

9.2 Assigning ACA Status

Purpose: Use this document as a reference for using the custom page "Assign ACA Status" in ctcLink.

Audience: Benefits Administrators.

❗ You must have at least one of these local college managed security roles:

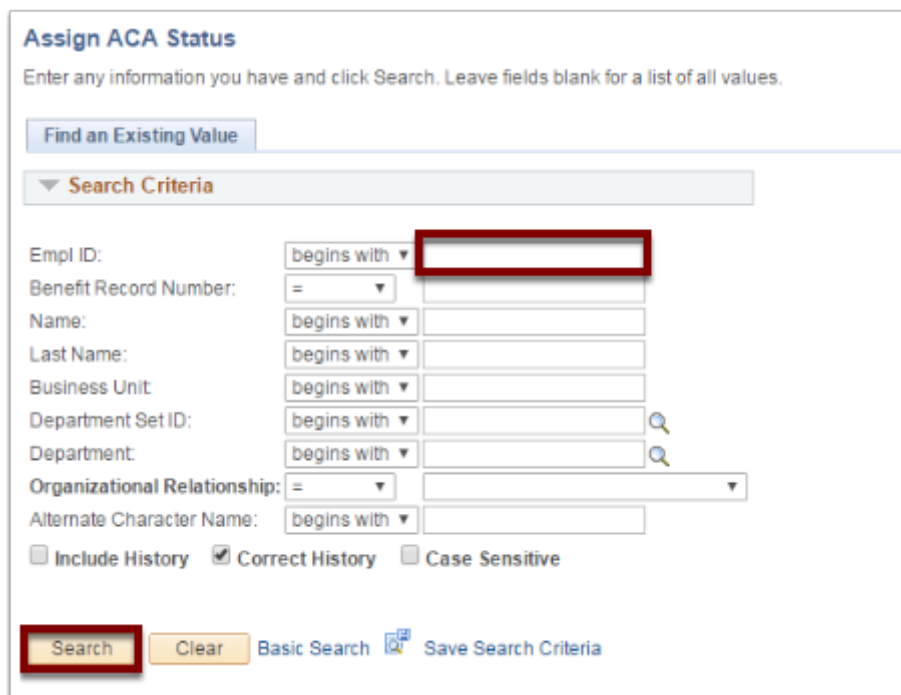
- ZD Benefits Enrollment Inquiry
- ZC Benefits Enrollments

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Assign ACA Status

Navigation: NavBar > Navigator > Benefits > CTC Custom > Assign ACA Status

1. The **Assign ACA Status** search page displays.
2. Enter the **Empl ID** of the employee who needs their status defined.
3. Select the **Search** button.



Assign ACA Status

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID: begins with [Red Box]

Benefit Record Number: =

Name: begins with

Last Name: begins with

Business Unit: begins with

Department Set ID: begins with

Department: begins with

Organizational Relationship: =

Alternate Character Name: begins with

☐ Include History ☒ Correct History ☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

4. The **ACA Status** page displays.
5. Select the **Effective Date**:
 - This is the date in which the employee's status actually changes (not date of entry by the admin).
 - Typically there will be an associated Job Data row if the date is not initially known (such as Hire or Data Change).
 - Per HCA - An ACA employee status code must be assigned to every new and returning employee beginning January 1, 2014. The code will be tracked and used to meet the federal reporting requirement.
 - Therefore the effective date has to be after 01/01/2014
 - It could be a date after 1/1/2014 coinciding with Job Data
6. Select the **ACA Employment Status**; the choices are:
 - 130 avg hrs/mth or more.
 - Less than 130 avg hrs/mth.
7. Select the **Save** button.

The screenshot shows the 'ACA Status' form. At the top, there are input fields for 'Employee', 'ID', and 'Benefit Record Number'. Below these is a search bar with 'Find | View All' and pagination controls showing '1 of 1'. The main form area contains two fields: '*Effective Date:' with a date picker set to '08/01/2015' and '*ACA Employment Status:' with a dropdown menu set to '130 avg hrs/mth or more'. Both of these fields are highlighted with red rectangular boxes. At the bottom of the form is a row of buttons: 'Save' (highlighted with a red box), 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Update/Display', 'Include History', and 'Correct History'.

8. The process to assign ACA status is now complete.
9. End of procedure.