

ACA Re-Evaluation Process

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Re-evaluation is useful to show an audit trail that the employee was reviewed at the end of their measurement period and appropriately classified for their upcoming ACA cycle. Re-evaluation will also build the future ACA cycle for the employee.

Identifying Employees who need to be Re-Evaluated:

To identify employees who need to be re-evaluated locate the ACA Employee Cycles report, Navigate to reports (1.), ACA (2.), Employee Cycles (3.).

The screenshot shows a software interface for ACA reports. The top navigation bar includes 'Reports', 'tasks', 'appointments', 'social', and 'email'. A search bar is present at the top. On the left, a sidebar lists various report categories, with 'reports' highlighted in red and marked with a '1.'. Under 'reports', 'Affordable Care Act' is highlighted in red and marked with a '2.'. The main content area displays a grid of report cards. The 'ACA Employee Cycles' report card is highlighted in red. Below the grid, a list of report categories is visible, including 'employee', 'customer', 'order', 'assignment', 'contact', 'pay / bill', 'calendar', and 'reports'.

To run the report, select the date parameter of "Date Filter" Measurement Period End Date. The start date will be the last date of your company's standard measurement period; the end date is the date you are running the report. Select the option to "Show" Assigned Employees.

Start Date	5/1/2016	<input type="checkbox"/> NULL	End Date	8/12/2016	<input type="checkbox"/> NULL	View Report
Branch	Memphis SE		Date Filter	Measurement Period Start Date		
ACA Status	(none), Full-Time, Part-Tim		Insurance Offering Response Status	(none), Accepted, Not Eligit		
Employee Filter			Customer Filter			
Average Hours Min	0		Average Hours Max	10000		
Show	All Employees		Group By	(no grouping)		

of 100% Find | Next

Recording a Re-Evaluation on the employee record:

To record a re-evaluation, access the employee record and select pay setup form (1.). In the Affordable Care Act section, next to the ACA status field select the edit icon (2.).

<ul style="list-style-type: none"> visfile details documents integrations evaluations messages pay history pay setup accruals adjustments arrears electronic pay rate sheet taxes tasks search 	general information Pay Setup Complete <input checked="" type="checkbox"/> Employee ID: <input type="text"/>	payment options Electronic Pay Setup Complete <input checked="" type="checkbox"/> Mail Check and/or Stub <input checked="" type="checkbox"/> Email Pay Stub <input type="checkbox"/> Paycard Requested <input type="checkbox"/> Paycheck Delivery Code: ca Default Pay Rate: <input type="text"/> Note to Payroll: <input type="text"/>	
	required tax information Federal Exemptions: 3 State Exemptions: 1 Federal Add. Withholding: \$0.00 Dependents: 0 Marital Tax Status: Married - Filing Single Tax State: MN State Juris: ARMFILJ Tax By Employee State: <input type="checkbox"/> Qualifies for HIRE Act: <input type="checkbox"/>	automatic delivery method change Use these options to automatically change check delivery on the specified activation date. Activation Date: <input type="text"/> New Delivery Code: <input type="text"/> Mail to Permanent Address: <input type="checkbox"/>	affordable care act ↓ 2. ACA Status: Full-Time <input checked="" type="checkbox"/> Admin Status: <input type="text"/> Hire Date: 1/1/2016 Insurance Due: <input type="text"/> Last Eval: 4/29/2016 Next Eval: <input type="text"/> Insurance: Offered Date Offered: 12/23/2014
	local taxes Local taxes are automatically determined by the employee's zip code. Manual changes should not be necessary. County Tax: <input type="text"/> Exempt: <input type="checkbox"/> City Tax: <input type="text"/> Exempt: <input type="checkbox"/> School Tax: <input type="text"/> Exempt: <input type="checkbox"/>		

The "Update ACA Details" window will display:

The screenshot shows a software window titled "update aca details" with a blue header bar. Below the header, the text "change status" is displayed. The form contains the following fields:

- Current Status:** A blue button labeled "Full-Time (1)".
- New Status:** A dropdown menu with a red exclamation mark icon on the left.
- Comment:** A large empty text area.

At the bottom right of the form area, it says "This will affect 1 employee(s)".

The bottom of the window features a red bar on the left with a white triangle and the number "1", and a light blue bar on the right with "Cancel" and "Save" buttons.

Select the Employee's status in the New Status field.

Note Even if the Employee's status will remain the same, you must still select the status to allow Enterprise to record the re-evaluation.

