

Look-Back ACA Workflow

Important: Category and Medical Plan(s) must be set up prior to this process.

New Hires & Rehires

Enter all new hires and rehires through the Human Resource Module. Set their ACA Employee Type according to how you have hired the employee.

Variable hour:

An Employee whose hours of service are variable. It is uncertain if the employee will work an average of 30 hours per week. This setting will allow the employee to be calculated by the Lookback Eligibility Report.

Seasonal:

An Employee who performs labor or services on a seasonal basis. This setting will allow the employee to be calculated by the Lookback Eligibility Report.

Part Time:

Employee who is employee under an average of 30 hours of service per week. This setting will allow the employee to be calculated by the Lookback Eligibility Report.

Full Time:

An employee who is expected to average at least 30 hours of service per week and you have hired as a permanent employee. The employee will NOT be calculated by the Lookback Eligibility Report.

Managing & enter benefits for Full Time employees

With the Look-back method any employees you hire as known permanent, full time employees automatically qualify for coverage (in general, coverage should be provided within 90 days of their hire date but your company may choose to enroll them sooner as a matter of policy). Unlike seasonal, part time and variable hour employees, full time employees are not processed through the ACA Look-back Eligibility Report. When you hire a new full time employee, you should manually add a Health Benefit record that indicates the employee's starting coverage date. For those hired as full time employee, their ACA Employee Type should be set to Full Time. This setting will remove them from Look-back eligibility calculation.

To manually enter a benefit record, bring up the employee on the **HR Employee View** window and click on the Health Benefits tab page. Click **Add** button then Click **Select Plan...** button to select the desired plan.

Note: Do not use drop down menus for the Benefit Provider or Benefit Plan. Always use the "Select Plan" button.

Enter the starting and ending coverage dates in the **Accepted** section. If spouse or dependent coverage is selected, check the appropriate boxes.

Note: Ensure all covered dependents are entered in Dependents.

Make sure the **Active** box is checked, and click on the **Save** button. This record will now appear on the **Benefit Eligibility Review** window and the employee will be included in the enrollment file when it is created. The deduction amount will also now appear on the Deductions tab but will be governed by the Benefit Record.

The screenshot shows the 'Enter Insurance Coverage' form with the following fields and values:

- Employee: MAGDALENA
- Benefit Provider: Blue Corss
- Benefit Plan: PPO Pre-Tax
- Date Eligible: 06/01/2019
- Date Offered: 06/01/2019
- Starting Date: 07/01/2019
- Ending Date: 07/31/2019
- Employee Cost: 50.00
- Total Deduction: 50.00
- Per: Month
- Active:
- Save: [Save]
- Cancel: [Cancel]

Red boxes highlight the following fields: 'Select Plan...', 'Date Eligible', 'Date Offered', 'Starting Date', 'Ending Date', 'Active', and 'Save'.

Run Initial ACA Lookback Eligibility Report

The Look-back Eligibility Report is designed to identify whether each employee that worked in a measurement period is a Calculated Full Time or Calculated Part Time employee. Calculated Full Time employees are entitled to an offer of coverage once they have been identified as such; Calculated Part Time employees are not owed an offer of

coverage, but your company may choose to offer them coverage as a matter of policy.

To run the Look-back Eligibility Report go to ACA > Lookback Eligibility

ACA Lookback Eligibility Report

Ending Date: 03/31/2018

Eligibility Date: 04/01/2018

Category: LOOKBACK

Transition (Monthly to Lookback)

Print Measurement Periods in Progress

Print Employees With Zero Hours

Print Terminated Employees

Actions:

Update Hours/Status

Extend Enrollment Dates for Full Time/Already Enrolled

Create Offer Records for Employees Not Enrolled or Declined

Preview Print Setup Print Cancel

Select “**Print Measurement Periods in Progress**” & “**Print Terminated Employees**” then click on Preview to run the ACA Lookback Eligibility Report. The report will give you only the data and will not change any data in the employee’s file. Review this first report and make any necessary data correction changes.

Note: Do not select the Transition (Monthly to Lookback) unless instructed by Datatech.

