

New Employee-A

Hire Date: 5/20/15

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

EE-A'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-A'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-A's HR Department (ACA Contact on ZP200). It is time to evaluate EE-A's hours over the IMP.

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

EE-A has worked on average, 24 hours/week over the IMP. (Even if EE-A worked 40 hours/week over the next 2 pay period-remaining time in the IMP, EE-A would not average more than 30 hours/week over the entire IMP. It's actually 28.66 hours/week.)

So according to ACA Rules, EE-A is not eligible for health coverage. Agency should run ZP136 again on 4/24/16 to verify hours have remained below 30 hours/week on average.

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

Reminder: During EE-A's ISP, eligibility does not change even if EE-A works more than 30 hours/week. EE-A will not be eligible for health coverage until possibly sometime in 2017.

EE-A'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-A worked during the SMP of 10/12/15 – 10/09/16.

EE-A has worked on average, 24 hours/week over the SMP. EE-A is again not eligible for health coverage. At this time EE-A should be moved to the Standard Stability Period (SSP) with all other on-going employees. The SSP is 1/1/17 – 12/31/17 for our example (the SSP is always 1/1 – 12/31 of any year). EE-A's average hours will not be evaluated again until the next SMP (PP 22 2016 – PP 21 2017 or 10/10/16 – 10/08/17 for our example) with all other on-going employees.

This document was prepared for use by agencies on the State of Louisiana's LaGov HCM payroll system. The information contained in this document may not be appropriate for your use if you are not on the LaGov HCM payroll system. The information presented here does not include all of the ACA Requirements that may be applicable, only those requirements that LaGov HCM Paid agencies have been asked to complete in the LaGov HCM system.