Note If the employee is an Administrative Status other than " Administration" IE: Measurement, Overdue etc, the service rep making this change will need to have the ACA Super User Security Role in order to change the Status. If you do not have this permission, please contact TempWorks or your TempWorks Administrator.

ACA Super Users can click on the pencil icon on the "Update ACA Details" window. Clicking on the pencil icon will change the options to the following:

update aca details

change status

Current Status Full-Time (1)

New Status !

set hire date

Hire Date !

This will affect 1 employee(s)

2 !

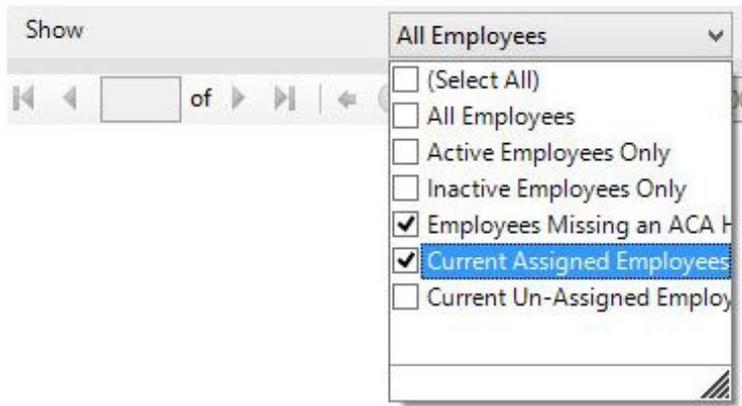
Cancel Save

Set the New Status, enter the Employee's original hire date in the Hire Date field, select Save to finalize. After your company has completed an entire ACA Cycle there is no longer a need to run the Lookback reports on a weekly or monthly basis. All employees at that point will have been put on the ACA radar by one of the following:

- By being hired during your first complete cycle
- Through your ACA Initialization
- Through your lookback audits during the first ACA cycle

From this point forward you will want to utilize the above process to determine which of your employees have completed their measurement period and need to be re-evaluated.

Note If your company does not have a hard stop on the assignment for employees who do not have ACA coding, incorporate your operational process identifying employees who are working for you who do not have ACA coding and therefore are not on the ACA radar. The easiest way to identify these employees is by running the ACA Employee Details report. Select the criteria to show currently assigned employees and employees missing an ACA Hire date.



Leave the date filters NULL and click the View Report Button. This report will give you a list of the employees that need to be coded with an ACA Hire Date and an ACA Status.

 A screenshot of the Tempworks software interface. The top section contains filter settings:

- Start Date: NULL
- End Date: NULL
- Branch: ABC, ABC Onsite, Apple Val
- Date Filter: Hire Date
- Group By: Branch
- ACA Status: (none), Full-Time, Part-Tim
- Insurance Offering Response Status: (none), Accepted, Not Eligit
- Admin Status: (none), Overdue, Break in St
- Declined Reason: (none), Medicaid eligible, IV
- FTE Status: (none), FTE, Approaching F
- Employee Filter: (empty)
- Customer Filter: (empty)
- Average Hours Min: 0
- Average Hours Max: 10000

 A 'View Report' button is located on the right. Below the filters, the report title is 'ACA Employee Details'. The system level is 'Hierid 1'. The report description is: 'A list of employees, from the following selected branches: '(All Branches Selected)'. Showing: Employees Missing an ACA Hire Date Only, Current Assigned Employees Only'.

Employee	Employee ID	Hire Date	FTE Status	Avg Hrs	ACAStatus	Admin Status	Insurance	Date Offered	Effective Insurance Date	Insurance Deadline	Last Eval Date	Admin Period Start Date
Branch: CardiffUK												
Jayson, Jay	4295004027		Not FTE	0.00								
Meyer, Nicole	4295004033		Not FTE	0.00								
Branch: CardiffUK Total: Emp Count 2												
Branch: Eagan												
ington, Wash	4295026995		Not FTE	0.00								
Nia, Cal	4295026994		Not FTE	0.00								
Branch: Eagan Total: Emp Count 2												
Branch: Eval SE												
Lawson, Ronald	12827			0.00								
Branch: Eval SE Total: Emp Count 1												

Note Incorporate this report into a weekly or monthly operational process to ensure that you're staying on top of ACA coding and alleviating a large backlog of coding at one time.

Related Articles