

**A-0 (Worksheet A): ACA employee status**

Employee Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Date notice is provided to the employee: \_\_\_\_\_

**Worksheet Reminders: ACA Employee Status**

- This worksheet helps determine if an employee meets the federal definition of full-time for reporting purposes.
- An "employee" in any of the definitions of employee types below, is anyone paid for service. In addition to the PEBB Program's definition of an employee, this includes others paid for service, such as students or board members.
- **ACA Employee Status Code Instructions:** [hca.wa.gov/assets/perspay/ACA-EE-Status-Code-Instructions.pdf](https://hca.wa.gov/assets/perspay/ACA-EE-Status-Code-Instructions.pdf)
- Additional guidance available on the HCA reporting guidance webpage: [hca.wa.gov/pebb-benefits-admins/administrative-tools-and-resources/hca-reporting-guidance](https://hca.wa.gov/pebb-benefits-admins/administrative-tools-and-resources/hca-reporting-guidance)

Federal Reporting Requirements (Affordable Care Act)	
<p>The Affordable Care Act (ACA) requires employers to report the anticipated average hours of service of new and returning employees and employees who experience a change in employment status. HCA has created ACA employee status codes that are used to identify the average hours of service, per month, the employer anticipates the employee will work over the following 12 months. These codes must be entered into the system of record. Codes will either be manually entered or automatically calculated in the payroll system, based on the payroll system's chosen method. When determining the ACA code, consider the employee's anticipated average hours of service over the next 12 months.</p>	
Type of Employee	ACA Codes
<b>Employee:</b> A new or returning employee who does not meet the definition of "educational organization employee" or "seasonal employee". <i>(Employer must assume the employee will be employed for the next 12 months, even if hired to work less than 12 months).</i>	<b>Y1</b> = 130 or more hrs/mo
	<b>N1</b> = Less than 130 hrs/mo
<b>Educational Organization Employee:</b> A new or returning employee employed by an educational organization (e.g., primary, secondary, preparatory and high schools, colleges and universities). Non-faculty employee positions may be "seasonal employees" when the non-faculty position meets the definition of "seasonal employee" below. <i>(Employer must assume the employee will be employed for the next 12 months, even if hired to work less than 12 months).</i>	<b>Y2</b> = 130 or more hrs/mo
	<b>N2</b> = Less than 130 hrs/mo
<b>Seasonal Employee:</b> A new or returning employee anticipated to work on a seasonal basis (specific time of the year) for 6 months or less. <b>Note:</b> Faculty of educational organizations are not allowed to be "seasonal employees". Consider the next 12-month period, including months with zero hours of pay status, when calculating average hours/month. If the season is more than 6 months, calculate the ACA code according to "employee" type above.	<b>Y3</b> = 130 or more hrs/mo
	<b>N3</b> = Less than 130 hrs/mo
ACA Employee Status	ACA Code
Enter the ACA code that best describes the employee.	<b>N2</b>
<b>The ACA definition of full-time does not determine eligibility for PEBB benefits.</b>	