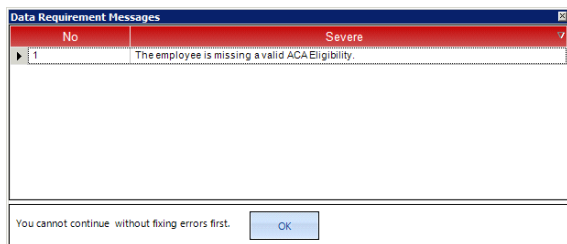
Processing Method: dbo.pay_ProcessPayrollBenefitPlan_Standard

Save

9. From the Contribution Transaction Type dropdown, select the transaction type to which this benefit relates.
10. From the Deduction Transaction Type dropdown, select the transaction type to which this benefit relates.
11. This will pair the contribution and the deduction plans.
12. The Processing Method will default to a standard processing method. Do not edit this value unless you have a valid custom processing method.
13. Click Save.

Data Requirement Message

Avionté contains several ACA specific DRMs. If you do not see these DRMs contact your Avionté support team for assistance.



Review ACA Eligibility

The ACA Eligibility DRMs will notify you if an employee does not have their ACA Eligibility status set.

- Best Practice: It is Avionté best practice to use the OnAssignment ACA Eligibility DRM set to Severe.

1. In Admin Tools window, select System from the left panel.
2. Double-click Data Requirement Message from the right panel.
3. Filter the results by typing ACA in the Message column. All DRMs with ACA in the message will load.

You should see the On Assignment Warning and the Time Entry Batch Verification Warning.

Type	Error Type	Store Procedure	Message	IsActive
OnAssignment	Warning	drm_ACAEligibilityCheck	The employee is missing a valid ACA Eligibility.	<input checked="" type="checkbox"/>
TimeEntryBatchVerification	Warning	tbv_ACAEligibilityCheck	The employee is missing a valid ACA Eligibility.	<input type="checkbox"/>

4. If you wish to modify the DRM Error Type or Message, select the DRM.

SiteName	SiteDesc	Staffing Supplier	
Minneapolis	Minneapolis Branch	ABC	<input checked="" type="checkbox"/>
New York	New York	ABC	<input checked="" type="checkbox"/>
Eagan	Eagan Branch	ABC	<input checked="" type="checkbox"/>
Los Angeles	Los Angeles	ABC	<input checked="" type="checkbox"/>

5. Select the type of warning desired from the Error Type dropdown.
 - A Severe Error Type will not allow you to continue until the error is corrected
 - A Warning Error Type notifies you of the error, but allows you to continue
6. Modify the text that should appear in the message when the DRM is fired. DO NOT modify the SP.
7. Make sure that the Active check box is selected and Save the DRM.

Review Contribution

This DRM looks at the employee benefit setup for contributions prior to payroll processing. You will be notified when entering a deduction that a contribution is also needed. Likewise, when entering a contribution, you will be notified that a deduction is needed.

1. In the Data Requirement window filter the results on contribution.

You will see the PayrollProcessVerification Warning.

Type	Error Type	Store Procedure	Message	IsActive
OnEmployeeLookup	Warning	drm_CheckForMissingBenefit...	This employee has an active deduction or employer contribution, but no associated active...	<input type="checkbox"/>
PaymentBatchVerification	Warning	pbv_CheckForBenefitPlanDat...	The date range for deductions and contributions in this batch do not match the current acc...	<input type="checkbox"/>
	Severe	pbv_CheckForMissingBenefit...	This employee has an active deduction or employer contribution, but no associated active...	<input type="checkbox"/>
PayrollProcessVerification	Warning	ppv_CheckForEmployeeBenefit...	This payroll contains employer contributions that have been set to be flagged during payroll.	<input type="checkbox"/>
TimeEntryBatchVerification	Severe	tbtv_CheckForMissingBenefitS...	This employee has an active deduction or employer contribution, but no associated active...	<input type="checkbox"/>

2. Select Payroll Process Verification.

New Data Requirement Message

Message Type: PayrollProcessVerification

Error Type: Warning

Message SP Name: ppv_CheckForEmployeeBenefit

Message: This payroll contains employer contributions that have been set to be flagged during payroll.

Active: ☒

Shared By:

SiteName	SiteDesc	Staffing Supplier	
Minneapolis	Minneapolis Branch	ABC	<input checked="" type="checkbox"/>
New York	New York	ABC	<input checked="" type="checkbox"/>
Eagan	Eagan Branch	ABC	<input checked="" type="checkbox"/>
Los Angeles	Los Angeles	ABC	<input checked="" type="checkbox"/>
Madison	Madison	ABC	<input checked="" type="checkbox"/>
Eagan Sales	Eagan Sales	Sales	<input checked="" type="checkbox"/>
Atlanta	Atlanta	Sales	<input checked="" type="checkbox"/>
Kalispell	Kalispell	Sales	<input checked="" type="checkbox"/>
Minneapolis	Minneapolis	Sales	<input checked="" type="checkbox"/>

3. Change the Error Type if needed.
4. Modify the message text if needed. DO NOT modify the SP.
5. Make sure that the Active check box is selected and Save the DRM.

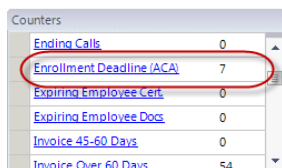
Enrollment Deadline Counter

The Enrollment Deadline (ACA) counter, has been created to assist with tracking benefit deadlines. If you do not see this counter, contact your Avionté support team for assistance.

1. In the Admin Tools main window, select System in the left panel and double-click Counter in the right panel.
2. Filter on ACA to locate the Enrollment Deadline (ACA) counter.

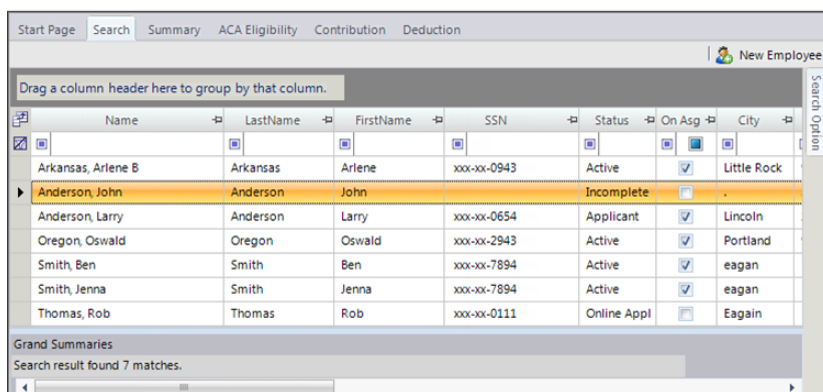
Counter Name	CountSQLFunction	OnClickEvent
aca	clu_GetEmployeeEndofACAAdminPeriod	Avionte.Win.Application.Common.ActionLibrary.ShowCoun...

- When an employee's ACA Eligibility is set to Yes, but no healthcare option has been selected, they will be listed on the counter. The counters are located on the Start Page in the Avionté Core Application. They will remain on the counter for the length of time set in the AdvanceWarningTimeframe Config Option or until you set their healthcare deductions and contributions.



Counters	
Ending Calls	0
Enrollment Deadline (ACA)	7
Expiring Employee Cert	0
Expiring Employee Docs	0
Invoice 45-60 Days	0
Invoice Over 60 Days	54

- From the Avionté Core Application, select the Enrollment Deadline (ACA) counter to view all of the employees who are currently in this Advance Warning period.



Name	LastName	FirstName	SSN	Status	On Asg	City
Arkansas, Arlene B	Arkansas	Arlene	xxx-xx-0943	Active	<input checked="" type="checkbox"/>	Little Rock
Anderson, John	Anderson	John		Incomplete	<input type="checkbox"/>	
Anderson, Larry	Anderson	Larry	xxx-xx-0654	Applicant	<input checked="" type="checkbox"/>	Lincoln
Oregon, Oswald	Oregon	Oswald	xxx-xx-2943	Active	<input checked="" type="checkbox"/>	Portland
Smith, Ben	Smith	Ben	xxx-xx-7894	Active	<input checked="" type="checkbox"/>	eagan
Smith, Jenna	Smith	Jenna	xxx-xx-7894	Active	<input checked="" type="checkbox"/>	eagan
Thomas, Rob	Thomas	Rob	xxx-xx-0111	Online Appl	<input type="checkbox"/>	Eagain

Grand Summaries
Search result found 7 matches.

- In the displayed Search screen, double-click any of the employee records to view details.

Effective Insurance Date

Each employee will now have a date type called **Effective Insurance Date**. This is the date that the employee's benefit coverage will begin. It will only show the first time an employee was eligible for benefits, and will not be usable when calculating a break in service. This date type will be automatically updated and populated for the following employee types:

- Non-variable full-time employees who did not have this date set during assignment creation.
- When a variable hour employee has completed an initial measurement period and has been found to be eligible for ACA benefits.
- When a variable hour employee has completed a standard measurement period and has been found to be eligible for ACA benefits.
- When any employee is found who has an effective insurance date but is marked as ineligible for ACA benefits, the employee's effective insurance date will be removed.