Run Final ACA Lookback Eligibility Report

Once you have ensured all payroll and status data are correct, run the report a second time with the following check- boxes selected: “**Update Hours/Status**” & “**Create Offer Records for Employees Not Enrolled or Declined**”. The program will create an “Offer” record in the benefit tab for all employees that are full time, but who do not have a status indicating that they have enrolled or declined coverage.

Make an offer of coverage to newly eligible employees

Newly eligible calculated full time employees are due an offer of coverage, and this offer of coverage must be recorded on the Health Benefits tab page of the Employee setup window in the HR program. In turn, this offer of coverage will be used to report the correct codes on the 1095-C that is issued at the end of the year.

The “Offer” or “Offered/No Response” records can be used to help manage the offer process. By selecting these from the status menu, you can see which employees need to be given offers of coverage in the Benefits Eligibility Review window, print a list, and/or export these employees to Excel.

Provide each eligible employee with an offer of coverage Form which contains the information on the health insurance plan(s) available to them. In the form provide the employee can indicate whether he wants to accept or decline coverage. If coverage is accepted, the employee will need to fill out the carrier application forms for the plan that is selected. Note: Forms may be provided by your carrier or broker.

Emp# #	Last Name	First Name	Date Eligible	Date Offered	Start Date	End Date	Pre-Enroll	Insurance Co	Insurance Plan	Declined
2	RESERNDIZ ALONSO	JOSE	3/1/2018	3/1/2018			<input type="checkbox"/>	United Ag	PRR	<input type="checkbox"/>
4	ORTIZ	OSCAR RAMIREZ	3/1/2018	3/1/2018			<input type="checkbox"/>	United Ag	PRR	<input type="checkbox"/>
663	UBALDO DE JESUS	LORENZA	5/1/2018	5/1/2018			<input type="checkbox"/>	UNITED AG	PBS	<input type="checkbox"/>
1033	JUAREZ SOLANO	FELIPE	3/1/2018	3/1/2018			<input type="checkbox"/>	United Ag	PRR	<input type="checkbox"/>
1033	GOMEZ ORTIZ	MARTIN	3/1/2018	3/1/2018			<input type="checkbox"/>	United Ag	PRR	<input type="checkbox"/>
1066	GOMEZ ORTIZ	SILVIA	3/1/2018	3/1/2018			<input type="checkbox"/>	United Ag	PRR	<input type="checkbox"/>
1292	UBALDO	FELICITAS	3/1/2018	3/1/2018			<input type="checkbox"/>	United Ag	PRR	<input type="checkbox"/>
1400	PARASMO GUERRERO	ARTEMIO	3/1/2018	3/1/2018			<input type="checkbox"/>	United Ag	PRR	<input type="checkbox"/>
1625	GRACIDA	ROSARIO	3/1/2018	3/1/2018			<input type="checkbox"/>	United Ag	PRR	<input type="checkbox"/>
1678	LAGUNAS	ARACELI	3/1/2018	3/1/2018			<input type="checkbox"/>	United Ag	PRR	<input type="checkbox"/>
1679	MELENDEZ	PEDRO	3/1/2018	3/1/2018			<input type="checkbox"/>	United Ag	PRR	<input type="checkbox"/>
2127	GOMEZ ORTIZ	JUAN	3/1/2018	3/1/2018			<input type="checkbox"/>	United Ag	PRR	<input type="checkbox"/>
2183	RUIZ	CARLOS	3/1/2018	3/1/2018			<input type="checkbox"/>	United Ag	PRR	<input type="checkbox"/>

Edit offer/No Response Records

Once you have made an offer of coverage to the employees, you can edit the “Offer/No Response” record to indicate whether the employee will be enrolled in coverage or has declined.

Decline Record

Select the employee’s “Offer/No Response” record and click on **Edit**. Select **“Declined Employee Coverage”** the two other checkboxes are available for recording the employee’s decision to decline spouse and dependent coverage. It is not necessary to check these; you may assume that if an employee declines self-coverage, the employee is declining the additional coverage tiers as well. But you may sue them if desired.

On a decline record, it is not necessary to select a plan, and the Pre-Enrollment check box does not apply. The decline record should have the Active box checked in the bottom left corner of the window.

