

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



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COMMISSIONER OF ADMINISTRATION

November 3, 2017

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2018-13

TO: LaGov HCM Paid Agency Human Resources
and Employee Administration Staff

FROM: Andrea P. Hubbard
Director

SUBJECT: Affordable Care Act (ACA) – 2018 Waiver Documentation

Effective January 1, 2015, the Affordable Care Act requires applicable large employers to offer health coverage to ACA full-time employees and their dependents. The Office of State Uniform Payroll (OSUP) has instructed agencies to maintain documentation of offers of coverage, particularly for eligible employees who waive coverage. Prior to this year, agencies were advised to use the Office of Group Benefits' GB-01 form for this purpose.

Beginning with this annual enrollment period (for the 2018 plan year), employees are able to complete their health coverage elections via the LEO on-line enrollment application. This includes the ability to waive coverage through the application, which contains the same waiver language as the GB-01. Agencies can choose whether to require the employees to use LEO or to complete the GB-01 to waive coverage.

If an employee waives coverage via LEO, he has the option to print a confirmation waiver form. Agencies do not have the ability to print this form, so for 2018, below are several methods an agency can use to document these waivers. Choose the method most appropriate for your agency.

- 1) Run ZP269 for your personnel area(s) with the "See all records" box checked. Filter the "Message" column in the report output to obtain all "EE Waiver" records. This can be run by personnel number also.
- 2) Review the IT9004 record that was automatically created when the employee waived coverage through LEO.
- 3) Ask the employee for a copy of the LEO waiver confirmation document.

If an employee utilized LEO to waive coverage, it is not necessary to have them also complete a GB-01. All three (3) of the above options clearly show that the employee waived the coverage (including the date of the waiver).

If there are any questions, please contact a member of the OSUP Benefits and Financial Administration Unit at _DOA-OSUP-BFA@LA.GOV.

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