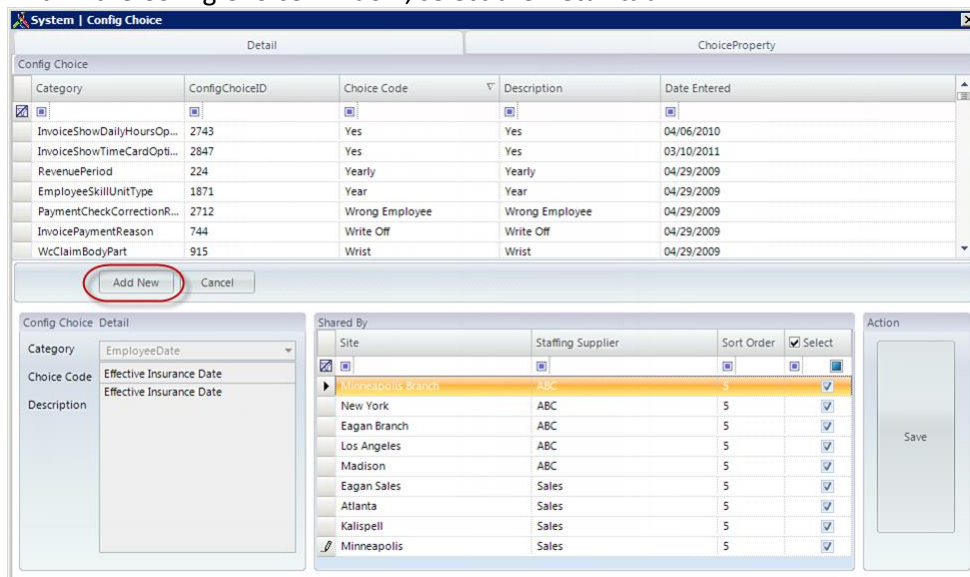
Note: As required by law, if the calculated effective insurance date is after the last day of the 13th month after the employee was hired, then the Admin Period will be abbreviated and the employee's effective insurance date will be set to the last day of their 13th month of employment.

Effective Insurance Date Setup

The Effective Insurance Date type is defaulted in 14.2.2, for earlier versions follow the steps below to add:

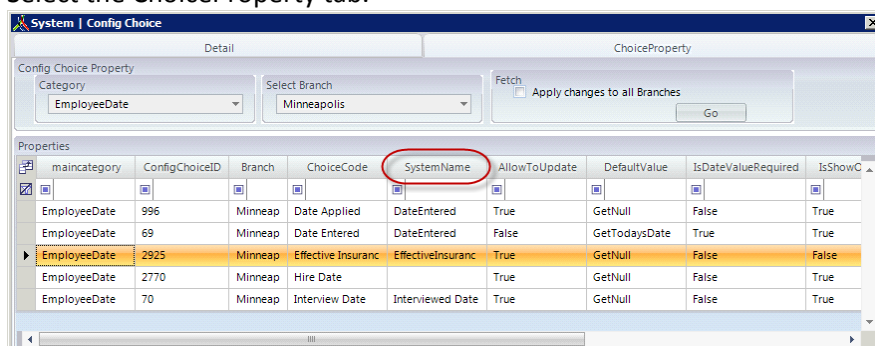
This Config Choice setting is especially important if you are using Greenshades. It tracks the date that the employee became eligible for insurance, as it relates to IRS reporting.

1. In the Admin Tools main window, select System in the left panel and double-click Config Choice in the right panel.
2. Within the Config Choice window, select the Detail tab.



Category	ConfigChoiceID	Choice Code	Description	Date Entered
InvoiceShowDailyHoursOp...	2743	Yes	Yes	04/06/2010
InvoiceShowTimeCardOpti...	2847	Yes	Yes	03/10/2011
RevenuePeriod	224	Yearly	Yearly	04/29/2009
EmployeeSkillUnitType	1871	Year	Year	04/29/2009
PaymentCheckCorrectionR...	2712	Wrong Employee	Wrong Employee	04/29/2009
InvoicePaymentReason	744	Write Off	Write Off	04/29/2009
WcClaimBodyPart	915	Wrist	Wrist	04/29/2009

3. Click the Add New button.
4. From the Category dropdown select EmployeeDate.
5. In the Choice Code and Description fields type Effective Insurance Date.
6. Select some or all branches and click Save.
7. Review your work.
8. Select the ChoiceProperty tab.



maincategory	ConfigChoiceID	Branch	ChoiceCode	SystemName	AllowToUpdate	DefaultValue	IsDateValueRequired	IsShowC
EmployeeDate	996	Minneap	Date Applied	DateEntered	True	GetNull	False	True
EmployeeDate	69	Minneap	Date Entered	DateEntered	False	GetTodaysDate	True	True
EmployeeDate	2925	Minneap	Effective Insuranc	EffectiveInsuranc	True	GetNull	False	False
EmployeeDate	2770	Minneap	Hire Date		True	GetNull	False	True
EmployeeDate	70	Minneap	Interview Date	Interviewed Date	True	GetNull	False	True

9. Load the Category of EmployeeDate.
10. Select any branch which you want to include.
11. Your new Config Choice must read EffectiveInsuranceDate in the SystemName column.

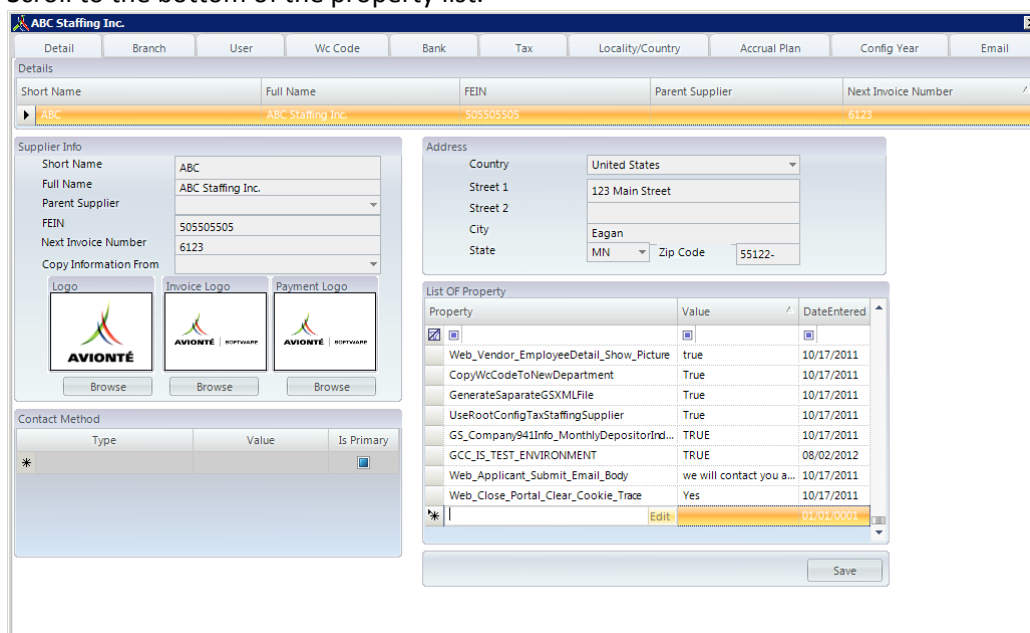
Invoice Modifications

You may wish to modify your invoice to include fees due to ACA costs.

Setting up ACA Admin Fee Percent & Logic

Note: In the example below a percentage based admin fee is used.

1. From the Admin Tools window, select Employer in the left panel.
2. Double-click System in the right panel.
3. Select the Detail tab.
4. Scroll to the bottom of the property list.

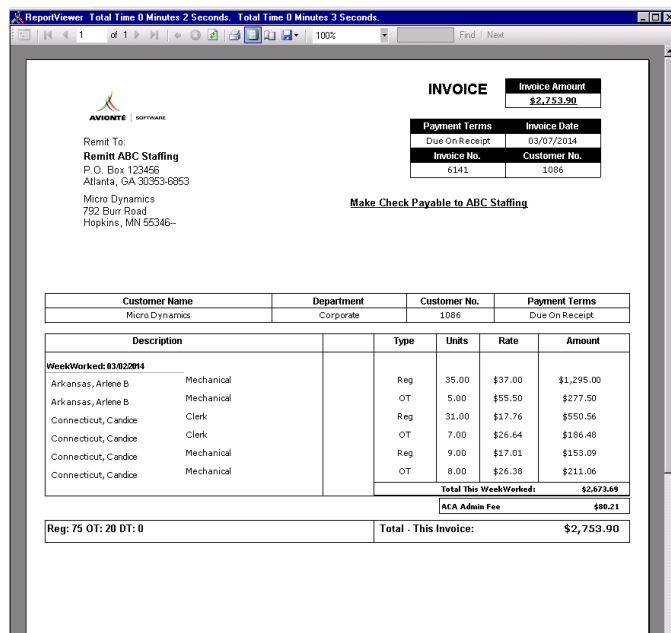


The screenshot shows the 'ABC Staffing Inc.' window with the 'Detail' tab selected. The 'Details' section at the top shows fields for Short Name (ABC), Full Name (ABC Staffing Inc.), FEIN (505505505), Parent Supplier, and Next Invoice Number (6123). Below this, the 'Supplier Info' section contains fields for Short Name, Full Name, Parent Supplier, FEIN, Next Invoice Number, and Copy Information From. To the right, the 'Address' section includes Country (United States), Street 1 (123 Main Street), Street 2, City (Eagan), State (MN), and Zip Code (55122-). Below the address is a 'List Of Property' table with columns for Property, Value, and DateEntered. The table lists various system properties, with the last row highlighted in orange: 'Web_Close_Portal_Clear_Cookie_Trace' with a value of 'Yes' and a date of '10/17/2011'. At the bottom right is a 'Save' button.