If the employee decides to enroll in coverage at a later time, you can deactivate the previously entered decline record, and enter a new Active Coverage benefit record to indicate the employee’s plan choices. You may wish to enter a note or explanation on the decline record for your reference to note that employee has now chosen coverage.

The screenshot shows the 'Enter Insurance Coverage' form with the following details:

- Employee: OSCAR RAMIREZ
- Benefit Provider: United Ag
- Benefit Plan: PRR
- Date Eligible: 03/01/2018
- Date Declined: 03/01/2018
- Declined: Declined Employee Coverage, Declined Dependent Coverage, Declined Spouse Coverage, Covered on Spouse's Plan
- Spouse's Employer: (empty)
- Explanation: (empty)
- Accepted: Starting Date, Ending Date, Spouse Insured, Children Insured, Employee Cost (677.82), Depend Cost (0.00), Total Deduction (0.00), Ded. # (0), Per: Month, Monthly Max (0.00), Life Ins. Beneficiary, Comments, Section 125
- Active: Active

Coverage Record

Select the employee's "Offer/No Response" record and click on **Edit**. The Benefit Provider and Benefit Plan fields will be populated by the medical plan you have set to "Default" in the Medical Plan set up. The Date Eligible and Date Offer will also be populated according to the dates you entered in the Lookback Eligibility Report. If the employee has selected a different plan than the default one, you can select the desired plan from the **Select Plan** button. Enter the starting and ending coverage dates in the **Accepted** section. If spouse or dependent coverage is selected, check the appropriate boxes. Ensure the Active check box is selected.

Note: Do not use drop down menus for the Benefit Provider or Benefit Plan. Always use the "Select Plan" button.

Note: Ensure all covered dependents are entered in Dependents.

The screenshot shows the "Enter Insurance Coverage" form with the following details:

- Employee: OSCAR RAMIREZ
- Pre-Enrollment:
- Benefit Provider: United Ag (with "Select Plan..." button)
- Benefit Plan: PRR
- Date Eligible: 03/01/2018
- Date Offered: 03/01/2018
- Appl. Not Returned: Appl. Returned On: []
- Declined section: Declined Employee Coverage, Declined Dependent Coverage, Declined Spouse Coverage, Covered on Spouse's Plan, Spouse's Employer: [], Other reason for declining employee coverage: []
- Explanation: []
- Accepted section: Starting Date: 03/01/2018, Ending Date: 02/28/2020, Keep Enrolled When Part Time, Spouse Insured, Children Insured
- Employee Cost: 677.82, %: 0.00, Amount: 0.00, Ded. #: 0
- Depend Cost: 0.00, %: 100.00, Amount: 0.00, Ded. #: 0
- Total Deduction: 0.00, Per: Month
- Life Ins. Beneficiary: [], Monthly Max: 0.00
- Comments: []
- Section 125:
- Active:
- Buttons: Save, Cancel

Application Not Returned

In cases where the employee does not give an immediate answer, you can select **Appl. Not Returned** and make the records active. If the employee decides to accept coverage later on, you can make this record inactive and create a coverage record.

The screenshot shows the 'Enter Insurance Coverage' form with the following fields and values:

- Employee: OSCAR RAMIREZ
- Benefit Provider: United Ag
- Benefit Plan: PRR
- Date Eligible: 03/01/2018
- Date Offered: 03/01/2018
- Appl. Not Returned
- Appl. Returned On: (empty)
- Declined: Declined Employee Coverage, Declined Dependent Coverage, Declined Spouse Coverage, Covered on Spouse's Plan
- Spouse's Employer: (empty)
- Other reason for declining employee coverage:
- Explanation: (empty)
- Accepted: Starting Date: (empty), Ending Date: (empty), Keep Enrolled When Part Time, Spouse Insured, Children Insured
- Employee Cost: 677.82, %: 0.00, Amount: 0.00, Ded. #: 0
- Depend Cost: 0.00, %: 100.00, Amount: 0.00, Ded. #: 0
- Total Deduction: 0.00
- Per: Month
- Monthly Max: 0.00
- Life Ins. Beneficiary: (empty)
- Comments: (empty)
- Active
- Buttons: Save, Cancel

Finalize enrollment information and submit enrollment

The look-back Eligibility Report normally manages and extends End Dates automatically. Under some circumstances, you may need to either extend the enrollment dates of employees manually on the Benefit Eligibility Review window and/or review enrolled employees to make sure that all employees are still working. If any employees have been laid off or otherwise terminated and their enrollment record was

set up to cover the entire stability period, you may need to edit the ending enrollment date to reflect when their coverage was terminated.

