

## New Employee-B

Hire Date: 5/20/15

Employee-B (EE-B) is hired as a non-FT EE working longer than 6 months (not a seasonal employee).

EE-B's Initial Measurement Period (IMP) will be for 24 pay periods, which begins on 5/25/15 (pay period begin date following date of hire) and ends on 4/24/16. This is the time period that you will "count" or evaluate EE-B's hours.

Reminder: Hours for ACA purposes include the following: regular hours, OT/K-Time, all paid leave types, on-call pay, LWOP for FMLA and Military Only.

On 3/24/16: An email notification is received by EE-B's HR Department (ACA Contact on ZP200). It is time to evaluate EE-B's hours over the IMP.

Agency runs ZP136 to get the average hours EE-B worked for the period beginning 5/25/15 – 3/24/16 (yes, this is one month before the actual end of the IMP).

EE-B has worked on average, 36 hours/week over the IMP. Agency will run ZP136 again on 4/24/16 to verify average hours/week continues to be 30 or more.

So according to ACA Rules, EE-B **is** eligible for health coverage. EE-B has until 5/24/16 to accept and enroll in coverage.

EE-B enters the Initial Stability Period (ISP) which begins 6/01/16 and ends 5/31/17 (12 month period).

Reminder: During EE-B's ISP, eligibility does not change even if EE-B works less than 30 hours/week. EE-B will continue to be eligible for health coverage during the ISP.

EE-B's hours should also be "counted" during the Standard Measurement Period (SMP) along with all other on-going employees. The SMP begins PP 22 2015 and ends PP 21 2016 for our example (SMP is always PP 22 – PP 21 of any year). PP 22 2015 begin date is 10/12/15 and PP 21 2016 end date is 10/09/16.

Agency runs ZP136 to get the average hours EE-B worked during the SMP of 10/12/15 – 10/09/16.

EE-B has worked on average, 24 hours/week over the SMP. EE-B is now no longer eligible for health coverage however, EE-B retains health coverage through the ISP (until 5/31/17).

EE-B will move to the SMP and his hours will be "counted" or evaluated again during the SMP of PP 22 2016 – PP 21 2017. EE-B has now transitioned to the standard periods and no longer needs to be counted in any initial periods.

*It is important for agency personnel to manage their employees' work hours if they do not intend for them to work full-time.*

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