Property	Value	DateEntered
Web_Vendor_EmployeeDetail_Show_Picture	true	10/17/2011
CopyWcCodeToNewDepartment	True	10/17/2011
GenerateSeparateGSXMLFile	True	10/17/2011
UseRootConfigTaxStaffingSupplier	True	10/17/2011
GS_Company9411Info_MonthlyDepositorInd...	TRUE	10/17/2011
GCC_IS_TEST_ENVIRONMENT	TRUE	08/02/2012
Web_Applicant_Submit_Email_Body	we will contact you a...	10/17/2011
Web_Close_Portal_Clear_Cookie_Trace	Yes	10/17/2011

5. There will be 2 Properties available for including an ACA Admin Fee.
 - ACA_Admin_Fee
 - I. Enter actual percent value here. Example: 3%, 4.58% (The default is 0%)
 - ACA_Admin_Fee_BasedOn
 - I. Possible values: TotalBill or ACAHours. Defaulted to TotalBill
 - II. When set to TotalBill, the System will use ACA_Admin_Fee% times Total Bill to calculate ACA Admin Fee. This will be on TotalBill regardless of PayCode type.
 - III. When set to ACAHours, System will use ACA_Admin_Fee% times Total hours that is setup with IncludeInACAHours = True to calculate ACA Admin Fee. This will need to be set up as a percentage, so if doing \$0.25 per hour, you'd want to put in 25%.

When setup has been completed, a separate line item will be shown on invoices. This applies only to standard invoice styles. If you have a customized invoice, please contact Avionté to have this added.



ReportViewer Total Time 0 Minutes 2 Seconds. Total Time 0 Minutes 3 Seconds.

INVOICE Invoice Amount: \$2,753.90

Remit To:
Remitt ABC Staffing
P.O. Box 123456
Atlanta, GA 30363-6853
Micro Dynamics
792 Burr Road
Hopkins, MN 55346--

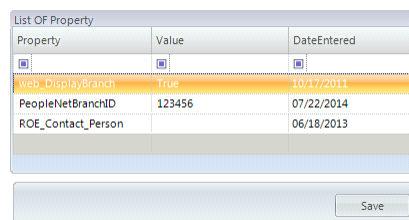
Payment Terms: Due On Receipt Invoice Date: 03/07/2014
Invoice No.: 6141 Customer No.: 1086

Make Check Payable to ABC Staffing

Customer Name	Department	Customer No.	Payment Terms
Micro Dynamics	Corporate	1086	Due On Receipt

Description	Type	Units	Rate	Amount
WeekWorked: 83822814				
Arkansas, Arlene B Mechanical	Reg	35.00	\$37.00	\$1,295.00
Arkansas, Arlene B Mechanical	OT	5.00	\$55.50	\$277.50
Connecticut, Candee Clerk	Reg	31.00	\$17.76	\$550.56
Connecticut, Candee Clerk	OT	7.00	\$26.64	\$186.48
Connecticut, Candee Mechanical	Reg	9.00	\$17.01	\$153.09
Connecticut, Candee Mechanical	OT	8.00	\$26.38	\$211.06
Total This WeekWorked:				\$2,673.69
ACA Admin Fee				\$80.21
Reg: 75 OT: 20 DT: 0				
Total - This Invoice:				\$2,753.90

Note: To set this at the branch level, select the Branch tab and add the property ACA_Admin_Fee into the Property list. In the value select the percentage per the logic explained above. Branch properties will override supplier properties. If you do not set the property at the branch level the supplier properties will be used.



List Of Property

Property	Value	DateEntered
Web_Display/Branch	True	10/17/2011
PeopleNetBranchID	123456	07/22/2014
ROE_Contact_Person		06/18/2013

Save

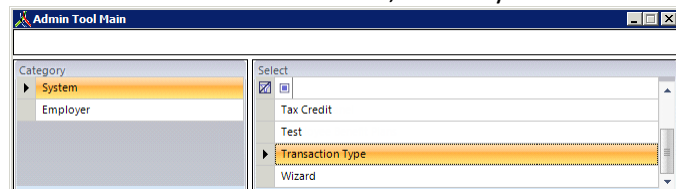
If the percentage differs by customer, a Customer Extra field having the same label of ACA_Admin_Fee can be created. The System Name needs to be ACAAdminFee, but the name itself can be changed.

Note: The Customer Extra will override both branch and supplier properties.

Setting up new Transaction Type for ACA Admin Fee

Add a new transaction type with the System Name ACAAdminFee. The Transaction type can be given any name/description that you choose as long as the system name matches above. This name will appear on the Invoice.

1. In the Admin Tool main window, select System in the left panel, double-click Transaction Type in the right panel.

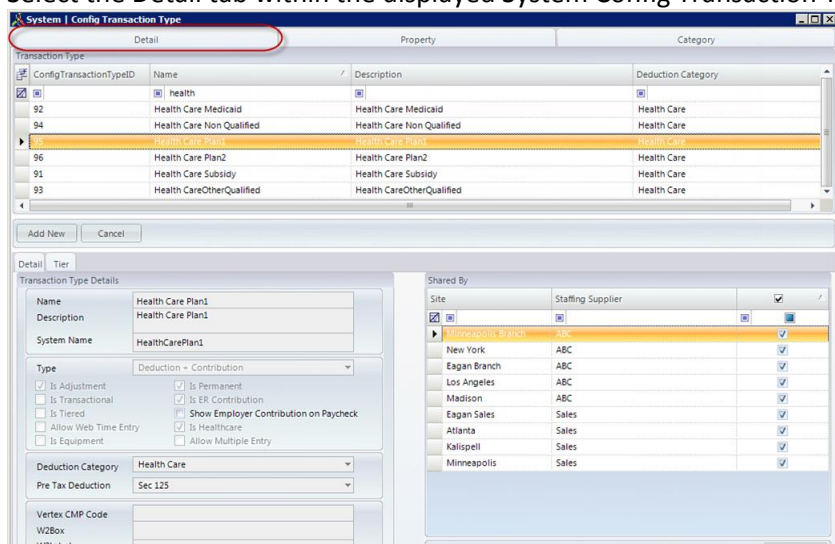


Admin Tool Main

Category: System
Employer

Select: Tax Credit, Test, Transaction Type, Wizard

2. Select the Detail tab within the displayed System Config Transaction Type window.



ConfigTransactionTypeID	Name	Description	Deduction Category
92	health	Health Care Medicaid	Health Care
94	Health Care Non Qualified	Health Care Non Qualified	Health Care
96	Health Care Plan1	Health Care Plan1	Health Care
91	Health Care Plan2	Health Care Plan2	Health Care
93	Health Care Subsidy	Health Care Subsidy	Health Care
93	Health CareOtherQualified	Health CareOtherQualified	Health Care

3. Select the Add New button.

4. Add your transaction. Name the transaction appropriately as it will appear on the Invoice.

5. When setting up this transaction, we recommend setting it up as a Pass through deduction. To do this, select both the Is Adjustment and Is Transactional check boxes.

6. Select the Property tab. Here you can control whether the transaction is included in your GP.

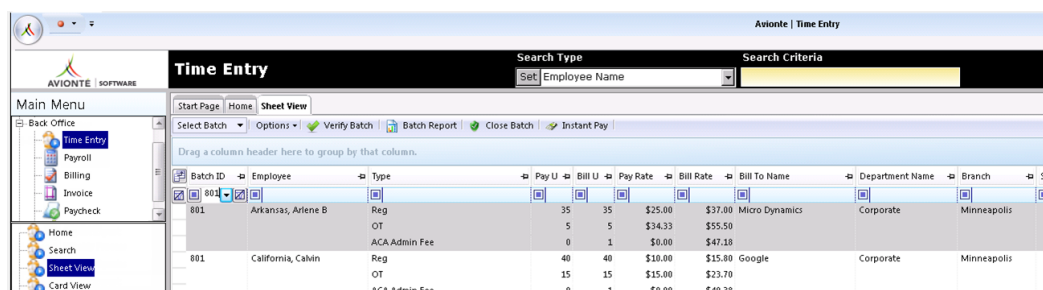
- Some of the properties that need to be considered.
 - GPCalculation, best practice = True
 - IncludeInACAHours, best practice = True
 - IncludeInOtherHours, best practice = False
- In Admin tools, check that this transaction type is setup correctly for all Sales Tax and Discounts.

Time Entry

When ACA Admin Fee is set up, upon closing the batch in time entry, it will insert the transaction type. If you make changes to Admin Fee %, upon closing the batch again, it will update.

If you imported the time from the web or via import files, the admin fee will be added/shown after closing the batch.

If you choose, you can make a change to the ACA Admin fee for particular transactions by processing an invoice correction.