Create Enrollment

Once your benefit records are filtered to show only those who will be enrolled for the following month, click **Create Enrollment** to create an enrollment file. An enrollment file consists of a record for each employee that has accepted coverage along with a record for each covered spouse and dependent. The enrollment file then can be electronically exported to your insurance company.

Before creating the enrollment file, use the filters to enter the **Coverage End On** date for the enrollment you are creating, and select **Accepted** from the **Status** filter at the top of the window. This will ensure that only employees who are eligible for coverage through the ending date and who have accepted coverage will be included in the enrollment file.

When the enrollment file is created, several checks are made for valid data. A message will appear on your screen if there are any actual or potential problems (See Image 2). An exception report will be generated listing these items and you can then make adjustments as needed (See Image 3).

For instance, if you have indicated that an employee has opted for spouse coverage, but no spouse record was entered on the employee's account, an exception will be generated.

Create Enrollment Exception Report

Coverage Ending: 07/31/2019

Acct #	Employee Name	Problem
9051	GARCIA-VENCES, JAIME	Dependent coverage indicated but no children/dependents found.
9733	LOPEZ, FRANCISCO ORTIZ	Employee FRANCISCO LOPEZ: missing City/State/Zip
9866	INFANTE, ROBERTO R	Employee ROBERTO INFANTE: missing DOB
3 Total Exceptions		

Missing data such as addresses or date of birth will be reported on the Exception Report. If you do not have the information, you may need to submit the file with the information missing. Each insurance company or third party administrator may handle missing data differently. For instance, it may be impossible to enroll an employee with a missing address because the insurance company doesn't have anywhere to send the insurance card or other plan documents. An employee may be enrolled without a date of birth, but may be unable to fill prescriptions because the data of birth is required by the pharmacy. SSN are usually required for the employee. However temp SSN are accepted for dependents.

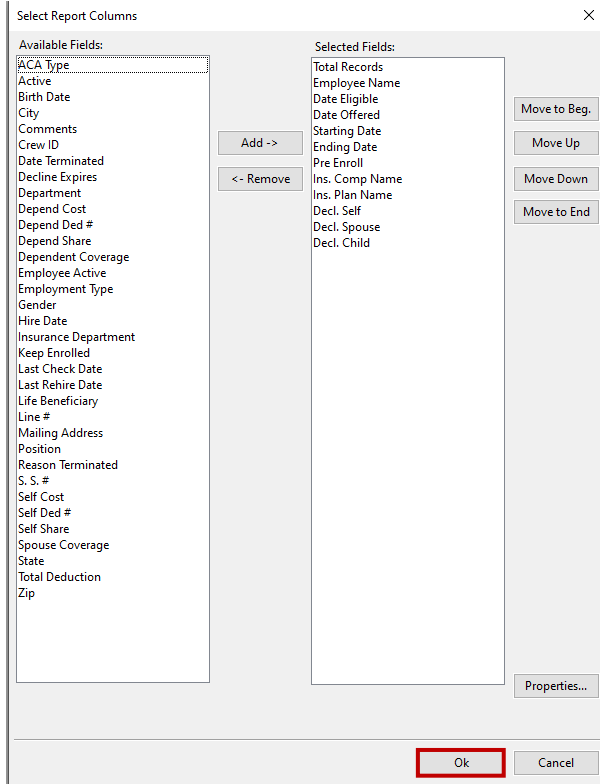
The enrollment file can be created more than once. If you have exceptions that need to be corrected, you should make those corrections and click on the Create Enrollment button again to recreate the enrollment file with the corrected data. Once all errors have been corrected you can then proceed to export and upload your enrollment file to your insurer. See the **Export Enrollment Data** section for more information on this process.

