

Affordable Care Act

Worksheet A-0 - ACA Employee Status

- This worksheet helps determine if an employee meets the federal definition of full-time for reporting purposes.
- Complete this worksheet to identify the anticipated hours in pay status of a new or returning employee.
- An "employee," in any of the three definitions of employee types below, is anyone paid for service. In addition to the PEBB definition of employees, this includes others paid for service, such as students and board members.

Employee Name: _____ Employee ID: _____

Employee Email Address: (optional) _____

Federal Reporting Requirements (Affordable Care Act)	
The Affordable Care Act (ACA) requires employers to determine the anticipated average hours of service of new and returning employees and employees who experience a change in employment status. The employer may be required to enter the ACA code into the system of record or PAY1, based on the method chosen by your agency. When determining the ACA code, consider the employee's anticipated average hours of service over the next 12 months. See <i>ACA Employee Status Code Instructions</i> for more information.	
Type of Employee	ACA Codes
Employee: A new or returning employee who does not meet the definition of "educational organization" or "seasonal" employee. (Employer must assume the employee will be employed for the next 12 months).	Y1 = 130 or more hrs/mo
	N1 = less than 130 hrs/mo
Educational Organization Employee: A new or returning employee employed by an educational organization (e.g., primary, secondary, preparatory and high schools, colleges and universities). (Employer must assume the employee will be employed for the next 12 months).	Y2 = 130 or more hrs/mo
	N2 = less than 130 hrs/mo
Seasonal: A new or returning employee anticipated to work on a seasonal basis (specific time of the year) for 6 months or less. (Consider the next 12-month period, including months with zero hours of pay status, when calculating average hours/month).	Y3 = 130 or more hrs/mo
	N3 = less than 130 hrs/mo
ACA Employee Status	ACA Code
Is the employee anticipated to average 130 or more hours of service per month for the next 12 months? Enter the ACA code that best describes the employee.	N2

The ACA definition of full-time does not determine eligibility for PEBB benefits.