Batch ID	Employee	Type	Pay U	Bill U	Pay Rate	Bill Rate	Bill To Name	Department Name	Branch	Shc
801	Arkansas, Arlene B	Reg	35	35	\$25.00	\$37.80	Micro Dynamics	Corporate	Minneapolis	
		OT	5	5	\$34.33	\$55.50				
		ACA Admin Fee	0	1	\$0.00	\$47.18				
801	California, Cahn	Reg	40	40	\$10.00	\$15.80	Google	Corporate	Minneapolis	
		OT	15	15	\$15.00	\$23.70				
		ACA Admin Fee	0	1	\$0.00	\$49.38				

NOTICE OF HEALTH EXCHANGE

Notice of Health Exchange Setup

The Notice of Exchange (NOE) eDocument, viewable on page 36, is populated by the fields mapped from your Admin Tools. This document provides the locations of the fields, the value option, and the actions that result.

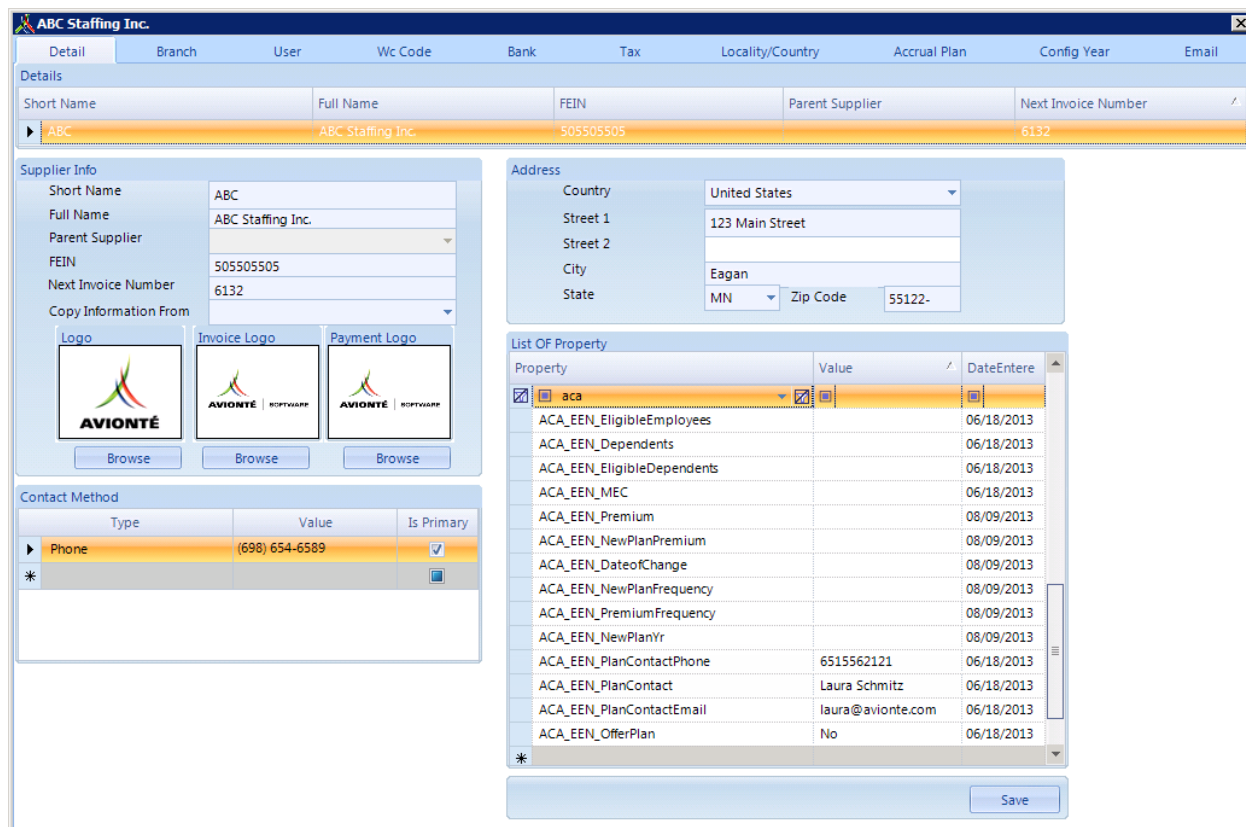
The Notice of Exchange should be included with your onboarding paperwork. If your company is offering a healthcare plan, you also need to include the Summary of Benefits & Coverage (SBC). OSHA will be monitoring compliance to this rule.

Employer Admin Tools

The majority of the data used in this eDocument is pulled from the Employer Admin Tools. Use the following instructions to view the used data in Employer Admin Tools.

1. Open the Avionté Core Application.
2. Select Admin Tools from the Actions menu.
3. The Admin window loads, choose Employer from the left panel.
4. Double-click the employer name in the right panel.
5. When your Admin Tools load, select the Detail tab.

The Detail tab includes the company name, ID number and address, as well as the Property list. Many of these property values will be used within your eDocument.



ABC Staffing Inc.

Detail	Branch	User	Wc Code	Bank	Tax	Locality/Country	Accrual Plan	Config Year	Email
Details									
Short Name	Full Name		FEIN	Parent Supplier		Next Invoice Number			
ABC	ABC Staffing Inc.		505505505			6132			

Supplier Info

Short Name	ABC
Full Name	ABC Staffing Inc.
Parent Supplier	
FEIN	505505505
Next Invoice Number	6132
Copy Information From	

Address

Country	United States
Street 1	123 Main Street
Street 2	
City	Eagan
State	MN
Zip Code	55122-

Logo **Invoice Logo** **Payment Logo**

Contact Method

Type	Value	Is Primary
Phone	(698) 654-6589	<input checked="" type="checkbox"/>
*		<input type="checkbox"/>

List Of Property

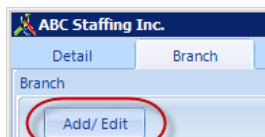
Property	Value	DateEntered
aca		
ACA_EEN_EligibleEmployees		06/18/2013
ACA_EEN_Dependents		06/18/2013
ACA_EEN_EligibleDependents		06/18/2013
ACA_EEN_MEC		06/18/2013
ACA_EEN_Premium		08/09/2013
ACA_EEN_NewPlanPremium		08/09/2013
ACA_EEN_DateofChange		08/09/2013
ACA_EEN_NewPlanFrequency		08/09/2013
ACA_EEN_PremiumFrequency		08/09/2013
ACA_EEN_NewPlanYr		08/09/2013
ACA_EEN_PlanContactPhone	6515562121	06/18/2013
ACA_EEN_PlanContact	Laura Schmitz	06/18/2013
ACA_EEN_PlanContactEmail	laura@avionte.com	06/18/2013
ACA_EEN_OfferPlan	No	06/18/2013

Save

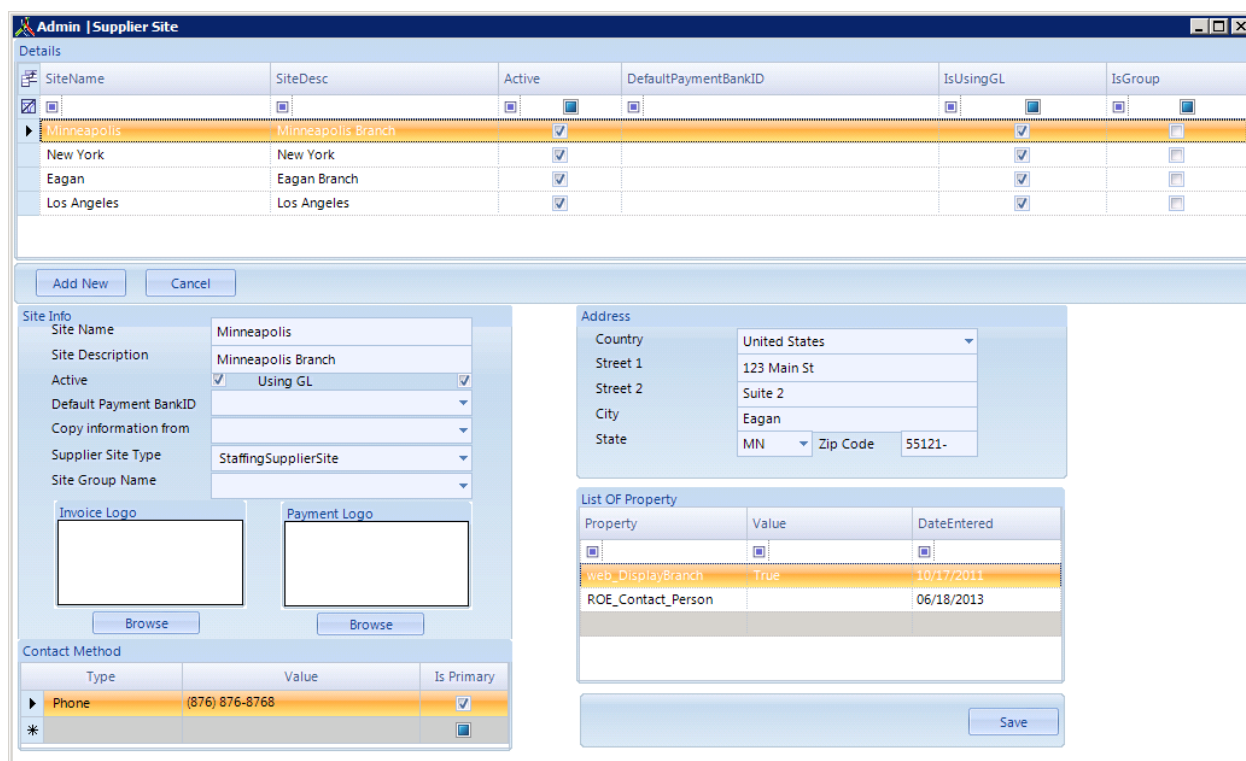
Supplier Admin Tools

Some of the data used in the Notice of Exchange eDocument is pulled from your Supplier Admin Tools. Use the following instructions to access the Supplier Admin Tools.