Customize

A PDF report can be printed from the **Benefit Eligibility Review** window. It can also be customized to include both the date terminated and last check date, among other datasets, to assist you in reviewing benefit records.

Click the Customize button in the lower right corner, then select the Columns button. The window shown below will open, allowing you to choose which fields you wish to appear on the report, and in which order you want the columns to appear.

All fields shown in the Selected Fields side of the window will appear in the column order shown.



Export Enrollment File

Go to Health Insurance > Export Enrollment File

This option will export the enrollment data to a file that can be submitted to an insurer or TPA (Third Party Administrator). The enrollment file includes information on all the employees that are covered by a plan as well as the dependents (spouse and children) for employees, if applicable.

Note: For this example we will use the Custom Excel format. For assistance with other formats press F1 to bring out the HELP window and search for the desired format.

1. Select the Custom Excel (See image 1). Once this has been selected, the program will remember the format to use.
2. If you desire to modify the columns that are included in the export file and/or the order in which they are output, clicking on the Customize button (See image 2).
3. Select the folder for the program to use when creating the enrollment file from the File Look Up button. A copy of the enrollment file will remain in your system as long as the filename is not reused.

- Insurers may have specific requirements for naming the enrollment files. The Filename Template allows you to enter a naming system for the program to use when creating the enrollment files. The Filename 2 Template is only necessary if your insurer requires sending employees and dependents in separate files.

The following special codes can be used in the template:

<YMM> - The coverage date year and month (starting date of coverage).

<COMPANY_NUM> - Your company number from the medical plan setup.

<FROM_MMDD> - The coverage date; month and day of the month.

<TO_MMDD> - The ending coverage date; month and day of the month.

<CREATE_DATE> - The date that the enrollment file was create in MMDDYY format.

So for instance if your insurer wants your file to be named with your Group ID (which for this example is "DATATECH", the coverage year and month, the word "Enrollment", and the creation date of the file, you could enter:

DATATECH_<YMM>_Enrollment_<CREATE_DATE>.CSV

This would produce the following filename for an enrollment file for January 2015 that was created on Dec. 13, 2014:

DATATECH_1501_Enrollment_121314.CSV

Once you have formatted the enrollment data as desired, click **Export Enrollment** to export the enrollment data.