1. Open the Avionté Core Application.
2. Select Admin Tools from the Actions menu.
3. The Admin window loads, choose Employer from the left panel.
4. Double-click the employer name in the right panel.
5. When your Employer Admin Tools load, select the Branch tab.
6. Within the Branch tab, select the Add/Edit button.



7. The Details window loads, select the Branch from the list.
The Details window includes the branch name, address and phone number, as well as the Property list. Some of these property values will be used within your eDocument.



Admin | Supplier Site

Details

SiteName	SiteDesc	Active	DefaultPaymentBankID	IsUsingGL	IsGroup
Minneapolis	Minneapolis Branch	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
New York	New York	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Eagan	Eagan Branch	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Los Angeles	Los Angeles	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Site Info

Site Name: Minneapolis
 Site Description: Minneapolis Branch
 Active: ☒ Using GL: ☒
 Default Payment BankID:
 Copy information from:
 Supplier Site Type: StaffingSupplierSite
 Site Group Name:
 Invoice Logo:
 Payment Logo:
 Browse:
 Browse:

Address

Country: United States
 Street 1: 123 Main St
 Street 2: Suite 2
 City: Eagan
 State: MN Zip Code: 55121-

List Of Property

Property	Value	DateEntered
web_DisplayBranch	True	10/17/2011
ROE_Contact_Person		06/18/2013

Contact Method

Type	Value	Is Primary
Phone	(876) 876-8768	<input checked="" type="checkbox"/>
*		<input type="checkbox"/>

Save

Part B

The following chart displays the data used in the Notice of Exchange eDocument which is pulled from both your Employer and Supplier Admin Tools.

PART B: Information About Health Coverage Offered by Your Employer

This section contains information about any health coverage offered by your employer. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information. This information is numbered to correspond to the Marketplace application.

3. Employer name		4. Employer Identification Number (EIN)	
5. Employer address		6. Employer phone number	
7. City	8. State	9. ZIP code	
10. Who can we contact about employee health coverage at this job?			
11. Phone number (if different from above)		12. Email address	

Part B		Employer/Supplier Admin Tools		
Question	Field	Window	Field	Action
3	Employer Name	Employer	Details	Populate name field
4	Employer Identification Number	Employer	Details	Populate FEIN field
5	Employer Address	Branch	Address	Populate street field
	If Branch is Null then	Employer	Address	Populate street field
6	Employer Phone Number	Branch	Contact Method	Populate phone field
	If Branch is Null then	Employer	Contact Method	Populate phone field
7	City	Branch	Address	Populate city field
	If Branch is Null then	Employer	Address	Populate city field
8	State	Branch	Address	Populate state field
	If Branch is Null then	Employer	Address	Populate state field
9	Zip Code	Branch	Address	Populate zip code field
	If Branch is Null then	Employer	Address	Populate zip code field
Question	Field	Employer Admin Tools		Action
10	Contact	ACA_EEN_PlanContact		Populate contact field
11	Contact Phone Number	ACA_EEN_PlanContactPhone		Populate phone field
12	Email Address	ACA_EEN_PlanContactEmail		Populate email field

Only those offering a Notice of Health Exchange with Plan should continue.

Employer Offering

The coverage offered by the employer is discussed in the Employer Offering section of the Notice of Exchange.

Note: If your company is offering a healthcare plan which meets the requirements listed in the eDocument, data from your Admin Tools will populate this section.

Here is some basic information about health coverage offered by this employer:

- As your employer, we offer a health plan to:
 - ☐ All employees. Eligible employees are:
 - ☐ Some employees. Eligible employees are:
- With respect to dependents:
 - ☐ We do offer coverage. Eligible dependents are:
 - ☐ We do not offer coverage.
- ☐ If checked, this coverage meets the minimum value standard, and the cost of this coverage to you is intended to be affordable, based on employee wages.

****** Even if your employer intends your coverage to be affordable, you may still be eligible for a premium discount through the Marketplace. The Marketplace will use your household income, along with other factors, to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee or you work on a commission basis), if you are newly employed mid-year, or if you have other income losses, you may still qualify for a premium discount.

Employer Offering		Employer Admin Tools		
Item	Field	Field	Value	Action
1	Offer a Health Plan to:	ACA_EEN_OfferPlan	All	Check box 1
			Some	Check box 2, go to 1a
1a	Eligible Employees are:	ACA_EEN_Eligible Employees	Free Text	Populate text field
2	Dependents:	ACA_EEN_Dependents	Yes	Check box 1, go to 2a
			No	Check box 2
2a	Eligible Dependents:	ACA_EEN_EligibleDependents	Free Text	Populate text field
3	Meets Minimum	ACA_EEN_MEC	True	Check box is checked
			False	Check box is not checked

Employee Eligibility

The data populated into the Employee Eligibility section is pulled from the employee record in your Avionté Core Application.

13. Is the employee currently eligible for coverage offered by this employer, or will the employee be eligible in the next 3 months?

☐ **Yes** (Continue)

13a. If the employee is not eligible today, including as a result of a waiting or probationary period, when is the employee eligible for coverage? _____ (mm/dd/yyyy) (Continue)

☐ **No** (STOP and return this form to employee)

Eligibility		Core Application		
Question	Field	Field	Value	Action
13	Employee Eligibility	Employee > Payroll > ACA Eligibility	Yes	Check box 1, go to 13a
			Undetermined	Check box 1
			No	Check box 2
13a	Eligibility Date	Stability End Date	(mm/dd/yyyy)	Populate field
			Null	Blank field

Minimum Standards

If the employee was NOT eligible for coverage, it is not necessary to complete the remainder of the form.

The data for this section is pulled from Config Options in Admin Tools.

14. Does the employer offer a health plan that meets the minimum value standard*?

☐ Yes (Go to question 15) ☐ No (STOP and return form to employee)

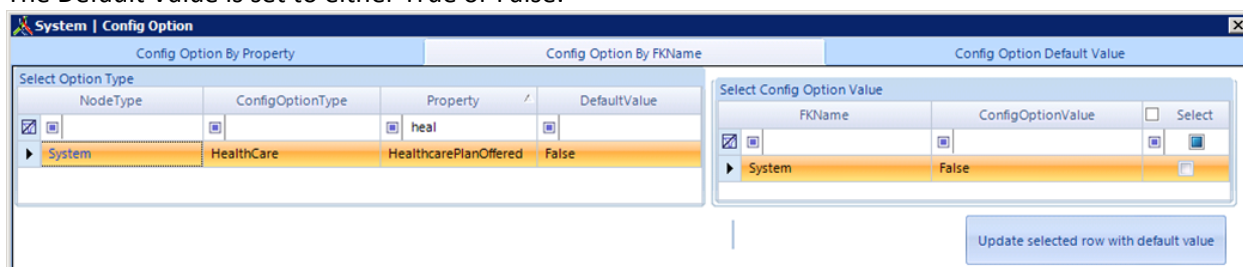
Employer Offering		Config Option		
Question	Field	Field	Value	Action
14	Meets Minimum	Admin Tools > Config Option > HealthcarePlanOffered	True	Check box 1
			False	Check box 2

Set Config Option

If the offered coverage does NOT meet the minimum value standard, it is not necessary to complete the remainder of the form.

Use the following instructions to access the Config Option of HealthcarePlanOffered.

1. Open the Avionté Core Application.
2. Select Admin Tools from the Action menu.
3. The Admin window loads, choose System from the left panel and double-click Config Option in the right panel.
4. When the window opens select the center tab entitled Config Option By FKName.
5. Search for Healthcare in the Property column.
6. The Default Value is set to either True or False.



Premiums

The data which populates the premium amount field and the premium frequency field is pulled from your Employer Admin Tools.

15. For the lowest-cost plan that meets the minimum value standard* **offered only to the employee** (don't include family plans): If the employer has wellness programs, provide the premium that the employee would pay if he/ she received the maximum discount for any tobacco cessation programs, and didn't receive any other discounts based on wellness programs.
- a. How much would the employee have to pay in premiums for this plan? \$ _____
- b. How often? ☐ Weekly ☐ Every 2 weeks ☐ Twice a month ☐ Monthly ☐ Quarterly ☐ Yearly

Premiums		Employer Admin Tools		
Question	Field	Field	Value	Action
15a	Premium Amount	ACA_EEN_Premium	\$00.00	Populate currency field
15b	Premium Frequency	ACA_EEN_PremiumFrequency	Weekly	Check weekly box
			Every 2 weeks	Check every 2 weeks box
			Twice a month	Check twice a month box
			Monthly	Check monthly box
			Quarterly	Check quarterly box
			Yearly	Check yearly box

New Plan

If the plan year will end soon and you know that the health plans offered will change, continue with question 16. If you are not certain of upcoming changes, stop here.