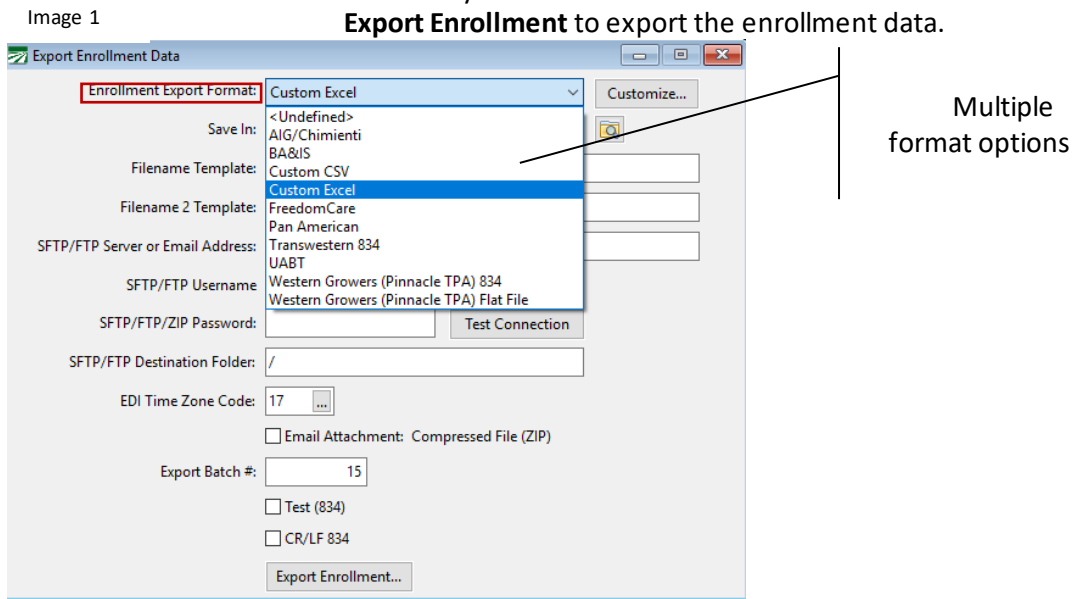
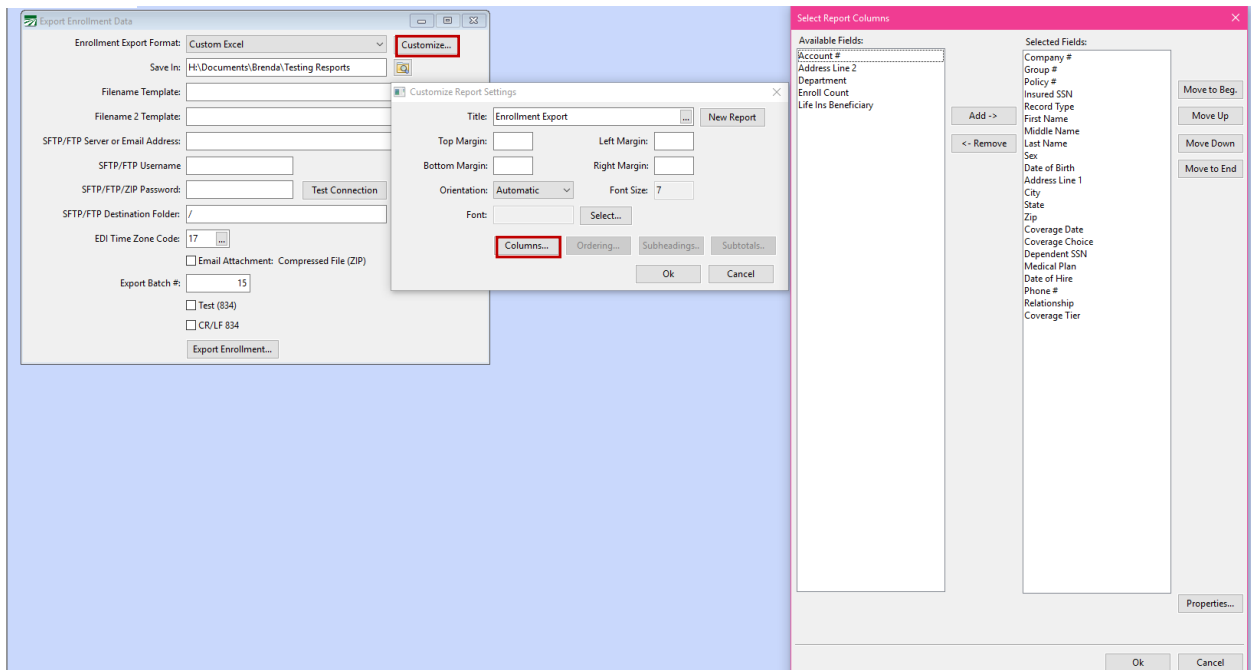


Image 2



Use the Terminate & Rehire buttons daily

Terminate:

When an employee is terminated or laid off, several changes are typically made to the employee's account. The terminate button at the bottom left corner of the Employee's window provides a shortcut for handling this.

During the termination process the program will verify if a benefit record reflecting coverage is active. If so, it will ask you if you wish to change the ending date to reflect the end of the month in which you are terminating the employee. This will ensure the employee does not continue receiving coverage after he has been terminated.

In cases where the employee is terminated before his coverage is set to begin the program will ask you if you would like to cancel coverage. It is recommended to answer "yes" so the benefit record is deleted.

Rehire:

Use the ACA Status button on the Rehire window and the program will check the employee's previous work dates and status to let you know if the employee can be treated as a new employee or is a continuing employee. If the employee is a continuing employee, then the status will be checked and the program will create a health benefit record to enroll the employee in coverage if the employee 1) was a full time employee and 2) was previously enrolled.