16. What change will the employer make for the new plan year?

☐ Employer won't offer health coverage
☐ Employer will start offering health coverage to employees or change the premium for the lowest-cost plan available only to the employee that meets the minimum value standard.* (Premium should reflect the discount for wellness programs. See question 15.)

a. How much would the employee have to pay in premiums for this plan? \$

b. How often?
☐ Weekly
☐ Every 2 weeks
☐ Twice a month
☐ Monthly
☐ Quarterly
☐ Yearly

New Plan Year		Employer Admin Tools		
Question	Field	Field	Value	Action
16	Offer Coverage	ACA_EEN_NewPlanYr	No	Check box 1
			Yes	Check box 2, go to 16a
16a	Premium Amount	ACA_EEN_NewPlanPremium	\$00.00	Populate field, go to 16b
16b	Premium Frequency	ACA_EEN_NewPlanFrequency	Weekly	Check weekly box
			Every 2 weeks	Check every 2 weeks box
			Twice a month	Check twice a month box
			Monthly	Check monthly box
			Quarterly	Check quarterly box
			Yearly	Check yearly box



New Health Insurance Marketplace Coverage Options and Your Health Coverage

Form Approved
OMB No. 1210-0149
(expires 11-30-2013)

PART A: General Information

When key parts of the health care law take effect in 2014, there will be a new way to buy health insurance: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace.

What is the Health Insurance Marketplace?

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace begins in October 2013 for coverage starting as early as January 1, 2014.

Can I Save Money on my Health Insurance Premiums in the Marketplace?

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit. ¹

Note: If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the employer contribution (if any) to the employer-offered coverage. Also, this employer contribution - as well as your employee contribution to employer-offered coverage - is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

How Can I Get More Information?

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit HealthCare.gov for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

PART B: Information About Health Coverage Offered by Your Employer

This section contains information about any health coverage offered by your employer. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information. This information is numbered to correspond to the Marketplace application.

3. Employer Name ABC Staffing Inc.		4. Employer Identification Number (EIN) 505505505	
5. Employer address z, z		6. Employer phone number (219)-8432938	
7. City z	8. State MN	9. ZIP Code 55121-	
10. Who can we contact at this job? Laura Schmitz			
11. Phone number (if different from above) (651)- 556 21		12. Email address laura@avionte.com	

You are not eligible for health insurance coverage through this employer. You and your family may be able to obtain health coverage through the Marketplace, with a new kind of tax credit that lowers your monthly premiums and with assistance for out-of-pocket costs.

Here is some basic information about health coverage offered by this employer:

- As your employer, we offer a health plan to:
 - ☒ All employees.
 - ☐ Some employees. Eligible employees are: _____
- With respect to dependents:
 - ☒ We do offer coverage. Eligible dependents are: _____
Children under 26
 - ☐ We do not offer coverage.
- ☒ If checked, this coverage meets the minimum value standard, and the cost of this coverage to you is intended to be affordable, based on employee wages.
- ** Even if your employer intends your coverage to be affordable, you may still be eligible for a premium discount through the Marketplace. The Marketplace will use your household income, along with other factors, to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee or you work on a commission basis), if you are newly employed mid-year, or if you have other income losses, you may still qualify for a premium discount.

If you decide to shop for coverage in the Marketplace, HealthCare.gov will guide you through the process. Here's the employer information you'll enter when you visit HealthCare.gov to find out if you can get a tax credit to lower your monthly premiums.

The information below corresponds to the Marketplace Employer Coverage Tool. Completing this section is optional for employers, but will help ensure employees understand their coverage choices.

<p>13. Is the employee currently eligible for coverage offered by this employer, or will the employee be eligible in the next 3 months?</p> <p><input checked="" type="checkbox"/> Yes (Continue)</p> <p>13a. If the employee is not eligible today, including as a result of a waiting or probationary period, when is the employee eligible for coverage? <u>11/30/2013</u> (mm/dd/yyyy) (Continue)</p> <p><input type="checkbox"/> No (STOP and return this form to employee)</p>
--

14. Does the employer offer a health plan that meets the minimum value standard*?

- ☒ Yes (Go to question 15) ☐ No (STOP and return form to employee)

15. For the lowest-cost plan that meets the minimum value standard* offered **only to the employee** (don't include family plans): If the employer has wellness programs, provide the premium that the employee would pay if he/ she received the maximum discount for any tobacco cessation programs, and didn't receive any other discounts based on wellness programs.

- a. How much would the employee have to pay in premiums for this plan? \$ \$0.00
- b. How often? ☐ Weekly ☐ Every 2 weeks ☐ Twice a month ☐ Monthly ☐ Quarterly ☐ Yearly

If the plan year will end soon and you know that the health plans offered will change, go to question 16. If you don't know, STOP and return form to employee.

16. What change will the employer make for the new plan year?

- ☐ Employer won't offer health coverage
- ☐ Employer will start offering health coverage to employees or change the premium for the lowest-cost plan available only to the employee that meets the minimum value standard.* (Premium should reflect the discount for wellness programs. See question 15.)

- a. How much will the employee have to pay in premiums for that plan? \$ \$0.00
- b. How often? ☐ Weekly ☐ Every 2 weeks ☐ Twice a month ☐ Monthly ☐ Quarterly ☐ Yearly
- Date of change (mm/dd/yyyy): _____

An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs (Section 36B(c)(2)(C)(ii) of the Internal Revenue Code of 1986)

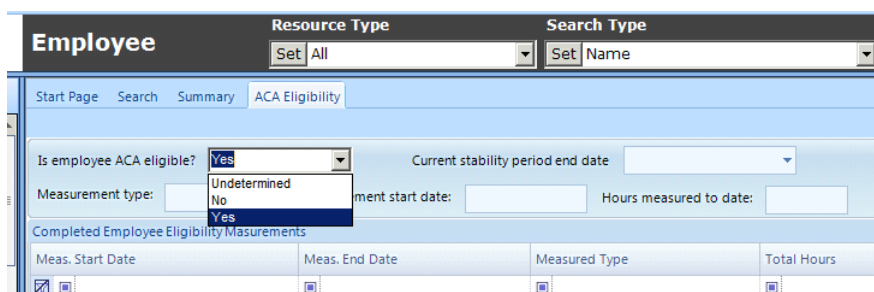
Onboarding

ONBOARDING

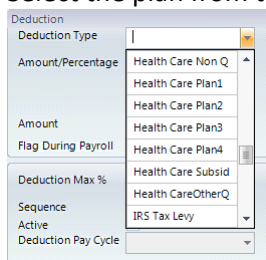
New Full-Time Employee

When a new employee is created, their ACA Eligibility status is automatically set to Undetermined with the Measured Eligibility of Non-full time. The ACA Eligibility status must be addressed prior to the employee's first assignment. You may wish to update your workflow to include setting the ACA Eligibility status when creating a new employee record.

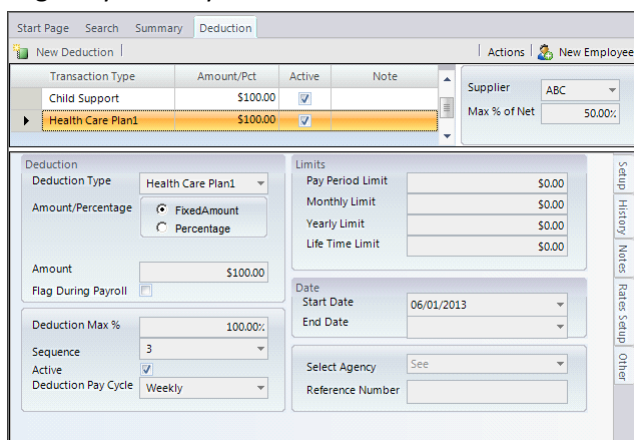
1. While in the Employee's record, load the ACA Eligibility page. (ACA Eligibility must be set to IsVisible)
 - Employee > Payroll > ACA Eligibility
2. Change the ACA Eligibility status of the employee to Yes. (Allow/Edit ACA Config Option must be set to True)



3. If the ACA Eligibility status is set to Yes, the employee will enter the Admin Period. You may wait for them to appear on the counter, or you can offer healthcare and set up their deduction/contribution immediately.
4. If healthcare was accepted, select the Employee main menu and Payroll sub menu.
5. From the Payroll sub menu select Deduction.
6. Select the plan from the Deduction Type dropdown.



7. Complete the remaining fields on the Deduction page. Deductions may begin one month prior to enrollment eligibility. Weekly deductions are tracked here.



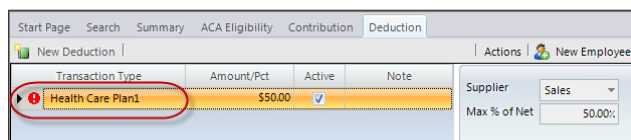
8. Complete the dependent tracking for Healthcare coverage and End of Year reporting.

- Click the Notes side tab – in the text box add the Dependent(s) included on the plan:

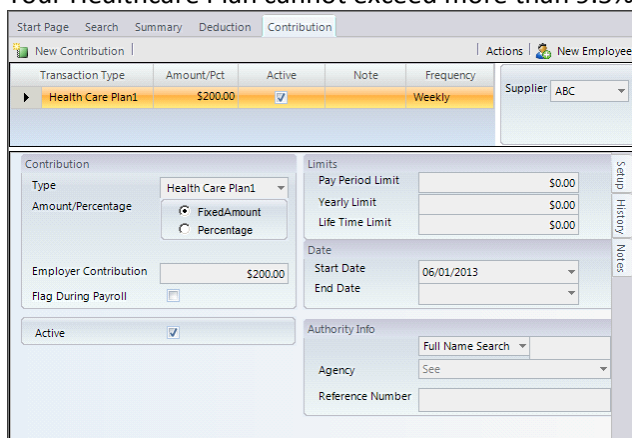
I. FirstName LastName DOB (##/##/##) – each dependent separated by a comma (no space)

9. If you paired the deduction/contribution in order to make your plan affordable, you will need to add the contribution.

A red exclamation point will appear for all deductions that have a paired contribution.



10. Contribution amounts are captured in the Contribution page. Add the contribution amount, even if it is \$00.00. Your Healthcare Plan cannot exceed more than 9.5% of the employee's annual wages.



11. If the employee has declined healthcare, select the decline of coverage reason from the Type dropdown of the Contribution page. Refer to the table on page 16.

12. Because contribution amounts are captured here, even if the employee has opted to use other healthcare you will still need to enter a contribution of \$00.00.

13. As the employee is paid, their measured eligibility will be tracked. The employee enters the standard measurement and determination rotation. If his measured eligibility changes from Undetermined to Full-time, his eligibility will remain Yes.

Note: Even if the employee is not determined to be full-time, their eligibility status will remain Yes. Avionté will not change an ACA Eligibility status of Yes to No. This will be a manual process. You can run the ACA Census AQ to track your employee's ACA Eligibility status.

Scenario: A dependent comes onto and then off of the plan within the year. Dependents follow the dates of the employee deduction, therefore they will have to use a new deduction type with start/end date in order to populate the 1095 properly. It would look like this:

- First deduction: Healthcare Plan 1, add wife to notes section insert start date.
- Adds child: inactivate Healthcare Plan 1 and add Healthcare Plan 1- dependent, add wife and child to the notes section, insert start date, when child removed, insert end date.
- Removes child: Inactivate Healthcare Plan 1- dependent, reactivate Healthcare plan 1.

New Variable Hour Employee

1. Any new variable hour employee will be set with an ACA Eligibility status of No. They then enter their Initial Measurement period.
2. At the end of the Initial Measurement period they are re-evaluated for their ACA Eligibility.
Note: The Initial Measurement Period is only used for new variable hour employees.
3. If during the determination they are determined to be full-time and therefore ACA Eligible, they have a 30 day period to enroll in, or decline, your healthcare plan. You can now follow the instructions for An Employee Becomes ACA Eligible on page [42](#).
4. If the employee is evaluated at non-full time, their ACA Eligibility status remains No.
5. Regardless of the outcome of the eligibility determination, the employee begins the standard measurement and determination rotation.
6. This rotation will continue as long as they are employed.

Break in Service

As required by the ACA, any employee who has a break in service will be evaluated for ACA eligibility as if they were a new hire upon their return to work.

Within Avionté this is calculated in two ways:

- An Employee that has a period of 13 weeks or more of no paycheck/transaction activity reaches a qualifying Break-In-Service.
- Rule of Parity: If an Employee has a period of no paycheck/transaction activity between 4 – 12 weeks; this period of no activity must be greater than the Employees previous assignment length.

When an employee that meets these conditions is located, Avionté will:

- Update the employee's ACA Eligibility to Undetermined.
- Remove the employee's ACA Stability End Date.
- Inactivate any of the employee's active ACA measurements.
 - I. Inactivated measurement periods will appear in the employee's ACA Eligibility grid.
 - II. The **Reason for Deactivation** column will populate in this format: *Transaction gap: week worked {mm/dd/yy} to {mm/dd/yy}*
- Insert an inactive partial measurement for the period the employee was in when the break occurred
- Be calculated as a new hire the next time they are placed on assignment

An Employee Becomes ACA Eligible

Indication of acceptance or declination of Healthcare coverage must be made via the Deduction / Contribution section of the employee record prior to the completion of the Admin Period

1. When an employee becomes ACA Eligible they will be added to the counter. Selecting the Enrollment Deadline (ACA) counter will display a search result of all ACA eligible employees that do not have coverage set up.

Counters

Ending Calls	0
Enrollment Deadline (ACA)	7
Expiring Employee Cert	0
Expiring Employee Docs	0
Invoice 45-60 Days	0
Invoice Over 60 Days	54

2. From the Search page, select an employee.

Start Page Search Summary ACA Eligibility Contribution Deduction

New Employee

Drag a column header here to group by that column.

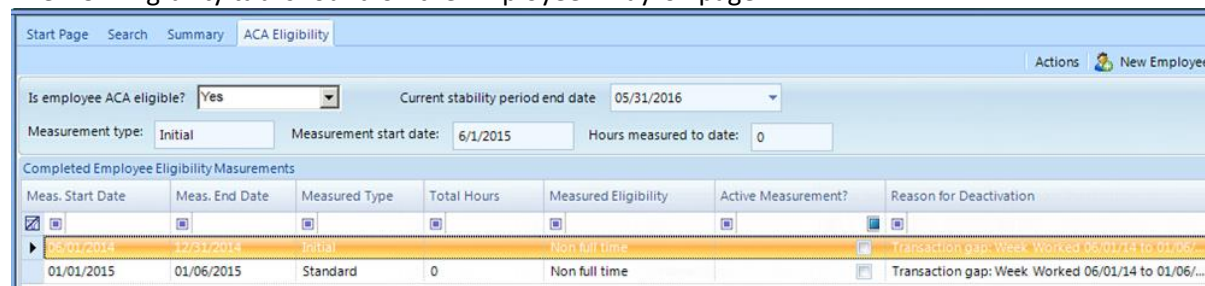
Name	LastName	FirstName	SSN	Status	On Asp	City
Arkansas, Arlene B	Arkansas	Arlene	xxx-xx-0943	Active	<input checked="" type="checkbox"/>	Little Rock
Anderson, John	Anderson	John		Incomplete	<input type="checkbox"/>	.
Anderson, Larry	Anderson	Larry	xxx-xx-0654	Applicant	<input checked="" type="checkbox"/>	Lincoln
Oregon, Oswald	Oregon	Oswald	xxx-xx-2943	Active	<input checked="" type="checkbox"/>	Portland
Smith, Ben	Smith	Ben	xxx-xx-7894	Active	<input checked="" type="checkbox"/>	eagan
Smith, Jenna	Smith	Jenna	xxx-xx-7894	Active	<input checked="" type="checkbox"/>	eagan
Thomas, Rob	Thomas	Rob	xxx-xx-0111	Online Appl	<input type="checkbox"/>	Eagain

Grand Summaries

Search result found 7 matches.

ACA Eligibility

The ACA Eligibility tab is found on the Employee > Payroll page.



This section is used to set the employee's ACA Eligibility.

Three values are available under the **Is employee ACA Eligible?** dropdown list.

- Undetermined = default setting
- No = Variable Hour employee
- Yes = Full-time employee

ACA Eligibility Fields	
Field	Definition
Is employee ACA Eligible?	The employee's ACA eligibility status.
Current stability period end date	Displays the date when employee benefits may be revoked if no longer ACA eligible
Measurement Type	Displays the measurement period the employee is in – Initial or Standard.
Measurement start date	Displays the measurement period start date (assignment start date or 1 st of following month).
Hours measured to date	Displays how many total ACA hours have been calculated as of the previous day for the current measurement period.
Completed Employee Eligibility Measurements	Grid populates after one of the following is achieved: Completed Measurement Period (Initial or Standard) Qualifying Break in Service

END OF YEAR REPORTING

End of Year Reporting

1095-C

Due Dates for annual reporting:

- Provide Notice of Exchange and Plan options at time of hire.
- Provide statements regarding the previous year to Employees on or before January 31 of the following year.
- IRS Transmissions – send no later than February 28 of each year, or March 31 if filed electronically.
 - I. Insurance carriers and self-insured employers file by January 31, 2016.

Reporting Methods: Businesses with less than fifty full-time employees are exempt, not required to report.

- Self-insured: Single, consolidated form to report to the IRS and given to employees, encompassing US Code 6055 & 6056.
 - I. Need to complete both sections of the combined form.
- Traditional Provider
 - I. Only required to complete section one of the form, encompassing US Code 6056.
 - II. Provider will complete section two of the form, encompassing US Code 6055.

Required Employer Reporting

Employer info:

- Name, address, FEIN, and the calendar year of the report.
- Name and telephone number of the employer contact.
- A certification by calendar month that the employer offered the opportunity to enroll in MEC under an eligible employer-sponsored plan to their full-time employees.
- The number of full-time employees each calendar month for the calendar year, reported by calendar month.

Full-time Employee info:

- Months during the calendar year where the minimum essential coverage under the plan was available.
- The cost to a full-time employee for the lowest priced monthly premium for self-only coverage which provides minimum value under an eligible employer-sponsored plan, by calendar month.
- Name, address, and SSN of each full-time employee that was covered under an eligible-employer-sponsored plan during the calendar year, reported by calendar month.

Auto Enrollment

In 2015 auto enrollment is optional; however in 2016 this will change. Auto enrollment will be mandatory for new eligible employees.

Measured Eligibility

Piece pay, and other like pay codes, must be turned into an hourly calculation for ACA tracking, contact your Account Manager for assistance.

RESOURCES

Reports

Standard Reports

Check Register
Cash Requirements
Check Stub

Planning Reports

ACA Census AQ

Auditing Tools

1095C AQ
Show Audit AQ
Employee Log
Employee Pay History page
Employee ACA Eligibility page

Glossary

ACA Eligible or Full-time

To be ACA Eligible an employee must average at least 30 service hours per week or 1560 per year during the Initial or Standard Measurement Period. A new employee who is expected to be full-time is ACA Eligible from the date of hire, but, like all employees, is subject to re-evaluation.

Allow Edit ACA Eligibility

AllowEditACAEligibility is a Config Option within Avionté that controls whether a user can edit the ACA Eligibility for employees. If set to True, the dropdown becomes available in the ACA Eligibility screen and the ACA Eligibility information is recorded at the individual Employee level.

Note: In addition, the Config Form for ACA Eligibility must be set to IsVisible for the user.

Admin Period

The Admin Period must last at least 30 days and no more than 90 days. It begins when a new full-time employee is hired, or when an existing employee has been evaluated and determined to be full-time. The employee must be offered a Healthcare plan and, if accepted, they must be enrolled before the Admin Period ends. Following the Admin Period employees begin the standard measurement and determination rotation.

Advance Warning Timeframe

The AdvancedWarningTimeframe is a Config Option within Avionté. It is a set number of days prior to an ACA Eligible employee's last day of the Admin Period. ACA Eligible employees must be offered a healthcare plan and, if the plan is accepted, enrolled by the end of the Admin Period. Therefore, when the set timeframe is reached the employee will be listed on the Enrollment Deadline (ACA) counter, notifying you that action is needed.

The counter is initiated using the following calculation and example time frames:

Measurement Period (12mos) + Admin Period (90days) – Advance Warning Time Frame (30days) = Add to Counter (30days prior to the end of the Admin Period)

Note: To place an employee on the Enrollment Deadline counter as soon as he becomes eligible, set the Admin Period and the Advanced Warning Time Frame to the same number of days.

When setting the warning period, take into account that you may begin collecting benefit premiums one month prior to coverage.

Determination

Each employee is evaluated to determine their full-time or variable hour status and ACA Eligibility. In the case of a new variable hour employee the determination follows the Initial Measurement Period. In all other instances the determination follows the Standard Measurement Period. After determination, all employees continue to repeat the standard measurement and determination rotation as long as they are employed.

Full-time

An employee that has been evaluated as averaging 30 service hours or more per week during the Initial or Standard Measurement Period is considered full-time.

Healthcare Plan Offered

HealthcarePlanOffered is a Config Option within Avionté; if set to True, it indicates a healthcare plan is offered by the employer. If no plan is offered, the value should be set to False, and Avionté then calculates penalty taxes owed by the employer (if apply based on company size).

HIPPA

The federal Health Insurance Portability and Accountability Act of 1996 was intended to make it easier for people to keep health insurance, protect the confidentiality and security of healthcare information and help the healthcare industry control administrative costs.

Include in ACA Hours

Hours of paid leave, such as FMLA, Military and Workers Compensation count toward hours of service when determining employee ACA Eligibility. To make this happen automatically, the IncludeInACAHours property must be set to True for these transaction types.

Initial Measurement Period

The Initial Measurement Period must be at least three months and no more than 12 months in length. This period is used to determine the ACA Eligibility of a new variable hour employee. If the employee's determination, at the end of the period, confirms that they are ACA Eligible (or full-time) they must be offered a healthcare plan. If the plan is accepted, they must be enrolled within 30 days of the end date of the Initial Measurement Period. The employee then begins the standard measurement and determination rotation.

Measured Eligibility

The Measured eligibility is determined by the number of service hours worked during a measurement period. If an employee averages 30 hours or more per week, the measured eligibility is Full-time. If the average is 29 or less per week the measured eligibility is Non-full time.

Notice of Health Exchange

Also referred to as Notice of Exchange (NOE).

Penalty Annual Amount

The Penalty Annual Amount is an annual dollar amount paid as a penalty tax to the US government. This amount is charged, per qualifying full-time or full-time equivalent employee, if employees are not covered by a healthcare plan. The field is editable as amounts will change in coming years.

Service Hours

Service hours are the hours counted when determining ACA Eligibility. In addition to the hours actually worked, FMLA, Military and Workers Compensation qualify as service hours.

Standard Measurement and Determination Rotation

The standard measurement and determination rotation is the Standard Measurement Period, followed by a re-evaluation of the employee's ACA Eligibility status. This rotation continues as long as they are employed.

Standard Measurement Period

The Standard Measurement Period must be at least three months and no more than 12 months in length. If the HealthcarePlanOffered property is set to True, Avionté will automatically calculate this period and when met, determine ACA Eligibility for all existing employees. The employee ACA Eligibility status is then automatically set to Yes or No. After determination all employees, both full-time and variable hour, continue to repeat the standard measurement and determination rotation as long as they are employed.

Standard Measurement Start Date

The Standard Measurement Start Date is the month and date when the standard measurement period begins. The period will normally begin on 1/1 each year. If your insurance plan was grandfathered your start date may differ.

Subsidy Annual Amount

The Subsidy Annual Amount is an annual dollar amount paid as a subsidy tax to the US government. Employers pay the subsidy tax for those employees who elect to use a different healthcare plan than offered by the employer. The field is editable as amounts will change in coming years.

Note: This tax does not apply to those employees who are covered under their spouse's healthcare plan.

Variable Hour Employee

Using ACA standards, a variable hour employee (or part-time employee) is one who, during their determination, is evaluated to have averaged 29 service hours or less per week throughout their Initial or Standard Measurement Period.

Warning Period

The Warning Period is the length of time prior to the end of the Admin Period that an ACA Eligible employee, who does not have healthcare set up, appears on the Enrollment Deadline (ACA) counter within the Avionté Core Application. The length of the warning period is determined by your company's workflow and is set in the AdvancedWarningTimeframe Config Option within Avionté Admin Tools.

ACA Eligibility FAQs

When are ACA Eligible hours tracked?

ACA Eligible hours are calculated at each payroll and the measurement periods are tracked according to break in service rules. If an employee meets the full-time threshold at the end of a measurement period, then they will be listed on the Enrollment Deadline (ACA) counter.

When can ACA Eligibility Status be changed?

It is important to note that ACA Eligibility status is only changed at the end of a period, during the determination. If an employee is hired as full-time, and set to an ACA Eligible status of Yes, but works less than full-time hours, you are not able to remove them from your healthcare plan until the measurement period has ended and they are evaluated. Likewise, if an employee is set to an ACA Eligible status of No but they later move to a full-time assignment, they will remain in the No status until the period has ended and they are evaluated.

The employer can manually change their status to Yes and offer healthcare at any time.

What do I do when someone is hired in the middle of a measurement period?

If an employee is hired in the middle of a measurement period, you must decide if they will be ACA Eligible for the remainder of the period. The employee will be evaluated at the end of the period and the ACA Eligibility status may be changed at that time.

My Employee's Measured Eligibility says Full-Time, why is their ACA status still set to No?

An employee may reach full-time status prior to the end of the period. However, the ACA Eligible status will not be altered until the end of the period.

How do I know when an Employee's status has changed?

If the ACA Eligibility status of an employee changes from No to Yes it will automatically be changed in Avionté. You can wait to be notified via the Enrollment Deadline (ACA) counter, or you can run the ACA Census AQ to track your employee's ACA Eligibility status.

My employee did not work full-time hours this period, why is his ACA status still set to Yes?

Avionté will never automatically change an eligible status to a non-eligible status. If the previously full-time employee evaluates at less than a full-time status, you may elect to drop coverage for the employee. The ACA Census AQ can be used to check for employees who are no longer ACA Eligible.

What reports/AQs can I use to get census data?

The ACA Census AQ or Employee Benefits AQ provides census data.

Why are my full-time employees still in a measurement period?

All employees, whether full-time or not, will continue the standard measurement and determination rotation as long as they are employed.

Additional Resources

Avionté Help

Under Help search on: Healthcare, Affordable Care Act and ACA

Stay Informed

Sign up for updates:

<http://business.usa.gov/>

<http://www.irs.gov/uac/Affordable-Care-Act-Tax-Provisions-Home>

<http://www.dol.gov/ebsa/healthreform/>

<http://www.healthcare.gov/>

<https://americanstaffing.net/>

Recorded Webinars

ACA in 2015 – Planning for the Future <https://attendee.gotowebinar.com/recording/3055984084252119041>

ACA Set Up and Readiness, 11/19/2015 <https://attendee.gotowebinar.com/register/8605817407965226242>